

## Milford Town Council

Monday, December 28, 2015

5:00PM at the Milford Town Hall

Present: Dan Cochran, Doug Ruch and Bob Cockburn

President Bob Cockburn opened the final meeting of the year with the first item on the agenda the approval of the minutes from the previous meeting. Doug moved to accept as written with Dan 2<sup>nd</sup> and all voted yes.

The next item was the approval of a street paving project, Randy presented three quotes : Super Seal - \$57,011.00, Phend and Brown - \$54,495.00 and Gaunt & Son- \$59,765.50. Bob moved to accept the Phend and Brown quote of \$54,495.00 with Dan 2<sup>nd</sup> and all voted yes.

Randy asked to encumber his appropriations from Street/Alleys paving and curbing , the clerk had prepared the Ordinance for just the Street/Alleys paving of \$44,195.50, the council requested she look and encumber any appropriations for "milling", and redo the Ordinance and e-mail so all council could sign. The clerk found the \$10,299.50 in curbs and added to the \$44,195.50 to pay for the complete project. Randy stated he wanted to use this year's appropriations along with next year to do about \$100,000.00 in paving. The Clerk cautioned him, if he spent \$100,000.00 in paving, that could deeply effect his budget as he would be depleting his cash. Dan so moved to encumber the amount of the project of \$54,495.00 with Doug 2<sup>nd</sup> and all voted yes.

The next item on the agenda the Clerk presented Ordinance 2015-7, No Solicitations for review. The Clerk explained that for two years in a row, certain groups of young adults have been sent to our town to canvas and part of our procedure is to have our police department run their driver's license and both times there have been 2 or three people who have either misdemeanor offenses or felonies and are denied permits, but leave with the group and we have no way to make sure these people don't go to the doors of our residents. The Ordinance would not apply to the Non-profits. The council quickly adopted the Ordinance and requested the clerk send it to attorney for review. Doug moved to adopt once reviewed by Jay with Dan 2<sup>nd</sup> and all voted yes.

The next item presented to council was the year end transfer ordinance to balance the books. The Ordinance 2015-8 was presented. Dan so moved to adopt with Doug 2<sup>nd</sup> and all voted yes.

The Clerk presented the 2016 Salary Ordinance of 2015-9, after review and

The Clerk stated she upgraded the Utilities Superintendent cell phone and requested he turn in the old phone and he refused. Dan asked if we had a cell phone policy and we don't have anything in writing. He reminded Randy that the phone is town property. Randy stated he wanted it for a backup. After a lot of back and forth, Doug suggested that he turn it in to our IT officer Travis and have him download the contacts and pics on a thumb drive and he keep all of the old cell phones. The other council members agreed.

The last item the Clerk requested monthly reimbursement of \$15.00 ea for using their personal cell phones for business. Doug suggested purchasing cell phones for both Joellen and Shanna and Joellen stated she did not want the town to have to pay \$100.00 more each month for cell phones and would withdraw her request . The council asked her to check with SBOA to see if reimbursement of personal cell phones was acceptable and return request to next meeting in January.

The last item on the agenda was the accounts payable voucher. Dan so moved to accept with Doug 2<sup>nd</sup> and all voted yes.

Before adjournment the council addressed a letter of appeal from one of our Utility customers requesting an extension on payment, they requested it be extended to January 8. The bill was for \$147.98 including penalties. The council decided to give them a one- time waiver of penalties and suggest they go to the Township Trustee for assistance, so their bill was reduced to \$118.17 and the extension was approved and the clerk will send a letter. If they fail to pay on the 8<sup>th</sup>, no future deals.

Since there was no further business, Dan moved to adjourn with Bob 2<sup>nd</sup> and all voted yes.

It was noted that the 2016 Council meetings will be the 2<sup>nd</sup> Monday of the month.

The next meeting will be January 11 at 7:00pm.

Milford Town Council

Robert C. Cochran  
[Signature]  
[Signature]

Attests:

Joellen [Signature]

The Clerk stated she upgraded the Utilities Superintendent cell phone and requested he turn in the old phone and he refused. Dan asked if we had a cell phone policy and we don't have anything in writing. He reminded Randy that the phone is town property. Randy stated he wanted it for a backup. After a lot of back and forth, Doug suggested that he turn it in to our IT officer Travis and have him download the contacts and pics on a thumb drive and he keep all of the old cell phones. The other council members agreed.

The last item the Clerk requested monthly reimbursement of \$15.00 ea for using their personal cell phones for business. Doug suggested purchasing cell phones for both Joellen and Shanna and Joellen stated she did not want the town to have to pay \$100.00 more each month for cell phones and would withdraw her request . The council asked her to check with SBOA to see if reimbursement of personal cell phones was acceptable and return request to next meeting in January.

The last item on the agenda was the accounts payable voucher. Dan so moved to accept with Doug 2<sup>nd</sup> and all voted yes.

Before adjournment the council addressed a letter of appeal from one of our Utility customers requesting an extension on payment, they requested it be extended to January 8. The bill was for \$147.98 including penalties. The council decided to give them a one- time waiver of penalties and suggest they go to the Township Trustee for assistance, so their bill was reduced to \$118.17 and the extension was approved and the clerk will send a letter. If they fail to pay on the 8<sup>th</sup>, no future deals.

Since there was no further business, Dan moved to adjourn with Bob 2<sup>nd</sup> and all voted yes.

It was noted that the 2016 Council meetings will be the 2<sup>nd</sup> Monday of the month.

The next meeting will be January 11 at 7:00pm.

Milford Town Council

Robert C. Cochran  
[Signature]  
[Signature]

Attests:

Joellen [Signature]



## MILFORD TOWN COUNCIL MEETING

MONDAY, JANUARY 11, 2016

7:00PM @ THE MILFORD TOWN HALL

Present: Doug Ruch and Robert Cockburn

Absent: Dan Cochran

The meeting opened with the pledge of allegiance and prayer.

Due to the absence of Councilman Dan Cochran it was decided to wait until the February meeting to elect new officers.

The next item was the minutes from the previous meeting, Doug moved to accept as written with Bob 2<sup>nd</sup> and all voted yes.

Jay Rigdon, town attorney reported on two things; the first item was the review of Ordinance 2015-7 No Solicitation, he stated it probably wouldn't stand up if challenged in a court of law, but if he had a better idea of our concerns, he would look at our present peddlers ordinance and see if he could make it stronger, the council requested he do that.

The second thing he reported on was the unsafe housing issue, he, the Building Inspector and the Building Commissioner have set a date of February 3 at 6:00PM for a hearing here at the town hall. The eleven notices will be sent out certified Tuesday to the effected homeowners.

Under public input, Firefighter Matt Mast asked about the town purchasing a generator for the community building so the building could be used for a safe place for town residents to go during power outages or other emergency situations.

Doug reported that early in the day the Redevelopment Commission addressed the issue and decided they were willing to purchase one that would service both community building and town hall. The council directed Randy to obtain quotes and bring back to next meeting.

Further discussion on the most recent power outage that left about thirty elderly who live at Leisure Living them without power for 24 hours. The Fire Department worked with the town and called the American Red Cross, who in turn was able to get our situation elevated and power back on within a few hours.

The next item addressed was the rezoning request of Tim Graber's property on Main and Fourth street, better known as the "old Catholic Church". Tim wants it rezoned to residential as he plans to remodel and live in one part and use one



their smoke alarms are working and if they need smoke alarms the Fire Department does has some they give out free.

He asked Randy if he was planning to change out some of the hydrants and Randy said no, he had no money, the Clerk reminded him that the new water rate ordinance included a large increase in hydrant rental so he would have money to change out the needed ones.

Doug reported that he is organizing a steering committee to look into the possibility of creating a Fire District or territory and was looking for volunteers to be on that committee. Todd Haines stated he would like to serve on that committee.

Chief Miotto reported that two reserve officers, Cody Ong and Bryan Starr are now attending the Kosciusko County Reserve academy.

Bob asked about cars blocking the sidewalks especially during this time of winter when Utilities are trying to plow the sidewalks. Rich stated he can only ask the homeowner to move their vehicle, really can't force them to. Bob asked Jay to look at our sidewalk ordinance.

Utilities: Randy reported that he had sewer pumps repaired and would need to repair more. He stated the sewer plant needed a BOD tester and preferred a portable and it would cost \$2326.50. Doug so moved with Bob 2<sup>nd</sup> and all voted yes. The vendor was Hoch Equipment.

Clerk:

Joellen reminded the council that we needed to decide the salary of the Building Commissioner as we had hired Tom Bulger, but didn't specify his pay. After some back and forth, Doug moved we pay him \$50 per hearing unless additional time was needed and then it would come back to the council for reconsideration. Bob 2<sup>nd</sup> and all voted yes.

The clerk requested to go Daleville, In this Thursday to the software vendor Keystone for training, the class is \$125, mileage and a meal. Doug so moved and Bob 2<sup>nd</sup> and all agreed.

The Clerk then presented the actual transfer amendment to Ordinance 2015-8A for end of year transfers. Doug so moved and Bob 2<sup>nd</sup> and all agreed.

The next item was the presentation of the accounts payable voucher with additions , Doug moved to accept the accounts payable voucher with the additions and Bob 2<sup>nd</sup> and both agreed.

W L K  
Robert C. Cockburn

Attests:

John F. Free



Milford Town Council

Monday, February 8, 2016

Milford Town Hall

Present: Doug Ruch, Robert Cockburn and Dan Cochran

Bob opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was the election of officers, Doug moved to reinstate the current slate of officers , Bob felt the presidency should be passed around and he made a motion to elect Dan Cochran as President, Doug 2<sup>nd</sup> and all agreed.

Bob then moved to elect Doug as Vice President with Dan 2<sup>nd</sup> and all agreed.

Dan asked if there were any additions or changes to the minutes of the previous meeting, Doug moved to accept the minutes as written with Bob 2<sup>nd</sup> and all agreed.

Attorney Jay Rigdon reported on our ordinance dealing with obstruction of sidewalks, he researched and found a couple of cases which confirms we can ask people to move their vehicles and even fine them when they are obstructing the utility workers from clearing the sidewalks.

He also presented a new ordinance to enhance the peddlers' ordinance. He presented Ordinance 2016-2 which allows the town to charge a \$35.00 fee per individual annually to go house to house selling their product. Doug moved to adopt the new Ordinance , Bob 2<sup>nd</sup> and all agreed.

He also reported that he and Joellen have been working with Umbaugh to refinance the sewer bond. John Julien will be here next month and we will have an ordinance ready to sign upon John's report on the numbers.

The Building Inspector, Ken Brower was on hand to give a status update on the unsafe houses and buildings in town. Several of the home owners had contacted him and were working to get their homes and buildings repaired. Jay reported on the hearing that was held on Wednesday, February 3, the home at 209 N. West Street , the Building Commissioner agreed with the Building Inspector that the house needed to be torn down. The home owner was given until April 6, 2016 to tear the house down.

The next item was the Rezoning of 111 West Fourth Street, the house had been the parsonage of the First Christian Church until it was recently sold and remodeled. The owner needs to rezone from public to residential. Doug so moved and Bob 2<sup>nd</sup> and all agreed.



6  
201 N. Main, but not supporting the living quarters at the industrial business.  
Doug 2<sup>nd</sup> and all agreed.

#### Departmental Reports:

Fire: Assistant Chief Rob Brooks presented the annual financial report to the clerk and waited for the council to sign the Fire Department, Township and Town's inter-local agreement and took it to have the Fire Department officers to sign.

Police: Chief Miotto wanted to warn people of the IRS Scam that is underway right now.

He also reported that he would be on medical leave beginning February 19 and recommended Officer Travis Marsh be appointed as acting Town Marshall until his return. Doug so moved and Bob 2<sup>nd</sup> and all agreed.

A year ago, the police department was appointed to create an emergency action plan and Travis volunteered to head that up. He gave a detailed report on the status of the plan and stated he had met with the Fire Department, and made contact with the railroad and Kinder Morgan and have had good communications regarding disaster plans. After hearing his report, Doug moved that Travis be made the Emergency Management Director. Bob 2<sup>nd</sup> and all agreed.

Travis also reported on the Milford Website and asked what kind of information the council would like on their page. Dan requested a way residents could contact them or ask questions.

Utilities: Randy presented quotes for generators for the Town Hall and Community Building, he had some variations using one generator and hook up both buildings and quotes using two generators. After a lot of back and forth Doug made the motion to go with two (2) 25KW Cummins generators and two (2) 200 AMP Transfer switches for \$30,454.00. Bob 2<sup>nd</sup> and all voted yes.

Randy reported that there are ten (10) garage doors that need adjustments. He had two quotes; Hostetler at \$825 and Mike's garage door at \$605 plus parts. After some discussion, Bob moved to use Mike's garage door with Doug 2<sup>nd</sup> and all agreed.

Randy talked about a pump at the lift station at the wastewater plant, he stated we had payed \$2800 for it to be rebuilt and he was not happy with it. He stated he had one of our suppliers looking into a Barnes pump but did not have any quotes as yet.

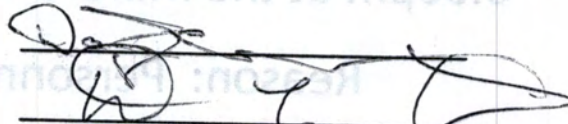
Randy stated he was looking to replace one of the one ton trucks and is gathering quotes but not ready to present.



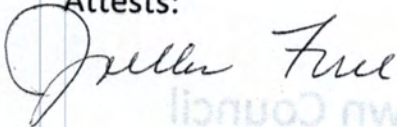
The accounts payable voucher was presented with additions of \$12,805.54. Doug moved to accept the accounts payable voucher with the additions, Bob 2<sup>nd</sup> and all agreed.

Since there was no further business Doug moved to adjourn with Bob 2<sup>nd</sup> and all agreed.

Milford Town Council

  
Robert C. Cockburn

Attests:



Milford Town Council

Executive Meeting

Monday, February 29, 2016

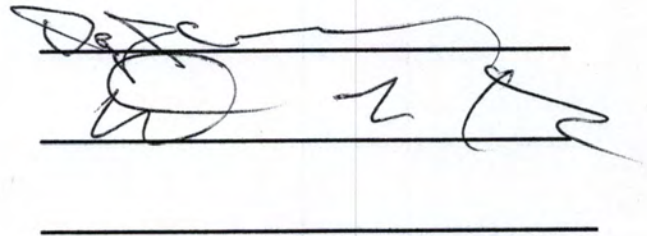
6:00pm at the Milford Town Hall

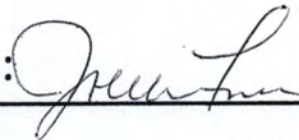
Reason: Personnel

Present: Dan Cochran, Doug Ruch and Bob Cockburn

MFD: Todd Haines and Rodney Bray

Milford Town Council



Attests: 

Milford Town Council

Executive Meeting

Wednesday, March 9, 2016

6:00 PM at the Milford Town Hall

Reason: Personnel

Present: Dan Cochran, Doug Ruch and Bob Cockburn

Randy Veach

Milford Town Council





MILFORD TOWN COUNCIL

MONDAY, MARCH 14, 2016

7:00 PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, Dan Cochran, Attorney Jay Rigdon

President Dan Cochran opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was the review of the minutes from the previous meetings. Doug so moved to accept as written, with Bob 2<sup>nd</sup> and all voted yes.

Jay Rigdon reported that after Umbaugh's review of our financials, advised because of the increase in operating expenses and the cash flow, now would not be a good time to refund the bonds.

Trisha Gall, Chairwoman from the Lion's Club, reported they have begun planning the Milford Fest, which will be May 28, 10:00 am to 9 pm. She left forms for vendors and talent show with the Clerk. Next month she will come to the meeting with the street closures. She reported the Lion's Pancake Sausage Breakfast will be April 23, 2016.

Ryan Brown, representative from Wessler Engineering reported that the pieces of the study of the upgrades to the sewer plant are coming together, but slowing, but still well ahead of the August deadline.

Departmental Reports:

Fire Department – no report

Utilities: Randy stated Mike's Garage is not responding to his call to repair the ten garage doors and requested the council give him permission to contact Hostettler Door. Bob so moved with Doug 2<sup>nd</sup> and all agreed.

Randy stated that it is time for the water tower to be inspected at a cost of \$995 from Pittsburgh Tank and Tower. Doug so moved with Bob 2<sup>nd</sup> and all agreed.

Randy informed the council that CTB's PigTek was adding two culverts to drain into the town's ditch. Dan asked Randy to get a plan from Pig Tek.

Randy presented three quotes for a new one ton truck, they are : \$37,444- Allen Arnell Chevy, \$38,499 – McCormick Motors, Inc. and \$40,098.11 – Kerlin Motors. Randy suggested selling the present truck to pay for the plow. Dan asked Randy about maintenance records, including motor, transmission etc. He stated he had regular service records, but offered no info . Bob asked if it was budgeted and



Joellen gave the council the information on a Supervisor's Training Seminar in Ft. Wayne on April 19, 2016, cost is \$199.00 plus meal and mileage for Randy. Bob so moved with Doug 2<sup>nd</sup> and all agreed.

Doug asked Randy about the mosquito spray, it cost \$8700.00, Randy purchased a larger quantity thinking he was saving money. We appropriated \$6000.00 in General Fund for mosquito spray, so the remainder will have to come out of MVH.

Police Report: Interim Chief Travis Marsh requested step-up pay until Rich comes back from medical leave. He stated we could use the part-time money appropriated until it runs out. Bob asked if there were other funds we could use if we used all of the \$3000 part-time, the Clerk responded, yes. Bob so moved to pay Travis the Chief equivalent pay until Rich comes back, Doug 2<sup>nd</sup> and all agreed.

Chief Travis requested the purchase of a three year licensure for the WatchGuard product at \$395.00. Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

We were informed by the FCC that the license for the police radio had not been filed as a narrow-band compliant unit. This conversion took place several years ago by J & K and I was able to amend the information, we have now brought our base radio back into compliance with the FCC.

He also reported that a new reflective stop sign for our Crossing Guard; the sign she was using has lost all of it's reflectivity and was a safety hazard for her and the students. The cost was \$60.00.

Travis reported the recent bad weather caused only some minor headaches. We assisted 20 vehicles which had slid off into the ditch/off road in and close to town. Only four were crashes and required reports and one had to be towed after being abandoned in the SB lane of SR 15 and the north town limits.

The Utility employees had several questions regarding the proposed handbook, questions regarding insurance, holidays, vacation time, employees driving town vehicles, cell phone reimbursement, comp time agreements with town and employees, and clothing allowance.

The Clerk will make revisions and present Employee Handbook for adoption at the next meeting in April.

Clerk:

The first item Joellen had was the 'Public Hearing' on the re-establishment of the



value and requesting \$1 per \$100 assessed value. More info will be provided to council before a final vote.

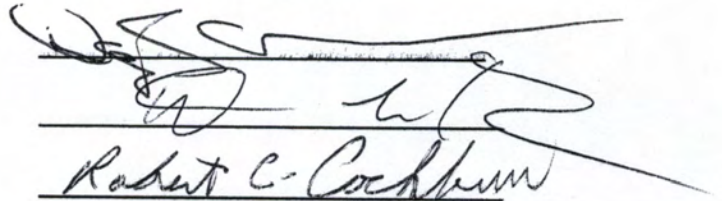
The next item on the agenda was the renewal of our agreement with the Red Cross to use our Community Building as a shelter in an emergency. After some discussion Doug so moved to renew with the Red Cross with Bob 2<sup>nd</sup> and all agreed.

Joellen informed the council the office will be closed on Good Friday, March 25.

The last item was the presentation of the accounts payable voucher . Doug moved to accept with Bob 2<sup>nd</sup> and all agreed.

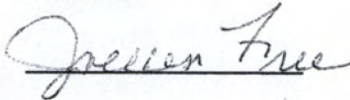
Dan moved to adjourn with Doug 2<sup>nd</sup> and all agreed.

Milford Town Council



Robert C. Cockburn

Attests:



Joellen Free

Milford Town Council

Monday, April 11, 2016

7:00pm at the Milford Town Hall

Present: Doug Ruch, Dan Cochran and Bob Cockburn

Bob opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was the minutes from previous meeting. Doug so moved to approve the minutes as written with Bob 2<sup>nd</sup> and all agreed.

The Town Attorney Jay reported on the sidewalk in the downtown that needed repairs, he stated since it has become a safety hazard, the town should fix it.

Doug moved that we replace the sidewalk in front of California Dessert with Bob 2<sup>nd</sup> and all agreed.

It was reported that the property at 209 N. West St. had not been torn down as ordered, Doug asked Jay to contact the owner and ask if he is willing to turn the property over to the town. Bob 2<sup>nd</sup> and all agreed.

Trisha Gall, Lion's representative was on hand with the designated street closings for the Milford Fest. Randy stated he didn't have access to a bucket truck anymore for the putting of the banner up and Trisha stated she would check her resources and let him know.

She asked that we adopt the Garage Sale Ordinance so residents could participate in the garage sales that weekend and not have it count against their total for the year. Doug so moved with Bob 2<sup>nd</sup> and all agreed.

Trisha asked how many port a john's we would need for both uptown and at the Dollar General area?

Doug moved that the Town underwrite the costs of the port a johns, electricity for the rides and allow service clubs to use the Community Building that day without charge if the proceeds would go toward benefitting the Milford Fest. Bob 2<sup>nd</sup> and all agreed.

Trisha requested that the Lion's Club use the Community Building after the Kiwanis Breakfast for a place for people to change clothes for the Talent Contest.

Jeff O'Brien, representative from CTB was on hand with the CF-1 forms and requested to continue the tax abatement. They are in compliance and the council signed the form and the Clerk will take to the court house and file with the Auditor's office.



18

Milford Town Council Meeting

Monday May 9, 2016

Present, Dan, Bob, Doug, Jay, Shanna

Meeting was opened, prayer & pledge

Doug motioned to accept the minute of the last 3 meetings. Bob second passed 3 ayes

Trisha Gall stated she will be putting signs out for street closings Monday before Milford-Fest unless there is a problem. No problem. She encouraged everybody to come participate either with a booth, the talent show or just come enjoy the day. Forms are available at the town hall. Garage sale maps are also available.

Wessler gave an update report on the draft process. He will bring the draft to the June meeting and the deadline for submitting the permit is August 16, 2016.

Concerned citizen (Vern Borkholder) wanted the council to read the ordinance and see if there was anywhere he was misinterpreting the wording. Doug asked if he was referring to the house across the street. Vern said yes. He has had to look it for 4 ½ years. He had pictures of the sidewalk where a child could get his eye poked out if they ran into the bush sticking out over the sidewalk. Steve will hand deliver a letter to the property owner Tuesday. He will have 10 days. Lengthy discussion on the wording and whether to amend for the height of grass/weeds. Steve said he handed out 6 tags for trash and all had been taken care of pretty quickly.

Jay stated that he would have information regarding something with the railroad for Dan to have a meeting with them in the next week or two.

Travis Marsh notified the council that Cody Ong and Bryan Starr graduated from the reserve academy April 30<sup>th</sup>. Grants for the mosquito fogger and armored vests have been submitted. The digital ally camera has been installed in the police car. Reserve officer Adam Amsden installed it at no cost. There is a software program he would like to purchase for the cameras at a cost of \$395.00. Doug motioned to purchase the software for \$395.00. Bob second, 3 ayes. The department will have a Milford-Fest Meeting to go over their schedules and procedures for the event. The town's website has been updated. Travis asked Trisha Gall for the list of street closings to post on the town website as well as put it on Nixle. Doug thanked Travis for doing such a good job.

Steve stated the generators are up and running at the town hall and community building. They have started painting. Curbs are complete and will be working on crosswalks but the weather this week isn't cooperating. The mosquito fogger passed inspection this year. Steve presented a paper on a Fluoride testing meter as ours is not operating properly, it is approximately 6 years old. Presented a paper with 2 test meters. Doug motioned to purchase a pocket test meter not to exceed \$550.00. Bob second, 3 ayes. Steve mentioned Gary Bray's doing a great job for us. They need the help right now. His budget amount is down to \$2,000.00. There is \$6,000.00 in park. Part is for lifeguards. Doug suggested waiting until the June meeting to see where we are at and what is needed for the rest of the year. Steve gave the council a copy of the



sheets now and will provide them. It was also suggested that the firemen should come out for a tour of the facilities. Mark will be at a 2 day OSHA class. Dan asked Mark to contact Middlebury Electric to look at the electrical panel (they bypassed the bypass years ago) to get it corrected as well as if PLC and UPS backups can be installed for the system. New Paris Telephone offers SCADA system. Doug asked if the police contact the utilities department when there are alarms going off and Travis stated yes.

The preventative maintenance for the 5 town generators was brought up. The newest 2 are have not been added to the list. Doug motioned to accept the agreement for 5 generators for the amount of \$2855.00, Bob second, 3 ayes.

Dan asked Jay the status of 209 N. West St. He stated the property owner had a few more days to comply with his last notification.

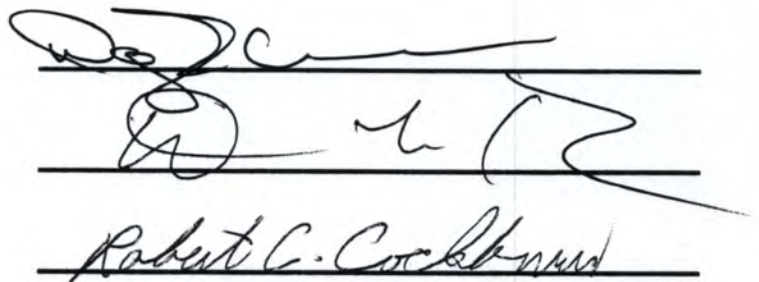
Doug mentioned getting a survey about calendars and wanted further explanation. Shanna Maust explained she was thinking of going a different route to get handout calendars this year. She contacted The Papers and they do not print calendars like the current one we have handed out in the past. They suggested one similar to the Lion's club where you get advertisers/sponsors. Trisha Gall a member of the Lion's Club spoke up stating they tabled their discussion on the subject and stated the meeting had gotten very emotional. Shanna stated that not everybody gets a Lion's Calendar. She replied I know.

Steve brought lifeguards and whether the bathrooms would be open. Only one application has been given out. Gary Bray had suggested getting 2 additional port-a-potties to put near the basketball court. And if no lifeguard is hired, put the no lifeguard sign up also. Doug motioned to get 2 port-a-potties until a lifeguard is hired, Bob second, 3 ayes.

There were 4 additions to the apv register. Doug motioned to accept the apv register, Bob second, passed 3 ayes.

Doug moved to adjourn the meeting, Bob second, 3 ayes.

Milford Town Council



Three handwritten signatures are present, each written over a horizontal line. The first signature is at the top, the second is in the middle, and the third, which appears to read 'Robert C. Cockburn', is at the bottom.



**Milford Town Council**

**Monday, April 11, 2016**

**7:00pm at the Milford Town Hall**

**Present: Doug Ruch, Dan Cochran and Bob Cockburn**

Bob opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was the minutes from previous meeting. Doug so moved to approve the minutes as written with Bob 2<sup>nd</sup> and all agreed.

The Town Attorney Jay reported on the sidewalk in the downtown that needed repairs, he stated since it has become a safety hazard, the town should fix it.

Doug moved that we replace the sidewalk in front of California Dessert with Bob 2<sup>nd</sup> and all agreed.

It was reported that the property at 209 N. West St. had not been torn down as ordered, Doug asked Jay to contact the owner and ask if he is willing to turn the property over to the town. Bob 2<sup>nd</sup> and all agreed.

Trisha Gall, Lion's representative was on hand with the designated street closings for the Milford Fest. Randy stated he didn't have access to a bucket truck anymore for the putting of the banner up and Trisha stated she would check her resources and let him know.

She asked that we adopt the Garage Sale Ordinance so residents could participate in the garage sales that weekend and not have it count against their total for the year. Doug so moved with Bob 2<sup>nd</sup> and all agreed.

Trisha asked how many port a john's we would need for both uptown and at the Dollar General area?

Doug moved that the Town underwrite the costs of the port a johns, electricity for the rides and allow service clubs to use the Community Building that day without charge if the proceeds would go toward benefitting the Milford Fest. Bob 2<sup>nd</sup> and all agreed.

Trisha requested that the Lion's Club use the Community Building after the Kiwanis Breakfast for a place for people to change clothes for the Talent Contest.

Jeff O'Brien, representative from CTB was on hand with the CF-1 forms and requested to continue the tax abatement. They are in compliance and the council signed the form and the Clerk will take to the court house and file with the Auditor's office.



glass in the door to security glass. He also stated we have received a \$3500 grant to help pay for a new digital ally camera, our portion would be \$495 plus shipping, Doug so moved with Bob 2<sup>nd</sup> and all agreed.

He also stated the Light stick on the 2015 was having an issue and they would be doing some trouble shooting to find the problem.

He reported the Reserve Officer Angela Howard resigned due to some health issues and Travis requested permission to put a person on who already has the training and has five years experience. Doug so moved to fill the position with someone who has the training. Bob 2<sup>nd</sup> and all agreed.

The two Reserves now in the academy will graduate April 30.

Travis stated he was working on the website and working on a grant application for a mosquito fogger.

He stated the big purchase for the year will be the police vests, he will apply for a grant for some of the costs, but will still cost the town \$600 ea.

He reported that he will be attending the Executive Leadership Academy May 16-May 20 and requested hotel, mileage and meals. Doug moved to approve the customary hotel, mileage and meals for Travis to attend the Executive Leadership Academy with Bob 2<sup>nd</sup> and all agreed.

He requested an Executive Session on Monday, April 25<sup>th</sup>.

#### Utilities:

Randy stated the Park needs new ropes and buoys at a cost of \$1344.94 plus shipping and handling. Doug so moved with Bob 2<sup>nd</sup> and all agreed.

Randy stated we need Lifeguards.

He reported that it costs \$3600 to rebuild the pump at the sewer plant and was requesting \$6122 for two pumps. After some discussion of the fact that the sewer fund is back in the red, it was decided this was a need and would be paid for out another fund.

He also reported that a chlorinator pump has burned up and we need to replace that and he stated it would be less than \$1000.00. Bob moved that we purchase a new pump with Doug 2<sup>nd</sup> and all agreed.

Randy reported that Wednesday the Generators will be set up at both locations.

He asked to put guttering on the back of the community building at a cost of \$475.00. Doug so moved with Bob 2<sup>nd</sup> and all agreed.



1

Tabled the matter for now.

Clerk:

The Clerk reported that she had made all of the necessary changes to the Employee Handbook from the last meeting and was now ready for the Councils approval. Doug so moved with Bob 2<sup>nd</sup> and all voted in favor.

The Clerk reported on the 2-1 Matching Grant the town has been granted and stated she has already applied for another grant through Lowe's Community Partnership grant. Attorney Jay Rigdon gave her a couple of suggestions where she could also apply, Community Foundation and Dekko. The council agreed we should go forward to raise the \$20,000 to get the \$40,000 towards new Park Playground equipment.

The Clerk requested the council send her to Clerk's School in Indy on May 10, 2016 and requested customary hotel, mileage and meals. Doug so moved with Bob 2<sup>nd</sup> and all agreed.

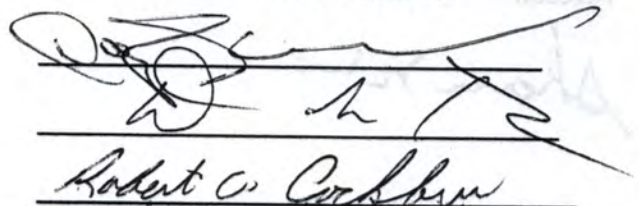
Joellen began to talk again about re-establishing the Cum Funds, taking each fund and showing how re-establishing all or any one fund could be a vehicle to raise revenue for future projects. After a lot of discussion, questions and comments, the council decided to table for now and think on it.

The last item was the software to be installed on town phones to keep employees time. Dan explained the two options, Verizon wireless had one that would cost \$20 per phone per month whereby Brighnet has an option that would cost the town \$64 or \$768 yr. Phones for Joellen and Shanna would need to be purchased. Doug moved we purchase phones for Joellen and Shanna and purchase the software from Brightnet for \$64/mo. Bob 2<sup>nd</sup> and all agreed.

The clerk presented the Accounts Payable Voucher for approval. Doug so moved with Bob 2<sup>nd</sup> and all agreed.

Since there was no further business, Doug moved to adjourn with Bob 2<sup>nd</sup> and all agreed.

Milford Town Council



Robert C. Cochran

Attests:



## MILFORD TOWN COUNCIL

## EXECUTIVE SESSION

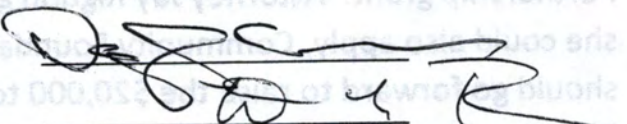
MONDAY, April 25, 2016 AT 6:30 PM

Reason: Personnel

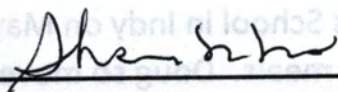
Present: Doug Ruch, Bob Cockburn, Dan Cochran and Joellen Free

Travis Marsh, Rich Miotto

Milford Town Council

  
 Robert C. Cockburn

Attests:



## MILFORD TOWN COUNCIL

## EXECUTIVE SESSION

MONDAY, MAY 2, 2016 at 6:30pm

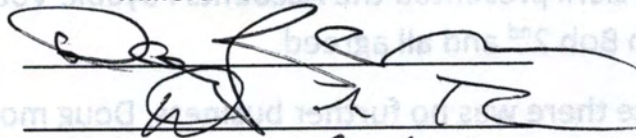
Milford Town Hall

Present: Doug Ruch, Dan Cochran and Joellen Free

Randy Veach

Reason: Personnel

Milford Town Council

  
 Robert C. Cockburn

Attests:





## MILFORD TOWN COUCIL

MONDAY, JUNE 13, 2016

10:00AM @ THE MILFORD TOWN HALL

Present: Dan Cochran, Doug Ruch, Bob Cockburn, Joellen Free and Jay Rigdon

Dan opened the meeting with the pledge of allegiance and prayer.

The first item was the review of minutes from previous meetings, Doug moved to accept minutes as written with Bob 2<sup>nd</sup> and all was in favor.

Jay reported that the house at 209 N. West St. sold and the new owners requested more time to demolish the house, they asked for the order to be extended to the end of the year as this is their busy time of the year. Jay suggested they get it down sooner. After some discussion and back and forth, the council agreed to give them three more months and asked the Clerk to put it on the agenda in September. Mr. Beer requested a copy of the original tear down order and the Clerk will see he gets a copy.

Jay also reported on the meeting that he, Dan and Steve attended earlier that day with Derek Sublette, a representative from the NS RR. They requested the meeting to discuss the consolidation of crossings in town and suggested the Emeline St. crossing would be a good one to close, they offered the town compensation of \$19,500 and possibly more to create a green space once it's closed. Doug suggested he attend the next meeting in July to discuss further, Clerk will contact.

The last item Jay reported was about a check for \$1576.44 the town received once the property of Charles Poe sold, there were penalties that incurred several years ago and was recently paid and he presented a check to the town.

Jeff O'Brian, CTB VP was on hand with one more tax abatement CF-1 form for the council to sign, because it was late, a resolution had to accompany the form.

Trisha Gall, Lion's representative was on hand to thank the town and it's employees for their help with Milford Fest and report it was a great success again!

Departmental reports, Fire Department had nothing to report, just requested when their budget hearing would be and asked the Clerk to e-mail him and the VanBuren Twp Trustee and the Jefferson Twp Trustee.

Police: Travis reported that all of the reserves are now Road Ready! He also reported that we have had numerous calls regarding dangerous dogs and he had served three people. He is researching the idea of residents to be required to



sheets now and will provide them. It was also suggested that the firemen should come out for a tour of the facilities. Mark will be at a 2 day OSHA class. Dan asked Mark to contact Middlebury Electric to look at the electrical panel (they bypassed the bypass years ago) to get it corrected as well as if PLC and UPS backups can be installed for the system. New Paris Telephone offers SCADA system. Doug asked if the police contact the utilities department when there are alarms going off and Travis stated yes.

The preventative maintenance for the 5 town generators was brought up. The newest 2 are have not been added to the list. Doug motioned to accept the agreement for 5 generators for the amount of \$2855.00, Bob second, 3 ayes.

Dan asked Jay the status of 209 N. West St. He stated the property owner had a few more days to comply with his last notification.

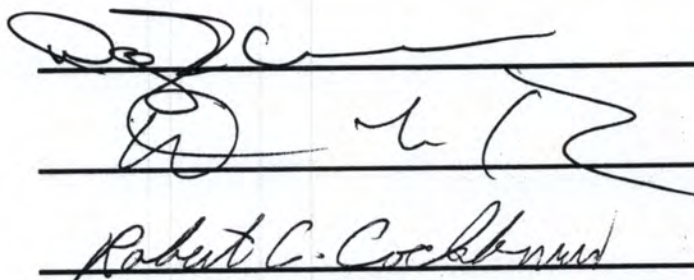
Doug mentioned getting a survey about calendars and wanted further explanation. Shanna Maust explained she was thinking of going a different route to get handout calendars this year. She contacted The Papers and they do not print calendars like the current one we have handed out in the past. They suggested one similar to the Lion's club where you get advertisers/sponsors. Trisha Gall a member of the Lion's Club spoke up stating they tabled their discussion on the subject and stated the meeting had gotten very emotional. Shanna stated that not everybody gets a Lion's Calendar. She replied I know.

Steve brought lifeguards and whether the bathrooms would be open. Only one application has been given out. Gary Bray had suggested getting 2 additional port-a-potties to put near the basketball court. And if no lifeguard is hired, put the no lifeguard sign up also. Doug motioned to get 2 port-a-potties until a lifeguard is hired, Bob second, 3 ayes.

There were 4 additions to the apv register. Doug motioned to accept the apv register, Bob second, passed 3 ayes.

Doug moved to adjourn the meeting, Bob second, 3 ayes.

Milford Town Council



Three handwritten signatures are present, each written over a horizontal line. The first signature is at the top, the second is in the middle, and the third, which appears to read 'Robert C. Cockburn', is at the bottom.



He reported Milford Fest was good, reported that two of their radios failed, all of their radios are old and need to start rotating out with new ones, he has found some that are like new for \$250 to \$300 ea. The Council told him to check their equipment budget and purchase what they need.

Travis requested an Executive Session to make the Chief transfer back to Rich, Doug moved to keep Travis Chief until the Executive Session. It was scheduled for Friday, June 17 at 4:30pm. Bob 2<sup>nd</sup> and all agreed.

Mr. and Mrs. Darnell Dunn was present and asked the council for a variance to our Ordinance regarding keeping farm animals as pets. They have a Vietnamese Pig and is part of the family, after some discussion, Bob moved they be allowed to pay the \$5.00 application fee and be granted the variance with Doug 2<sup>nd</sup> and all voted yes.

#### Utilities:

Acting Superintendent Steven Marquart reported that the Milford Fest Parade was very good this year!

He reported that the sewer pumps have not yet arrived. They have been cleaning and painting hydrants. They also have been cleaning sewer lines on north Main Street with the sewer jet. The main lines are in need of being cleaned out.

Phend and Brown finished the paving project. The CCR reports are finished and ready to be distributed.

On Friday of last week, they used the spare transducer and requested to purchase another one for \$726.00. and he suggested installing surge protectors to put on with the transducer at \$100 ea. Doug moved to purchase the transducer at \$726.00 with Bob 2<sup>nd</sup> and all voted yes.

He reminded the public to not flush the santi wipes and grease down drains. He stated he will be visiting all of the area restaurants , school and nursing home to make sure they have grease traps.

He reported he had one quote for the gas detection so far.

A discussion regarding tree trimming began, Doug suggested obtaining a quote. We appropriated \$4325 for tree trimming.

Next on the agenda, Ryan Brown gave a detailed report of all of the upgrades and the phosphorus Removal for the Wastewater Plant. The total was \$1.19M. timeline is August, the plan will be presented to IDEM with the construction permit April 1, 2017 so it is imperative that we look for the funding now. Doug



26

We have had several calls and emails regarding the ropes at the Lake. Residents have voiced their concerns, the council told Steven to put the ropes in. There is still no interest in the Life Guard position, many feel their presence helped to cut down on bad behavior.

Also, Churches who have rented the pavilion have asked if the restrooms could be opened so their people could change clothes. The council suggested giving them a key with the instructions to clean it before leaving the grounds and turn in the key.

Clerk:

Joellen announced that the Special Distribution had been received, it was \$49,787.91. There are restrictions that go with this distribution, first, we need to set up a special fund so the State can track the money, it can only be used for Street and bridge infrastructure projects including sidewalks. 75% must go into the 257 Fund and 25% can be put in Rainy Day. To be used in 2016, we must do an Additional Appropriation, or we can put it in our budget for a project next year.

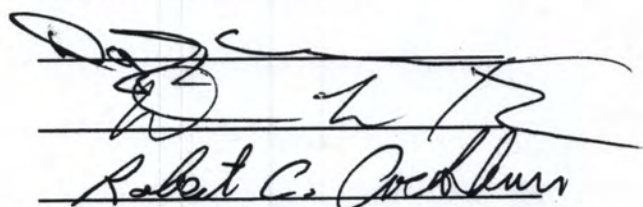
Joellen presented Ordinance 2016-5 to set up the 257 Fund, Doug so moved, Bob 2<sup>nd</sup> and all agreed.

The last items on the agenda dealt with Materiality policies and Ordinance 2016-6 and Internal Controls 2016-7 which a new law goes into effect July 1, 2016. Doug so moved to adopt both Ordinances with Jay's approval after looking at the Ordinances.

The Accounts Payable Voucher was presented with 2 additions, Doug moved to accept with Bob 2<sup>nd</sup> and voted in favor.

Since there was no further business, Doug moved to adjourn with Bob 2<sup>nd</sup> and all was in favor.

Milford Town Council



Robert C. Crockett

Attests:



Milford Town Council

Budget Meeting

Tuesday, July 5, 2016

6:00PM @ Milford Town Hall

Present: Dan Cochran, Bob Cockburn , Doug Ruch, Joellen Free, Shanna Maust, Becky Alles, Township Trustee, Todd Haines, MFD Chief, Rob Brooks, Scott Mast, Chief Richard Miotto, Tim Hicks , Aflac Representative and Lisa Manning, insurance broker for the town.

Fire Chief Todd Haines read through his proposed 2017 Budget of \$67,950 with just a \$517 increase over 2016.

Police Chief Richard Miotto read through the proposed 2017 Police budget of \$361,177.50 which was an increase of 4%. 2016 's budget is \$346,300.

Insurance representatives Tim Hicks from Aflac and Lisa Manning, our Frazetta Financial representative was on hand to discuss short term disability plans , after some discussion, the council requested they come back to the Monday meeting and show options to all of the employees.

Next the Clerk read through the 2017 proposed General budget of \$300,676.00, up 3% from \$289,600 for 2016.

Then the Clerk read through Town of Milford proposed 2017 budget for the new fund 257 with appropriations of \$37,340.94.

Then the Clerk read through LRST 2017 proposed 2017 budget of \$30,000.

Then the Clerk read through CCI 2017 proposed 2017 budget of \$30,000.

Then the Clerk read through CCI (Tax) proposed 2017 budget of \$100,000.

Then the Clerk read through CCDF proposed 2017 budget of \$100,000.

Then the Clerk read through Cedit proposed 2017 budget of \$300,000.

Discussion began regarding the Utilities Department and how best to go forward. After a lot of discussion, Doug moved to split out the Wastewater department and stand alone with Mark Brubaker being the manager, Bob 2<sup>nd</sup> and all agreed. The next discussion was in giving the interim MVH and Water Operator an increase in pay. Doug so moved to bring Steve's wage up to \$47,625.84/yr, Bob 2<sup>nd</sup> and all agreed. Doug also moved to make Gary Bray full time employee with all of the benefits including insurance right away, Bob 2<sup>nd</sup> and all agreed.



Milford Town Council

Budget Meeting

Tuesday, July 5, 2016

6:00PM @ Milford Town Hall

Present: Dan Cochran, Bob Cockburn , Doug Ruch, Joellen Free, Shanna Maust, Becky Alles, Township Trustee, Todd Haines, MFD Chief, Rob Brooks, Scott Mast, Chief Richard Miotto, Tim Hicks , Aflac Representative and Lisa Manning, insurance broker for the town.

Fire Chief Todd Haines read through his proposed 2017 Budget of \$67,950 with just a \$517 increase over 2016.

Police Chief Richard Miotto read through the proposed 2017 Police budget of \$361,177.50 which was an increase of 4%. 2016 's budget is \$346,300.

Insurance representatives Tim Hicks from Aflac and Lisa Manning, our Frazetta Financial representative was on hand to discuss short term disability plans , after some discussion, the council requested they come back to the Monday meeting and show options to all of the employees.

Next the Clerk read through the 2017 proposed General budget of \$300,676.00, up 3% from \$289,600 for 2016.

Then the Clerk read through Town of Milford proposed 2017 budget for the new fund 257 with appropriations of \$37,340.94.

Then the Clerk read through LRST 2017 proposed 2017 budget of \$30,000.

Then the Clerk read through CCI 2017 proposed 2017 budget of \$30,000.

Then the Clerk read through CCI (Tax) proposed 2017 budget of \$100,000.

Then the Clerk read through CCDF proposed 2017 budget of \$100,000.

Then the Clerk read through Cedit proposed 2017 budget of \$300,000.

Discussion began regarding the Utilities Department and how best to go forward. After a lot of discussion, Doug moved to split out the Wastewater department and stand alone with Mark Brubaker being the manager, Bob 2<sup>nd</sup> and all agreed. The next discussion was in giving the interim MVH and Water Operator an increase in pay. Doug so moved to bring Steve's wage up to \$47,625.84/yr, Bob 2<sup>nd</sup> and all agreed. Doug also moved to make Gary Bray full time employee with all of the benefits including insurance right away, Bob 2<sup>nd</sup> and all agreed.



25  
Attests:

Joellen Free

Clerk Treasurer

Milford Town Council

Budget Meeting

Wednesday, July 6, 2016

6:00PM @ the Milford Town Hall

Present: Dan Cochran, Bob Cockburn, Doug Ruch, Joellen Free, Shanna Maust, Dan Brown , Ben Beer, Steve Marquart and Mark Brubaker.

Dan opened meeting and Dan Brown explained to the council about the Matching Grant program available to us if interested, but we would need to act quickly as the deadline for application was July 29. Ben Beer , a representative from USI Consulting was on hand to offer their services to help the town with the preliminary analysis , evaluations and create an asset management plan and help with the application for this grant and not to exceed \$5000. After hearing all of the information, Doug moved to enter into a contract with USI Consultants not to exceed \$5000, Bob 2<sup>nd</sup> and all voted in favor. Ben will get the contract to Joellen tomorrow so Dan can sign and they can get started.

Next up was the reading of the MVH proposed 2017 budget of \$295,066.61, an increase of 8% from 2016's budget of \$269,350.00.

Then Steve read through the General Park proposed 2017 budget of \$25,200.00, no change from 2016.

Then Steve read through the 2017 proposed Water budget of \$173,242.02. Income from billing, hydrant rent and water tower space rental total approximately \$198,700.00.

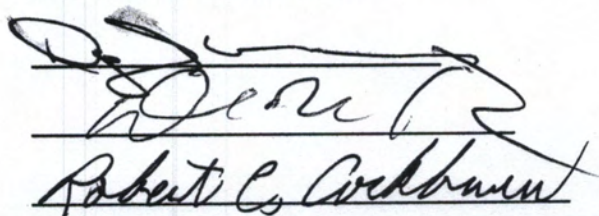
Then Mark Brubaker read through the 2017 proposed Wastewater budget of \$321,171.52 with income from billing and cell tower land lease of \$396,000. The sewer bond payment is approximately \$140,000.



Doug brought to the council's attention Garrett Howell had requested a change & alteration of previously granted exceptions to allow the reconfiguration of 2 parcels of ground to sell to two different owners. After reviewing the request, Doug moved to allow the changes with Bob 2<sup>nd</sup> and all voted in favor of request. Joellen will notify Dan Richard of the council's consideration.

Since there was no further business, Doug moved to adjourn with Bob 2<sup>nd</sup> and was in favor.

Milford Town Council

A handwritten signature in black ink, appearing to read "Robert C. Cockburn", is written over a horizontal line.

Attests:

Joellen Free

Clerk Treasurer

Town of Milford



Milford Town Council

Monday, July 11, 2016

7:00PM @ Milford Town Hall

Present: Dan Cochran, Doug Ruch and Bob Cockburn

Jay Rigdon and Joellen Free

Doug opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was review of minutes of all previous meetings, Doug moved to accept minutes as written with Bob 2<sup>nd</sup> and all was in favor.

Jay had no attorney's report.

John Julien, Umbaugh Representative was on hand to report to the council that to finance the upgrades Wessler Engineering are recommending at the Wastewater Plant at \$1.2M will include a 15% increase in wastewater rates and a wrap around bond issue retired over 20 years at 3%. John noted that the projected revenue, from the 2013 rate increase that was implemented over 3 years, in 2015 did not meet the projected amount and fell short by \$50,000. Will need to work with Joellen and obtain more records to try to figure out why it fell short.

Next on the agenda was the NS Railroad representative, E. L. Jackson, Safety and Environmental Director, he explained that the railroad was looking at crossings that could be closed, the Emeline crossing, has been identified in Milford as a possibility. The railroad will offer a financial amount to the town, after some discussion, the council asked him to come back at the August meeting for a public meeting to get the residents feedback on the idea.

Short term disability insurance was the topic for the Town Employees, the town is exploring a couple of options for the employees to buy into a disability policy. Tim Hicks, an Aflac representative presented his options, the cost is more like a grocery list, depending on the policies one chooses. Lisa Frazetta Manning, Frazetta Financial broker presented her policy which if paid for by the town, includes at least eight employees is \$230.87/mo. Each employee was asked to consider and let the council know if they are interested.

Departmental Reports:

Fire: Nothing to report

Police: Chief Miotto thanked K21 for the defibrillators for each car.

He reported problems at the boat launch parking area, stated that area is for boat



### Utilities:

Steven reported they had handed out 600 CCR reports and it has been put on the Milford Website and printed in the paper. He reported a note regarding wipes being flushed into the sewer also accompanied the report. He and Mark had visited all of the restaurants and nursing home to talk to them regarding grease traps.

He reported vandalism at the park. Someone has been pulling posts and ropes out several times. Steven requested the council consider purchasing security cameras which could be monitored here at the town hall by Clerk's office or Police Department at a cost of \$699.00. After very little discussion Doug moved to purchase said equipment not to exceed \$700, Bob 2<sup>nd</sup> and all voted yes.

Steven stated he had sprayed for mosquitos.

He said he was working with the Fire Department to replace a couple of hydrants this year.

He also stated he is waiting for a quote from Beer & Slabaugh to replace a water main on the south end of Main Street.

He stated the concession stand at the park needed a new roof and was obtaining quotes.

Resident Vernon Borkholder was present and asked when his sidewalk could be fixed. Steven stated he would contact him soon and take a look at work to be done.

### Clerk:

Dan presented a letter from a local commercial water user requesting credit for watering the lawn. The GSD June water bill was over \$900 and July was over \$500. A normal bill for them is \$125.00. After some discussion, it was agreed to give them sewer credit on the first bill, but not the second, since they were told the watering was causing the high usage and the Ordinance clearly states, commercial and industrial users aren't allowed credit, they will be directed to put a sprinkler system in with a separate meter which is a more efficient way to water using less water.

Secondly, Lori Clark requested we extend the watering credit through September since it has been so dry. The council will consider reviewing ordinance.

The first item for the Clerk's office was the consideration of purchasing a new lap top computer, the billing clerk's computer crashed last week, IT Marsh was able

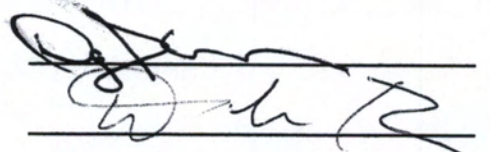


The Clerk requested if the raises for Steven and Gary begin on July 1, 2016? Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

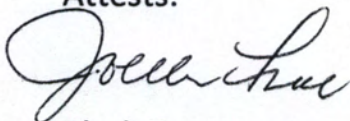
Since there was no further business, the accounts payable voucher was presented with one addition. Dan moved to accept accounts payable voucher with Bob 2<sup>nd</sup> and all voted yes.

Doug then moved to adjourn with Bob 2<sup>nd</sup> and all voted yes.

Milford Town Council

  
\_\_\_\_\_  
Robert C. Cookburn

Attests:

  
Clerk Treasurer



## Milford Town Council Meeting

Monday, August 8, 2016

7:00PM at the Milford Town Hall

Present: Doug Ruch, Dan Cochran and Bob Cockburn

Jay Rigdon and Joellen Free

Dan opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was the review of the minutes from the previous meeting. Doug moved to accept the minutes as written with Bob 2<sup>nd</sup> and all agreed.

Town Attorney Jay Rigdon presented Resolution 2016-2 for the sale of a Tornado Surface Aerator to the Town of Andrews, Indiana for \$3000.00. Doug so moved to adopt the Resolution with Bob 2<sup>nd</sup> and all agreed.

Dan opened the floor for discussion on the Railroad's request to close the Emeline Crossing. John Hurd, an out of town resident, voiced his opinion stating "they tried this about 5 or 6 years ago." His feeling was they could go to one of the crossings at the Junction and close it. Resident Henry Miller had e-mailed the Clerk's office with his comments, he thought there should be some concessions like deeding the building they own on fourth street over to the town. The Paper owner discussed his concerns as his reporters use that side of his building for parking. Also, many thought if they close Emeline, would they provide lights and barricades at the First Street crossing since there would be an increase in people crossing there? Another resident stated it was a very dangerous crossing and was surprised no one had met their maker there, Fire Chief Todd Haines spoke up and said, actually, there had been a fatality there just in the last 5 years.

After some discussion, Doug suggested we table it for now until the County Rd 1300 extension happens and we see what the traffic flow will be.

Dan Brown, resident suggested looking into getting arms and lights, suggested contacting MaCog for funding. Doug will look into it.

### Departmental Reports:

Fire: Chief Todd Haines stated please don't burn!!! It is dangerously dry.

Police: Deputy Chief Marsh reported that the police department had ejected several individuals from the park recently who were breaking the rules.

He reported that they will need three more radios and can purchase 1250's for



He stated he will be working with Steven to get the security cameras ordered for the park.

He stated he will need to get Steven the Adobe program as he is having issues opening e-mails from the State.

No word on the K21 Foundation grant for the vests as yet, needs permission to buy 3 vests this year and 5 for next year. Doug so moved and Bob 2<sup>nd</sup> and all agreed.

Deputy Chief Marsh proposed a uniform change as the cost is raising for the dress blues.

Marsh also wants to trade out the 45 caliber guns to 40 caliber to save on ammo, will submit more info in September.

Marsh stated there are some employees still on the I-Phone 4 and they no longer support upgrades so will work with Joellen to obtain the SE modules for \$.99.

Utilities:

Steven reported the lift pumps are installed.

He also presented quotes to repair and replace Chlorine monitor and SO2 monitor and perform annual maintenance for a total of \$6,623.25. This equipment will save operating costs. Doug moved to accept the quote from Living Well to replace and repair Chlorine and SO2 monitor at a cost of \$6,623.25, Bob 2<sup>nd</sup> and all voted yes.

Next, he presented quotes from BL Anderson for a new telemetry system upgrade for the water tower and well, Steven recommended the cell as the best system for us at \$19,670.00. Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

Steven then presented quotes from Beer and Slabaugh to replace two water hydrants at Henry and First and Henry and Emeline St. The quote was for \$19,750.00. He also had a quote from Beer and Slabaugh to install a 6" water main approx. 600' including a water hydrant for south Main St. for \$39,520.00.

Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

He also had several quotes from Anderson roofing for the Concession Stand and Shed at the park, they were \$3950 and \$3000 . He had a quote from Anderson Roofing for the front of the Community Building for \$2410.00. After some discussion, Doug requested he obtain quotes to replace roofs with steel and bring back to the next meeting.



Steven to contact the Pittsburgh representative and ask him to come to the next meeting in September to discuss the repairs.

Clerk:

Joellen reported that the town had been awarded a \$10,000 grant from the Dekko Foundation and the Kiwanis had pledged \$1000, so with the K21 grant and the \$2000 donation we are getting close to goal and asked the council if she could order the playground equipment for the park. Doug moved to commit the town to \$10,000 to assist in purchasing the playground equipment, Bob 2<sup>nd</sup> and all voted yes.

Next, Doug moved to purchase the playground equipment from Kinetic Recreation for ages 7 to 12yrs for \$49,913.00, Bob 2<sup>nd</sup> and all agreed.

Then Doug moved to purchase the playground equipment from Kinetic Recreation for toddler age for \$17,267.50, Bob 2<sup>nd</sup> and all agreed.

At that time Dan Brown, owner of Phend and Brown stated he would match going forward up to \$3500 to help us reach our goal.

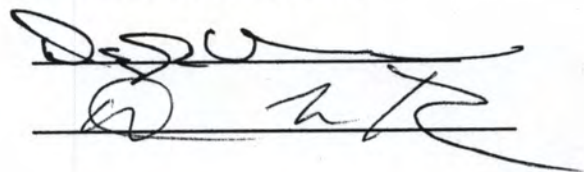
The last discussion was regarding the short-term disability policy, eight employees are interested in the Unum policy that our Insurance Broker, Lisa Manning presented at the July meeting. Doug moved to go with that plan with the town paying 50% of the monthly premium, Bob 2<sup>nd</sup> and all voted yes.

The last item on the agenda was the approval of the accounts payable voucher with the additions, Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

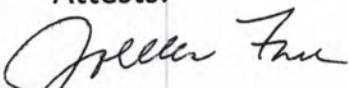
Since there was no further business, Doug moved to adjourn with Bob 2<sup>nd</sup> and all voted yes.

Next meeting will be Monday, September 12, 2016 at 7:00pm.

Milford Town Council

Handwritten signatures of council members, including Doug and Bob 2nd, over horizontal lines.

Attests:

Handwritten signature of Joellen Furr.



Milford Town Council Meeting

Monday, August 8, 2016

7:00PM at the Milford Town Hall

Present: Doug Ruch, Dan Cochran and Bob Cockburn

Jay Rigdon and Joellen Free

Dan opened the meeting with the pledge of allegiance and prayer.

The first item on the agenda was the review of the minutes from the previous meeting. Doug moved to accept the minutes as written with Bob 2<sup>nd</sup> and all agreed.

Town Attorney Jay Rigdon presented Resolution 2016-2 for the sale of a Tornado Surface Aerator to the Town of Andrews, Indiana for \$3000.00. Doug so moved to adopt the Resolution with Bob 2<sup>nd</sup> and all agreed.

Dan opened the floor for discussion on the Railroad's request to close the Emeline Crossing. John Hurd, an out of town resident, voiced his opinion stating "they tried this about 5 or 6 years ago." His feeling was they could go to one of the crossings at the Junction and close it. Resident Henry Miller had e-mailed the Clerk's office with his comments, he thought there should be some concessions like deeding the building they own on fourth street over to the town. The Paper owner discussed his concerns as his reporters use that side of his building for parking. Also, many thought if they close Emeline, would they provide lights and barricades at the First Street crossing since there would be an increase in people crossing there? Another resident stated it was a very dangerous crossing and was surprised no one had met their maker there, Fire Chief Todd Haines spoke up and said, actually, there had been a fatality there just in the last 5 years.

After some discussion, Doug suggested we table it for now until the County Rd 1300 extension happens and we see what the traffic flow will be.

Dan Brown, resident suggested looking into getting arms and lights, suggested contacting MaCog for funding. Doug will look into it.

Departmental Reports:

Fire: Chief Todd Haines stated please don't burn!!! It is dangerously dry.

Police: Deputy Chief Marsh reported that the police department had ejected several individuals from the park recently who were breaking the rules.

He reported that they will need three more radios and can purchase 1250's for



He stated he will be working with Steven to get the security cameras ordered for the park.

He stated he will need to get Steven the Adobe program as he is having issues opening e-mails from the State.

No word on the K21 Foundation grant for the vests as yet, needs permission to buy 3 vests this year and 5 for next year. Doug so moved and Bob 2<sup>nd</sup> and all agreed.

Deputy Chief Marsh proposed a uniform change as the cost is raising for the dress blues.

Marsh also wants to trade out the 45 caliber guns to 40 caliber to save on ammo, will submit more info in September.

Marsh stated there are some employees still on the I-Phone 4 and they no longer support upgrades so will work with Joellen to obtain the SE modules for \$.99.

Utilities:

Steven reported the lift pumps are installed.

He also presented quotes to repair and replace Chlorine monitor and SO2 monitor and perform annual maintenance for a total of \$6,623.25. This equipment will save operating costs. Doug moved to accept the quote from Living Well to replace and repair Chlorine and SO2 monitor at a cost of \$6,623.25, Bob 2<sup>nd</sup> and all voted yes.

Next, he presented quotes from BL Anderson for a new telemetry system upgrade for the water tower and well, Steven recommended the cell as the best system for us at \$19,670.00. Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

Steven then presented quotes from Beer and Slabaugh to replace two water hydrants at Henry and First and Henry and Emeline St. The quote was for \$19,750.00. He also had a quote from Beer and Slabaugh to install a 6" water main approx. 600' including a water hydrant for south Main St. for \$39,520.00.

Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

He also had several quotes from Anderson roofing for the Concession Stand and Shed at the park, they were \$3950 and \$3000 . He had a quote from Anderson Roofing for the front of the Community Building for \$2410.00. After some discussion, Doug requested he obtain quotes to replace roofs with steel and bring back to the next meeting.

The last quote from Anderson Roofing was to repair and paint roof at the



Steven to contact the Pittsburgh representative and ask him to come to the next meeting in September to discuss the repairs.

Clerk:

Joellen reported that the town had been awarded a \$10,000 grant from the Dekko Foundation and the Kiwanis had pledged \$1000, so with the K21 grant and the \$2000 donation we are getting close to goal and asked the council if she could order the playground equipment for the park. Doug moved to commit the town to \$10,000 to assist in purchasing the playground equipment, Bob 2<sup>nd</sup> and all voted yes.

Next, Doug moved to purchase the playground equipment from Kinetic Recreation for ages 7 to 12yrs for \$49,913.00, Bob 2<sup>nd</sup> and all agreed.

Then Doug moved to purchase the playground equipment from Kinetic Recreation for toddler age for \$17,267.50, Bob 2<sup>nd</sup> and all agreed.

At that time Dan Brown, owner of Phend and Brown stated he would match going forward up to \$3500 to help us reach our goal.


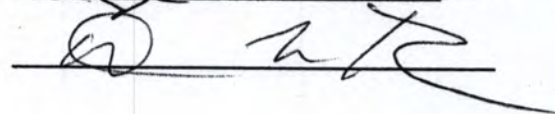
The last discussion was regarding the short-term disability policy, eight employees are interested in the Unum policy that our Insurance Broker, Lisa Manning presented at the July meeting. Doug moved to go with that plan with the town paying 50% of the monthly premium, Bob 2<sup>nd</sup> and all voted yes.

The last item on the agenda was the approval of the accounts payable voucher with the additions, Doug so moved with Bob 2<sup>nd</sup> and all voted yes.

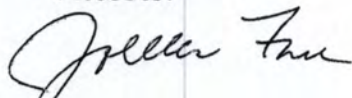
Since there was no further business, Doug moved to adjourn with Bob 2<sup>nd</sup> and all voted yes.

Next meeting will be Monday, September 12, 2016 at 7:00pm.

Milford Town Council

  
  
\_\_\_\_\_

Attests:





Milford Town Council Meeting

Monday, September 12, 2016

Milford Town Hall @ 7:00pm

Present: Doug Ruch and Dan Cochran

Absent: Bob Cockburn and Jay Rigdon

Doug opened the meeting with the pledge of allegiance and prayer .

The first item on the agenda was the review of the minutes, Doug moved to accept the minutes as written with Dan 2<sup>nd</sup> and both agreed.

There was no attorney report.

Dan opened the floor for public input.

Derek Sublette , NS RR representative was here to talk about working with the town to get a signal and crossing arms for First Street if the town agreed to close Emeline St. Derek informed the council that the cost would be up to the town. Doug suggested " if we close 4<sup>th</sup> street instead of Emeline, could we take the signal and arms and move them to one of the other crossings?" Derek stated there is a list of priority "dangerous crossings" and Indot would make that determination, he stated they might take it to another crossing somewhere else.

The discussion ended with the council requesting he get costs and outline the steps for closure.

The Clerk reported that Tom Beer had called the office to report that the brick house at 209 N West St. had been demolished and lot cleared as promised.

Doug reported that the house at 107 S East St. was having a hearing on Tuesday, September 13 regarding allowing the existing residence (parsonage) & residence additions to remain as placed 20" from the right of way & 4 feet from the south side line. Both Dan and Doug was in favor of the variance.

Departmental Reports:

Fire: Chief Todd Haines reported that the County Firemen were having their annual fish fry this Thursday at 6:30pm at the fair grounds in Warsaw. He invited the council to attend, he also stated there would be a trade show where new fire trucks would be on display.

He reported the annual Chicken BBQ on October 2, 11-2pm, it is the kick- off for Fire Prevention Week. They will be going to the school to educate children about



He reported that there are a couple of mobile homes that have been condemned and people are trying to take one apart and throw into a dumpster but it appears work has come to a stop. He asked the council , " is there something we can do"? The council requested the Clerk call our inspector and the County Health department.

#### Utilities:

Utilities Superintendent Steven Marquart introduced Dixon Engineer Jim Cleavenger and he reported that he reviewed the inspection done earlier and commented that the cathodic protection system and the overflow flapgate needed to be replaced immediately, but the total repainting of the outside could be done anytime, was not urgent. The council asked Mr. Cleavenger to oversee the bidding process and assist the town in finding a contractor to do the work, he stated the bidding process could be done over the winter and work could begin in the spring.

Doug moved to enter into a contract with Dixon Engineering to oversee the repairs of the water tower project, Dan 2<sup>nd</sup> and all agreed.

Steven presented a change order for the water main project on south Main of \$1401.25, Doug moved to accept the change order with Dan 2<sup>nd</sup> and both agreed.

He reported the CO2 alarm system and the SO2 systems are installed.

He reported that Wawasee Tree Service had finished trimming the trees in town.

He also reported BL Anderson is waiting on parts to proceed with their project.

He reported Fall CleanUp would be September 29, 30 and ½ day on October 1, provided a flyer with details.

The utilities crew will be flushing hydrants on October 5.

He announced Milford had been awarded the Community Crossings Grant of \$41,911.62 and he and Joellen will be attending a meeting in Ft. Wayne on September 19 to find out how to proceed. He presented a quote from Phend and Brown for \$79,590.20 for the paving and replacing crosswalks with ADA approved sidewalks. Doug moved to accept Phend and Brown's quote of \$79,590.20 with Dan 2<sup>nd</sup> and both agreed.

Steven presented the requested quotes for steel roofs for both concession stand and shed at the park, Quotes for steel roof came in at \$5400 at the concession stand . Doug suggested we encumber the \$4500 available for this year and add to what is budgeted for next and do both roofs in steel. Dan 2<sup>nd</sup> and both agreed.



Wessler Engineer, Ryan Braune was on hand to present a revised quote of upgrades to the sewer plant. He was able to trim the upgrades from \$1.2M down to \$540,000. He noted we need to get our funding in place as the next deadline will be in the spring when we need to present to the state our plan. The council asked Joellen to contact Umbaugh to get the financing started. Doug moved to enter into an agreement with Wessler to handle all of the professional services including the advertising and the bidding process not to exceed \$90,000., Dan 2<sup>nd</sup> and both agreed.

Clerk:

Dan opened the floor for a "Public Hearing" on the proposed 2017 budget, Joellen read the proposed budget, General - \$687,053, MVH - \$295,067, LRST - \$30,000, Cedit - \$300,000, CCI - Tax - \$100,000, CCI - \$30,000, CCDF - \$100,000, Cum Sewer - \$65,000, Tif - \$150,000, Local Income Tax - \$37,341 for a total of \$1,644,461.00.

There were no questions or comments.

Joellen notified the council of the Fall meetings of ILCMT District meeting in Middlebury at a cost of \$100.00 , and transportation. Doug moved to ok the costs of meeting and reimbursement for gas. Dan 2<sup>nd</sup> and both agreed.

The next training meeting will be November 10, and is in Wabash and is put on by our software people, Keystone, only requesting gas reimbursement. Doug so moved and Dan 2<sup>nd</sup> and both agreed.

Joellen requested the council schedule Halloween activities to be on October 31, 2016 , from 6 to 8pm. , to coordinate with the Library's activities. Doug so moved with Dan 2<sup>nd</sup> and both agreed.

She also announced the adoption of the 2017 proposed budget will need to be done at a Special meeting on Thursday, October 6, 2016 at 7:00pm.

Joellen presented the accounts payable voucher with additions. Doug moved to accept the accounts payable voucher with the additions, Dan 2<sup>nd</sup> and both agreed.

Since there was no further business, Doug moved to adjourn with Dan 2<sup>nd</sup> and both agreed.

Milford Town Council





**MILFORD TOWN COUNCIL SPECIAL MEETING**

**THURSDAY, OCTOBER 6, 2016 AT 7:00PM**

**MILFORD TOWN HALL**

Present: Doug Ruch, Bob Cockburn and Dan Cochran

Dan opened the meeting and asked for a motion to adopt Ordinance 2016-7, 2016 proposed budget, Bob 2<sup>nd</sup> and Bob and Dan voted yes, Doug abstained.

Doug brought up a couple of variances that were coming before the Area Plan Commission next week and wanted the Town's input.

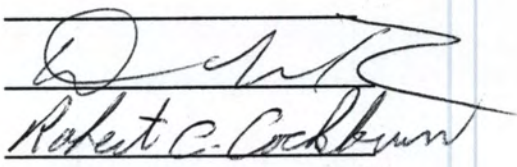
Garry Miller is requesting multiable uses on his land at 303 N James St., the council had no objections.

The other variance request was made by Javier Ivan Gonzalez at 100E, he is requesting a tract to be split . The property is not in town, but is surrounded by annexed property and there is no plan to bring town services to that area.

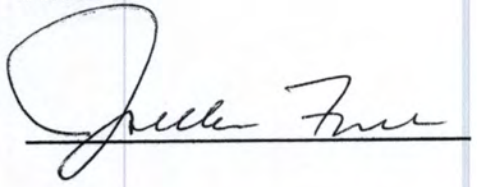
Since there was no further business, Dan asked for a motion to adjourn, Doug so moved, Bob 2<sup>nd</sup> and all voted yes.

The next meeting will be Monday, October 10, 2016 at 7:00PM.

Milford Town Couccil

  
Robert C. Cockburn

Attests:

  
Julie Frie



## MILFORD TOWN COUNCIL

MONDAY, OCTOBER 10, 2016

7:00PM @ THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, Jay Rigdon

Absent: Dan Cochran

The meeting opened with the pledge of allegiance and prayer.

The first item on the agenda was the review of the minutes from the previous meeting. Bob moved to adopt the minutes as read with Doug 2<sup>nd</sup> and both voted yes.

The first item of discussion under public input was our Insurance Broker, Lisa Manning. She presented a new proposal for employee health insurance from Anthem. We were notified that UHC were raising the monthly premium \$1300 for the 2017 year. The new proposal with the best plan is \$9729.83/mo and is comparable to the current plan's medical coverage. After some discussion, Bob made the motion to go with the best plan at \$9729.83/mo with Doug 2<sup>nd</sup> and both agreed. The insurance will go into effect December 1.

Lisa informed the council that when she tried to move forward with the short term disability plan for the town, the Unum Company would not honor their representative's quote so we are starting over. She thought she might be able to put something together through Anthem and bundle. The council instructed Lisa to try to put something together by the end of the week and come back to the next meeting with a plan, and instructed the Clerk to call Aflack rep. Tim Hicks if she was unable to obtain the insurance.

The attorney had no report. Chief Rich Miotto had a question for the attorney, he asked about a resident who had not complied with the dangerous dog ordinance, stated paperwork had been turned into the prosecutor regarding her non compliance. He wanted to cite her and fine her \$200 for non-compliance and Jay stated to deliver citation to the mobile home, it did not need to be handed to the person as she keeps the pit bull in the mobile home at 310 Turkey Creek.

There was a resident who complained regarding the house at 105 North Maple Street. That house was on the list of houses needing repairs, the house is owned by Ron Davidhizer. The council instructed the Clerk to contact the Building Inspector and have him follow up and take it to the next step.

Ryan Braune, Wessler representative was on hand to introduce the Engineer Megan Carr who lives in Warsaw and will be following up on the sewer upgrades.

Kevin and Pam Dwyer were present representing the Waubee Lake Association.

The Lake Association's next meeting is October 31 and Steve is planning on being there.

Fire Department:



38

Doug reported the Chicken BBQ was a success and it started off Fire Prevention Week whereby the MFD will be going into the schools and teaching fire prevention. He also reported that the Fire Department will be handing out treats on Monday, October 31, 6pm to 8pm.

#### Police Department:

We have a reserve officer who has a drone.

The police department has been enforcing the junk car ordinance and have had many cars removed.

The 2015 squad car is in the shop.

Doug asked if we were working on the graffiti problem and Rich stated yes.

#### Utilities Department:

Steven reported that the Mosquito Sprayer had failed and he contacted the councilmen as he was able to obtain a good price for a new one here at the end of the year at \$9506.81. Doug moved to confirm the purchase of the mosquito sprayer at \$9506.81 with Bob 2<sup>nd</sup> and both agreed.

The other emergency purchase was a CL2 injector pump, it failed and Steven contacted the council before purchasing one for \$860.00. Bob moved to confirm the purchase of CL2 injector pump for \$860.00 with Doug 2<sup>nd</sup> and both agreed.

Steven stated the concrete picnic tables at the park are beginning to fall apart and he wants to start replacing them a couple a year. He presented a quote for two from Miracle Midwest for \$1464.00. Bob moved to purchase the two tables at Miracle Midwest for \$1464.00 with Doug 2<sup>nd</sup> and both agreed.

Steven stated Well #3 was due for treatment and it would cost \$5585.00 and while they are here treating the well, they will check the check valve and if it needs to be replaced, it will cost \$1595, all work will be done by Peerless. Bob so moved and Doug 2<sup>nd</sup> and both agreed.

Steven also reported we will need to replace the large meter on the well next year, is obtaining quotes now.

He also stated they flushed hydrants recently.

He reported that the Waubee Lake association has requested to work with the Town on projects at the park, he will be attending their meetings and they will send a representative to ours.

Steven reported leaf season has started, reminding residents to rake leaves to the edge of curb, do not put in the street and make sure there are no sticks or trash in the piles.

#### Wastewater:

Mark reported that bagging was picking up and stated repairs needed to be done to the containers at a cost of \$1200. Doug so moved and Bob 2<sup>nd</sup> and both agreed.



Mark stated that Weeds cleaned out the sewer on Main Street recently.

Mark requested to be able to take his truck home on nights where he is on call.  
Doug suggested tabling his request until the whole council was present.

Clerk:

The Clerk stated the Redevelopment Commission had appointed her to the Community Action Committee which meets on the third Tuesday of the month and asked the Council to appoint her to that committee. Doug so moved and Bob 2<sup>nd</sup> and both agreed.

She stated the Clerk's office will be closed this Thursday as Shanna and Joellen will be going to Middlebury for the District Conference.

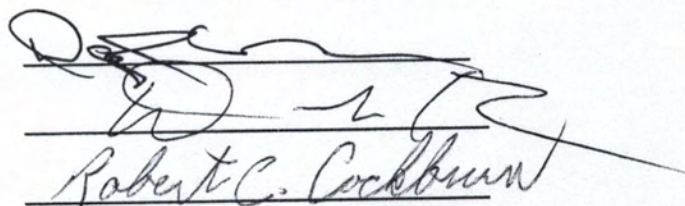
She presented the Accounts Payable Voucher with no additions.

Bob moved to accept voucher and Doug 2<sup>nd</sup> and both agreed.

Since there was no further business, Doug moved to adjourn with Bob 2<sup>nd</sup> and both agreed.

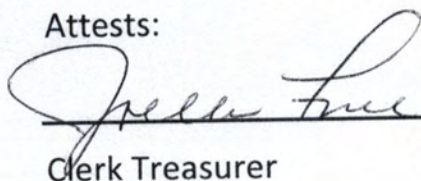
Next meeting will be November 14, 2016 at 7:00pm.

Milford Town Council



Robert C. Cockburn

Attests:



Joellen True

Clerk Treasurer



## Milford Town Council

Monday, December 28, 2015

5:00PM at the Milford Town Hall

Present: Dan Cochran, Doug Ruch and Bob Cockburn

President Bob Cockburn opened the final meeting of the year with the first item on the agenda the approval of the minutes from the previous meeting. Doug moved to accept as written with Dan 2<sup>nd</sup> and all voted yes.

The next item was the approval of a street paving project, Randy presented three quotes : Super Seal - \$57,011.00, Phend and Brown - \$54,495.00 and Gaunt & Son- \$59,765.50. Bob moved to accept the Phend and Brown quote of \$54,495.00 with Dan 2<sup>nd</sup> and all voted yes.

Randy asked to encumber his appropriations from Street/Alleys paving and curbing , the clerk had prepared the Ordinance for just the Street/Alleys paving of \$44,195.50, the council requested she look and encumber any appropriations for "milling", and redo the Ordinance and e-mail so all council could sign. The clerk found the \$10,299.50 in curbs and added to the \$44,195.50 to pay for the complete project. Randy stated he wanted to use this year's appropriations along with next year to do about \$100,000.00 in paving. The Clerk cautioned him, if he spent \$100,000.00 in paving, that could deeply effect his budget as he would be depleting his cash. Dan so moved to encumber the amount of the project of \$54,495.00 with Doug 2<sup>nd</sup> and all voted yes.

The next item on the agenda the Clerk presented Ordinance 2015-7, No Solicitations for review. The Clerk explained that for two years in a row, certain groups of young adults have been sent to our town to canvas and part of our procedure is to have our police department run their driver's license and both times there have been 2 or three people who have either misdemeanor offenses or felonies and are denied permits, but leave with the group and we have no way to make sure these people don't go to the doors of our residents. The Ordinance would not apply to the Non-profits. The council quickly adopted the Ordinance and requested the clerk send it to attorney for review. Doug moved to adopt once reviewed by Jay with Dan 2<sup>nd</sup> and all voted yes.

The next item presented to council was the year end transfer ordinance to balance the books. The Ordinance 2015-8 was presented. Dan so moved to adopt with Doug 2<sup>nd</sup> and all voted yes.

The Clerk presented the 2016 Salary Ordinance of 2015-9, after review and