

The Ellettsville, Indiana, Town Council met for a regular meeting on Monday, January 22, 2024 at the Ellettsville Town Hall Meeting Room located at 1150 West Guy McCown Drive. Scott Oldham led the meeting to order at 6:30 p.m. Jimmie Durnil led the Pledge of Allegiance followed by a prayer by John Samples.

**Roll Call:** Members present were Scott Oldham, President; Dan Swafford, Vice President, William Ellis, Trevor Sager and Pamela Samples. Noelle Conyer, Clerk Treasurer; Michael Farmer, Town Manager; Darla Brown, Town Attorney were also present.

**Supervisors participating:** Kevin Patton, Kip Headdy, Jimmie Durnil and Denise Line.

#### **Board/Commission Appointments**

**Plan Commission:** Member of the Government appointed by Council Vote. Term ending in 2023 Sandra Hash - R

**Scott Oldham** discussed Chris Clouse from the Fire Department has agreed to serve. Denise Line stated Zachary Michael from the Police department is interested in serving, he has served on the Plan Commission previously and is currently serving on the Board of Zoning Appeals. He understands that he would have to resign from the BZA to serve on the Plan Commission. Chris Clouse withdrew from the vote. William Ellis made a motion to appoint Zach Michael to the Plan Commission. Dan Swafford seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

**Parks and Recreation Board:** Appointed by Council Vote. Term ending in 2023 Megan Day

**Jimmie Durnil**, Parks Board president discussed that Megan Day has agreed to serve another 4 years on the board. William Ellis made a motion to appoint Megan Day to the Parks and Recreation Board. Trevor Sager seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

#### **Approval of the Minutes for the Regular Meeting January 8, 2024**

**Scott Oldham** entertained a motion for approval of the minutes of the regular meeting January 8, 2024. William Ellis so moved. Trevor Sager seconded. All in favor, motion carries.

#### **Accounts Payable Vouchers and Payroll**

**Scott Oldham** entertained a motion to pay Accounts Payable Vouchers and Payroll. Trevor Sager so moved. William Ellis seconded. All in favor. Motion Carries.

#### **Resolutions**

##### **Resolution 03-2024 to designate holidays for Town of Ellettsville Employees**

**Michael Farmer**, Town Manager presented the list of holidays adding back in Election days. Trevor Sager made a motion to approve Resolution 03-2024 to designate holidays for Town of Ellettsville Employees. Dan Swafford seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

##### **Resolution 04-2024 to transfer funds LIT ED Police and Fire for liability and property insurance**

**Noelle Conyer**, Clerk Treasurer discussed the insurance increased by 16% and the notification of the increase had not been received until after budgeting. After discussion with Police and Fire, it was agreed that making the transfers would be the best option for covering the increase. William Ellis made a motion to approve Resolution 04-2024 to transfer funds LIT ED Police and Fire for liability and property insurance. Pamela

Samples seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

#### **Resolution 05-2024 Accepting Dedication for Jacob Court**

**Darla Brown**, Town Attorney explained that Jacob Court in Ellettsville is one parcel, privately owned, with 7 duplexes on it. The owners are Chang Development Inc. out of San Jose California. They would like to dedicate Jacob Court to the Town. Ms. Brown would like to table until the next meeting, there is a question about who needs to sign the dedication whether it's a corporation or a partnership. She will have it ready for the next meeting. Basically, it means that they are dedicating the Street to the Town. Kip Headdy, Street Commissioner explained it became an issue when getting parking signage there. Jacob Street and Ian Court is the Town but Jacob Court is a single plat. He can't sign any Streets unless they belong to the Town. Dan Swafford made a motion to table. Trevor Sager seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

#### **Ordinance of First Reading**

##### **Ordinance 2024-01 to Amend 2023-18 Salary Ordinance**

Noelle Conyer, Clerk Treasurer explained that there are a couple of corrections that need made to Ordinance 2023-18, Salary Ordinance. She explained that the Police overtime for FSLA should be 86 instead of 85.5. Also, the Town will be doing a Biometric screening for the employees for our Health Insurance in order to keep our rate the same for the next couple of years. It will also offer a benefit of a \$300.00 reduction for each employee who participates. Lastly, the per diem for meals was previously set at \$35.00 per day and the state average is \$50.00. Scott Oldham questioned where the \$300.00 reduction is coming from, if it is funded or not and may require more work rather than just amending the Salary Ordinance. Noelle will check on it and have it at the next meeting.

##### **Ordinance 2024-02 to Approve a Business Online Platform for Payroll and Utility Billing**

Darla Brown, Town Attorney explained that Noelle Conyer, Clerk Treasurer and Amber Ragle-Wright, Town Administrator asked her to prepare this Ordinance to allow them to use an ecommerce platform or online business platform to pay bills, direct deposit for payroll and process Utility payments. The Town already has an Ordinance in place for ACH (Automated Clearing House) transactions and electronic funds transfers so she was able to use it and changed the wording to allow change funds, lateral transfers between accounts and Utility payments to be processed and allow the Utilities clerk to use those services in addition to the Town Clerk Treasurer. Noelle Conyer, Clerk Treasurer explained it will make the Utilities side a lot easier to process payments and payroll. The additional cost will be purchasing the machine for \$500.00 to process the checks from Utilities and there is a cost for Business Online that she will have at the next meeting.

#### **Envision Ellettsville**

**Dan Rarey** explained there will be a task force meeting on January 23 from 3:00-4:30. It is a combination of Business Gathering, Connectivity and Beautification and an UDO meeting tomorrow 1:00-3:00. They will discuss design standards during the task force meeting.

#### **New Business**

##### **New Loader for WWTP**

**Michael Farmer**, Town Manager requested to table. Darla Brown, Town Attorney explained there doesn't need to be a formal motion to table for a purchase.

##### **DPW Laborer I Position (Replacing) & DPW Laborer II Position (New)**

**Kip Headdy**, Street Commissioner discussed they interviewed 2 men. For the Laborer I position, Cole Grubb, he presently works with Monroe County Highway. He has an

extensive background in Sewer and Water work along with paving and running equipment. Laborer II position, they interviewed Dylan Day. Dylan previously worked for the Town and a very good employee, he moved out of state and recently returned and would like to come back to the Town. He requested to hire Cole Grubb as Laborer I at full pay and Dylan Day as Laborer II at full pay. Michael Farmer, Town Manager added that the Laborer II is a new position and was included in the Next Level Trail Grant narrative to help with that construction project. They will hire an additional employee in the future and runs a dual path with the water rate increase. Both positions are in the budget. Appropriation lines will have to be created and there will need to be an Additional Appropriation for it. It also needs to be listed to the DLGF. Dan Swafford was concerned regarding the funding since it is Grant funded. Michael Farmer explained it is covered under the water rate increase after that. Farmer has a plan and hire an additional couple of people during a year of a series of construction projects completing in 2025 so one position may lapse. He has a 10-year plan that will include the Laborer II position. Trevor Sager made a motion to approve the hire of Cole Grubb for Laborer I. Dan Swafford seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries. Dan Swafford made a motion to approve Dylan Day as Laborer II pending additional appropriation and to begin working in 2 weeks. William Ellis seconded. Roll call vote: Pamela Samples – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

### **Supervisor Comments**

**Mike Farmer**, Town Manager discussed that on Friday that had a power luncheon sponsored by the Chamber of Commerce for the Solar Eclipse. There was a lot of great information shared and anyone who was not able to attend and is interested in getting more information can contact the Town. There is a great deal to consider and will not be a normal day. It will be a huge event and businesses definitely need to get this information. The Police and Fire have been working on their plan for some time now and have believe to have a great plan set to take care of the Town with so many people expected to be in the area.

**Mike Farmer**, Town Manager also discussed they have completed Phase I of the Lead and Copper rule looking for lead lines. Phase II will require identifying lines that have not been able to be verified due to the age of the lines. Anything before 1978 will have to be explored and there are about 2400 properties that will need to be explored. There is funding that they are going to apply for, there is \$200,000. available for it. It does not allow us to purchase equipment or to hire employees and will require contractors to be used for pot holing on each side of the meter pits after they are done. Some can be done in-house and hopefully break even with the funding allowed. Lead lines would have to be replaced but Farmer doesn't expect to find much if any at all, but it has to be proven.

**Jimmie Durnil**, Town Marshal thanked Kip Headdy, Street Commissioner and his crew for doing a great job with the Streets over the busy weekend of snow.

**Kip Headdy**, Street Commissioner thanked everyone for their support after they had a busy week before the snow with 2 major water main breaks. Everything is up and running after a few breakdowns and ready for the next round.

**Michael Farmer**, Town Manager discussed they have had several call outs after the big freeze due to busted pipes. This commonly happens when pipes begin to thaw. Please be aware of where your water main shut off is in your home if this happens. You can call the afterhours Utilities number and they can be out as fast as possible to help.

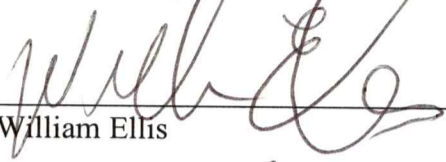
### **Council Comments**

**William Ellis** was one of those citizens with frozen pipes and thanked everyone for their speedy assistance during that time.


**Scott Oldham**, Council President adjourned the meeting at 7:06 p.m.

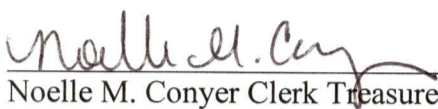
Scott Oldham, President

Dan Swafford, Vice President

  
William Ellis

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Pamela Samples

  
Trevor Sager

  
Noelle M. Conyer Clerk Treasurer,