

## January 10, 2011

The Ellettsville, Indiana, Town Council met for a Regular Meeting on Monday, January 10, 2011, at the Fire Department Training and Conference Room. Phillip Smith called the meeting to order at 7:00 p.m. Phillip Smith led the prayer following the Pledge of Allegiance.

**Roll Call:** Members present were Phillip Smith, President; Dianna Bastin, David Drake and Dan Swafford. Scott Oldham was absent. Sandra Hash, Clerk-Treasurer, and Darla Brown, Town Attorney, were also present.

**Supervisors Present were:** Jim Davis, Jim Ragle, Jay Humphrey, Connie Griffin, Mike Farmer, Jeff Farmer and Rick Coppock.

### Approval of Minutes

Phillip Smith entertained a motion for the approval of the minutes for the Regular Meeting on December 27, 2010. Dianna Bastin so moved. David Drake seconded. Roll Call Vote: Phillip Smith – yes; Dianna Bastin – yes; David Drake – yes and Dan Swafford – yes. Motion carried 4-0.

### Accounts Payable Vouchers

Phillip Smith entertained a motion for action to pay Accounts Payable Vouchers. Dianna Bastin so moved. Dan Swafford seconded. Roll Call Vote: Phillip Smith – yes; Dianna Bastin – yes; David Drake – yes and Dan Swafford – yes. Motion carried 4-0.

### Flexible Spending Accounts for Health Care Reimbursements – J.D. Powell, JA Benefits

**J.D. Powell** – Flexible spending accounts were originally discussed during the health insurance renewal. Mr. Powell presented the following summary of the flexible spending account: The IRS allows employers to offer flexible spending accounts as a benefit for employees. It allows employees to take pre-tax dollars and put into a separate account to reimburse themselves for out-of-pocket medical expenses. Although employees have insurance coverage, they do incur expenses for deductibles, co-pays and other miscellaneous expenses. On an annual basis, employees would decide how much they think their out-of-pocket medical expenses would be and that amount would be divided by the number of payrolls in the year. Then, each pay period that amount would be deducted from their paycheck on a pre-tax basis. This means those dollars the employee sets aside are exempt from state, federal and FICA taxes. The employees who elect to do this will receive a debit card. As the employee incurs medical expenses throughout the year they can use the debit card to pay for them. If an employee was unable to use a debit card, employees would get reimbursed by filing a manual claim either on-line or via fax. This allows employees to budget for their medical expenses and save them some money as well because it is non-taxable. Pursuant to IRS policies, flexible spending accounts have a “use it or lose it” function. This means the employee must use their dollars within each plan year. If an employee does not use all of their dollars in a plan year, then the employee would forfeit their money. There is a one time initial set up fee of \$400 for establishing a plan document which is an IRS rule. The plan document gives all of the enrollment materials. Administratively, on a month by month basis, there is a \$6 monthly fee per participating employee. There is a \$65 minimum fee but due the number of employees who may participate in the flexible spending plan this will not be an issue. In subsequent years, there is a \$100 annual fee to make sure the Town is compliant with Section 125. This company also offers an audit guarantee. Therefore, in the first year the costs will total approximately \$1,200 to \$1,300. Phillip Smith asked if the one time set up fee was per group and not per person. Mr. Powell responded that is correct. Sandy Hash commented the Town pays an annual fee to Basic to administer the Town’s Section 125 plan. This fee would actually be reduced with this company other than the monthly fee for maintaining the accounts. Phillip Smith asked if childcare was included. Mr. Powell responded it is not included in the flexible spending account. Sandra Hash commented no one had expressed an interest in dependent care at the employee meeting. The flexible spending account will begin on February 1, 2011.

Phillip Smith entertained a motion to approve a Flexible Spending Account for health care reimbursements. Dianna Bastin so moved. David Drake seconded. Roll Call Vote: Phillip Smith – yes; Dianna Bastin – yes; David Drake – yes and Dan Swafford – yes. Motion carried 4-0.

**Election of Officers:**

Phillip Smith nominated David Drake for President of Town Council. Dianna Bastin seconded. Roll Call Vote: Phillip Smith– yes; Dianna Bastin – yes; David Drake – yes; and Dan Swafford – yes. Motion carried 4-0.

David Drake entertained a motion for Vice President of Town Council. Dianna Bastin moved to elect Scott Oldham as Vice-President of Town Council. Phillip Smith seconded. Motion carried 4-0.

**Appointments:**

**Department Liaisons:**

Police Department:	Scott Oldham
Fire Department:	Phillip Smith
Street Department:	Dan Swafford
Utility Department:	Dianna Bastin
Planning Department:	Dan Swafford
Grievance Officer:	Scott Oldham

All Council members voted in favor of the appointments for department liaisons.

**Board of Zoning Appeals:** David Drake appointed Phil Rogers to the Board of Zoning Appeals. Mr. Rogers' term will expire on December 31, 2014.

**Parks and Recreation Board:** David Drake appointed Amber Ragle and her term will end on December 31, 2014. One vacancy remains on the Parks and Recreation Board. Dianna Bastin suggested distributing a memo to Town employees letting them know there is an open seat. The person filling the vacancy will have to be a democrat.

**Plan Commission:** David Drake appointed Don Calvert and his term will end on December 31, 2014. Also appointed was Clayton Sullivan and his term will end on December 31, 2014. Phillip Smith made a motion to appoint Dan Swafford as the Town Council representative. David Drake seconded. The motion carried.

**Annual Appointments by the Town Council:**

**Monroe County Ambulance Advisory Board and Monroe County Emergency Management Advisory Board:** Dan Swafford made a motion to nominate Fire Chief Jim Davis to the Monroe County Ambulance Advisory and Monroe County Emergency Management Advisory Boards. Phillip Smith seconded. The motion carried.

**Monroe County Solid Waste Management Board:** Phillip Smith made a motion to nominate Dan Swafford to the Monroe County Solid Waste Management Board. David Drake seconded. The motion carried.

**Ellettsville Chamber of Commerce:** Dan Swafford made a motion to nominate Sandra Hash to the Ellettsville Chamber of Commerce. Dianna Bastin seconded. The motion carried.

**Animal Control Commission:** Phillip Smith made a motion to nominate Marlin Dodge to the Animal Control Commission. David Drake seconded. The motion carried.

Sandra Hash requested clarification on Ron Wayt's position on the Plan Commission. Mr. Wayt formally resigned in November and then returned to the Plan Commission. Dan Swafford stated Ron Wayt had sent a letter to him retracting his resignation and he accepted it. David Drake confirmed Ron Wayt is still on the Plan Commission.

## **Resolutions**

### **Resolution 01-11, Cancellation of Warrants**

Sandra Hash explained this is an annual resolution. If a check is outstanding and unpaid for two years as of December 31<sup>st</sup> of each year it is void. This year the outstanding checks total \$96.08.

David Drake entertained a motion to approve Resolution 01-11, Cancellation of Warrants. Phillip Smith so moved. Dan Swafford seconded. Roll Call Vote: Phillip Smith – yes; Dianna Bastin – yes; David Drake – yes; and Dan Swafford – yes. Motion carried 4-0.

### **Resolution 02-11, Temporary Loan Between Funds**

Sandra Hash explained at the end of last year all temporary loans were paid back. Last year, the Town had to borrow for the debt service of the Fire Department and it was \$59,000. This year it is \$13,947.09.

Dianna Bastin made a motion to accept Resolution 02-11, Temporary Loan Between Funds. Phillip Smith seconded. Roll Call Vote: Phillip Smith – yes; Dianna Bastin – yes; David Drake – yes; and Dan Swafford – yes. Motion carried 4-0.

## **Supervisor Comments**

**Fire Chief Jim Davis** – The Fire Department has started a process to move an employee from part-time to full time. Dan Swafford clarified this position was included in the budget. Chief Davis responded this was correct.

In December 2009, a company was hired to spray foam insulation in the attic at the fire station. This was necessary due to high gas bills and an ice dam on the roof. Since December 2009, there has not been an ice dam on the roof. Gas bills have ranged from \$5,000 to \$7,000 a year. In 2010, the gas was \$2,500. This savings is due to the additional insulation in the attic. As for the electricity, it averages \$6,000 to \$8,000 per year. In 2010, the electric was \$7,000.

**Connie Griffin, Director of Planning** – The Department of Planning updates are as follows: The Rural Transit bus shelter is up. They are waiting on some weather improvements for the installation of a bench and the structure to be painted.

A letter of intent was mailed to the Bloomington MPO for \$299,750 which represents the Town's Phase II funding request. This includes a 12' wide x 120' long pedestrian bridge, clearing of right-of-way, grading, landscaping and amenities, lighting, design, construction inspection and contingencies.

The stormwater audit is anticipated to occur the week of April 11, 2011. The Planning Department will be working on its web site, presentation materials, maps and photos for the inspection. The inspector requests supervisors and Town Council members be present, if possible.

The Metropolitan Planning Organization has set funding aside for the Town to have an ADA transition plan. They have budgeted \$7,500. The Planning Department can work on this or there will be funding available for a temporary employee.

One of the goals of the Planning Department for 2011 is to start working on a 25 year strategic plan for the Town of Ellettsville.

## **Council Comments**

**Dianna Bastin** – The weather forecast is not great for tomorrow. The Street Department will be working diligently to clear the roads and she wanted to answer a few questions in advance. First, no, they cannot turn their plows so they avoid the end of your driveway. Second, yes, you are expected to give the Street Department the right-of-way when they are going down the road as well as the police, fire and utility departments.

**David Drake** – Thanked Phillip Smith for his service as President of the Town Council over the past year.

**Adjournment**

Dan Swafford made a motion to adjourn. Phillip Smith seconded. Motion carried. David Drake adjourned the meeting at 7:35 p.m.

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David Drake, President

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Scott Oldham, Vice-President

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Dianna S. Bastin

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Phillip Smith

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Dan Swafford

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Sandra C. Hash, MMC  
Clerk-Treasurer