

**Minutes of Sweetser Town Council  
December 17, 2020**

- I. The meeting was called to order by Dave Fox at 7:00 pm; the roll was called as follows:  
Kyle Taylor-Present  
Matt Stewart—Absent  
Travis LeMaster—Present  
Dave Fox—Present  
Chuck Briede-Present

The roll was followed by the Pledge of Allegiance and a prayer offered by Matt Stewart

II. **Minutes**

Chuck Briede made a motion to approve the minutes of the December 10, 2020 meeting as written. Dave Fox seconded the motion.

Roll Call:

Kyle Taylor-Aye  
Matt Stewart-Absent  
Travis LeMaster-Aye  
Dave Fox-Aye  
Chuck Briede-Aye

III. **Bills**

After discussion, Chuck Briede made a motion to approve the paying of the bills as written. Dave Fox seconded the motion.

Kyle Taylor-Aye  
Matt Stewart-Absent  
Travis LeMaster-Aye  
Dave Fox-Aye  
Chuck Briede-Aye

IV. **Public Forum**

- No comments

V. **Department Reports**

**Maintenance Dept.**—Superintendent Devin Cole was not in attendance.

- No report

**Police Department Dept.**—Marshal Ryan Hornback was not in attendance.

- No report

**Parks Department**—President Steve Kelley was in attendance.

- Steve requested that an outside contractor be solicited to perform the repairs on the cupola of the caboose. Various contractors were discussed, and some estimates will be requested.
- Steve said that some years ago Roy Drook had installed some signs along the trail at his own expense: they all have been stolen. Steve asked if the town would be willing to pay for their replacement. He thinks he can obtain them for a cost within the previously approved sign budget. Counsel approved the purchase if it is with the amount already approved.

VI. **Continuing Business**

- At a prior meeting Travis introduced a proposed resolution defining the functions and duties of the liaisons between the Town Council and Town Departments and Employees. Travis read the draft resolution to the council.

Travis Lemaster made a motion to adopt Resolution 2020-4, A Resolution Defining Liaisons. Chuck Briede seconded the motion. After discussion, the vote was taken:

Kyle Taylor-Aye  
Matt Stewart-Absent  
Travis LeMaster-Aye  
Dave Fox-Aye  
Chuck Briede-Aye

- Dave resumed discussion of the 2021 Salary Ordinance. The clerk presented the council with a recapitulation of the current salary and wages by position as well as pro-forma salary and wages under various scenarios. The council discussed the cost of the current medical insurance and the employee share of the premiums. Clerk reported that the current employee share of the medical premium is 10%, which for 2021 will be \$29.45 per pay period. The employee share of the premium will be waived for January as the AIM Medical Trust has waived medical premiums for January. Council proposed no changes to the planned employee share of 10%. Council discussed salary and wage changes by position. Council proposed the following salary and wages for 2021:

Town Council Member	\$2,400	per year	No change from 2020
Clerk-Treasurer	\$23,800	per year	No change from 2020
Deputy Clerk-Treasurer	\$11.22	per hour	2% increase from 2020
Billing Clerk	\$ 8.67	per hour	2% increase from 2020
Town Attorney	\$9,100	per year	No change from 2020
Town Maintenance Manager	\$43,336.74	per year	2% increase from 2020
Deputy Town Maint. Mgr.	\$33,280	per year	No change from 2020
Street Dept. Asst. > 3 yrs exp.	\$11.73	per hour	2% increase from 2020
Street Dept. Asst. < 3 yrs exp.	\$10.20	per hour	2% increase from 2020
Town Marshall	\$39,681	per year	2% increase from 2020
Deputy Town Marshall < 6 months exp.	\$18.36	per hour	2% increase from 2020
Deputy Town Marshall > 6 months exp.	\$19.38	per hour	2% increase from 2020
Dep. Town Marshall > 12 months exp.	\$20.40	per hour	2% increase from 2020
Crossing Guard	\$20.40	per day	2% increase from 2020

After discussion, Chuck Briede made a motion to adopt the proposals as Ordinance 2020-7, the 2021 Salary Ordinance of the Town of Sweetser, Indiana. Kyle Taylor seconded the motion.

Kyle Taylor-Aye

Matt Stewart-Absent

Travis LeMaster-Aye

Dave Fox-Aye

Chuck Briede-Aye

- Kyle inquired if the town had applied for the CARES Act funds made available to Sweetser. Clerk affirmed that application had been submitted. Clerk said confirmation of the application submission has been received from the State.
- Travis reminded the council that the proposed trail use ordinance is due to be addressed at a council meeting in the near future.
- Clerk reported the CCMG bid notice will run in the paper Dec. 22 and Dec. 29.
- Clerk reminded council there will be a meeting on Dec. 28, at 5:00 p.m., for an increase in appropriations resolution for the CCD fund.
- Travis asked for an update on the status of the 118 E. Bragg St. property situation. Town counsel Michael Hotz and Council Member Kyle Taylor continue to work on a resolution of the matter.
- Kyle reported that the damaged ceiling tiles of the council chamber had been replaced, but that there was still an unlocated leak that needs to be sourced and fixed.

## VII. New Business

- Kyle purchased some equipment to give the council the capability to conduct the council meetings as a video conference, which would allow citizens, vendors, and other interested parties to attend the meetings remotely. Kyle installed the equipment and had it activated for tonight's meeting. Council discussed and decided to use the equipment on a trial basis for a couple of meetings.
- Kyle has asked Town Counsel Michael Hotz to provide the town some guidance on record retention.
- Kyle reminded the council that Devin had requested a new water softener for town hall. Request was approved.
- Chuck recommended that we initiate the request for proposals for the residential trash removal contract as early in the new year as possible. The current contract is up in May of 2021.
- There was a discussion of the possibility of procuring new Christmas lights and flags for the town. Also discussed was increasing the footprint of the Christmas lights to cover more areas. Steve said he would investigate for the council.
- Clerk initiated a discussion of the possibility of codifying the town ordinances. Matter was tabled.
- Steve recommended the town's street plans be digitized. Matter was tabled.
- Clerk reported that the contract for the CCMG contract A249-21-LG200595 had been received from INDOT via email today. Clerk reported that the contracts were now to be returned electronically, required one signature, and evidence of the signer's authority to sign on behalf of the town.

After discussion, Chuck Briede made a motion to designate the town council President as the delegated authority to sign contracts on behalf of the town and, as Richard (Dave) Fox is the current council President, that he be so designated. Travis LeMaster seconded the motion.

Kyle Taylor-Aye

Matt Stewart-Absent

Travis LeMaster-Aye

Dave Fox-Aye

Chuck Briede-Aye

## VIII. Adjournment

There being no further business before the council, the meeting was adjourned at 8:01 pm.

Respectfully Submitted,

John Potter

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