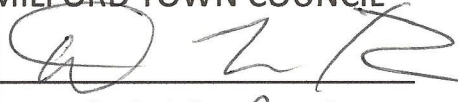
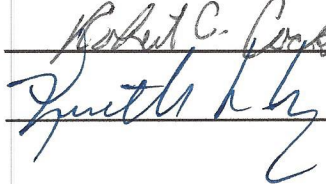


**MILFORD TOWN COUNCIL
EXECUTIVE SESSION
TUESDAY, DECEMBER 3, 2019
6:00pm @ MILFORD TOWN HALL**

Present: Doug Rueh, Ken Long, + Tricia Gall
IC 5-14-1.5-2 & IC 5-14-1.5-6.1(b)(6)

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL


Robert C. Cook

Smith

ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL MEETING

THURSDAY, DECEMBER 12, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn and Ken Long

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

A motion was made by Ken Long to approve the minutes from the prior meetings. Seconded by Bob. All agreed and motion carried.

Attorney Report:

- Discussion was held regarding possession of a firearm on town property. Jay pointed out the detail is in Town Code 3-3-2-1. No person shall possess a deadly weapon on town property owned by the Town of Milford, Indiana.
 - The question had come up before about the employee policy. In Town Code 3-3-2-3 it was discussed that law enforcement is an exception and any other town employee as specifically designated by the town council.
 - The council is not aware of anyone having an exception to this policy.
 - A question was raised about the Milford Volunteer Fire Department building since it is town owned property. Currently, it would not be allowed per this ordinance.
 - The penalty for violating this ordinance is a fine that is also listed in the Town Code Title 3, Article 3, Chapter 1.
- Jay had reviewed and approved the Paygov agreement to accept credit card payments. Doug signed the agreement.

Public Input:

- Sue Wert, was present to request a credit to her water and wastewater bill. When the town employees attempted to get a data log to show the daily usage of water, the meter had gone dead. It was not dead, however, at the time of the water reading. Doug moved to adjust the wastewater portion of her bill for the month to the avg of the last four months. Ken seconded. All agreed. Tricia is to call Sue tomorrow to let her know the amount of the credit and amount now owed.
- Rich Haddad from K21 Foundation spoke in regards to the recent announcement of a \$200,000 grant available for the Town of Milford to apply for the K21 20th Anniversary. K21's mission is to impact the county in a way that increases Health and/or Wellness. He spoke about and provided an outline that gave guidance to the town on how to apply and the expectations of the grant. He offered his services as an advisor if the Town Council has any questions before submitting and application. The Foundation board meets twice every 3 months. Council President, Doug Ruch, thanked Mr. Haddad for the foresight and generosity of K21 Foundation.
- Jason Avery, from CTB, Inc., requested a Letter of Support for the railroad to propose doing an underground electrical feed to one of their plants.

Doug moved to submit a letter of support on behalf of the town. Ken seconded. All agreed. Tricia will draft a letter and get the letter to Jason or Joe Friend.

- Brian Ropes, Midwest Meter/Badger Distributor, presented information and a quote regarding the Badger meters. The Town of Milford is currently using a Badger base with a Master Meter. The cellular service reads the data every 15 minutes. They have a low failure rate, but if one were to fail, they would give you a new meter and take the old meter for evaluation/repair. Has both LCD and mechanical reader and a 20-year battery. There is also a customer portal with cellular that a customer can log in and check their usage. He offered a demo if we would like to test out their product. Discussion was held. Doug moved to table until the next meeting. Ken seconded. All agreed.

Fire Department:

- Elections were held and officers are as follows:
 - Chief – Todd Haines
 - 1st Asst Chief – Steve Farber
 - 2nd Asst Chief – Virgil Sharp
 - Secretary – Dan Duncan
 - Treasurer – Cameron Tusing
 - Training Officers – Brian Haines & Kevin Walker
- They have purchased some battery operated JAWS with accessories.
- They have an ISO audit coming up in February. This is used for insurance on houses in town. They are currently working with Steven.
- Toys for Tots with the County Fire Association was again a success.
- Discussion was held on a township that has passed a resolution regarding the dispatching of Parkview air ambulance as a first choice.
 - Council President, Doug Ruch, requested the Clerk-Treasurer draft a resolution to have available at the next meeting.
- They have not yet heard back regarding the grant they had applied for.

Police Report:

- The town received 2 Dual Band radios from Ed Rock at the county.
- Marshal Kreider stated they are having issues communicating with dispatch using the radios currently owned by the town. 800 MHZ radios are the most consistent and reliable. Adam Amsden got us a quote with Motorola for three of their APX 4500 800 MHZ radios at a discounted price. These would be used for our 3 squad vehicles. Bob moved to accept this quote and purchase using CEDIT funds at an amount not to exceed \$8,503.77. Ken seconded. All agreed.

Wastewater:

- Mark Brubaker reported that Trine University had engineers that used students to put together maintenance programs. This could be beneficial in the future possibly.
- Discussion was held on the Alliance of Indiana Rural Water Apprenticeship program. Ken moved that we enter this Apprenticeship program for

Wastewater. Bob seconded. All agreed. Doug signed the Employer Acceptance Agreement.

- Number 1 RAS pump has been installed. Mark is having Xylem come up and double check the flows per minute.
- Gary installed heater in the screen room and helped remove effluent pump.
- Mark also mentioned that Warsaw uses interns to do GSI work.
- Council President, Doug Ruch, requested that the clerk-treasurer look into what it costs to become a member of Alliance of Indiana Rural Water.
- Mark verified to the Town Council and Clerk-Treasurer that he approves releasing the final payment to Mason for the Wastewater Construction project. It has been approved by Wessler.

Street:

- Leaf season has ended on December 6th. Any leaves that you need to have picked up need to bag, box or put them in a container that one person can pick up for removal.
- Steven Marquart requested permission to start the bidding process for paving next spring. Doug moved to allow the bidding process to begin. Bob seconded. All agreed.

Water:

- There was a water main break on November 11th at West and Fifth street. Steves called in Beer & Slabaugh to assist. The cost was \$2,450.00. Doug moved to approve the payment of \$2,450.00 to Beer & Slabaugh. Ken seconded. All agreed.
- He is still having issues with the meter warranty on the Master meters.
- Steven requested permission to attend the AWWA meeting in Indy on the 27th through the 29th. Currently Steve is the only one attending. Doug moved to pay for the conference, hotel, meals and mileage. Bob seconded. All agreed.

Park:

- No report.

Clerk:

- Passed out pay stubs to the council members.
- Tricia Gall, Clerk-Treasurer, presented the November bank reconciliation for review and approval. Ken moved to accept the bank reconciliation. Bob seconded. All agreed.
- Tricia presented the list of meeting dates on the 2nd Monday of each month. Updated January's meeting to Thursday, January 9th at 7 p.m. and October's meeting to Tuesday, October 13th at 7 p.m.
- The 2019 End of Year meeting & an executive session was discussed. Ken moved to have an executive session at 1:00 p.m. on December 30th and the 2019 End of Year meeting at 4:30 p.m. on December 30th. Doug seconded. Both agreed. Bob opposed. Motion carried.
- Tricia stated the office will be closed on 12/24, 12/25, 12/31, and 1/1/20 for holidays. All other days between 12/23-1/6/20 the office will close @

2:00 p.m. Bob moved to approve the office closings. Ken seconded. All agreed.

- Tricia presented an invoice from Rockhill Pinnick for 6 months of work in the amount of \$2,500.00. Ken moved to pay the invoice for services in the amount of \$2,500. Doug seconded. All agreed.
- Tricia handed out to each of the council members the results of the Milford Hometown Chat.
- Tricia told the council we had received our 1782 Budget Notice and the only fund that was cut was MVH. Tricia and Steve worked to together to cut the \$19,669.00 from the Streets & Alleys budget line item. There were no concerns or questions from the council members.

Accounts Payable Voucher:

- Ken moved to accept the APV. Doug seconded. All agreed.

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

Milford Town Council

Smithy
Robert C. Cockburn

Attests:

H. Lane

MILFORD TOWN COUNCIL EXECUTIVE MEETING

MONDAY, DECEMBER 30, 2019


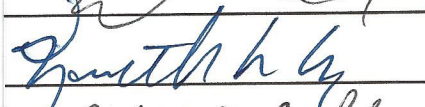
1:00 PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long, and Tricia Gall

IC 5-14-1.5-2 & IC 5-14-1.5-6.1(b)(6)

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL



Robert C. Lockburn

ATTESTS:


Tricia Gall

MILFORD TOWN COUNCIL MEETING

MONDAY, DECEMBER 30, 2019

4:30PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long and Bob Cockburn

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

- Notice of Public Hearing for John Ward was received and distributed. This variance is not within town limits to no action was taken.
- Ken moved to adopt Resolution 2019-3. Doug seconded. Both agreed. This resolution was for CEDIT funds that were used for a new blower for wastewater, a new RAS pump for wastewater, and 3 Motorola Dual Band Radios for the Milford Police Department.
- Clerk Treasurer, Tricia Gall, presented Ordinance 2020-1. This ordinance will establish the Capital Asset Policy for the Town of Milford. It is out for review with the town attorney and some suggested changes from Jim Higgins at LWG Advisors.
- Ken moved to accept Ordinance 2019-8 detailing the items being encumbered for the TIF budget. Bob seconded. All agreed.
- Bob moved to accept Ordinance 2019-9 detailing 2019 fund transfers. Ken seconded. All Agreed.
- Tricia Gall distributed and reviewed a cost analysis of our current medical insurance plan, the proposed plan from our current policy and a new policy through the Indiana Chamber of Commerce, including adding vision coverage and increasing the amount deposited into the HSA accounts for the employees. Doug moved to adopt the new medical insurance policy, including the vision coverage and increase the town contribution to the HSA account to the full deductible. Bob seconded. All agreed.
- Tricia Gall presented the quote and invoice for the Workers Compensation Insurance from IPEP in the amount of \$16,533.00. This was a 21.8% increase from the prior year. Ken moved to approve the quote and invoice for Workers Compensation insurance as presented. Bob seconded. All agreed.
- Ken moved to adopt the Water, Park, and Street Superintendent job description and the Wastewater Superintendent job description. Bob seconded. All agreed.
- Ken moved to accept Ordinance 2019-10 the 2020 Salary Ordinance. Tricia highlighted major changes. The ordinance reflects a 4% pay increase as budgeted, an adjustment to titles for the Water, Street, and Park Superintendent and Wastewater Superintendent. It also includes additional pay and a different pay increase for Maintenance Personnel #2.
- Ken moved to accept Ordinance 2019-11 detailing appointments to various appointed positions for 2020. Doug seconded. All agreed.
- Tricia Gall had presented Nepotism Statements for each of the council members and herself to complete for the year. All were submitted.

- Tricia Gall had handed out a draft of a resolution regarding the dispatch of air emergency personnel that was requested at the council meeting in December.
- Tricia Gall requested feedback from the council on whether or not they would consider using a program called Tax Refund Exchange and Compliance System (TRECS) for their unpaid water bills. The council requested that Tricia send the information to the town attorney, Jay Rigdon, for his input and review.
- An executive session was set for Tuesday, January 7th at 5:30 p.m. to discuss Personnel Issues and Interview candidates for job opening.
- Next Town Council meeting will be held on Thursday, January 9th at 7 p.m.

Accounts Payable Voucher:

- Ken moved to accept the accounts payable voucher with the additions. Doug seconded. All agreed.

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

Milford Town Council





Attests:

