

Town of Thorntown  
Town Council Meeting  
November 18, 2019  
7:00 pm

**The Town Council meeting of November 18, 2019, was called to order** at 7:00 pm by Council President Mark Garing. The Council and citizens recited the Pledge of Allegiance. Roll call followed with Council members Mark Garing, Bruce Burtner, Dave Williams, Carol Keith and Sara Fairfield present. Also present were: Town Attorney, Amy Noonning, Clerk-Treasurer, Koren Gray, Community Development Director Angie Moody via telecon, Planning Commission President Shawn McClintock, Utility Superintendent, Gary Moody, Fire Chief, Mike Martin, Marshal Frank Clark, Deputy Robby Viergutz, George Gideon representing the Utility Board, and 3 members of the community.

**Approval of Minutes** - Carol Keith made a motion to accept the minutes of the October 21, 2019, Council meeting. The motion was seconded by Bruce Burtner. Motion passed 5-0.

**Guests**

None

**Reports**

**Utility** (Gary Moody) The posts have been installed at Franklin and Pearl Streets to keep traffic from cutting the corner to sharp. Do we want reflectors on the posts? The estimated cost of reflective striping is \$180. Carol made a motion to add the stripes as extra pre-caution. Second by Sara. Motion passed 4-1. Dave Williams did not think the striping was necessary.

**Community Development/Park** (Angie Moody)

Park The Park has been winterized and closed for the winter.

Community Development - Angie has received the paperwork to close out the 2018 Community Crossings project.

Town Logo- Working on some graphics. In addition to working with IMPA we are also working with EDC.

Ladd Engineering - Due to some of the unforeseen issues at Pearl and Franklin Streets, Gary Ladd has submitted a supplemental agreement to not exceed \$6500.00 in place of the previous \$5100.00. The council would like to see an itemized list of exactly what the expenses entailed. Angie will contact Gary.

Monitoring wells – We have received notice from Lynn Douglas, Inc. that they would like to install more monitoring wells in the Pearl Street area as did Cornerstone. Lynn Douglas, Inc. is acting on behalf of Lynette Dickerson.

Road Inventory – We need to get some streets clarified and add them to the Road Inventory so we can apply for the 2020 Community Crossing Grant. We are discussing the proper name for North Market St. on the east and west sides of the trail. We also need to determine whether Taylor Ave. is

now commonly known as Fairfield Ave. Carol made a motion that Mark Garing has authority on behalf of the Council to sign a letter to add the needed streets to the inventory. The motion was seconded by Dave. Motion passed 5-0

**Planning Commission** (Shawn McClintock) - We have issued a permit for new windows on a Main Street property owned by Kevin Smith. Shawn is researching private pool information. There was discussion regarding permits and lack of obtaining a permit. Do we need a fine for not having a permit for those activities that ordinance requires a permit? More discussion will be needed.

**Storm Water Board** (Bruce Burtner) – Mark appointed Sara Fairfield to fulfil the vacancy on the Storm Water Board. Amy Nooning recommended that we set staggered terms for the Board to prevent all 3 members from having expiring terms the same year. Sara made a motion to appoint Bruce as a 4 year member, second by Carol, motion passed 4-0 with Bruce abstaining. Sara made a motion to appoint Ben as a 3 year member, second by Carol, motion passed 5-0. Carol made a motion to appoint Sara as a 2 year member, second by Bruce, motion passed 4-0, with Sara abstaining.

Ordinance 2019-12 was read by Carol. This ordinance Amends Title 50.08 of the Town of Thorntown Code of Ordinances. This amends the wording that the Storm Water Board needs to consist of three Town Council members. Carol made a motion to suspend the rules for the second and third readings with a second from Bruce. Motion passed 5-0. Bruce made a motion to accept Ordinance 2019-12, second by Carol. Motion passed 5-0.

December 2, 6:00 pm, the Storm Water Board will hold a public hearing in regard to adopting a Storm Water User Fee.

**Police** (Frank Clark) Emailed the Council with the police log report. The Police Department is working on their Christmas Event to be held December 13. There will be carriage rides, hot chocolate and other activities.

Frank advised he received a letter from INDOT stating they would be changing a speed zone on SR 47 west. Currently where the 40 mph sign is located will become a 30 mph area. This change will take place on or around December 20, 2019.

**Fire** (Mike Martin) Mike presented the Council with the Fire Department log of runs. They have had 312 runs so far this year. This is a slight increase from 2018. Mike found out the Dollar General had the back door locked. That is a fire exit and either needs to be unlocked or a panic bar installed so the door can be opened from the inside. The State Fire Marshal also investigated the situation.

**Clerk-Treasurer Report** (Koren Gray) The Clerk-Treasurer presented the Council with their requested incorrect Appropriation Report and Fund Report. As stated in the past these reports are not 100% accurate until the bank statements have been reconciled. Koren also presented a new report showing a financial outlook. This is a report Retha Hicks presented to her Council when she was a Clerk-Treasurer.

Koren reported she has paid about \$15,000 to date in penalties for error and omissions during the first few months of 2019. An email has been sent to the SBOA advising of the situation.

Resolution 2019-7 was presented to transfer funds to cover the Operation Pullover deficit from prior to 2015. Bruce made a motion to accept the resolution, second by Carol. Motion passed 5-0. Carol made a motion to pay the entire \$1199.85 from the Town Savings share of the LIT Public Safety. Operation Pullover was a public safety activity from our Police Department in prior years.

Ordinance 2019-11, Setting 2020 Salaries was presented and read by Mark. This ordinance sets salaries for town and utility employees. Dave made a motion to suspend the rules for reading the ordinance the second and third readings, second by Bruce. Motion passed 5-0. Carol made a motion to accept Ordinance 2019-11, second by Dave. Motion passed 5-0.

The Utility Budget presented by the Utility Board is attached to the salary paperwork. Koren will be putting in appropriations into the Keystone system for 2020.

We will also be having a Hearing on December 2, 2019, for an Additional Appropriation regarding the LIT Public Safety funds. This is due to purchasing the Tahoe this year. We did not have a prior appropriation in this fund.

We had our annual Workers Compensation audit and paid an additional fee of \$671. The workers comp policy is based on payroll.

Boot Camp information regarding the AIM conference in January was provided to all Council members. Koren would like to attend all 3 days. One day is specifically for Clerk-Treasurers. Koren would like to stay in a hotel and not drive back and forth. She also would like to attend the Keystone 2 day conference in January also staying over. This will be held in Daleville, IN. Mark requested an estimated cost of conference fees and hotel accommodations be presented December 2.

Our AIM dues will be due in January. Koren would like permission to pay the dues as soon as possible after January 1, 2020. Dave made a motion to allow the dues to be paid right after January 1. A second was made by Sara. Motion passed 5-0

Keystone (AE Boyce) presented a quote for the Key Asset program. This program could help with the new requirements being requested by the SBOA. It will help with keeping track of our equipment, depreciation. The cost is \$2300.00. Koren plans to send the Council an asset video she has received. We also need to determine our asset threshold amount.

A letter and an invoice have been sent to the bank in ownership of the property on East Bow St. regarding maintaining the grass/weeds. A copy of the ordinance was also sent.

Koren had more discussion with Sandy regarding her and Judge Vaughn giving a Town Court presentation to the Council. We will plan for after the first of the year as Sandy will have her yearend reports completed.

Koren discovered we had a fee sheet in the ordinance book that is outdated. It has been given to Sandy to correct the utility fees and to Angie for permit fees. It needs to be reviewed by Frank for police fines/fees.

## **Unfinished Business**

Employee Handbook – A new quote was presented from Dunlap HR Consulting Group. The fee to prepare a town handbook will be \$1500.00. The town will hold the expense and responsibility of printing the handbooks. They can also be provided online. Carol made a motion to proceed with

Dunlap HR Consulting to take care of our handbook with 25% being paid equally from General, Sewer, Electric and Water. A second was made by Dave. Motion passed 5-0.

Next step –Waste Water project – currently in a holding pattern to obtain land.

### **New Business**

No new business

### **Comments/Concerns**

Carol addressed the Fire Department asking if we have considered a 24 hour medic. Mike Martin responded we have a 12 hour service through Witham. We just don't have the funding for or the need for a 24/7 medic. We would need 6 employees to cover all shifts.

Mark announced he would like for the Council to vote for President and Vice President for the 2020 year. He asked everyone to think about it. He does not wish to be the President in 2020 as his calendar does not allow enough time to handle the position as he believes the position needs.

### **Sign Claims**

**Adjourn** A motion was made by Dave to adjourn the meeting at 9:28 pm. Sara made a second to the motion. Motion passed 5-0.

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Mark Garing  
Council President

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Koren Gray  
Clerk-Treasurer