

## MILFORD TOWN COUNCIL

7:00 P.M. AT THE MILFORD COMMUNITY BUILDING

MONDAY, JULY 12, 2021

## Public Hearing for the Application of OCRA Grant for Master Utility Study

Present: Doug Ruch and Bob Cockburn

The public hearing was opened by President, Doug Ruch. Brett Roberts from MACOG was given the floor and presented the below items:

The Town of Milford intends to apply for a Community Development Block Grant (CDBG) for a Master Utility Study for the Fourth Quarter Planning Grant Round from the Indiana Office of Community and Rural Affairs (OCRA) on October 15th.

## 1. Goals and Objectives of the CDBG Program

a. The goal and objective of this program for the Town of Milford is to ensure the Town is aware of any issues in the current utility system, identify ways to improve services for the future, and locate areas for potential growth for future town population growth.

## 2. Total Amount of CDBG funds available

a. \$90,000 will be requested as a part of this grant with the required 10% local match.

## 3. Community Development and Housing Needs of the Applicant

a. Any needs related to this Master Utility Study or the OCRA Grant can be sent to Tricia Gall, Milford Clerk-Treasurer, and then sent on the MACOG, the grant administrators.

## 4. Proposed Activities for the Project and the Amount to be Requested

a. The only proposed activity for this project is the procurement of a consultant to go through the steps to create a Master Utility Study. This will include a SWOT analysis of the current system and needs for future system development.

## 5. Proposed Amount of Funds to be Used to Benefit Low- and Moderate-Income People (LMI)

a. 54% of the Town of Milford is classified as LMI households. The grant administrators are still working through grant readiness steps to ensure National Objectives are met as related to the funds benefits 51% or more of LMI persons.

## 6. Amount and Source of Local Funds to be Expended on the Project

a. This grant does require a 10% local match which is \$9,000 for this type of planning grant. The local sources will be determined by the Town Council and the public will be notified at a following public meeting.




7. Notification of any Displacement Resulting from the Proposed Activities or Notification of No Displacement

a. Due to the nature of this planning grant, no displacement will occur from the application or awarding of this grant to the Town of Milford.

There were no additional questions or comments from the floor.

President Doug Ruch closed the floor for the Public Hearing.

Milford Town Council

Attests:





## MILFORD TOWN COUNCIL MEETING

MONDAY, JULY 12, 2021

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch and Bob Cockburn

Public Hearing for the OCRA Grant Application was held. See memorandum for the Public Hearing for more details.

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

A motion was made by Bob Cockburn to approve the memorandum from the prior meetings. Seconded by Doug Ruch. Both agreed and motion carried.

Attorney Report:

- Jay Rigdon provided an update on the Davidhizer litigation. Briefs need to be submitted to the courts. These will be due around the next meeting date. The judge will decide if we need a hearing.
- Discussion was held on 410 W Catherine. Bob moved to allow the town attorney to use the swiftest enforcement procedure on the property. Doug seconded. Both agreed. Jay stated there would need to be a confirming order by the building commissioner and then follow the state statute for demolition.

Public Input:

- Rodney and Katelyn Bray were present regarding an application to the APC for a home-based dog grooming business. They have plenty of parking. It would be 5 days a week. They would not be putting a sign in the yard at this time. Bob moved to have no objection for the home-based business as presented at 308 S Main St. Doug seconded. Both agreed.
- Eric Merley with W.R. Hall Insurance was present to present the General Liability Insurance for the renewal in August. There was a 5% overall increase with property insurance going down, however, the value went up 3%. There was an increase in auto insurance and professional liability. He stated approximately every 3 years they like to do a rate comparison, so we will do that next year with the town's approval. Bob moved to approve the general liability insurance as presented with our current carrier. Doug seconded. Both agreed.
- Bill Etzler, with Abonmarche Consultants, was present to introduce himself and his company. He stated their headquarters is in South Bend with offices in Goshen and Fort Wayne. He left his information for future reference.

Fire Department:

- Rodney Bray stated the photo fundraiser went well and thanked everyone for their support.

Police Report:

- Marshal Kreider presented for consideration of hire Reserve Officer Brian Bradley for the full-time position vacated by Officer Dallas Rice.

- Marshal Kreider also presented Officer Cody Mangun and Donald McCune for part-time positions. Mr. Mangun will assist the department in covering scheduling gaps with officers attending academy and Mr. McCune will fill the part-time detective position vacated by Officer Miotto.
- An executive session as set for Thursday, July 15<sup>th</sup> at 6 p.m. at the Milford Town Meeting Room.

#### Wastewater:

- Wastewater Superintendent, Mark Brubaker, reported that the West Street camera work has been completed. He is currently getting quotes on how to address the issues that were encountered.
- He has followed up with Wealing Brothers on the pond closure. They had a few closures ahead of ours on their schedule.
- Biowaste processing continues to go well. We have now processed over 3 million gallons since April.
- Mark also reported that one of the pumps went down on the main lift. They had to pull the pump. It was pulled by Middlebury Electric.
- Mark requested approval to pay Strombeck Brothers in the amount of \$1,350 for pumping man holes for the camera work. Bob moved to approve the invoice in the amount of \$1,350. Doug seconded. Both agreed.

#### Street:

- Street Superintendent, Steven Marquart, reported that he is working on the CCCMG grant for next year's paving project.
- Steven has talked to Pulver Asphalt who was awarded the last CCMG grant bid and was told they will be starting in three weeks. They are going to start on the ADA sidewalks before paving.
- Steven also put out a reminder to residents that they should put their trash cans out where they are easy to reach. Please do not place them behind mail boxes or next to any obstructions.
- We have started our mosquito control program for the season. Please help in the control of mosquitos by eliminating any standing water you may have.

#### Water:

- We are working on getting the valve replaced on SR 15.
- Steven also reported that he is working with Commonwealth Engineers to apply for a SWIF grant for lead and copper lines, as well as, new meters.

#### Park:

- Steven asked the public to please respect the park. There has been excessive littering and alcohol. Discussion was held. The Town Council requested for the Town Marshal to increase patrolling of the area to help resolve these issues.
- Steven also requested that we restrict the use of confetti on the park rental agreement.



## Clerk:




- Tricia Gall, Clerk-Treasurer, presented the June Bank Reconciliation for approval. Bob moved to accept the bank reconciliation. Doug seconded. Both agreed.
- Tricia Gall reported that Town Hall will be closed on Wednesday, July 28<sup>th</sup>.
- Tricia Gall requested permission to host a Supervisor Training Session with Harris Human Resources. The proposal is for 3 4-hour training sessions at the Milford Community Building for the amount of \$2,500.00. Tricia Gall stated that it is for up to 6 attendees, so the council men are welcome to attend if they would like to. Doug moved to approve the Supervisor Training with Harris Human Resources in the amount of \$2,500.00. Bob seconded. Both agreed.
- The Governor's Order 21-16 renewed the public health disaster emergency through July 31<sup>st</sup>.

## Accounts Payable Voucher:

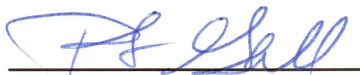
- Tricia Gall presented the APV Registers dated 06/15/2021 through 07/12/2021. Bob moved to approve the APV Registers from 06/15/2021 through 07/12/2021. Doug seconded. Both agreed.

There was no further business, Bob moved to adjourn and Doug seconded. Both agreed.

Milford Town Council

Attests:



## MILFORD TOWN COUNCIL BUDGET REVIEW MEETING

TUESDAY, JULY 13, 2021

6:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Bob Cockburn, Steven Marquart, Mark Brubaker, Derek Kreider, Tricia Gall, and Shanna Maust

Doug opened the meeting.

## Wastewater Budget Review:

- 4% wage increase
- Added the additional employee at the WWTP full-time
- 15% increase Health insurance estimate.
- Increased cost of chemicals and moved Polymer into Chemicals category
- Decreased bags and energy costs as the new process they are using is working well and decreasing our costs
- Increase in tire budget
- Increase in Gen Liability 10%
- Approximately \$140K short of Revenue vs. Expenses

## MVH Budget Review Highlights:

- 4% wage increase
- 15% increase Health insurance estimate.
- Increase in tire budget
- Invoice in Repairs and Maintenance Supplies
- 10% increase Liability insurance estimate.
- Clothing allowance – increased amt per employee to \$400
- Increased NIPSCO
- Increased Repairs & Maintenance as equipment is getting older and is needing more attention
- Kept Tree Trimming in the budget
- Machinery & Equipment – left the same because he is planning on getting a vehicle, possibly an old salt box replacement. Replacing the Big Dump Truck that we have.

## Park Budget Review Highlights:

- 4% wage increase
- Increase in wages for security at the park
- Capital improvements Kept the Part-Time budget the same.
- Put a portion of employees' wages with a 4% increase to the park since we discontinued using a part-time employee for maintenance at the park. Steven had been tracking their hours so we could properly estimate.
- Removed the Security wages line and moved to the Police budget.
- Removed the Security System line item.
- 8% increase Liability insurance estimate.
- Increased portable restrooms \$1,000.00.

## Water Budget Review:



- 4% wage increase
- 15% increase Health insurance estimate.
- Increased postage
- Increased Chemicals
- Increased Gas & Diesel
- Increased Tires
- Increased Dues, Fees, and Rent
- Revenue is short of expenses so that needs to be taken into consideration.



General- Police Budget Review Highlights:

- The suggestion to change the pay matrix for the officers, including the town Marshal and Deputy Marshal with the excess pay from the retirement of Officer Miller and as Marshal Kreider will be taking on the SRO role, as well as, Marshal. We were previously 3<sup>rd</sup> to last in the county, but another town has increased their pay and now we are 2<sup>nd</sup> to last.
- 15% increase Health insurance estimate
- Fuel increase due to the cost rising
- Travel cost increasing due to more officers attending academy

Additional police items to consider for the coming year are: new squad car, Portable radios (half (5 or 6 are 800s) he has applied for grants), Car upfit cost, car radio, car computer, ammunition costs are rising, vests are good for another year (15 vests x\$1,400)

Bob moved to adjourn and Doug seconded. Both agreed.

Milford Town Council

  
  
Robert C. Cookburn

Attests:



## MILFORD TOWN COUNCIL BUDGET REVIEW MEETING

WEDNESDAY, JULY 14, 2021

6:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Bob Cockburn, Ken Long, Virgil Sharp, Becky Alles, Tricia Gall, and Shanna Maust

Doug opened the meeting.

Fire Budget Review Highlights:

- Virgil Sharp, Milford Volunteer Fire Chief, presented the Milford Volunteer Fire Department budget. There was an overall increase of 5.96% or \$4,700. The budget is funded by Van Buren Township, Jefferson Township and the Town of Milford. Increases include: Fuel, Gear, Radios, Saw Blades, Batteries, and Pump Test. Per Virgil, everything has increased 5% over the last year and they are anticipating another 2-5% next year.
- Additional items that the fire department will need are the 800 radios the county is requiring all fire departments to move to. They have applied for several grants to assist in this cost. Also, looking into the cost of another siren possibly at Brock if CTB is interested in sharing the cost.
- The council stated they are thankful for the fire department as they are doing a great job. Virgil also noted that he wanted to thank the employers that allow the employees to respond to calls.

Clerk-Treasurer Budget Review:

- 4% wage increase
- 20% increase Health insurance estimate
- \$1,000 increase for education to continue participating in APT
- Increase Attorney Fees in the event there is an annexation
- Increase for Fire Department
- 10% increase Liability insurance estimate
- Increase NIPSCO charges
- 3% contractual increase for Trash pickup and addition of possible annexation
- Hydrant rental due to increase of hydrants

Non-Departmental Funds Budget Review:

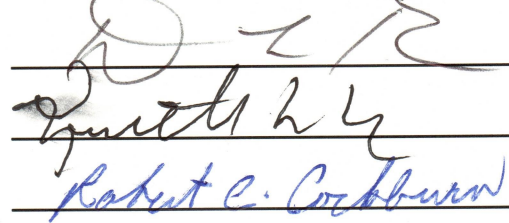
- Local Road & Street
  - Remain the same
- CEDIT
  - Remain the same
- CCI Tax Rate
  - Remain the same
- CCI Cig Tax
  - Remain the same
- Cum Capital Development
  - Remain the same
- Cum Sewer



- Remain the same
- Rainy Day
  - Remain the same
- Riverboat
  - Remain the same.
- Redevelopment
  - The Milford RDC has increased their budget by \$15,000 for professional fees.

Ken moved to adjourn and Bob seconded. All agreed.

Milford Town Council

  
\_\_\_\_\_  
Robert C. Coburn

Attests:

  
\_\_\_\_\_

## MILFORD TOWN COUNCIL EXECUTIVE SESSION

THURSDAY, JULY 15, 2021

6:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long, Bob Cockburn and Tricia Gall


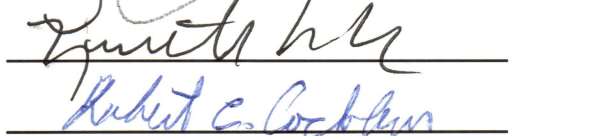
IC 5-14-1.5-2 &amp; IC 5-14-1.5-6.1(b)(5)&amp;(6)(A)&amp;(9) &amp; IC 5-14-1.5-5

REASON: PERSONNEL ITEMS

REASON: RECEIVE INFORMATION ABOUT AND INTERVIEW PROSPECTIVE  
EMPLOYEES

No business other than defined above was discussed.

Milford Town Council

Attests:





## MILFORD TOWN COUNCIL MEETING

THURSDAY, JULY 22, 2021

1:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Bob Cockburn

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

Marshal Kreider presented Brian Bradley for the council's approval to hire as a full-time deputy. He gave a copy of Mr. Bradley's resume for the council's review.

Marshal Kreider also presented Don McCune and Cody Mangun for the council's approval to hire as new part-time deputies.

Ken moved to approve hiring Brian Bradley as a full-time deputy and Don McCune and Cody Mangun as part-time deputies. Bob seconded. All agreed.

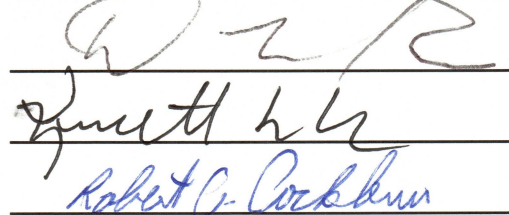
Tricia Gall swore in the three new deputies that were approved.

Tricia Gall presented Ordinance 2021-7, which is an amendment to the Salary Ordinance due to the hiring of Officer Bradley. Bob moved to adopt Ordinance 2021-7. Ken seconded. All agreed.

Marshal Kreider requested permission from the council to allow the Milford Reserves to hold another gun raffle fundraiser for uniforms and equipment with the Syracuse Eagles. Ken moved to allow the Milford Reserves to hold the gun raffle with the Syracuse Eagles. Doug seconded. All agreed.

There was no further business, Ken moved to adjourn and Doug seconded. All agreed.

Milford Town Council

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Robert G. Cockburn

Attests:

  
\_\_\_\_\_