

## February 12, 2024

The Ellettsville, Indiana, Town Council met for a regular meeting on Monday, February 12, 2024 at the Ellettsville Town Hall Meeting Room located at 1150 West Guy McCown Drive. Scott Oldham called the meeting to order at 6:30 p.m. Jimmie Durnil led the Pledge of Allegiance followed by a prayer by Jimmie Durnil.

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

**Supervisors participating:** Kevin Patton, Kip Headdy, by Zoom, Jimmie Durnil, Denise Line and Jeff Farmer.

**Jimmie Durnil**, Town Marshal introduced Jeffrey Baker as new School Resource Officer for Seven Oaks Classical School. Jeff thanked the Town and everyone who helped him along the way with the training he needed.

### **Approval of the Minutes for the Regular Meeting January 22, 2024**

**Scott Oldham** entertained a motion for approval of the minutes of the regular meeting January 22, 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.

### **New Business (*moved up due to a time constraint with the presenter*)**

#### **Cooperative Purchasing with Sourcewell**

**Kip Headdy**, Street Commissioner introduced Dana Kahlhamer with Sourcewell. Sourcewell is a government entity from Minnesota for purchasing equipment through cooperative contracts. She met with Kip and Amber Wright on Friday to discuss the process. She explained they help government, municipalities, education and non-profits run more efficiently across the country. There is no charge or obligation for the service and they get paid from Vendors they purchase equipment from. Sourcewell takes away the process of collecting bids, advertising, evaluating them and awarding them and does it for you. It provides discounts that are not available with purchasing on your own through the contracts. Kip has discussed the company with the City of Bloomington who uses Sourcewell and they are very happy with them. William Ellis inquired about Police and Fire equipment also and she confirmed that category is very large for them.

### **Resolutions**

#### **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, she is still working with the owners. She will have it ready for the next meeting. Scott Oldham entertained a motion to table. William Ellis so moved. Dan Swafford seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

#### **Resolution 06-2024 Additional Appropriation General, MVH, MVH Restricted & ARPA**

**Noelle Conyer**, Clerk Treasurer explained that \$33,000.00 for the General Fund is for the Rural Transit. The \$35,000.00 for MVH is to correct a clerical error that was omitted when entering the

budgets last fall into Gateway for the MVH fund. The MVH Restricted fund received more funds than we anticipated. Basically, we are asking the DLGF for permission to spend the money we received. The ARPA money was money that was not encumbered from the previous year and we need permission to spend. William Ellis made a motion to approve Resolution 06-2024. Dan Swafford seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

### **Ordinance of First Reading**

#### **Ordinance 2024-03 to Amend Paid Sick Leave Fire Policy**

**Darla Brown**, Town Attorney explained that the language is being changed to state that employees who work 24/48 shall be credited 10 hours of sick time every month of paid status or 5 shifts per year instead of one sick day every 2.4 months of paid status or five shifts per year.

#### **Ordinance 2024-04 to Clarify How Overtime Pay is Calculated for Police Officers**

**Darla Brown**, Town Attorney explained that the purpose of this Ordinance is to make the Police overtime pay Ordinance parallel to the Fire Department. The new section is in Section E, §36.223 Overtime and that language is the same as the Fire Personnel Policy. It states: For purposes of determining when to pay overtime, only those hours actually worked during the work period will be considered. P.T.O. time, vacation time, sick time or any time off for any reason, shall not be included in the hourly calculation. It was not calculated before for the Police and is a matter of recordkeeping.

#### **Ordinance 2024-05 Authorizing an increase in the purchase of Crime Insurance Coverage**

**Darla Brown**, Town Attorney explained the purpose of this Ordinance is to allow the Clerk Treasurer to post the position bond in the amount of \$300,000.00 or for the Town to increase the Crime Insurance Coverage to the amount of \$500,000.00. It is allowed by statute and was discussed in the December meeting. The Indiana Code requires certain personnel in a Town to post a certain bond or in the alternative you can purchase a blanket bond, a position bond or increase the Crime Insurance Coverage. Noelle Conyer, Clerk Treasurer explained it ends up being less expensive for the Town in the long run and will provide more coverage. The previous Clerk had an individual surety bond in the amount of \$300,000.00 which cost \$995.00 per year and the Public Officials blanket bond for the current year is \$600.00. To increase the Crime Insurance Coverage is less than \$100.00 and will provide more coverage. William Ellis made a motion for Ordinance 2024-05 to be submitted for First Reading. Trevor Sager seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries. William Ellis made a motion for Ordinance 2024-05 to be adopted on the same day it was introduced. Trevor Sager seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries. No public comment. William Ellis made a motion for Ordinance 2024-05 to be adopted. Dan Swafford seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

### **Ordinances on Second 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. It was missed in the Salary Ordinance for overtime non-exempt 40-hour a week employee it excluded any authorized work in excess of 8 hours in a payroll day previously stated in excess of 40 hours in a payroll week. That changed since the last meeting. This does not include Police and Fire. The benefit helps with call outs after hours. William Ellis was not comfortable with the blanket in excess of 8 hours. Scott Oldham understands the concern

and it should be the same for all and not single out one department or another. Scott Oldham suggested striking the sentence and the Personnel Policy will dictate what's going on because it is in the Personnel Policy already and she was only trying to make the Personnel Policy match the Salary Ordinance. It has always been stated in the Salary Ordinance and isn't anything new, it was just overlooked this time. Scott Oldham suggested working on it through the Personnel Policy and striking it from the Salary Ordinance. Noelle Conyer explained the \$300.00 for the Annual Health Screening is not something that will be paid to employees, they budgeted for a 4% increase for Health Insurance but doing the Health Screenings will decrease the premium leaving approximately \$3,700.00 that will go back to the general fund at the end of the year. It was offered as a decrease in premium to the employees because if it were offered as a check, it would be considered a fringe benefit and after taxes it wouldn't be \$300.00 credit. Scott Oldham questioned the \$35.00 per diem and if it needed listed in this Ordinance as opposed to the Personnel Policy. Noelle Conyer, Clerk Treasurer explained she was unaware of how long it would take to approve the Personnel Policy and it needed to be increased to \$50.00. The last change is the adjustment to 86 hours from 85.5 hours for Police overtime. Michael Farmer, Town Manager clarified it was just a mistake and should have been 86 hours and was just entered wrong. William Ellis made a motion to amend Amendment 2023-18 and strike the 3<sup>rd</sup> paragraph of Ordinance 2024-01 and approve the rest. Dan Swafford seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries. William Ellis made a motion to pass the Ordinance as Amended. Trevor Sager seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

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

Noelle Conyer, Clerk Treasurer explained that there were some questions regarding the costs of setting up and Gary Brinley at Peoples State Bank will waive the fees. He also offered his IT person to come and assist with the set up. The machine for Utilities to use to process payments will be \$500.00. The machine will be ours to keep and under warranty. The Business online banking for this service will be a monthly charge of \$40.00. It will also allow Payroll to be processed electronically and not on a zip drive physically taken to the bank. Scott Oldham questioned under section C, it states The Clerk Treasurer and the Utilities Clerk are authorized to utilize a business online platform and he felt it should read Clerk Treasurer's office and Utility Office. Darla Brown, Town Attorney explained they are generally the ones who do those but it can be changed to the employees of the offices. Noelle Conyer explained that the Deputy Clerk and Accounts payable Clerk have online banking access but are not authorized to submit payroll. The Utility Clerk is next in line to submit if the circumstances were that the Clerk was not able. A change should also be made to read Town Administrator instead of Utilities Clerk and designees. Trevor Sager made a motion to approve Ordinance 2024-02 to Approve a Business Online Platform for Payroll and Utility Billing as amended. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

#### **New Business**

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

**Jeff Farmer** asked to table due to some unforeseen costs to a dump truck. They are going to surplus the truck and buy a new one. The loader still works so for now they will table for at least 2 weeks. William Ellis made a motion to table. Dan Swafford seconded. Roll call vote: Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carries.

##### **Privilege of the Floor**

**Jim Perry**, an Ellettsville citizen, congratulated the council for finding money for the Rural Transit. He asked what follow up is being done for the loss of service after March. Scott Oldham said they are still looking into things. He proceeded to argue points that were not something

required by the Town such as collecting data of people who would lose their job when the Rural Transit didn't exist anymore. Scott Oldham stated that they were never in an agreement with the Transit so it was not data they would have collected. He thanked him for his comments.

**Supervisor Comments**

**Kevin Patton**, Fire Chief discussed that Marty Stephens, Township Trustee, has entered into a feasibility study agreement to replace the existing Fire Station on Curry Pike. They will be incorporating the piece of ground on the West Side earmarked down the road for a future Fire Station and adding that into the feasibility study to see how it would change the location of the one that the Township will take care of. Once he has more information he will pass it along. He also mentioned that Deputy Chief Chris Clouse and Lieutenant Zachary Michael will be at the council meeting in March and will give an overview of the Eclipse.

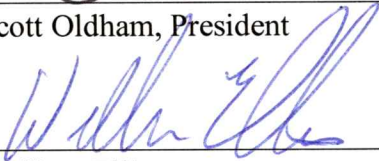
**Scott Oldham** entertained a motion to adjourn. Dan Swafford so moved. Council President adjourned the meeting at 7:38 p.m.



Scott Oldham, President



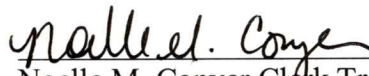
Dan Swafford, Vice President



William Ellis

Pamela Samples

Trevor Sager



Noelle M. Conyer Clerk Treasurer