

November 9, 2020

Due to COVID 19, The Ellettsville, Indiana, Town Council met for a virtual meeting on Monday, November 9, 2020 by Zoom. Dan Swafford called the meeting to order at 6:30 p.m. Mike Cornman led the Pledge of Allegiance followed with a prayer by Jimmie Durnil.

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

Supervisors present: Jimmie Durnil, Mike Cornman, Kevin Tolloty, Danny Stalcup and Jeff Farmer.

Approval of Minutes

Dan Swafford entertained a motion for approval of the minutes of the regular meeting on October 26, 2020. William Ellis made a motion. Trevor Sager seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

Accounts Payable Vouchers and Payroll

Dan Swafford entertained a motion to pay Accounts Payable Vouchers and Payroll. Trevor Sager so moved. Pamela Samples seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

Resolutions

Resolution 24-2020 Transfer of Funds – Workers Compensation

Sandra Hash, Clerk Treasurer explained this is due to an increase in our Workers Compensation cost this year. Unfortunately, the final cost does not come until October or November of each year making budgeting for it difficult. The cost can be covered within the budgets by moving appropriations within the Planning and Fire budgets. This is the request to transfer those funds. Trevor Sager made a motion to approve Resolution 24-2020 Transfer of Funds for Workers Compensation. Scott Oldham seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

Resolution 25-2020 to Dispose of Surplus Property – Fire – Toshiba Phones and PBX System

Mike Cornman, Fire Chief explained they have a new Voice over Internet phone system to replace the 15- year old Toshiba system. According to some research online the system could be worth \$300.00 to \$400.00 but some were going for higher and the law states if it goes for over \$500.00 it must be declared surplus property. If approved they are requesting permission to sell it on eBay as it has no other use within the Town. Scott Oldham made a motion to approve the Resolution 25-2020 to Dispose of Surplus Property – Fire – Toshiba Phones and PBX System. Trevor Sager seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

Ordinances on First Reading

Ordinance 2020-26 - 2021 Salary Ordinance

Sandra Hash, Clerk Treasurer explained that at budget time it was discussed to follow the medium wage for all positions in 2021 per the wage study. This salary ordinance reflects those changes.

Ordinance on Second Reading

2020 Supplemental Fire Service Agreement Amended

Mike Cornman, Fire Chief explained this is a project to replace a 1990 fire engine. The Township Trustee has always helped in the past to purchase capital equipment usually through the contract. The total project amount is \$623,000.00. The first part is to lower the

amount of money to borrow, the Trustee has given them \$55,000.00 to start purchasing the miscellaneous equipment that is required for the apparatus. The second part is to amend the 2021 agreement where he will make the payments. He is purchasing the truck with Township money and the Town will acquire and bid it out but first the current fire agreement must be amended for the Trustee to pay the \$55,000.00. The township advisory board approved it last week and the Fire Chief needs approval from the board. The truck will remain in use for a year and recently had some repair expenses to keep in shape for that. After that there are companies and collectors that might be interested in purchasing it. Trevor Sager made a motion to amend the 2020 Supplemental Fire Service agreement. William Ellis seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

2021 Supplemental Fire Service Agreement Amended

Mike Cornman, Fire Chief explained this is the second part of the project to amend the 2021 Supplemental Fire Service Agreement. This will allow for the Trustee to add his payments since the agreement has already been signed. William Ellis made a motion to approve the amendment of the 2021 Supplemental Fire Service Agreement. Scott Oldham seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried. In conclusion, Mike Cornman said the truck will be ordered at the end of the year to get the better pricing and it will take 7 months to a year to be here.

Flood Report

Christopher B Burke Engineering Proposal – Jacks Defeat Creek – Main Street Area and Vine Street Shelving Improvements

Michael Farmer, Town Manager explained this is a proposal for professional engineering services related to Jacks Defeat Creek. A flood study has been completed and now there is a need for a set of plans to implement the improvements around Main Street and Vine Street Shelving the creek bank is part of the plan that will help mitigate the flooding that occurs in downtown Ellettsville. Christopher Burke gave us a proposal originally in the amount of \$56,800.00. Since the original proposal another piece of property, owned by G. L. Chandler, has been added extending the project by 30%. The new proposal is \$73,700.00. He is requesting board approval to proceed with the project. The project will be paid for from the Stormwater account that has \$143,000.00 in unused funds. The proposal is only for the engineering plans. Mike is plans to do most of the work in house using the Utility and Street Department crews under the Department of Public Works. Material costs will be figured once they have the plans and the final costs brought back to the board for approval. Darla Brown, Town Attorney stated that since it was a service, it does not need to be bid out but the actual shelving work and clean up will require to be bid out. Pamela Samples questioned how the other property will affect the project. Michael Farmer explained G.L. Chandler is donating the use of the property he owns along Vine Street through easements for the project. His only requirement is to have enough property for parking along the Creekside. That will not be an issue since the Utility infrastructure, water, power, and Smithville Telephone have duct and pipe work underground leaving plenty of room for parking for him. There is also a good chance they will replace the 12" water main prior to the work beginning. It has suffered a few main breaks and is approximately from 1970, made of cast iron and in need of replacement. It is one of the original runs of 12" pipes that has served all of Ellettsville. They would replace it with 12" ductal iron pipe so the easement will have to be free and clear for them to work on it. The project plans and easements have worked out perfectly together for the best outcome. Scott Oldham made a motion to approve the proposal between the Town and Christopher B Burke Engineering - Jacks Defeat Creek – Main Street Area and Vine Street Shelving Improvements. Pamela Samples seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

New Business

Utility request to purchase a 2015 Kenworth Vactor Truck

Michael Farmer, Town Manager explained after the completion of the Sewer plant in 1997 they purchased Vactor truck to clean the sewer systems. The combo system has logged

around a million feet of sewer line and root cut. The time has come to purchase an upgraded truck with new technology for more efficiency. A new truck cost anywhere from \$450,000.00 to \$675,000.00. They have priced a used one from Jack Doheny that is a 2015 Vactor combo/sewer router for \$210,000.00. They would like to purchase the machine and sell the current machine at auction and requests approval to proceed. Trevor Sager made a motion to approve the purchase of a 2015 Kenworth Vactor Truck. Scott Oldham seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

New Utility Maintenance Building – Land Preparation

Michael Farmer, Town Manager requested permission to move forward with site preparation for the site of the new maintenance building. At the work session and some other discussions with the board, it has been decided to proceed with the original site at the end of the gravel driveway behind Townhall. The location is out of sight from the Townhall, but on the Town's property and will require clear cutting of several trees. The site is all considering of future plans for Parks and Recreation. The tree cutting will require 3 quotes and brought to the board for approval. He feels the cost will be neutral to the expense of the clearing with what they receive from the lumber. They will only be clearing the site of the building and some around for equipment storage. Scott Oldham made a motion to approve the land preparation for the New Utility Maintenance Building. William Ellis seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

COVID Personnel Policy

Darla Brown, Town Attorney explained she requested Sandra Hash, Clerk Treasurer to put this on the agenda due to recent issues and questions have come up in regard to restrictions, if any, can be put on an employee's travel during personnel time off during COVID-19. Specifically, can the Town suggest employee's not to travel to Hot Spots, if so, should the employee be quarantined, rearrange their schedule, isolate them from other employees or require a COVID test paid for by the Town and paid time off for getting the test. Scott Oldham inquired if an employee is asked to quarantine and is getting paid does it matter how long they are off work if they are not suffering a loss in pay. Darla Brown, Town Attorney stated that if an employee is exposed to COVID or is ordered by another entity stating to stay home, then they qualify for the 14 days extra pay covered under the Families First Corona Virus Relief Act. You can require an employee to quarantine but if so, you can pay them, but you can also ask them to use PTO (Paid Time Off). The 14 days is a paid leave, not necessarily consecutive days, available to the employee until December 31st of 2020. She would have to do some research to clarify if an employee can be asked to quarantine and the Town pay them if there is no COVID issues after a vacation to a hot spot. Michael Farmer, Town Manager explained that since the beginning of pandemic the situations have changed and there have been many different questions arise that he is unable to answer. He requested guidance and direction from the Council on how to proceed to better protect our employees and keep the Town running. Sandra Hash, Clerk Treasurer explained the school has a policy that if you are exposed, you are to quarantined for 14 days and if you are positive you can return after 10 days. She suggests the Town get something in writing to treat every employee fair and equal to be safe. Scott Oldham feels it will be difficult to establish a framework for all employees to fit into due to the departments being varied in size, hours worked and job assignments. It was suggested that Michael Farmer collaborate with the department heads and develop a plan that is uniform in nature but allow for flexibility so each department can adapt to the rules and still function. He further explained there was a department head meeting tomorrow and it could be discussed at that time. He can create a draft and present it to the board informally through email for suggestion and critique and then to Town Attorney to finalize. Scott Oldham requested before proceeding with the policy that he establish a rotation that all of the employees in each department not be at the same place working at the same times to prevent everyone getting exposed at the same time quarantining the entire department. Michael Farmer, Town Manager agreed that is a huge concern of his and it will be addressed. Darla Brown, Town Attorney explained that hot spots change frequently and will be hard to follow to establish a policy on travel, but it sounds like the Town is more concerned with establishing a policy for an employee that has been exposed or tested positive for COVID-19 than with restricting

vacations. Dan Swafford concluded by stating he does not feel the Town should put restrictions on where an employee can or cannot vacation and he looks forward to everyone working together on this and establishing a plan.

Supervisors Comments

Michael Farmer, Town Manager thanked all the Town employees for working through all the COVID-19 pandemic and keeping the Town going. The crews have been especially busy with several main breaks and leafing. He appreciates all the hard work.

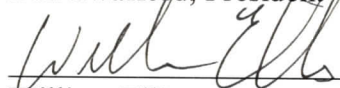
Jimmie Durnil, Town Marshal discussed at the next meeting he will be requesting an approval of a full time officer to part time and the addition of a part time officer.

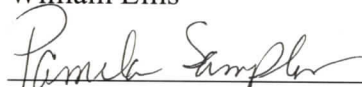
Sandra Hash, Clerk Treasurer invited everyone to attend the informational Zoom tomorrow regarding insurance.


Adjournment

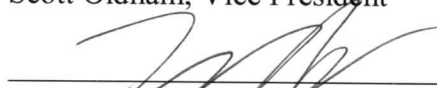
Dan Swafford entertained a motion to adjourn. Scott Oldham so moved. Pamela Samples seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples - yes. Motion carried. Dan Swafford adjourned the meeting at 7:21 p.m.



Dan Swafford, President

William Ellis

Pamela Samples

Scott Oldham, Vice President

Trevor Sager

Sandra C. Hash, Clerk-Treasurer, IAMC, MMC