

## MILFORD TOWN COUNCIL EXECUTIVE MEETING

MONDAY, SEPTEMBER 9, 2019


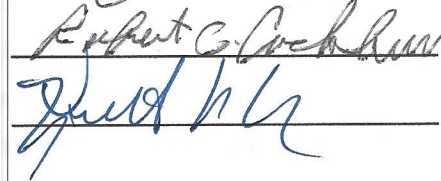
6:00 PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long, Bob Cockburn, and Jay Rigdon

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

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL

  
\_\_\_\_\_  
Robert C. Cockburn  
  
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ATTESTS:

  
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Patricia Gall

## MILFORD TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 9, 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 followed by Bob Cockburn with a prayer.

A motion was made by Bob Cockburn to approve the minutes from the prior meeting (8/12). Seconded by Ken Long. All agreed and motion carried.

Attorney Report: No Report.

Public Input:

- A land owner of two lots on Ulrich Drive was present to express their concern with the town not maintaining the north side of Ulrich Drive although the property taxes are higher due to being in town limits. There is a process for a land owner to appeal the taxes with the county, however, the land owner stated they had and were denied. It was then discussed that the property does receive other town services, but the road is currently a private drive and is not maintained by the town.
- Ken Long informed the council that he has filed his Conflict of Interest statement with the county auditor's office. There are currently no conflicts.
- Van Buren Township Trustee, Becky Alles, stated the Township will be having its public budget hearing at the township office on the corner of Catherine & Main Street on September 17<sup>th</sup> at 6 p.m.

Fire Department:

- Invitation was given for the Town Council members and the township trustee to the annual Kosciusko Country Fire Association Fish Fry at the Kosciusko County fairgrounds on September 19<sup>th</sup> at 6 p.m.
- October 6<sup>th</sup> is the Milford Fire Department Annual Chicken BBQ. Starts at 11 a.m. Please see a fireman to get your tickets and remember to pick up your chicken before 2:00 p.m. if you bought tickets.

Police Report:

- Marshal Kreider presented the information received as a follow up to a potential crossing at Catherine St. & State Road 15. The INDOT traffic engineers ask that we continue using the designated crosswalk at Emeline & Higbee St.
- The Milford Police Department has been participating in the Operation Pullover Stop Arm Enforcement since the beginning of the school year. The officers follow the Milford school buses, ride on the school busses with a trailing officer, and patrol the Milford school zone. We have received a lot of positive feedback and thanks from the school, bus drivers, and parents.
- The active shooter kits have arrived and been assembled. They have been issued to all the officers and are ready to be put to use if needed.



- Marshal Kreider requested approval of a quote from Move Over Outfitters for a cage for the 2019 Patrol vehicle for a cost of \$3,365.00. Ken moved to approve the purchase of the cage from Move Over Outfitters at a cost of \$3,365.00. Bob seconded. All agreed.
- Officer Plummer submitted a letter of resignation. His last day will be Friday, September 13<sup>th</sup>. Ken moved to accept the resignation and allow Officer Plummer to remain as a Milford reserve officer. Bob seconded. All agreed.

#### Wastewater:

- The generator at the main lift station has a cracked exhaust manifold that needs replaced and some other items that are beginning to weather and need changed. Evapar is our generator service technicians and have quotes a price of \$2,057.69 to make the necessary repairs. There are some repairs that we will complete ourselves. Doug moved to accept the quote from Evapar for the replacement items to repair the generator at the main lift station not to exceed \$2,057.69. Bob seconded. All agreed.
- The new blower has been installed. The labor cost was less than half of the original quote.
- In order to develop an asset management plan for sewer, the lines must have a camera send down them. We have areas that are having ground infiltration which costs the town money in treatment. R&R Visual has quoted a price of \$0.90 per foot with a 1,000 feet minimum. A block is approximately 500 feet. Steve suggested that we should complete Main Street first for approximately 3,054 feet. Also, if there is blockage from roots, they can help us clean out the issue with root cutters and cleaning vac for a price of \$275.00 per hour. R&R Visual has come highly recommended by our engineers and surrounding communities. When they come to a lateral, they will do a footage marker and put in the GIS system. The clerk treasurer should look into where we could potentially fund this activity. Doug moved to approve an amount not to exceed \$3,000 of camera work and root cutting as needed on Main Street if the clerk-treasurer can locate a fund that has available funding. Ken seconded. All agreed.
- Ken moved to pay Living Waters preventative maintenance charge for the carbon dioxide and Chlorine for wastewater in the amount of \$1925.93. Bob seconded. All agreed.
- The Town Council requested to receive from Wastewater a detailed daily log reported to the council on a monthly basis.

#### Street:

- Steven reminded everyone about the Fall cleanup scheduled on September 26<sup>th</sup> through 28<sup>th</sup> at 600 N. Main St. There are flyers in the clerk's office.
  - He will be handing out tags for ordinances on trash to let these residents know of the cleanup so they can take advantage of this service.
- The new leaf machine is in, leaf pickup will begin in October depending on the weather.



- Thank you from the council was extended for getting the street lights repaired and working.

Water:

- Steven reported they are planning on flushing hydrants on October 9<sup>th</sup>.
- The town purchased a flow tester for our hydrants so we can conduct flow test for insurance and their community public protection classification numbers set by the National Fire Protection Agency. It will also assist with our asset management program and GIS system.
- There is a representative from the pipe company that supplied us the pipe that was placed from the well field to the tower coming to help with some soil boring along this route to see why some of the pipe is failing. There may be a follow up meeting once the tests are completed.

Park:

- Life guards have finished for the season and swimming buoys have been removed.
- Park concession stand has been closed.
- Thanks for the hard work of the life guards and grounds keeper for a successful season.

Clerk:

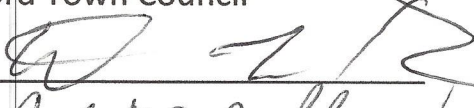
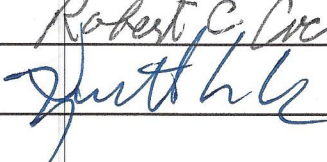
- Tricia Gall presented the August 2019 Bank Reconciliation for review and approval by the council President. Ken moved to accept the August bank reconciliation. Bob seconded. All agreed.
- Cyber Insurance policy quote from Hall & Marose Silveus was presented. It is through EMC Insurance for both data compromise and cyber insurance for a total annual premium of \$1,967.00. Data compromise amount of coverage is \$100,000. Cyber amount of coverage is \$1,000,000. Ken moved to accept the recommended amounts and purchase both coverages. Doug seconded. All agreed.
- Follow up on the sewer project approved at the prior meeting. Bob moved to declare an emergency and fund the projects with CEDIT funds. Ken seconded. All agreed. Clerk-Treasurer will prepare the required ordinance.
- The office will close early on September 10<sup>th</sup> at 4:30 p.m.; September 17<sup>th</sup> at 4:00 p.m.; and will be closed on Monday, October 14<sup>th</sup>, in observance of Columbus Day. Doug moved to approve the closures. Ken seconded. All agreed.
- Next council meeting has been moved to Monday, October 7<sup>th</sup> at 7:00 p.m. so it is not on a town holiday. Doug moved to approve. Ken seconded. All agreed.
- Doug moved to make Halloween Trick or Treat hours for Thursday, October 31<sup>st</sup> from 6 p.m. to 8 p.m. Ken seconded. All agreed.
- Clerk Treasurer informed the Council that she has a Conflict of Interest form filed as a potential conflict for Camp Alexander Mack on file with the county auditor.

The 2020 Budget Public Hearing was held. See additional page for notes.

Accounts Payable Voucher – Ken moved to accept the APV with the additions.  
Bob seconded. All agreed.

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

Milford Town Council

  
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Robert C. Cockburn  
  
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Attests:

  
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Milford Town Council  
2020 Proposed Budget Public Hearing  
Monday, September 9, 2019

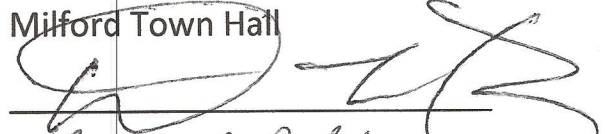
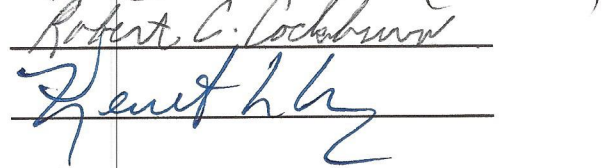
Tricia Gall, Clerk Treasurer, presented the budget as outlined on the Notice to Taxpayers by fund. There was an overall 6.8% increase.

Some of the increase was making up for the amount not received from the prior year's budget due to it not being submitted on time by the prior clerk-treasurer. When the additional appropriations were requested, it was not as much as the previously presented 2019 budget which is being updated in the proposed 2020 budget.

Residents asked questions regarding employee raises and the Community Building. The Community Building is not self-supporting and is being moved into the General budget in 2020. There was concern about whether or not there were free rentals being provided to non-profit clubs in town.

President Doug Ruch closed the floor for the Public Hearing.

Milford Town Hall

  
Robert C. Lockbrown  
  
Jennifer H. H.

Attests:

  
Tricia Gall



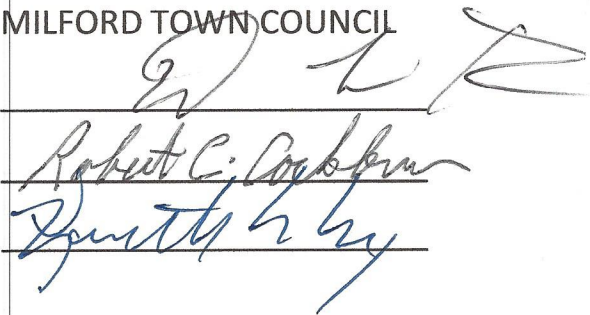
MILFORD TOWN COUNCIL EXECUTIVE MEETING  
THURSDAY, SEPTEMBER 12, 2019  
6:00 PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long, Bob Cockburn, and Jay Rigdon

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

REASON: INITIATION OF LITIGATION OR LITIGATION THAT IS EITHER PENDING OR  
HAS BEEN THREATENED

MILFORD TOWN COUNCIL

  
\_\_\_\_\_  
Robert C. Cockburn  
\_\_\_\_\_  
Dorothy R. Ruch

ATTESTS:

  
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Patricia Gall