

SWEETSER TOWN COUNCIL

Meeting Minutes

February 13, 2014

I. Call to Order

The regular meeting of the Sweetser Town Council was called to order at 7:00 p.m. on February 13, 2014, at the Sweetser Town Hall by Council President, Travis LeMaster.

II. Roll Call of Board Members Present:

Rich Gamble, Chuck Draine, Chuck Briede, Travis LeMaster, Steve Kelley

The Pledge of Allegiance was led by Travis LeMaster. Prayer was given by Rich Gamble.

III. Review and Approval of Minutes

Steve Kelley made a motion to approve the minutes from the January 23, 2014, regular meeting. Rich Gamble seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine – Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

IV. Review and Approval of Bills

Chuck Briede made a motion to approve the bills as submitted. Chuck Draine seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine – Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

V. Departmental & Committee Reports

Interim Marshal Bill Freet – Bill reported to the Board that he assisted the town of Swayzee Police Department at 2:00 pm today. He explained that the call was a man with a gun and Swayzee did not respond. The man was trying to kill a raccoon in a tree.

Bill Freet brought to the Board's attention the need for another street light at the intersection of Main Street and State Road 18. Bill explained that during the winter months the children are coming to school before the sun rises and that corner is very dark.

Bill stated that he has been addressing parking problems but otherwise everything has been quiet.

Discussion was held regarding having a street light installed at the intersection. Chuck Briede also reported that Bill Freet completed the paperwork to collect the fines and fees due the town through the courts. It was also discussed that a new battery is still needed for the Charger when the weather permits.

VI. Other Business

a. Continuing Business

Waste Water Treatment Plant Project –

Pre-construction meeting report –Travis LeMaster stated that the pre-construction meeting was held with the engineers and Zachrich Construction. During the meeting there was a conference call with the SRF to make sure everyone knows what to do. The group went to the construction site for a groundbreaking ceremony. Doug Schwab is the project manager and everyone should expect to see him frequently beginning in March. Steve Kelley and Devin Cole went to Ohio to Zachrich Construction. Steve Kelley reported that they spoke with Zachrich regarding the garage doors in the maintenance building to change the size of the doors to two 16x10 doors and one 10x10 door and removing one door. They also discussed the height of the building. It is currently designed to be 12' high and Steve and Doug from Zachrich both believed that the height of the treatment plant and the maintenance building should be higher. The gentlemen from Zachrich also expressed that they believed the treatment plant building should be wider also to allow for moving equipment and making repairs. Steve Kelley also stated that the floor in the treatment plant is designed to be crushed stone and Zachrich suggested that a sidewalk be installed along with a pigtail for testing. Steve Kelley stated that there is no 220 volt electricity in the design for the air compressor. They also discussed moving the bathroom to a location closer to the maintenance room. A wider door for dumpster access was also recommended. Zachrich is getting prices for the changes and will bring them to the Board by the next meeting. Steve Kelley also suggested changing the generator from diesel to natural gas as there is a line running near the treatment plant already. Another change was suggested to change the water discharge to a 2 inch pipe to use for filling the jet vac instead of a garden hose. Chuck Briede suggested that these changes should be discussed with Jim Frazell. Devin Cole stated that the treatment plant that the Board toured is an outdoor facility. He also stated that the leaf trailer is too tall to be stored in the maintenance building as it is currently designed. Steve Kelley stated that he sent a copy of the changes to Jim Frazell. Steve also stated that Zachrich will be pricing the changes individually and as a whole. Steve Kelley stated that Zachrich may be at the site this week to move snow.

Sewer Utility Affidavits – Kim Rogers stated that he is drafting a letter to send to the businesses who failed to return a completed affidavit prior to the deadline of January 15, 2014. Steve Kelley visited all the businesses but was only able to have the affidavit completed for Sweetser Food Mart. Kim Rogers read the proposed letter to the Board. Discussion was held regarding the content of the letter.

Sewer Utility Billing Policy – Discussion was held regarding the proposed billing procedure and the changes needed. The clerk was asked about changes. The due date needs to be changed to the 25th and there were two sets of items e. and f. The clerk stated the second set of items e. and f. are the current procedures and that she would like them to remain. The policy needs to be drafted as a resolution to be adopted. Kim Rogers also recommended that the resolution for the billing policy be mentioned in the waste water ordinance. The policy will be retyped as a resolution and the waste water rate ordinance will be amended and presented for approval at the next meeting.

Town Hall Repairs – Devin Cole stated that he is waiting on one more quote but he gave the Board a quote he received for trusses for the roof on town hall. The price of the rubber roof is lower than trusses. The trusses are more expensive because of the pitch on the building. Steve Kelley reported that he will be meeting with the insurance adjuster on Tuesday and the adjuster will be examining the roof. Several flat roof contractors were discussed. Devin stated that he wouldn't recommend one of the contractors mentioned because Converse had issues with that particular contractor.

DMR and MRO – Devin Cole presented the Board with an instruction sheet. Devin stated that he needs the MPDS permit for the data. Devin also asked whose name should be on the reports. Travis LeMaster stated that he will get the information to Devin. Devin stated that he has the account set up for the DMR and he should be able to make the reports electronically. Devin stated that he needs to have Microsoft Office for his new laptop and asked if he can purchase a copy to be loaded onto his laptop. Chuck Briede made a motion to allow Devin Cole to purchase Microsoft Office for his laptop. Steve Kelley seconded the motion.

Roll call:

Rich Gamble – Aye

Chuck Draine - Aye

Chuck Briede – Aye

Travis LeMaster – Aye

Steve Kelley – Aye

Police Department – The application process for the Marshal's position was discussed. Chuck Briede reported that they had received four applications. Chuck Briede stated that he called the Indiana Law Enforcement Academy for some advice and learned that a town marshal requires a Tier 2 class for town level law enforcement. The town could then hire two additional people and only be required to complete Tier 2 classes. If a fourth person is hired for the police department they would be required to complete the full academy course. Chuck Briede made a recommendation that the Board conduct interviews one evening in the next week. Chuck Briede recommends allowing 30 minutes for each interview. The cost of sending an individual to the academy was discussed. An Executive Session was scheduled for February 24, 2014, at 6:00pm for the purpose of conducting interviews of the applicants for the Marshal's position. Chuck Briede will contact the interviewees and schedule their times for interviews. Kim Rogers will put out the notice to the media. Chuck Briede will gather background information and put packets together for the other Board members.

It was stated that the town continues to seek backup crossing guards.

Disposition of Surplus Equipment – per Kim Rogers there is nothing new on the surplus equipment. Travis LeMaster tabled the subject for a later meeting. Steve Kelley recommended that Devin Cole could begin removing equipment from the Jeep to get it ready to sell. Steve also asked about the equipment in the police room upstairs. Discussion was held that procedures must be followed on that also.

Rich Gamble inquired regarding the snow blower and was informed that one has been purchased and that Devin Cole has been using it to clear the towns' sidewalks.

b. New Business

Appointments to Redevelopment Commission and Stormwater Board – Travis LeMaster reminded the Board that they need to continue looking for candidates to serve on both the Redevelopment Commission and the Stormwater Board. Chuck Briede stated that Ron Owings might be a candidate for one of them. Chuck Draine stated that he would serve on the Stormwater Board. Travis LeMaster appointed Chuck Draine to the Stormwater Board.

Town sign – Steve Kelley provided the Board with information regarding a sign for the Town. The cost of the electric, programmable sign would be \$14,316.00. It is a double-sided, 6' high sign. Steve stated that the school would allow the town a 6' plot to place the sign by State Road 18 and Main Street. Both the school and the town could use it. Steve Kelley stated that he received the information from Steve Rife who is in charge of purchasing signs for Converse. Discussion was held.

Snow Removal and Emergency Ordinance Discussion – Kim Rogers stated that the Board President and Vice President have the authority to declare a snow emergency. Kim Roger read Ordinance 2000-4 to the Board and listed the roads that are included in the declaration. Signs marking those roads as snow emergency routes need to be placed on those streets.

Area Plan Commission Meeting Update – Travis LeMaster updated the council regarding the Area Plan meeting on March 3, 2014. Travis stated that there will be a public hearing regarding the wind farms and that Area Plan is still working on the town plan. Travis invited the Board members to attend the Area Plan meeting.

Letter from Claude Hatfield – Travis LeMaster stated that Area Plan had cited Mr. Hatfield for not removing the house that he is supposed to be tearing down. In the letter that was sent to Area Plan and copied to the town Board, Mr. Hatfield asked for an extension of time to remove the house.

Chuck Draine asked if the TIF district would be on the next meeting's agenda. Travis LeMaster answered yes.

Chuck Briede stated that he had discussed with Kim Rogers whether or not the town has an ordinance regarding semi-tractors and trailers and which streets they are allowed to drive on. Chuck Briede explained that Mr. Younce had called and complained about a semi-tractor and trailer that has been parking at a home located at Greenberry and Hubert. Discussion was held regarding whether or not town code limits vehicles over a certain weight being on town streets for reasons other than deliveries. Bill Freet stated that he spoke with the homeowner where the truck has been parked and the resident stated that the truck driver will now park in the gravel lot near the rail road tracks. Rich Gamble asked about trucks being left to idle and whether or not that is covered in the town's noise ordinance. Discussion was held and it was decided that the Board will see if Bill Freet's discussion with the homeowner fixes the problem.

Chuck Briede stated that he was contacted by Rochelle Goodner regarding being paid for the two days that school was cancelled due to weather. She asked if, because the school is paying their employees for those two days, if she will be paid also. Discussion was held and the consensus of the Board is that she will not be paid for those days. Chuck Briede is to get back with Rochelle and inform her.

Steve Kelley presented a picture that he had made of the Garfield near the train. He stated that he had the picture printed at The Box Express and he mounted it on a frame. Steve stated that if the Board likes, more pictures can be taken and mounted the same way and hung in the town hall Board room. Travis asked Chuck Briede and Steve Kelley to work on this project.

IX. Open Public Forum

There were no comments from the public.

Chuck Briede made a motion to adjourn the meeting. Rich Gambie seconded the motion.

Meeting adjourned by unanimous consent at 8:43 pm.

Minutes submitted by: Eileen D. LeMaster, Clerk/Treasurer








