

MILFORD TOWN COUNCIL MEETING

MONDAY, JANUARY 14, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn and Joellen Free

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

Directly following town attorney, Jay Rigdon installed Patricia Gall as Milford Clerk Treasurer. Patricia Gall then proceeded to swear in Doug Ruch, Bob Cockburn, and Joellen Free as council members.

Doug Ruch was nominated as President of the council for 2019. Motion made by Bob Cockburn to elect Doug as President and seconded by Joellen Free. Both agreed and motion carried.

Joellen Free was nominated as Vice President of the council for 2019. Motion was made by Bob Cockburn to elect Joellen as Vice President and seconded by Doug Ruch. Both agreed and motion carried.

A motion was made by Bob Cockburn to approve the minutes from the December 10, 2018, and December 27, 2018, meetings. Seconded by Joellen Free. All agreed and motion carried.

Attorney Report:

No report.

Public Input:

- Matt Sandy from Kosciusko County Area Plan Commission was in attendance to discuss the recertification for 2019 and present Milford with a plaque received that states our participation in the FEMA program. A motion was made by Joellen Free to sign the 2019 recertification and seconded by Bob Cockburn. All agreed.
- Patricia Gall installed RJ Nicholas Plummer as Milford Police Officer.
- Owner of 112 N West Street that had burnt down in November was in attendance. He stated that a demolition crew should be starting next week or the following week, after setbacks are correct. He showed plans for the property and stated that he will be in attendance at the plan commission meeting next month to get approval for setbacks.
- Wessler – Ryan Brauen was not able to be in attendance, but had sent a summary email to the council on the status of the construction project. In this summary, he presented pay application #12 for Mason Engineering and Construction in the amount of \$51,009.00. Motion was made by Joellen Free to pay the invoice as presented by Wessler in the amount of \$51,009.00 and seconded by Bob Cockburn. All agreed and motion carried.

Fire Department:

- Chief Todd Haines explained at the end of last year they completed an Insurance Risk Assessment. The Milford fire department is committed to resolving any open items and wanted to make the town aware of two items.

- Electric at the Fire Station – It was recommended that the electric and service panels/breakers be updated. They are currently working on getting quotes for this work, including D&D Electric.
- Barrier for the radio tower – It was recommended that it is made so no one is able to climb the tower and also a barrier so that a vehicle could not run into it. They are looking into options and will also discuss with Ron Baumgartner as the property it is located on belongs to The Papers.
- Reminder to the residents of Milford that due to the snow and cold temperatures on its way. If you are utilizing space heaters, be sure to plug them directly into the wall and ensure there are no combustibles nearby. If you have a chimney, please be sure that it has been cleaned and is operating properly before using.
- Doug Ruch added that if we lose power the Community Building would be open as an Emergency Warming Center, if needed, as it is powered by a generator.
- Motion was made to accept the presented 2019 Fire Protection Agreement by Joellen Free and seconded by Bob Cockburn. 2 Agreed, Doug Ruch abstained.

Police:

- Chief Marsh was excited to have RJ join the Milford Police force starting January 16, 2019. He will spend his first three weeks in training and then be on his own the 4th week.
- For the addition of Officer Plummer, he would like to purchase a Glock 43 back up pistol. Motion was made by Joellen Free to purchase a Glock 43 at a cost not to exceed \$450.00 and seconded by Bob Cockburn. All agreed.
- Resolution 2019-1 was presented for the Kosciusko County Multi-Hazard Mitigation Plan which will be good for 5 years. Motion was made by Bob Cockburn to adopt Resolution 2019-1 and seconded by Joellen Free. All agreed and motion carried.
- Chief Marsh would like to attend Chief Association training and the IACP trade show from Jan 22-25. The cost of the event is \$300 with hotel of approximately \$220/night. Joellen Free made the motion to allow Chief Marsh to attend the Chief Association training and IACP trade show and was seconded by Bob Cockburn. All agreed and motion carried.
- At this event, Chief Marsh would like to look into different options for a new police vehicle and will present findings at February meeting.
- He also stated he is still working on getting the 800 MHz radios operational. He is waiting on 3 pending MOU's. Once these are entered, the radios will be programmed and put into service.
- Evaluations will be completed for February meeting. An Executive Session was scheduled for Monday, February 4th at 6:00 p.m. for all
- The Inter Local Agreement Between Kosciusko County and Town of Milford for Terminal Services Data was approved in December, however, needed to be signed, which was completed.

Utilities:

Steve Marquart gave a brief update on the WWTP in operator Mark Brubaker's absence, including the statement that we have started adding alum on Friday 1/11/19 and should have the sample back shortly.

Street Superintendent Steven Marquart reported:

Street:

- He has demoed a leaf machine and presented 3 quotes for review: American Roads through Brown Equipment in the amount of \$59,000.00 after a \$5,000 trade in on old machine; from American Roads directly in the amount of \$67,317.00; Suffolk County Brake Service in the amount of \$67,567.00.
 - Discussion was held. It takes 4-5 months to be built. Payment is required on delivery. A leaf/chipper combination is not made. \$5,000 is a great price for a trade in the age of ours, according to Marquart. The new leaf machine will have a hydraulic clutch and self-adjust, unlike the current machine.
 - The question was made by Doug Ruch if it has been looked into a truck where only 1 person is needed to operate, such as Leesburg, to save on labor cost. A motion was made by Doug to table the discussion until the next meeting after more information can be obtained about this option and seconded by Bob Cockburn. All agreed.
- Steve requested approval for preventative maintenance on our street sweeper. Brief discussion was held. Motion was made to approve the PM with Brown Equipment in the amount of \$3,995.00 and seconded by Bob Cockburn. All agreed.
- They are working on the street lights that are out. NIPSCO has been slow to respond as some were reported 2 months ago.
- Community Building electric upgrades should be started soon by D&D Electric.
- We received many compliments on the beauty of the new Christmas lights.

Water:

- Beer plans on starting water lines by end of the month or first of February, weather permitting.
- With a new year's funding, Steve would like to replace the last hydrant that needs replaced at this time at and possible new water line on Emeline from Elm Street to 606 W. Emeline with a new hydrant at the end for flushing and fire safety for the school and homes. He will be pricing this out so that the work can be done at the same time as other projects this year.
- He has been pricing out a GPS system so that we can start mapping out the town's water, sewer, and possibly cemeteries. He is currently looking at a Tremble system that is approximately \$14,000 with a yearly fee.

Park:

- Picnic table is put together and ready to be installed when the weather gets warmer.


Steve concluded with stating the yearly time spent on each department is finished and included in the council's packet.

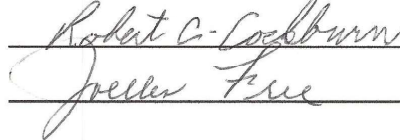
Clerk:

- Waubee Lake Park Interlocal Contract with Van Buren Township. Doug made the motion to accept the presented agreement with a second by Joellen. All agreed.
- Presented the December 2018 Bank Reconciliation for review and approval by the council President.
- Tricia will attend the KEDCo annual meeting on behalf of the Town of Milford to vote on the presented slate, as well as, complete the online survey.
- Joellen presented the Additional Appropriations Ordinance. She explained that there was an issue and the 2019 budget was not received in time which can be corrected through the Additional Appropriations process. There will be a public hearing on February 11th.
- There were three additional claims to the accounts payable voucher. Joellen moved to accept the voucher with the additional claims, Bob seconded and all agreed.

There was no further business, Bob moved to adjourn with Joellen seconded and all agreed.

Milford Town Council



Robert C. Coeburn


Joellen Free

Attests:



Joellen Free

MILFORD TOWN COUNCIL EXECUTIVE MEETING

MONDAY, FEBRUARY 4, 2019

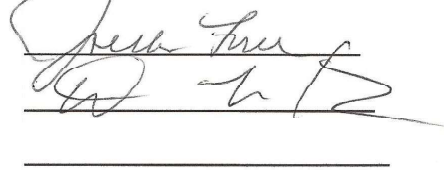
6:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Joellen Free

Mark Brubaker, Steven Marquart, and Travis Marsh

Reason: Personnel Reviews

MILFORD TOWN COUNCIL



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ATTESTS:



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Patricia Gall

Milford Town Council Additional Appropriations Public Meeting

Monday, February 11, 2019

7:00PM @ The Milford Town Hall

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

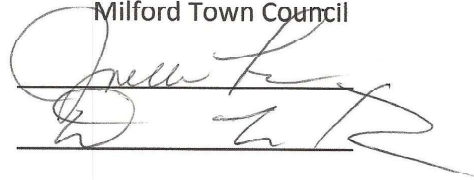
Doug opened the public hearing meeting to review the Additional Appropriations as advertised and listed on Ordinance 2019-1.

The floor was opened for comments and questions.

Bob Cockburn moved to approve ordinance 2019-1 and Joellen Free seconded.

Bob and Joellen approved. Doug Ruch abstained.

Milford Town Council



Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, FEBRUARY 11, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn and Joellen Free

Doug opened the meeting with the pledge of allegiance followed by a prayer from Joellen Free.

A motion was made by Joellen Free to approve the minutes from the January 14, 2019, meeting. Seconded by Bob Cockburn. All agreed and motion carried.

Attorney Report:

- Presented Ordinance 2019-2 Ordinance Establishing Fees for Law Enforcement Records and Law Enforcement Recordings. Joellen Free moved to adopt ordinance 2019-2 and was seconded by Bob Cockburn. All agreed.
- Received an update from town attorney Jay Rigdon on the Ron Davidhizer properties. He has spoken to building inspector, Tom Bulger, and also to Mr. Davidhizer's attorney about the properties' status. Fines are still outstanding.

Public Input:

- Lamar Bost was in attendance to discuss a variance needed for fencing on his business property. A motion was made to send a favorable recommendation to the Area Planning Commission when needed by Doug Ruch and seconded by Bob Cockburn. All agreed.

Fire Department:

- Seeking quotes on electric renovations. Hopes to have these at the next meeting. Has 1, but waiting on another.
- Still looking into the recommendation of fencing/barrier on the tower.

Police:

- Chief Marsh resigned his position with the Town of Milford. President Doug Ruch regretedly accepted his resignation on behalf of the council. Appreciation and thanks for his service to the town was given by council member Joellen Free.
- Travis prepared an announcement to advertise and take applications for the open Town Marshal/Chief's position.
- Tentative Executive Session was scheduled for Monday, March 4th 6:00 p.m. to review and interview candidates.
- Travis forwarded some vehicle quotes from various dealerships. It appears that a new vehicle would be just under \$30,000.
- Travis worked with Steve and Tricia to develop a Warming Station Procedure for use when needed.
- Employee evaluations are complete and filed.
- Sgt Kreider has been working the hybrid position and has been going well.
- We are still working to get the Humvee storm ready.

- We received the Motorola 800MHz radios and are being programmed next week so they can be in service soon.
- Travis has requested quotes twice to get the back-up pistol ordered and have not gotten a response. Will try again soon.

Wastewater:

- Mark Brubaker reported that he ordered the sampler for biowaste so we can utilize the outdoor sampler for the town's wwtp.
- We had some issues with the extreme cold. The north clarifier shear pin broke so the clarifier was down 2 days and they chipped a lot of ice.
- The alum feed was going great until the cold came and then it froze. Working with Wessler to resolve.
- It was discussed that safety precautions should always be taken when performing work. Mark had included an article of a recent tragic incident at a wwtp in Indiana.

Street:

- Steve Marquart presented additional options for a new leaf machine. Discussion was held.
 - Doug questioned the possibility of outsourcing leaf pickup.
 - Doug asked about a newer version of the machine that we are currently using.
 - Question was asked about the trade in value and if the amount seemed reasonable
 - Bob moved to purchase the leaf machine at a cost of \$59,000 from Brown Equipment. Joellen seconded. Bob and Joellen approved. Doug opposed. Motion carried.
- Steve also asked for people to please give time and room to clear the streets during a snow event.

Water:

- Steve presented a quote for replacement of a 2 inch water line and new hydrant in front of the school at a cost of \$20,400.00
- Steve also presented a quote for a new hydrant at the east end of Williams street which currently is black bagged. At a cost up to \$6,100.
- Joellen made a motion to approve the two above quotes to Beer & Slabaugh not to exceed \$26,500.00. Bob Cockburn seconded. All approved.
- Clerk-Treasurer, Tricia Gall, opened the sealed bids received for the Community Crossings Grant. Community Crossing Grant funds that we were awarded for 2019 are: \$117,643.05.
 - Bid received from Reith-Riley Construction in the amount of \$144,480.95.
 - Bid received from Phend & Brown in the amount of \$133,969.75.
 - Doug made a motion to accept the bid from Phend & Brown in the amount of \$133,969.75. Joellen seconded. All agreed.

Park:

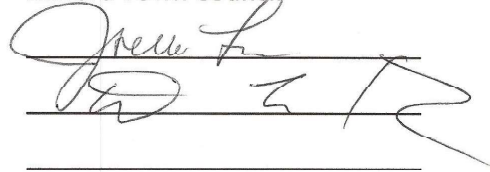
- We are getting a quote for electrical upgrades for concession stand and for help running lines for more security cameras.

Clerk:

- Public Hearing was held for the Additional Appropriations that has been advertised and were listed in Ordinance 2019-1. Bob moved to adopt ordinance 2019-1 for the Additional Appropriations and was seconded by Joellen. Bob and Joellen voted in favor and Doug Ruch abstained. Motion carried.
- Presented the January 2019 Bank Reconciliation for review and approval by the council President.
- There were additional claims to the accounts payable voucher that was sent on Friday. Joellen moved to accept the voucher with the additional claims, Bob seconded and all agreed.

There was no further business, Bob moved to adjourn with Joellen seconded and all agreed.

Milford Town Council

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Attests:

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MILFORD TOWN COUNCIL EXECUTIVE MEETING

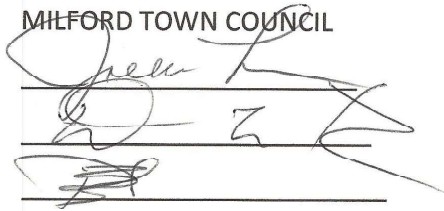
MONDAY, MARCH 4, 2019

6:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch and Joellen Free

Reason: Milford Chief candidate reviews and interviews

MILFORD TOWN COUNCIL

Handwritten signatures of Milford Town Council members, including Doug Ruch and Joellen Free, written over horizontal lines.

ATTESTS:

Handwritten signature of Patricia Gall, written over a horizontal line.

Patricia Gall

MILFORD TOWN COUNCIL EXECUTIVE MEETING

TUESDAY, MARCH 5, 2019

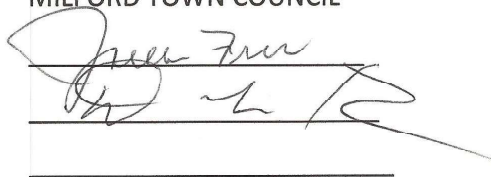
6:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, and Joellen Free

Mark Brubaker, Steven Marquart, Rob Brooks, and Gary Bray

Reason: Personnel

MILFORD TOWN COUNCIL



A handwritten signature in cursive, appearing to read "Joellen Free", is written over a horizontal line. Below this line is another horizontal line, and below that is a third horizontal line.

ATTESTS:



A handwritten signature in cursive, appearing to read "Patricia Gall", is written over a horizontal line.

Patricia Gall

MILFORD TOWN COUNCIL MEETING

MONDAY, MARCH 11, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch and Joellen Free

Doug opened the meeting with the pledge of allegiance followed by a prayer from Joellen Free.

A motion was made by Joellen Free to approve the minutes from the prior meetings (2/4, 2/11, 2/11, 3/4, and 3/5). Seconded by Doug Ruch. Both agreed and motion carried.

A motion was made by Joellen Free to promote Derek Kreider from Sergeant to Milford Chief of Police/Town Marshal. Seconded by Doug Ruch. Both agreed.

Officer Kreider was sworn in by Town Clerk Treasurer, Tricia Gall.

Attorney Report: None.

Public Input:

- Graycraft Signs submitted a rendering of the proposed sign for TriFound. There were no objections and no permit required from Milford.
- Reviewed notification of Public Hearing for the Kosciusko County Board of Zoning Appeals on a petition filed by Wawasee Community Schools.
 - The consensus was there was no objection and Clerk Treasurer will send a message to Dan Richards this evening.
- Letter received from Camp Alexander Mack regarding wastewater request.
 - Gene Hollenberg was in attendance and provided a few comments.
 - It was recommended by town attorney Jay Rigdon that Camp Mack obtain council or let town attorney know they will not be seeking council to attempt to contract with the town if he would like to move forward with discussions.

Fire Department:

- Todd presented the Fire Department 2018 Town and Township Fund report.
- Presented quote for upgrading of electrical. Was taken under advisement and tabled until the next meeting.
- Chief Todd Haines advised that the weather is changing, but it is still too dry and a lot of foliage is dead so do not burn.
- Severe weather is just around the corner. All residents should ensure they have a severe weather home plan.
- Both sirens are up and running, but will be tested in April.
- The department will be selling 500 Ribeye sandwiches again at Milford Fest.

Police:

- This is Chief Marsh's last meeting at his current post of Milford Chief of Police.

- Chief Marsh offered his 2010 Crown Victoria to the town for the amount of \$3,500.00. It was moved by Joellen to purchase the vehicle and seconded by Doug Ruch. Both agreed.
- Motion was made for the SRO car will be decommissioned and taken to the Polk Auction sale by Joellen Free and seconded by Doug Ruch.
- Chief Marsh will be training the new Chief Kreider to ensure a smooth transition. Should be completed by the end of March.
- New Chief Kreider requested that Officer Tim Miller be moved into the SRO position at Milford Elementary. Joellen moved and Doug seconded. Both agreed.
 - SRO Officer training is in June or July in French Lick.

Wastewater:

- Gasvota replaced motor starter in Bison lift station, we have been pulling this pump because the wrong starter capacity was installed 6 years ago. Joellen moved to approve the expense not to exceed \$600. Doug seconded. Both agreed.
- Alum is now being added and testing ok with Element.
- We will be going through punch list for the phosphorus project with Wessler. There are still issues to resolve with the return pumps.
- Sewer jetting will be completed tomorrow so request that the public please watch out for the employees.
- Wastewater Rate Study
 - Joellen gave an overview that in 2016 a wastewater rate study was completed and it was recommended that we raise rates from \$40.20 to \$45.00. It was chosen to go with \$43.12 over a couple of years.
 - 2018 Study suggested a rate up to \$50.07 for the average monthly bill with the note that for each \$10,000 paid from another approved fund (such as CEDIT), the wastewater average bill decreases by \$.95.
 - It was suggested by Joellen to raise to \$46.50 (less than \$3.50 added to the average bill) and capital fund come from another approved fund.
 - Next steps is to have Umbaugh put the rate in the form of an ordinance for the next meeting and then will advertise and hold a public hearing. Clerk Treasurer to contact Umbaugh.

Street:

- Steve Marquart purchased 75 ton to fill the salt bins. Our contract commitment is April to April. He sold \$1,316 to Mentone. Joellen moved to approve \$7,316.85 for road salt. Doug seconded. Both agreed.
- Received three quotes for changing over the street lights downtown to LED.
 - Ward Industries \$6,034.00
 - D & D Electric \$3,100.00
 - Middlebury Electric \$2,482.00
 - Joellen moved to accept the quote from Middlebury Electric to upgrade the lights. Doug seconded. Both agreed.
- While upgrading the lights, Steve would like to remove the flashing light at the 4-way stop at Emeline & Main Streets due to its antique status and the

fact that it is hanging too low. The cost to raise it was high. Doug moved to remove the flashing red light. Joellen seconded. Both agreed.

- It is time to purchase our vector control product for the season (mosquito repellent). We received a quote from Clarke for 10 gallons of Anvil at a price of \$3,605.05. This is enough to treat 4 times. Joellen moved to purchase the mosquito repellent from Clarke at a cost of \$3,605.05. Doug seconded. Both agreed.
- The 2000 dump truck needed to have a front-end alignment completed, but when it was taken to Ruch Service it was found that it also needed more front end work to put it back in service. The total was \$960.46. This item was tabled.
- Spring Cleanup will be April 11th – 13th. The cost is \$400/per dumpster. Joellen moved to hold spring cleanup and Doug seconded. Both agreed.
- Received quotes for resealing town parking lots totaling \$11,097.00 from Super Seal for Local Roads & Streets. Joellen moved that we complete the sealing. Doug seconded. Both agreed.

Water:

- Hydrant on the South West corner of Syracuse and SR 15 has a volume issue which could not be used at the last fire. Requesting to have this hydrant hooked up to the 8 inch main on Syracuse Street. This will increase volume and loop our system in for better flushing of hydrants and safety. Quote from Beer & Slabaugh at a price of \$3,900. Joellen moved to complete this work at a cost of \$3,900.00. Doug seconded. Both agreed.
- Steve presented quotes on a new GIS system to map the town's sewer and water lines for our asset management plans and possibly help with cemetery plotting. This will be required for grants in the future and will assist with locates. Steve recommended Seiler hardware and 39 Degrees North for software. There was a request made by the council to have 39 Degrees North come in and demonstrate the product & software at the next meeting.

Park:

- We are in the process of contacting the concessionaire from last year to terminate our agreement. Looking for a new concession stand person or business for this coming summer.
- Steve is looking into getting prices for electrical upgrades which are needed and also possibly more cameras.
- Will also need to get lifeguards for this next year.

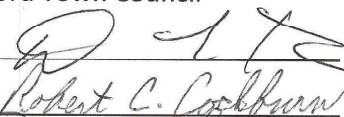
Clerk:

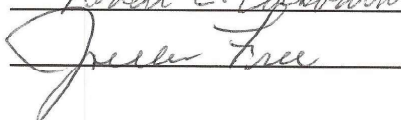
- Presented the February 2019 Bank Reconciliation for review and approval by the council President.
- Received Conflict of Interest Disclosure Statement from Council President Doug Ruch.
 - Town attorney suggested that each member have one on file even if there is not a conflict.

- Clerk's office will be closed Wednesday, April 3rd due to State Board of Accounts training. Doug moved to allow the office be closed and Joellen seconded the motion. Both agreed.
- Presented Ordinance 2019-3. This is an amendment to the original 2019 Salary Ordinance for the Town Marshal pay from \$62,376.00 to \$55,000.00. Joellen moved to approve Ordinance 2019-3. Doug seconded. Both agreed.
- Tricia requested to attend ILMCT training in Muncie for conference fees and mileage reimbursement. Doug moved to approve these items and Joellen seconded. Both agreed.
- There were additional claims and adjustments to the accounts payable voucher that was sent previously. Joellen moved to accept the voucher with the additional claims. Doug seconded and both agreed.

There was no further business, Joellen moved to adjourn with Doug seconded and both agreed.

Milford Town Council



Robert C. Colburn


Attests:



MILFORD TOWN COUNCIL EXECUTIVE MEETING

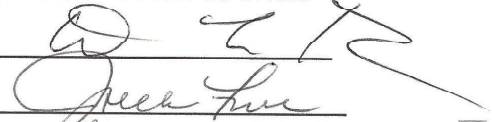
THURSDAY, MARCH 28, 2019


6:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Joellen Free, Bob Cockburn, and Chief Kreider

Reason: Milford Police Deputy candidate reviews and interviews

MILFORD TOWN COUNCIL



Joellen Free


Robert C. Cockburn

ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL MEETING

MONDAY, APRIL 8, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Joellen Free, and Bob Cockburn

Doug opened the meeting with the pledge of allegiance followed by a prayer from Joellen Free.

A motion was made by Joellen Free to approve the minutes from the prior meetings (3/11, 3/28). Seconded by Bob Cockburn. All agreed and motion carried.

Attorney Report: Attorney was not able to be present. Clerk-Treasurer to follow up about property questions.

Police Report:

- Marshal Krieder presented a quote for a 2019 Dodge Durango in the amount of \$28,718.00, upfit cost of \$6,218.00, installation cost of \$1,277.00, and spotlight in the amount of \$714.00 from Button Motors. Joellen moved to approve the purchase with CCI funds at a total of \$36,927.00. Doug seconded. All agreed.
- Marshal Kreider requested that we send Officer Tim Miller to SRO training school in French Lick at a cost of \$495.00. Doug moved to approve the cost of tuition and all customary expenses. Bob seconded. All agreed.
- The radio in the 2010 was on loan to prior Chief Marsh. The radio can be purchased for \$585.00. Joellen moved to purchase the radio from Cops Gear in the amount of \$585.00. Doug seconded. All Agreed.
- Requested approval to purchase a firearms and ammunition safe for the police department from Dunham's Sporting Goods at a price of \$1,104.15. Bob Cockburn moved to approve the safe purchase and Joellen seconded. All agreed.
- Marshal Krieder requested approval to hire: Full time officer, Eric Kelley; Part time evidence officer, Joe Denton; Reserve Officers Sergio Soto and Marcus Boyer. Joellen moved to hire all officers as requested. Doug seconded. All agreed.
- Clerk-Treasurer, Tricia Gall, swore in Eric Kelley, Joe Denton, and Sergio Soto.
- Steven Marquart requested approval for Kline Excavating to fix the shooting range not to exceed \$1500.00. Joellen moved and Bob seconded. All agreed.

Public Input:

- Will Mabee was present to represent CTB for approval of the annual CTB Tax Abatement paperwork that is submitted to the county. Bob Cockburn moved to accept and Joellen seconded. All agreed.
- Wessler Engineering
 - Running a test to try to determine resolution to the pump issue. Should know by Friday if the test works or not.

- Requested approval of the Certificate of Substantial Completion. Bob moved and Joellen seconded. All agreed.
- Discussion held on Change order 02 in the amount of \$2,919.00 regarding whether or not these charges should be the responsibility of Wessler or the Town of Milford. Wessler had offered to pay \$904.75 back to the Town of Milford for the installation of the hot water line. Ryan Brauen from Wessler stated he would take the opinions of the town to his management.
- Joellen moved to approve Pay Application #13 minus Change Order No. 2 which would be a revised total of \$21,616.00. Bob seconded. All agreed.
- 39 Degrees North completed a demo of their GIS software. After the demonstration, Joellen moved to purchase the Seiler hardware in the amount of \$7015.00, 39 Degrees North software and training in the amount of \$5387.50 and the purchase of an iPad of less than \$500.00 for a total of \$12,902.50. Doug seconded. All agreed.
- Tricia Gall, representing the Milford Lions for Milford Fest presented the street closings map with street section detail for the festival starting Thursday, May 23rd through Sunday, May 26th. Joellen moved to accept the street closings as presented and Bob seconded. All agreed.
- There is no charge to hold a garage sale on Memorial Day weekend, but you can sign up to be on the map that is printed for \$3 at the clerk's office.

Fire Department:

- Chief Todd Haines presented quote for upgrading of electrical. Joellen moved to accept the bid from Middlebury Electric in the amount of \$1,817.00. Bob seconded. Doug abstained. Motion carried.
- The fire department is currently doing their annual fundraiser with pictures. Flyers have been sent out.
- It's grass fire season so please be careful when burning.
- Severe weather time is here. The sirens were tested and there was an issue with the siren to the North and it has been resolved.
- Joellen Free thanked Chief Haines for getting her a quote to put a siren out at the park. It was received in the amount of \$26,500.00 and was passed onto the citizen that was inquiring.

Wastewater:

- Mark presented the Cl2 gas detector had to be fixed and Living Waters was already in the area so the cost was only \$650.00. Joellen moved to pay the charge. Bob seconded. All agreed.
- BL Anderson came and calibrated the flow meter for \$567.00 which we need to have completed for our permit. Joellen moved to pay the charge and Bob seconded. All agreed.
- Mark informed the council that the chlorine cylinder price has gone up by \$50 per 150# cylinder.
- Mark also informed the council that the new solids removal system has been in use and is working as it should.

- The phos removal is also working as it should just finding where we can run the feed rate at.
- Mark presented a bid for Middlebury Electric to upgrade some of the electrical at the Wastewater treatment plant that was not part of the plant project. Bob moved to allow the work by Middlebury Electric not to exceed \$1,300.00 followed by a second by Joellen with the comment that the funds to pay for this should come from a capital fund other than sewer, such as CEDIT. All agreed.
- Joellen requested a copy of his hours log that was not included in the packet.
- Discussion was held on the sewer rate ordinance and upcoming public hearing. Board members discussed the possibility of raising the rates so the average bill would be \$46.50 and use other capital funds to supplement. A hearing will be advertised and held on May 13, 2019 at 7:00 p.m.
- Sewer line work needed to be completed at the Lake City Bank build site. Joellen moved to accept quote from Hill-T not to exceed \$24,700.00 and to pay using CEDIT funds. Bob seconded. All agreed.

Street:

- Reminder for spring cleanup. Please bring unwanted items to 600 N. Main Street on April 11, 12 from 8 to 4 and on 13th from 8 to 11:30.
- Phend & Brown has been working on our streets and alleys for 2018 Community Crossings Grant. Steve will be starting on the next Community Crossing Grant submission this July.
- The street light upgrades to LED are almost finished.
- A-1 Concrete helped us straighten the unlevel concrete areas in front of town hall and the community building.
- Steve requested additional approval for repairs for the street sweeper from Brown Equipment. Joellen moved to approve the additional repairs to the street sweeper not to exceed \$1,200. Bob seconded. All agreed.

Water:

- Steve is waiting on new water lines and hydrant start dates from Beer & Slabaugh.
- Flushed hydrants last week. It went well.

Park:

- We have called back Frank Brower to assist with spring cleanup and keeping the park clean for the summer. He starts on Thursday.
- Currently looking for Lifeguards for the park this summer.
- The ropes for the park are not going to be used anymore due to DNR regulations of roping off the lake is in violation of water rights. Steve presented quotes for buoys instead. Recreationics \$2,667 and Elifeguard at a cost of \$2169.13. Joellen moved that we purchase the Elifeguard buoys. Bob seconded. All agreed.

All Departments:

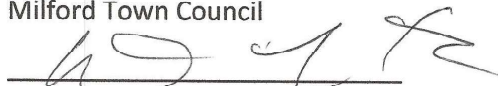
- Steve stated he was looking at getting quotes on security systems upgrades for the town's properties.
- Steve also made a request that the discretionary limit be raised from \$500 to \$1,000. The amount has been \$500 for a very long time and with inflation prices have increased. Joellen moved to allow the discretionary limit be increased to \$1,000. Bob seconded. All agreed.

Clerk:

- Discussed Resident letter from Grant Ruch. Joellen moved that we credit wastewater to his average bill amount, which was an additional \$54.13. Bob seconded. Doug abstained.
- Tricia Gall reported the Additional Appropriations have been approved.
- Presented Ordinance 2019-5 which is an updated Salary Ordinance. Doug moved to accept Ordinance 2019-5. Joellen seconded. All agreed.
- Presented the March 2019 Bank Reconciliation for review and approval by the council President.
- Received Conflict of Interest Disclosure Statement from Council members Joellen Free and Bob Cockburn.
- Tricia Gall requested approval to attend training for Clerk-Treasurer's School and Budget training. Doug moved to approve training, mileage, hotel and meals, as needed. Joellen seconded. All agreed.
- Doug moved to approve Accounts Payable Voucher with additions. Bob seconded. All agreed.

There was no further business, Doug moved to adjourn with Joellen seconded and all agreed.

Milford Town Council



 Robert C. Cockburn

 Joellen Free

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, MAY 13, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Joellen Free, and Bob Cockburn

Doug opened the meeting with the pledge of allegiance followed by a prayer from Joellen Free.

A motion was made by Joellen Free to approve the minutes from the prior meetings (4/8). Seconded by Bob Cockburn. All agreed and motion carried.

Attorney Report: No Report.

Public Input:

- Tricia Gall, representing the Milford Lions for Milford Fest requested the town pay for the portable restrooms for Milford Fest and the Memorial Day Parade in the amount of \$720.00. Bob so moved and Joellen seconded. All agreed.
 - Residents are able to pick up Cutie contest forms at Milford town hall, Milford Library or online at milfordfest.org.
 - There is no cost to hold a garage sale Memorial Day weekend, but you can sign up to be on the map at Town Hall for \$3.00 by Tuesday 5/21.
 - Come enjoy and have fun!
- Memorial Day Parade forms are available at Milford Town Hall or our website.
- Residents present had presented complaints about 209 West Street that no longer has a home, but has several vehicles parked on the lot.
- Residents also presented a complaint regarding 308 N. Higbee Street and the amount of vehicles parked on their lot. It was expressed that this would fall under the county zoning board.
- Pam Dwyer inquired if the town has heard anything from Camp Mack. It was stated by President Doug Ruch that the council has not heard from them.
- Resident, Jay Urbin, inquired about people speeding on Catherine Street during school hours. Town Marshal Kreider said they would get a car out there to assist.
- Discussion was held about having a crossing guard at the stop light, but not at Catherine Street.

Fire Department:

- The fire department will have its Ribeye sandwich sale at Milford Fest. Come early as they only have 500 and will go until sold out.
- Please be sure to check your smoke detectors and have your address sign posted.

Police Report:

- Town Marshal Kreider presented a proposed sound ordinance to the council for review and had the decibel meter he purchased for

enforcement. The decibel meter purchased can be calibrated with an app on your phone. Town attorney, Jay Rigdon, will prepare for next meeting for possible adoption.

- Marshal Kreider informed the council he has been working with Getac Video Systems to replace our in-car video systems and obtain new body cameras for our officers.
 - He enclosed a quote from the Midwest Public Safety Group:
 - \$16,746.24 for the in-car cameras and accessories.
 - \$19,052.03 for the body cams and accessories.
 - There is an ongoing annual expense for data storage of the cameras in the amount of \$5,760.00.
 - Still looking into options for storage and waiting for a quote from Getac for the in-car computer.
 - Applying for grants to look into assisting with the cost of these items.
- We will be receiving three new radar systems which have been acquired through a grant.
- On Saturday, May 25th, the entire department (12 officers) will be working in staggered shifts to assure the safety of the public.

Wastewater:

- Wessler Engineering represented Change Order 2 in the amount of \$2,919.00 and offered to reimburse the town for the entire amount. They also will pay for the hot water line to be put in by Foyle Plumbing in the amount of \$612.81 once the work is completed. Joellen moved to pay the amounts of \$2,919 and \$612.81 to be reimbursed by Wessler. Bob seconded. All agreed.
- Scheduled a Waste Water Treatment Plant project close-out meeting at 1:00 p.m. on Wednesday, 5/22 at the Milford Town Hall.
- Steve reported the new sewer main in alley and manhole on Emeline is finished and came in under the estimated amount of \$24,700.00. This will need to be paved when they pave the LCB parking lot.
- Doug Ruch opened the Public Hearing for the Wastewater Rate Increase. See Minutes for the hearing for more information.

Street:

- Spring clean up went well. We filled 7 30-yard dumpsters of rubbish and 1 30-yard dumpster of metal. We hope to do another cleanup this fall in September.
- This year's sidewalk program has 2 properties to replace sidewalks: 309 N. Main and 203 S. Main. Also a damage repair at 203 S. Main.
 - Joellen moved to approve \$6,118.00 to Thompson concrete for the town's portion of this project. Bob Cockburn seconded. All agreed.
- Phend & Brown has finished streets and alleys except for the paint strips on old SR 15. Steve said they are supposed to be painting tomorrow morning and then we can close out the Community Crossing grant. The next CCG training is on June 25th. Steve and Tricia will be attending.
- The streets will be shutting down for Milford Fest as early as Thursday, May 23rd. We hope that everyone has a good time this year.

- The parade will be on Memorial Day, May 27th. Sign up forms are on our website or at Town Hall. Line up starts at 9:00 a.m. with the parade starting at 10:00 a.m. sharp.

Water:

- An emergency water repair was required on the water line crossing under SR15 going east and west under Emeline. Beer & Slabaugh completed this work as an emergency due to the leaking onto SR15 causing a road hazard. Joellen moved to allow the expense to be paid out of CEDIT/LIT funds to Beer & Slabaugh. Bob seconded. All agreed.
- The new water lines project from last year should be started by the end of the week.

Park:

- There were some problems at the park this spring. There was some equipment stolen and vandalism. Steve asked that the public please call the police if any suspicious activity is seen at the park.
- Steve requested approval for concrete work at the park to be completed by Thompson Concrete for the portable restrooms, side of the boat ramp, bumper posts, and new spot for the cash box.
 - Joellen moved to approve this request not to exceed \$3,800.00. Bob seconded. All agreed.

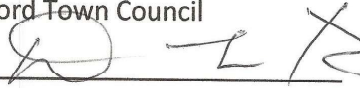
Clerk:

- Tricia Gall presented the April 2019 Bank Reconciliation for review and approval by the council President.
- Discussion was held on the Bakertilly Services Agreement. Motion was made to continue with Bakertilly who merged with Umbaugh. The motion died due to lack of a second. More discussion was held. Request was made of the town clerk to make sure we do our due diligence and get some other quotes to stay competitive. Consensus was made to table the agreement until more information can be obtained.
- Tricia Gall presented Resolution 2019-2 to use LIT/CEDIT funds to pay for the emergency water and sewer repairs needed for the new Lake City Bank site. Joellen moved to accept. Bob seconded. All agreed.
- Tricia Gall requested permission to attend the State Board of Accounts School on June 11 & 12 in Fort Wayne. Doug moved to approve the cost of training, mileage and any customary expenses. Bob seconded. All agreed.
- Clerk's office will have alternate hours on Wed, May 15th, we will be closing at 4:00 p.m. and on Thurs, May 16th, we will be closing at 2:00 p.m.
- Made note of new legislation HB1347 that was recently passed regarding payment of utilities of a tenant by a landlord. We will be continuing our education on this to ensure that we are in compliance.
- We were offered a copy of the Milford stamp in Honor of Tom Alexander and in turn we will give our copy to Kedco. No one had an objection.
- The Milford Library is planning on doing story time in the park this summer. No one had an objection.

- Doug mentioned that we should get a declaration for the Milford Lions 75th anniversary and the Milford Library's 100th anniversary this year.
- Joellen read her resignation to the council. She is moving out of town. Her last day will be May 31, 2019.
 - She has notified Mike Ragan who is responsible for advertising a caucus for her replacement.
- Joellen moved to approve Accounts Payable Voucher with additions. Bob seconded. All agreed.

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

Milford Town Council



Robert C. Coakland

Attests:



Milford Town Council Wastewater Rate Public Meeting

Monday, May 13, 2019

7:00PM @ The Milford Town Hall

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

Doug opened the public hearing meeting to review the Wastewater Rate as advertised.

The floor was opened for comments and questions.


Ross Hagen, from Bakertilly gave an overview of the Wastewater rate study that was completed. The recommended rate from the study has an average bill of \$50.07, which is a 16% increase.

Ordinance 2019-4 that is proposed is for an average bill of \$46.50, which is less than the rate that was recommended from the study. This would require \$36,000 to \$37,000 to be supplemented annually from other Town funds.

Other questions were taken from those in attendance.

Joellen Free moved to approve ordinance 2019-4 and Bob Cockburn seconded. All agreed.

Milford Town Council



Robert C. Cockburn

Attests:



MILFORD TOWN COUNCIL SPECIAL MEETING

WEDNESDAY, MAY 22, 2019

1:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch and Joellen Free


Doug opened the meeting to discuss the Close Out of the Wastewater Treatment Plant project and then turned the floor over to Ryan Brauen with Wessler Engineering.

Ryan then presented 4 items:

- First item was a Certificate for Substantial Completion. Joellen moved to accept the Certificate for Substantial Completion. Doug seconded. Both agreed and motion carried.
- Second was Change Order #3. Ryan referred to the fact that Wessler Engineering will reimburse the town the cost of Change Order No. 2 in the amount of \$2,919.00 and the Foyle Plumbing quote in the amount of \$612.81. Joellen moved to approve Change Order #3. Doug seconded. Both agreed and motion carried.
- Third item was Payment Application #14 in the amount of \$9,500 due to Mason Engineering and Construction. Joellen moved to remit payment for Payment Application #14 in the amount of \$9,500. Doug seconded. Both agreed and motion carried.
- Lastly was Payment Application #15 to Mason Engineering and Construction in the amount of \$10,000. It was moved by Joellen to remit payment for Payment Application #15 in the amount of \$10,000 to Mason Engineering and Construction once Wessler has confirmed that all punch list items and required documents have been received. Doug seconded. Both agreed.

Joellen moved to adjourn and Doug seconded. Both agreed.

Milford Town Council



Robert C. Coakley

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, JUNE 10, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch and Bob Cockburn

Doug opened the meeting with the pledge of allegiance followed by a prayer.

A motion was made by Bob to approve the minutes from the prior meetings (5/13, 5/13 Hearing, 5/22). Seconded by Doug Ruch. Both agreed and motion carried.

Attorney Report: No Report.

- Question on the Sound Ordinance – Jay stated he would bring to the next meeting.

Public Input:

- The Town Council presented the Milford Public Library with a certificate of Appreciation for their 100 years of service to the Milford Community.
 - They announced their annual party on June 28th they will have all day drawings from 10-6 and free ice cream and a barbershop quartet from 7-9 p.m.
- The Town Council presented the Milford Lions Club with a Certificate of Appreciation for their 75 years of service to the Milford Community.
- Tricia Gall, Milford Fest Committee Chairman, expressed thanks from the Milford Lions Club for the assistance from the town (street dept, police, clerk's office) for a successful Milford Fest.
- Alan Tio, Kedco, was present to explain the role of Kedco, examples of work currently underway, and about future ideas for Kedco.

Fire Department:

- Thank you to the community for a successful photo fundraiser.
- Thank you to the community as they sold out of Ribeye sandwiches at Milford Fest.
- Note to the public to remember to drive carefully and pay attention.

Police Report:

- Heard from Button Dodge today and they are working on getting the 2019 Squad Car upfitted.
- Grant has been submitted to the DOJ for body cams.
- New car radar units could arrive anytime.
- Have tested the Getac body cameras for the last week and it is going well. We have them for 30 days. The officers underwent training the past week.

Wastewater:

- Mark received a quote from American Pump Repair & Service. He should be receiving another tomorrow. When put another in, he would like to upgrade the impeller.

- Mark also reported that Biowaste is not running as the equipment has not yet been fixed.
- Increase of bagging of solids to the effect of 2 bags a week.
- Still a need for training at the plant.

Street:

- Milford Fest was a great success. We had a little rain, but it did not stop the festival.
- Paint is almost finished. There are still stripes to paint down the center of Syracuse and South Main.
- Mosquito season is here so please look at the mosquito checklist that will be handed out with the annual CCRs this year. These are tips to help you and the town in controlling mosquitos.

Water:

- CCRs (Consumer Confidence Reports) will be handed out the next couple of weeks.
- Beer has started on water projects last week so be sure to keep an eye out for construction on improvements on our aging water system.

Park:

- Storms have caused some of the trees at the Park to become dangerous and need to be cut down or trimmed up. There is a quote from K&K Tree Service in the amount of \$6,000.00 to complete this work. There are approximately 65 that need to be climbed to do this. A lift can not be used due to the wet grounds.
 - Doug moved to approve tree removal and trimming at the park not to exceed \$6,000.00. Bob seconded. Both agreed.
- We have two lifeguards: Kali Wolf and Katelyn Trimble.
- Steve stated the concession stand is still open for someone to run. He requested that the town hire a person to run the stand. Its not as much about making a profit as it is about providing a service to the public. We have tried to outsource it for several years, and it has not been working. It would be suggested that we open on Fri, Sat, and Sun which would be approximately 128 hours a year.
 - Doug moved to allow park superintendent to seek out an employee for the concession stand not be more than 24 hours per week at the same rate as the lifeguards. Bob seconded. Both agreed.

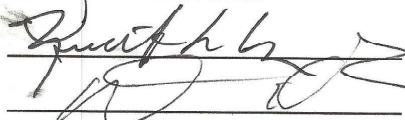
Clerk:


- Tricia Gall presented the May 2019 Bank Reconciliation for review and approval by the council President.
- Caucus is Tuesday, June 18th at 7:00 p.m.
- Tricia requested mileage reimbursement for attending DLGF Budget Training on Wednesday, June 26th. Doug moved and Bob seconded to reimburse mileage for this training. Both agreed.
- Dates for the Budget Workshops were set for Thursday, June 20 and Thursday, June 27th at 6:00 p.m.

- The Clerk's office will be closed on July 4, 2019 and will close at 4 p.m. on 6/12, 6/26 and 7/3. Bob moved to approve and Doug seconded. Both agreed.
- Wanted to state that the new Wastewater rates will take effect in July so you will see the increase on your August bill.
- There was a question on the bakertilly outstanding item. It is still being researched.
- Bob moved to approve Accounts Payable Voucher with additions. Doug seconded. Both agreed.

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

Milford Town Council





Robert C. Cookman

Attests:



MILFORD TOWN COUNCIL BUDGET REVIEW MEETING

THURSDAY, JUNE 20, 2019

6:00PM AT THE MILFORD TOWN HALL

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

Doug opened the meeting.

Discussed upcoming public hearing notifications:

- Public Notice Hearing Notice for the Milford Food Bank
 - Bob moved that the Town of Milford has no objection. Ken seconded. All Agreed.
- Public Notice Hearing for Noah Anderson
 - Ken moved that the Town of Milford still has no objection. Bob seconded. All agreed.

Wastewater Budget Review:

- Mark presented the 2020 Wastewater Budget.
 - 4% wage increase and portion of 1 additional worker that will be shared with MVH and Water, as well.
 - Time was spent discussing a large increase in line 362 for bags. The amount of bags we have been using has increased. He has used 9 bags in 12 weeks. We now have a flow meter which should increase our accuracy. We could look into supplementing with land application, but would have to look into the requirements further. Mark is looking into getting the best price possible for bags.
 - Mark is also going to look into alternatives vendors and pricing for propane.

General- Police Budget Review:

- 4% increase in wages. Derek wishes to increase the pay for the officers more than just an average increase to try to keep more of the experienced officers on staff. The market for new police officers is becoming extremely competitive.
- Training Line 131 – With the addition of a new officer, the cost for mandated and additional training will increase.
- Supplies Line 223, 224 – With the addition of a new patrol vehicle, the suggested increase will handle basic service requirements. Doug suggested that we switch to fully synthetic oil if we have not already.
- Uniforms Line 244 – With the addition of a new officer and several new reserve officers, the suggested increase will meet basic uniform needs. Discussion was held on increasing what is considered basic uniform needs and allowing 2 sets of shirts and pants for each officer. Budget was increased to 6,000 for this.
- Travel Line 322 – Increase is due to the Town Marshal needing to attend Chief's school and an officer attending academy.
- Communication Line 323 – Increase is due to the need for cloud storage of the body cam footage if the grant is obtained to purchase them.

- Additional information was provided regarding a grant to apply for a new police vehicle.

MVH Budget Review:

- 4% wage increase and portion of 1 additional worker that will be shared with Water and Wastewater, as well.
- Engineering 305 – Increase as we need to do a USI Asset Management Plan for the Community Crossings Grant.
- New Town Welcome Signs Line 436 – Town welcome signs need to be redone. Quote was received for an estimate on cost of replacing with engraved stones.
- Mach & Equip Line 441 – The last time a vehicle was purchased for MVH was in 2009. Plan is to retire the 2000 used at the Wastewater plant with the 2004. There is a possibility of also getting a wench for pulling pumps and also a cab for meeting travel if we upgrade the vehicle.

Park Budget Review:

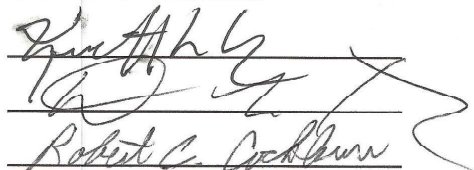
- Add Concession stand employee.
- Included the cost to upgrade the security system due to the thefts at the park. This will add cameras and save more data.

Water Budget Review:

- 4% wage increase and portion of 1 additional worker that will be shared with MVH and Wastewater, as well.
- Capital Improvements 431 - Water improvements planned are looping in dead ends in the water system. Hoping to have fence completed this year so removing from next year's budget.
- Improvements Other than Buildings 441 – Need a mixer in the tower and also a generator out at the water tower if not completed in 2019.

Bob moved to adjourn and Ken seconded. All agreed.

Milford Town Council



 Robert C. Coburn

Attests:



MILFORD TOWN COUNCIL BUDGET REVIEW MEETING

THURSDAY, JUNE 27, 2019

6:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long, Becky Alles, Todd Haines, Tricia Gall, and Shanna Maust

Doug opened the meeting.

Fire Chief, Todd Haines, submitted the Milford Fire Department Budget. The amount to be paid by Van Buren Township and The Town of Milford will remain the same as it was in 2018. For the Town of Milford, the amount is \$31,325.00.

Reviewed the General budget with below comments:



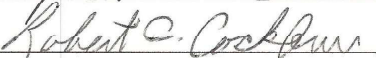
- 4% increase in wages
- Employee Insurance estimate of 15% received from agent
- Increased several areas to absorb the Community Building which is currently operating in a deficit. (i.e. Repairs & Maintenance, Utilities, etc.)
- Budgeted for new Keystone Fund software as they are no longer supporting the Budget software that we use.
- Tricia needs to look up the ordinance and discuss with Steve the amount for hydrant rental and the amount of hydrants to confirm the amount on this line. Possibly also discuss this at the next redevelopment meeting, as well.
- Discussed using 391 Dues & Fees for Financial Advisor assistance, as needed.
- Trash Pickup: 2020 is the last year of our current multi-year contract. There is an annual 3% increase in our current contract.
- Add a line for Buildings in the amount of \$100.00.

Other Funds Discussed with amounts:

Riverboat	\$30,000
Rainy Day	\$30,000
Local Road & Street	\$50,000
Cum Cap Imp (Cig Tax)	\$45,000
LIT Econ	\$150,000
Redevelopment (TIF)	\$150,000
Cum Cap Imp (Tax Rate)	\$100,000
Cum Cap Development	\$100,000
Cum Sewer	\$100,000

Ken moved to adjourn and Doug seconded. Both agreed.

Milford Town Council

Attests:

