

## November 28, 2022

The Ellettsville, Indiana, Town Council met for a regular meeting on Monday, November 28, 2022, at the Ellettsville Town Hall Meeting Room located at 1150 West Guy McCown Drive. William Ellis called the meeting to order at 6:30 p.m. Kevin Patton led the Pledge of Allegiance followed with a prayer by Sandra Hash.

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

**Supervisors participating:** Denise Line, Kip Headdy, Kevin Patton and Jeff Farmer were present.

### Approval of the Minutes

William Ellis entertained a motion for approval of the minutes of the regular meeting November 14, 2022. Trevor Sager so moved. Dan Swafford seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

### Accounts Payable Vouchers and Payroll

William Ellis entertained a motion to pay Accounts Payable Vouchers and Payroll. Trevor Sager so moved. Dan Swafford seconded. Sandra Hash, Clerk Treasurer discussed an employee that recently was exposed to Covid and had to have 3 days off but has only been here 90 days. According to policy it is under the amount of time to use sick time but there is an employee that will donate 3 days for them to use. She asked permission from council to allow the employee to donate 3 days to cover the sick time needed for that employee. Dan Swafford suggested allowing the employee to use the sick time before the allowed time instead of using another employee's sick time. Dan Swafford made a motion to approve advance approval of sick time. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried. Roll call vote on Accounts Payable Vouchers and Payroll already had motion and second. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

### The Town of Ellettsville's Public Meeting Schedule for 2023

**Sandra Hash**, Clerk Treasurer explained the dates were submitted by Denise Line for the Plan Commission and Board of Zoning Appeals and Serena Pettyjohn for the Parks Board meeting dates. Council meets every second and fourth Monday of each month at 6:30, Parks and Recreation the first Monday of each month at 5:30, Plan Commission are the first Thursday of each month at 6:00. Variations include second Council meeting in December, the Christmas holiday forces meeting to Wednesday the 27<sup>th</sup>, Parks January meeting will be Tuesday the 3<sup>rd</sup> and September meeting to Tuesday the 5<sup>th</sup>, Plan Commissions January meeting will be Thursday the 12<sup>th</sup>. Ellettsville Building Corporation Annual Meeting is Monday, April 3, 2023 at 8:00 a.m. Dan Swafford made a motion to approve Town of Ellettsville's Public Meeting Schedule for 2023. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

### Resolutions

#### Resolution 23-2022 Transfer of Funds for the Police and Park Department

**Sandra Hash**, Clerk Treasurer explained this is a common practice at year end. She requested to move \$4,224.69 from the Electric and Telephone lines to the Fuel line. Also, Workman Compensation came in a lot higher than last year so to cover Parks Board she requested to move \$68.96 from Materials to Workman Compensation. Trevor Sager made a motion to approve Resolution 23-2022 Transfer of Funds for the Police and Park Department. Dan Swafford seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.



**Resolution 24-2202 to Change the Custodian of the Utility Office Cash Drawers and Petty Cash**

**Sandra Hash**, Clerk Treasurer explained that Becky Wines retired from the Utility office and Amber Ragle-Wright is now the new Office Manager/DPW Administrator so they need to change the custodian from Becky Wines to Amber Ragle-Wright. Dan Swafford made a motion to approve Resolution 24-2022 to Change the Custodian of the Utility Office Cash Drawers and Petty Cash from Becky Wines to Amber Ragle-Wright. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

**Ordinances on First Reading****Ordinance 2022-16 to Create a Separate Fund for the Town of Ellettsville Youth Sports**

**Sandra Hash**, Clerk Treasurer explained this was tried previously before approving working with the Youth Sports so she re-worded it from renaming an existing fund to create a new non reverting fund with their own checking account to establish a cleaner Bookkeeping process in the name of Ellettsville Youth Sports. She requested passing it on the first reading so she can open the account to start in December for recruitment for summer baseball. William Ellis made a motion to approve adopting Ordinance 2022-16 on the same day as it was introduced. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried. Trevor Sager moved Ordinance 2022-16 be adopted today. Dan Swafford seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

**Ordinance 2022-17 to Create a Separate Fund for the Next Level Trail Grant**

**Sandra Hash**, Clerk Treasurer explained that Denise Line gave her a reimbursement receipt and they will be getting money into the Next Level Trails Grant that requires its own fund. She requests passing it on the first reading because the money is in transit and will need moved. William Ellis made a motion to approve Ordinance 2022-17 be adopted on the same day as it was introduced. Dan Swafford seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried. William Ellis made a motion that Ordinance 2022-17 be adopted. Trevor Sager seconded. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

**Ordinances on Second Reading****Ordinance 2022-15 as amended Fixing of the Salaries for Budget Year 2023**

**Dan Swafford** made a motion to table. Sandra Hash explained that New Focus is re-writing our Personnel Policy and they had many questions about the Salary Ordinance and they feel any compensation the employee gets should be in the Salary Ordinance including insurance payments, longevity and certifications and anything that is a benefit to them. It should be ready by the next meeting but it will be a big document. Darla Brown, Town Attorney stated it will have to revert to a First Reading since it will be radically modified from the First Reading. Sandra Hash, Clerk Treasurer explained if it is presented at the December 12<sup>th</sup> meeting as amended and passed it will give her enough time to enter the changes in the computer for the 2023 payroll. There is another meeting to get it passed on First Reading and it will not require a new Ordinance number if it doesn't pass next meeting. William Ellis seconded the motion. Roll call vote: William Ellis – yes; Trevor Sager – yes; Dan Swafford – yes. Motion Carried.

**Supervisor Comments**

**George Robinson**, Deputy Marshal inquired about why we were restructuring the personnel policy and if it was because of State Board of Accounts or because they wanted to. Sandra Hash, Clerk Treasurer explained that everything State Board of Accounts requires is in her current policy, New Focus feels any changes to compensation should be in the Salary Ordinance and it is not completely covered currently. There is a lot to work through and tabling it will help give them some time before the next meeting to get things ironed out.

**Kip Headdy** thanked everyone for the quick action of the council for the purchase of the Forklift. It was very helpful to finish putting up the snowflakes around Town. Dan Swafford

mentioned the snowflakes are getting pretty old so maybe next year we can look into new decorations.

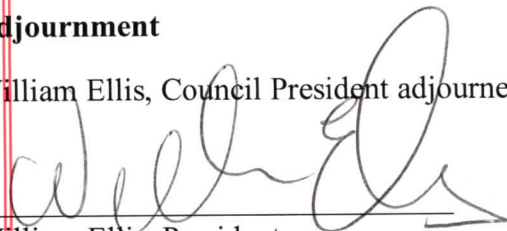
#### Council Comments

**William Ellis** discussed a situation from a local business that he has received several complaints about mold hanging down from the ceiling and being a hazard. He inquired what could be done within the Town. **Darla Brown**, Town Attorney explained it is not anything within the Town, an individual can report it to the local board of Health or choose not to visit the establishment. The business runs the risk of being sued if someone gets sick from it but it is not Town Business.

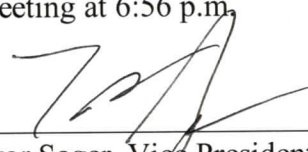
**Dan Swafford** reported to Denise Line, Planner the mud on the road across from Taco Bell where they are building is horrible and needs addressed. Ron Vandeventer, MS4 Operator and Building Inspector for the Town explained he is aware of it and he has contacted the MS4 operator for the project and they have a cleanup started and will receive 4 loads of gravel for the site driveway being delivered tomorrow.

#### Adjournment

William Ellis, Council President adjourned the meeting at 6:56 p.m.



William Ellis, President




Trevor Sager, Vice President

Scott Oldham



Dan Swafford

Pamela Samples



Sandra Hash, Clerk Treasurer, IAMC, MMC