

MILFORD TOWN COUNCIL MEETING

MONDAY, JULY 13, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Bob Cockburn and Ken Long

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

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

Attorney Report:

- Town attorney, Jay Rigdon, informed the council that there was a personal injury case from a few years ago that would like to setup a deposition from the fire chief and town marshal at the time. The town, however, is not named in a lawsuit. Jay will send the information to the parties and will attend if either of them would like him to be present.
- NPO Litigation
 - This is the Opiate Litigation against Purdue Pharma, who has now filed bankruptcy. The town can submit a Proof of Claim. The proof of claim is a calculation that was put together for towns to use to be reimbursed for the effect of oxycotton. There is no cost, so Jay would recommend submitting a claim. The estimate for Milford is \$400,000. There was no objection by the council to the attorney's recommendation so he will submit the claim for the Town of Milford.

Public Input:

- Resident Jay Urbin was present to discuss 1,000 gallons being added to his estimated water bill due to the fact that he had a garden. He stated that the charge could have been communicated to him better instead of him having to call into the clerk's office to find out why the change occurred. He asked if there was a set policy on how this was determined. Clerk-Treasurer Tricia Gall stated that she had already spoken with Mr. Urbin about his concern. Due to his water usage being estimated, he had called the clerk's office to notify them of having a garden which was the reason for the increase. The utility office will try their best to communicate a change such as this in the future. The current challenge is the amount of broken water meters and the town council stated they are addressing this issue as quickly as possible.

Fire Department:

- No report.

Police Report:

- Marshal Kreider presented Dallas Rice to be a new police reserve officer. Dallas has completed the hiring process and the 40-hour pre-basic course. Ken moved to appoint Dallas Rice as a reserve officer for the Town of Milford. Bob seconded. All agreed.

- Marshal Kreider also addressed the community asking for residents to report any crime or suspicious activity right away to the police department. No matter how minor a crime may seem, the Milford Police would still like to be made aware of the issue. Even if a report is not filed, the information can still be used for patrol strategies and solving other crimes. The Milford Police are here for all citizens and want to keep our community safe.

Wastewater:

- Wastewater Superintendent, Mark Brubaker, notified the council that he has started a list of maintenance items needed at the treatment plant.
 - North clarifier has a small oil leak. Mark is working to get a quote on getting this fixed.
 - Root ball removal in one of the sewer lines that had been seen while using the underground camera. Quote for removal was \$275.00/hour with an 8 hour minimum by R&R visual.
 - Camera more sewer lines \$.90/per ft with 1,000 foot minimum R&R visual.
 - Screen Room/Screen maintenance doors, windows, and venting
 - A couple of hydrants needing attention
 - Air line to grit tank. He has a guy coming Wednesday to see what we might be able to do to fix this.
- The electric audit that was completed by Alliance of Indiana Rural Water is in. Mark and Gary are working to decrease the cost of running the sewer plant.
- Gary has his 6-month Alliance of Indiana Rural Water apprentice evaluation on July 29th.

Street:

- Spring Clean Up was a success. We had 115 visitors that filled 4 30-yard dumpsters with rubbish and 1 30-yard dumpster with recyclable metal. We hope to have another clean up this fall.
- The state has put a hold on round 2 of CCMG for 2020. We will keep an eye out for when and if they open it back up for this year again.
- We have received our 2020 pickup. We would like to protect this asset and have it Ziebarted. If approved, Steven plans on taking in the truck to have the work done while he is on vacation in August. The Ziebart quote is as follows:
 - Rust Protection - \$695.00
 - Seat Covers – \$225.00
 - Weather Tec floor mats - \$120.00
 - 5-inch stainless cab steps - \$495.00

The total is \$1,535.00. Ken moved to accept the quote from Ziebart in the amount of \$1,535.00. Bob seconded. All agreed.

Water:

- Steven Marquart reported that hydrants were flushed on July 8th.
- It is time for the Town to do its annual chemical feed maintenance at the Well House along with rebuilding of chemical pumps, replacement of feed

lines and injectors rebuilt. I have a quote from Living Waters to complete this work. The cost is \$2,025.00. Ken moved to accept the quote from Living Waters at a cost of \$2,025.00 for the previously outlined work. Bob seconded. All agreed.

- Peerless was here today completing our annual pump inspection.
- Steven request permission to take his team to the Indiana Rural Water Association's Operator's Boot Camp on August 12th. It is \$70/person. Ken made a motion to approve the training. Bob seconded. All agreed.

Park

- We have found a concession stand worker today.
- It would, however, be nice to have another lifeguard in our rotation. If you know anyone who is certified to be a lifeguard, please have them come into the clerk's office at the Town Hall for an application.

Clerk:

- Tricia Gall, clerk-treasurer, presented the June Bank Reconciliation for approval. Bob moved to accept the bank reconciliation. Ken seconded. All agreed.
- Tricia Gall presented two quotes for a TV setup in the Town Meeting Room for attending virtual meetings and training. Tricia stated she will submit the invoice for funding through the CARES Act to see if the town can be reimbursed for the expense. Bob moved to accept the quote in the amount of \$1,773.10 for the 65" television. Ken seconded. All agreed.
- Tricia Gall presented Ordinance 2020-1 Capital Asset Policy. The initial ordinance was presented earlier this year. Tricia gave an overview of the policy. Ken moved to adopt Ordinance 2020-1. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2020-4 to establish a fund for the CARES Act Covid Relief Fund for expending and receiving grant funds. Ken moved to adopt Ordinance 2020-4. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2020-5 to establish a fund for the FEMA PA Grant Fund for expending and receiving grant funds. Ken moved to adopt Ordinance 2020-5. Bob seconded. All agreed.
- Tricia Gall presented a quote for a new phone system. Our system has not been supported for two years. The new system would allow us to use the same phones from home if employees would be forced out of the workplace that our current system does not allow. Tricia will submit the invoice for funding through the CARES Act to see if the town can be reimbursed for the expense. Ken moved to purchase the equipment with the wireless conference phone option. Bob seconded. All agreed.
- Tricia presented the Anthem rates for our current plan with an increase of approximately 13% and asked the council what they would like to see as next steps. Council President, Doug Ruch, requested other quotes for plans similar to what we currently have. The department supervisors were asked if they had any concerns with the current plan or if any of their staff has any concerns. No concerns were noted, but an appreciation for the addition of vision insurance was noted.

- Tricia Gall also requested feedback from the council regarding a quote for a feasibility study for a trail from Town to Waubee Beach. She has a quote, but if the council is fine with submitting just one option to look into, the cost could be decreased. The concensus from the council is to get a quote for looking into just one option.

Accounts Payable Voucher:

- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council

The image shows several handwritten signatures and initials in blue ink. One signature is clearly legible as "Smith" and is written over a horizontal line. To its right, there are initials "L" and "R" also written over lines. A long, thin horizontal line extends from the right side of the page across the bottom of the signature area.

Attests:

A handwritten signature in black ink is written over a horizontal line. The signature is stylized and appears to be "F. Gall".

MILFORD TOWN COUNCIL MEETING

MONDAY, AUGUST 5, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Bob Cockburn and Ken Long

Doug opened the meeting.

An overview was provided that Steve, Tricia, and Ken had interviewed with 5 different engineering firms in order to find the one they could recommend as the best fit for the town.

They had invited Commonwealth to attend the meeting. Ken noted they have a large breadth of experience in several areas.

Commonwealth then gave a brief overview of the company. Present were Andrew Robarge, Project Manager and Lauren Varga, Business Development Manager.

Doug Ruch thanked Ken, Steven and Tricia for their work in seeking out a firm that will deliver what the town needs.

Town attorney, Jay Rigdon, added that in his experience with Commonwealth, they are a dependable firm and had a lot of experience with water and wastewater projects.

Commonwealth presented a General Services Agreement.

Ken moved to accept the Commonwealth General Service Agreement for water and wastewater engineering needs for the Town of Milford. Bob seconded. All agreed.

There is currently a state requirement that we complete a water audit. It has to be validated by someone that has been certified as a validator and has to be someone other than the preparer. The mandatory timeline to have this completed was moved to January 1st, 2021 due to Covid 19.

Bob moved to approve the task order to have Commonwealth complete the validation for us in the amount of \$1,750.00. Ken seconded. All agreed.

Discussion was held regarding Asset Management Plans (AMP) for each of the utilities. These are becoming increasingly important. An AMP looks at 20-year plans for a utility. There are two reasons these would be completed: 1) Keep clients on the cutting edge of what they believe could be coming next and look for ways to fund the most efficient way possible. There could possibly be a similar program to CCMG for Water and Wastewater that you may need an AMP. In order to develop a plan, it typically is organized by age and issue areas because there is not a true determinant above ground. In the absence of records of when it was installed, they sometimes can go back and look at aerials over time to determine the approximate time frame it was put in. The intent is to find the flaws and the items that are going to fail and rejuvenate and replace them. It also allows you to develop a cleaning and televising program for ongoing maintenance. Mark stated that wastewater gets a lot of information when they do their sewer jetting. Each utility should develop a listing of the concerning

areas which will be used in an AMP so the most critical areas can be addressed first. AMPs are living documents.

There is a potential \$25,000 grant offered by the State Revolving Loan fund if you complete financing with them. Andrew is going to discuss with Steven and Mark to review the system and put together a proposal and correlate with a financial consultant. Ken stated, we know we have needs. An AMP seems to be part of getting toward a solution.

An AMP takes 3-4 months to put together. Andrew is to put together a proposal by September 4th.

Another arm that Commonwealth has is a regulatory arm that can assist with permits.


Andrew presented one additional item. USDA Rural Development has a grant that you can apply for that is a Comprehensive Study of the system. The grant is a matching grant that is 75/25. The approximate cost is \$40,000.00. Authorization to submit an application for this study was requested. Ken moved to allow Commonwealth, along with the town clerk and town employees, to assemble & submit an application with USDA Rural Development for a Comprehensive Study of the town utilities. Bob seconded. All agreed.


A short discussion was held regarding a Flood plain proposal from FEMA. FEMA is currently reviewing the St Joseph river basin and possibly changing the flood plain. There is an upcoming Zoom meeting that the town is invited to.


A comment was also made about the CR1300 extension to possibly complete the water and wastewater lines to TIF II at the time of construction of the road.

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

Milford Town Council







Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, AUGUST 10, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch and Ken Long

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

A motion was made by Ken Long to approve the memorandum from the prior meeting. Seconded by Doug Ruch. Both agreed and motion carried.

Attorney Report:

- A date has been set for the depositions mentioned in the previous meeting.
- He reviewed the USI trail agreement and does not have any objections.

Public Input:

- Eric Merley from W.R. Hall Insurance Group stated the market is holding steady. The town saw a 3% increase in value. The general & cyber insurance increase in premium was overall 4.99% or \$1,475.00. Eric also stated that typically you quote out to other insurance companies every 3 years. Since this occurred last year, we did not quote out this year. He also stated that he is not anticipating any workers compensation increases for our next renewal. Ken moved to accept the proposed renewal with W.R. Hall Insurance in the amount of \$31,047.00. Doug seconded. Both agreed.
- Ben Beer, USI Consultants, presented a proposal for a trail feasibility study. The study would provide a good scope of cost, section/quantity, utility impact, environmental impact, and permitting so you can position for potentially applying for grant funding. They will address funding options in the study, as well. The cost of the study is \$6,000.00. Ken moved to accept the agreement. Doug seconded. Both agreed.
- Lisa Frazzetta, Frazzetta Financial, was present to discuss the upcoming medical insurance renewal. She wanted to let the council know that there was an error at Anthem and the previous policy renewal that had stated there would be an increase of approximately 13% was incorrect. The actual increase will only be 6.06%. She quoted 3 other policies for reference to our existing policy through the Indiana Chamber of Commerce. She stated that Anthem is the largest network in the state of Indiana and we are currently part of a large group of people and are medically underwritten which can bring your costs down. Discussion followed regarding the options, including PHP, United Healthcare, and another Anthem plan. Lisa concluded that the existing policy is a very good policy and it is difficult to find a comparison. Ken moved that we renew the existing medical insurance plan. Doug seconded. Both agreed.
- Lynne Raines, Rest Inn Peace Inc, was present to describe her potential plans to open a boutique bed & breakfast with a funeral home theme at 505 W Fourth St, the former location of Lakeland Rehabilitation Center. Her plan if everything goes through is the idea of 2 wings, one with a bed & breakfast/hotel and the other wing with small, independent shops. She plans to host small events in approximately 2,000 square feet of space. She

hopes that it can be a destination place as opposed to just another hotel. Council member, Ken Long, asked if she had completed market research for this project or has she checked on the demographics of the area. She stated she was looking into that. She hopes to create draw from the larger metropolitan areas, such as Chicago, Fort Wayne, and Niles. There was more discussion held about the building. Council member Doug Ruch asked if she was planning on serving alcohol. She stated she was not at this time. He also asked if she had any additional locations. She stated she did not, but has 20 years of experience hosting events. Her next steps would need to be going to the zoning board as it is currently zoned residential/agricultural and she would need to have it zoned as commercial.

Fire Department:

- No report.

Police Report:

- The S.A.V.E. (Stop Arm Violation Enforcement) program will begin on Thursday. Milford officers will be following school buses to ensure student safety. The Milford Police Department would like to encourage the public to be extra vigilant in watching out for kids walking to and from school and boarding and getting off school buses.
- The police reserve gun raffle will be on Saturday, November 7th from 5:00 p.m. to 7:00 p.m. at the Eagles in Syracuse. Raffle tickets should be available by next week. Marshal Kreider thanked the Eagles for their assistance with this raffle. They have been good to work with.

Wastewater:

- Wastewater Superintendent, Mark Brubaker, requested approval for a security system at the wastewater treatment plant. He presented a quote from MicroByte Enterprise in the amount of \$2,555.00. All cameras would be outside. Ken moved to accept the quote from MicroByte for the cameras and labor not to exceed \$4,040.00. Doug seconded. Both agreed.
- Mark presented 2 quotes to put in a backflow valve at the sewer plant coming off the well. SiteWorx quoted \$2,100 and n.e.w. Plumbing Heating and Cooling quoted \$2,500. Ken moved to accept the quote from SiteWorx in the amount of \$2,100. Doug seconded. Both agreed.
- Gary's review with the Alliance of Indiana Rural Water went well. His next on-site training will be at Winamac on September 9th.

Street:

- Steven Marquart requested to change parking to only on Sundays & Holidays on Emeline Street 590 feet to the east of West Street on the north side of the road. Ken moved to approve the change. Doug seconded. Both agreed. Town attorney, Jay Rigdon, will bring the ordinance to the next meeting.
- He also requested the council to schedule fall cleanup for September 24th thru 26th. Ken moved to schedule fall cleanup on the proposed dates. Doug seconded. Both agreed.

- Todd passed his Category 8 mosquito test on August 4th. He is scheduled to take the core exam on September 1st.
- Cameras are up and working at the recycle center. We request the public to read the items that we will accept and do not dump unwanted items.

Water:

- Steven reported they are handing out tags for meter repairs. There are currently over 100 meters that need to be pulled and sent in to have warranty work. After they are returned, they must contact the homeowner again to install. If a meter is not working, the home owners' usage will be estimated.
- Cameras at the well field are up and working.

Park

- Cameras at the park are up and working.

Clerk:


- Tricia Gall, clerk-treasurer, presented the July Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Doug seconded. Both agreed.
- Tricia Gall presented Resolution 2020-1 to allow the use of CEDIT funds to pay for the maintenance on the Vogelsang Pump Rotary Lobe Pump in the amount of \$1,331.00 for the wastewater department. Ken moved to adopt Resolution 2020-1. Doug seconded. Both agreed.
- Tricia Gall requested that the Town of Milford become a member of the Kosciusko Chamber of Commerce. Ken moved to approve. Doug seconded. Both agreed.
- Tricia Gall requested to purchase 300 small bottles of hand sanitizer from Wildman Imprints. The cost is \$1.67 each with a \$55 setup charge. She will apply to be reimbursed with the CARES Act funding. Ken moved to approve and Doug seconded. Both agreed.
- Tricia Gall reported that the office will be closed on Monday, September 7th in observance of Labor Day.
- Tricia Gall requested that she write a policy on what process should be used for residents that have water leaks using what the council has used in the past to bring for approval so residents do not need to wait for a board meeting for resolution. There were no objections.
- Tricia Gall reported that the Budget Public Hearing should be at the next meeting as long as the DLGF has the system working.
- The Governor's Order 20-38 renewed the public health disaster emergency through September 2nd.
- Tricia Gall also notified the council that the order that prohibits disconnects is set to expire on August 14th. Our office will attempt to work with any resident who contacts us to make reasonable arrangements to prevent any unnecessary shut off of utility service, but wanted to make the council aware of the lapse of the moratorium and may require some residents to be disconnected.

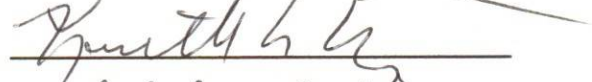
Accounts Payable Voucher:

- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council





Robert C. Cockburn

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 14, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Ken Bob Cockburn

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

A motion was made by Ken Long to approve the memorandum from the prior meeting. Seconded by Bob Cockburn. All agreed and motion carried.

Attorney Report:

- Town attorney presented Ordinance 2020-6 regarding No Parking on the north side of Emeline Street, beginning at the intersection of Emeline Street and West street for a distance of 590 feet east of that point, except on Sundays and holidays. Ken moved to adopt Ordinance 2020-6. Bob seconded. All agreed.

Public Input:

- Resident, Jay Urbin, was present place a complaint on 105 N. Maple Street. Town attorney, Jay Rigdon, stated there is a process to follow on issues such as this. There is a hearing set for the end of this month on the property. Discussion was held regarding what happened previously on this property. The building inspector had an order to require condemnation of the building and the order was not complied with. The town had three options at that time. 1. The town council could go to court and make the homeowner tear it down. 2. The town council could appoint a receiver to be responsible for tearing it down. 3. The town council could impose fines. The town council chose option #3. Council member Ken Long stated that the town should consider looking into more than just having a property owner pay fines. Town attorney, Jay Rigdon, then stated that after the hearing, the Commissioner will issue an order.
- Property owner, Scott Gingerich, was present to inquire about having chickens at his residence inside of town limits. This item is address in Article 3 Title 7 Chapter Two of the town's current code. Town council member Ken Long stated that this is an issue in cities and towns across the US. Bob Cockburn commented that he supports not having different animals in a residential area. Doug Ruch stated he agrees with not having any other animals in town limits, as well. Discussion led to enforcing current ordinance of known issues. Town attorney, Jay Rigdon, noted that he could write a letter to the homeowner that if they do not comply the town would choose to litigate to resolve the situation, but would not write it unless the council agreed they would follow through on that step, if necessary. Ken moved to have the town attorney write a letter to the resident not complying with current requests of the next steps of action. Bob seconded, All agreed.
- The Milford Kiwanis were present to inquire about hosting a Trunk or Treat for Halloween this year. They will have proper precautions available for those attending and would like to use the Community Building parking lot

2

and possibly the Milford First Brethren Church parking and the library parking lot as overflow. Discussion was held about possibly barricading Catherine Street from Main Street to the alley for public safety. The Kiwanis are to work with Street Superintendent, Steven Marquart, to coordinate this effort. Doug Ruch moved to have Milford trick or treat hours on October 31st from 6 p.m. to 8 p.m. and allow the Milford Kiwanis to use the Community Building parking lot for the truck or treat. This will also be reaffirmed at the next council meeting. Bob seconded. All agreed.

Fire Department:

- No report.

Police Report:

- Marshal Kreider requested an executive session to discuss some personnel issues. An executive session was set for Thursday, September 17th at 4:00 p.m.

Wastewater:

- Clerk-Treasurer, Tricia Gall, read the Wastewater Report.
- The backflow preventer was replaced \$500 under the quoted amount.
- Getting pond closure quoted again. It was delayed due to Covid.
- Had an issue with a sewer line leak, steps have been taken so this does not happen again.
- Gary's training is going well and on time.
- Waiting on parts for the security system.

Street:

- Steven Marquart reported that Todd passed his Core exam for mosquito control and is now fully licensed to spray for mosquitos by himself.
- Fall Cleanup is for Milford Residents only and is on the 24th thru 26th of September. Hours are 24th and 25th from 8 a.m. to 4 p.m. and 26th from 8 a.m. to 11:30 a.m. Please bring your unwanted items to the street department shop at 600 North Main Street where we will help you unload them. Items we do not take are tires on rims, nothing that has freon, no paints that are not hard and dry, no oils/solvents, no hazardous waste, etc.
- Next month will be the start of leaf pickup. The date is not for sure at this time. We will have to wait and see what mother nature has in store for us. When it is time to start, please put your leaves along on top of the curb and on side streets along the edge of the road in long narrow piles with no trash, sticks, or rocks. If the piles have these unwanted items, they will be passed until they are removed. These items damage the town's equipment and dirties the leaf mulch that is given away. If there is anyone who would like leaf mulch, please call the Milford Town Hall and leave your name and number. Remember, we do not pick up leaves in the alleys.

Water:

- Next hydrant flushing is scheduled for October 7th. This may cause your water to be discolored, but will go away shortly.

- Well #4 had to be replaced due to mechanical failure and we are waiting for the total cost of repairs.
- We are still working on costs to update Well #3 to a VFD system.
 - The delay on getting pricing is due to having to upgrade a transformer on this pump in order to upgrade.
- Working on putting together our Asset Management Plan quote from Commonwealth.
- BL Anderson has started to install the new communication system. It should be up and running soon. After it is up and running, we can lift the conserve water advisory.
- Steven listed the water lines that he had figured would be completed this year with quotes from Beer & Slabaugh in order of importance. There will be a 10% increase in ductile prices in October. The below quotes do not include street repair.
 - Emeline St. on south side of road from James to East Street \$49,400.00.
 - Loop on First and Maple St crossing \$14,100.00.
 - Loop connecting West Catherine St to an Elm Street \$14,950.00.
 - Loop on South Henry and First Street \$13,300.00
 - Loop on James Street and Catherine \$17,500.00
 - Total cost of only repairs to these projects is \$109,250.00.
 - Discussion was held. Clerk Treasurer Tricia Gall stated that we currently do not know the cost of the repairs for the current issue and we need to be sure there is enough funds to pay for them. Doug Ruch mentioned that the water projects was discussed briefly at the Redevelopment Commission meeting this morning, but will wait to take any inquiries back to them until we find out the cost of the repairs.
- Steven also presented quotes from Super Seal for repairs to the streets due to the proposed water projects in the amount of \$14,171.00. He also presented a quote for existing issues in the amount of \$6,206.00.
 - Ken moved that we complete the work on the existing issues in the amount of \$6,206.00 (Job 15845) with Super Seal. Bob seconded. All agreed.

Park

- It's the end of another good season for the park. We will be putting equipment away for the year, but the pier will be left in until approximately the end of October.

Clerk:

- Tricia Gall, clerk-treasurer, presented the August Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Bob seconded. All agreed.
- Tricia Gall presented a summary of the FEMA Flood Plain meeting and gave the council comments from Matt Sandy. FEMA is working with the IDNR to get more accurate data to use. They held this meeting and then a

comment period before the consultant was going to issues its recommendations to FEMA.

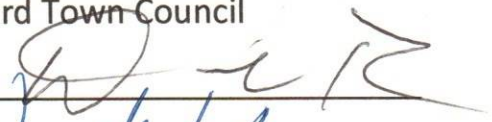
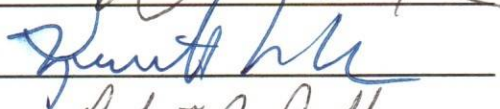
- Doug Ruch mentioned that there were stream modeling reports that were completed sometime approximately 2001-2003 that had to be completed in order get a permit to discharge into the creek. Possibly completed by Jones and Henry, but they may have subbed it out. He thought that might be helpful.
- Tricia also gave an update on the Comprehensive Plan committee. Currently the committee is in the process of reviewing and finalizing the RFQ. Ken mentioned that he had offered use of the Milford Community Building if they would like to use it for an in-person meeting. Up to this point, the meetings have been virtual.
- Tricia Gall reported that we received a quote from Commonwealth on the cost of the Asset Management Plan. When she discussed with Jim Higgins at LWG, he stated that it was not common to complete this report unless you knew you were going to complete a large project that requires financing. Currently we are not in this position. However, he did suggest that we complete a rate study, which would look at the next 4-5 years and then depending on our need for financing look into completing an AMP. Jim had given Tricia a preliminary amount of approximately \$5-7K for a water study and \$2K to review the last wastewater study along with the water study as it would provide some synergies. Tricia will get an official quote for the next meeting.
- At the Redevelopment Commission, it was approved to allow Jim Higgins to work with Kedco on the pre-development services portion of the housing agreement with Kedco. Ken moved to allow. Bob seconded. All agreed.
- Tricia Gall asked the council to approve use of the Community Building on Tuesday at 10:00 a.m. for a senior exercise class and for the traditional fee to be waived. Doug moved to allow the use of the building and the fee to be waived unless it is needed for town business. Ken seconded. All agreed.
- The Governor's Order 20-41 renewed the public health disaster emergency through October 2nd.
- Tricia Gall also notified the council that disconnects after the moratorium went very well. She appreciates the residents and their dedication to paying their outstanding bill. There are only approximately 3 homes that are still disconnected.

Accounts Payable Voucher:

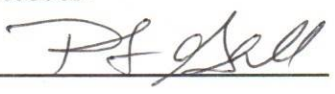
- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council



Robert C. Cochran

Attests:



MILFORD TOWN COUNCIL
 2021 PROPOSED BUDGET PUBLIC HEARING
 7:00 P.M. AT THE MILFORD COMMUNITY BUILDING
 MONDAY, SEPTEMBER 14, 2020

Town Council President, Doug Ruch, opened the 2021 proposed budget public hearing.


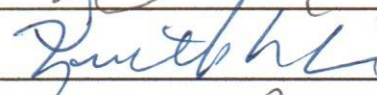
Tricia Gall, Clerk Treasurer, presented the budget as outlined on the Notice to Taxpayers by fund. There was an overall 4.10% increase.

Gall stated the main increases in the proposed 2021 budget is for employee wages and benefits, such as health insurance, and an increase in general liability insurance.

There were no additional questions from the floor.

Ken long moved to close the 2021 proposed budget public hearing. Bob seconded. All agreed. President Doug Ruch closed the floor for the Public Hearing.

Milford Town Council



Robert C. Corbridge

Attests:



MILFORD TOWN COUNCIL EXECUTIVE MEETING
THURSDAY, SEPTEMBER 17, 2020
4:00 PM AT THE MILFORD TOWN HALL


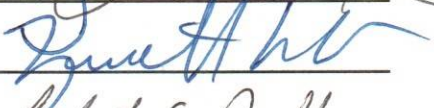
Present: Doug Ruch, Ken Long, and Tricia Gall

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

REASON: PERSONNEL ITEMS

No business other than defined above was discussed.

MILFORD TOWN COUNCIL



Robert C. Caspary

ATTESTS:



MILFORD TOWN COUNCIL MEETING

TUESDAY, OCTOBER 13, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Ken Bob Cockburn

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

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

Attorney Report:

- No Report. If you have any items for the town attorney, please let Tricia Gall know.

2021 Budget Adoption Meeting:

- Town Council President, Doug Ruch, opened the floor for the Budget Adoption Meeting. Ordinance 2020-7, Ordinance for Appropriations and Tax Rates, also referred to as the 2021 Budget Ordinance, was presented. There were no changes from the previously advertised amounts. Ken Long made a motion to adopt Ordinance 2020-7. Bob Cockburn seconded. Both agreed. Doug Ruch, abstained.
- Ken Long made a motion to close the 2021 Budget Adoption Meeting. Bob seconded. Both agreed. President Doug Ruch closed the 2021 Budget Adoption Meeting.

Public Input:

- Kelly Thompson, candidate for Indiana State Representative District 22, was present to introduce herself to the council.
- Wawasee Superintendent, Tom Edington, presented regarding the Nov. 2 school referendum. Below are some summary points:
 - Three areas to address: Safe Kids, High Achievement, and Careers for the Community.
 - Wawasee School Corporation currently has the lowest taxes due to the high assessed value because of the lakes. They are 291 of 291.
 - Although the referendum allows for a tax of \$.285 per \$100 of assessed value, Edington stated they only need \$.145 and plan to work backward over the next 8 years and decrease the need for funding.
 - There is more information regarding the referendum on their website, as well as, a calculator that calculates the impact to a person's taxes by entering some of your specific information.
- At the last Town Council public meeting, the town council reserved the right to change trick or treating if it was required. Tricia Gall asked the council to confirm trick or treat hours of October 31st from 6 p.m. to 8 p.m. This was then confirmed.

Fire Department:

- Todd Haines sent a report to Tricia Gall that the fire station will be handing out candy and glow sticks during the town's trick or treat hours.

Police Report:

- Marshal Kreider presented a request to update/change the current police pay matrix. Each tier on the existing matrix was increased by \$2,000. This makes the starting level of the matrix \$41,000. Ken moved to accept the change to the matrix. Bob seconded. All agreed.
- Marshal Kreider requested to hire two current reserve officers as full-time officers. Travis Bays will replace the vacancy created by Marcus Boyer and will start immediately. Dallas Rice will replace Officer Shipp whose last day is October 30th and will begin on November 16th or as soon as financially able. Ken moved to hire both, Travis Bays and Dallas Rice, as full-time officers. Bob seconded. All agreed.
- Tricia Gall then swore in Officer Travis Bays as a full-time officer.
- Marshal Kreider also presented Brian Bradley as a new reserve officer for the Town of Milford. He had already completed training and is road ready. Bob Cockburn moved to approve Brian Bradley as a Milford reserve officer. Ken seconded. All agreed.

Wastewater:

- Wastewater Superintendent, Mark Brubaker, informed the council that new drives were installed on the aerators.
- GIS has been completed at the treatment plant
- Continuous improvement on the treatment process and electrical savings
 - We are not using as many bags
- Still waiting on the security system to be installed. They should be there tomorrow.
- Mark is trying to get Merrill Brothers out for a quote on closing the ponds. They were completing a project in Lakeville and he and Gary went over to see the process in person.

Street:

- Fall clean-up was a big success. We had 125 visitors which filled 6 30-yard dumpsters of rubbish and 1 dumpster of metal.
- Leaf season has begun.
- Steven presented quotes from Prime Doors for several doors that need to be replaced on town owned buildings.
 - The #1 priority due to rust problems is the EMS Main Entrance door. It was quoted for an amount of \$2,399.49.
 - #2 Front double door to the Community Building \$4,626.25
 - #3 Main entrance to Town Hall to ADA push button open and change door due to rust \$18,441.56
 - #4 EMS door to the Community Building main room \$641.69
 - #5 Northeast fire exit door on meeting room. This door has a problem with holding paint. \$784.93
 - #6 Police department door \$1,087.86

- Total from Prime Doors is \$27,981.78
- As a competitive quote, Robinson Construction quoted the doors in the amount of \$44,993.00.
- Discussion was held. A Comment was made about looking at these quotes again at the end of the year to see if there are funds available.
- Doug moved to approve the #1 priority door in the amount of \$2,399.49 with Prime Doors. Ken seconded. All agreed.
- Steven asked for permission to apply for the Community Crossings Grant in the amount of \$359,053.00 with the town's portion being \$89,763.25.
 - Bob moved to allow Steven to apply for the grant for the total cost of the project of \$359,053.00 and allow the council president to sign the financial commitment letter with the town's portion not to exceed \$89,763.25. Ken seconded. All agreed.
- Steven reported that he received notice from NIPSCO that they will be transitioning their street lights to LED in 2021.

Water:

- Water Superintendent, Steven Marquart, reported that the emergency repair on Well #1 came at a cost of \$16,200 to Peerless Midwest. Ken moved to accept the charge. Doug seconded. All agreed.
- He also reported that the town's communication system repair came at a cost of \$8,467.00 minus a credit of \$846.70, but is still way over the original quote, which was \$3,400 plus 2-3 hours of labor. We are still experiencing problems with the new communication system. It was requested that Steven setup a meeting with BL Anderson (the vendor), Doug Ruch, and Steven.
- Steven presented a quote for the cost to upgrade Well #3 to a VFD system.
 - To change #3 to a 75HP, 460V VFD is \$21,570.00 from Peerless Midwest.
 - To upgrade power to 460V with a transformer \$7,327.70. This price could be less if we choose to go with a refurbished transformer.
 - Discussion was held. Doug moved to accept the quote from Peerless Midwest in the amount of \$21,570 and a new transformer from Middlebury Electric in the amount of \$7,327.70. Ken seconded. All agreed.
- It is time to treat our well for Iron Bacteria. We have been doing this for the last 9 years. It has helped out a lot with the amount of rust in our system. We do each well every other year. This is the only way at this time to help us with rust problems. The cost to do this is \$6,290.00 from Peerless Midwest. Bob moved to treat well for iron bacteria in the amount of \$6,290.00. Ken seconded. All agreed.

Park

- The park is now closed for the winter. The pier will be left in until approximately the end of October.

Clerk:


- Tricia Gall, clerk-treasurer, presented the September Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Doug seconded. All agreed.
- Tricia Gall presented Ordinance 2020-8 which in summary creates Fund 270 Building Code Enforcement Fund. The town recently received payment on fines that were imposed due to building code violations and it was suggested to set up a different fund for these fines and penalties to be deposited into to ensure the funds are used strictly for building code enforcement. Bob moved to adopt Ordinance 2020-8. Ken seconded. All agreed.
- Tricia Gall presented Ordinance 2020-9 which in summary amends the Salary Ordinance to allow payment for the town's two new full-time police officers. The salary amount reflects the earlier approval of the police pay matrix and will be \$41,000 annually. Ken moved to adopt Ordinance 2020-9. Bob seconded. All agreed.
- Tricia presented a quote from LWG Financial Advisors for a water rate study in the amount not to exceed \$5,500 and a sewer rate study/review in the amount not to exceed \$2,500 if completed with the water rate study. Doug moved to hire LWG Financial Advisors to complete both a water rate and sewer rate study for an amount not to exceed \$8,000. Ken seconded. Both agreed.
- Tricia Gall requested feedback from the council regarding where to hold the annual Christmas party. Ken moved to have the celebration at Man Cave Brewing Company in Syracuse. Bob seconded. All agreed.
- The Governor's Order 20-44 renewed the public health disaster emergency through November 1st.
- Tricia informed the council that she worked with Steven and Mark to submit a request through IPEP for a safety grant. The total amount is \$4,922.40. It is an 80/20 grant making the town's contribution approximately \$984.48.
- Tricia also informed the council that there has been a change in restrictions on the CARES Act funding that allow requests for police wages and benefits to be reimbursable. Tricia submitted a request for the entire eligible amount of \$51,001.
- Tricia also informed the council that the Kosciusko County Housing Workshop that is being held by Federal Home Loan Bank has been scheduled for Friday, October 23rd from 1 p.m. to 4 p.m. and will be virtual. Please let her know if you need assistance registering.
- Doug thanked Tricia for her hard work in seeking out grants and submitting the necessary paperwork on behalf of the town.

Accounts Payable Voucher:

- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council



Robert C. Cookhouse

Robert C. Cookhouse

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, NOVEMBER 23, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Ken Bob Cockburn

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

A motion was made by Ken Long to approve the memorandum from the prior meeting. Seconded by Bob Cockburn. All agreed and motion carried.

Attorney Report:

- Building Inspection Updates:
 - If the homeowner was given time to conform to what the building inspector has requested, when the inspection is completed showing they are not in compliance, they should be sent a Notice of their Hearing Rights. Jay is to write this letter to the homeowner.
 - Building Commissioner, Tom Bulger, provided a list for the council of the properties that are currently under review for violations. Discussion was held
 - Tricia Gall requested from the council the ability to put together a committee consisting of herself, the town attorney, building commissioner, building inspector, and a member of the council to look into what, if any additional items, can be added to the Town Code for compliance. The town attorney noted that many items you are restricted by state statute. Ken moved to allow this committee to be formed. Bob seconded. All agreed. Ken Long volunteered to serve at the Council Representative.
- Ken moved to accept the Interlocal Agreement between Kosciusko County and the Town of Milford for 2021 Terminal Services Data with the annual fee of \$500. Bob seconded. All agreed.
- Bob moved to accept the 2021 Kosciusko Ambulance Services agreement with \$0 dollar subsidy. Ken seconded. All agreed.
- Tricia asked the town attorney if he had any changes to the Fire Protection agreement. He stated there were none at this time.

Public Input:

- Notice of Public Hearing Milford Food Bank: Tricia informed the council that she spoke to Jay about this notice as the date of the meeting was prior to the next council meeting. Town attorney, Jay Rigdon, instructed her to send an email to Dan Richard letting him know that we did not meet before their hearing so we would be unable to comment.
- Notice of Public Hearing Terry Zimmerman. The consensus was that there was no objection if they were planning on going to the West, but any other direction they may have objections pending review of a site plan.
- Notice of Public Hearing Joseph Bontrager. This is outside town limits, but still allowed to provide comments. There were no comments on this request.

- Alvin Haab, Milford property owner, was present to discuss his property and the visit he received from the town building inspector. He gave an update on his property.

Fire Department:

- Chief Todd Haines reported the 2021 Milford Volunteer Fire Department Officers:
 - Chief – Virgil Sharp
 - 1st Assistant Chief – Steve Farber
 - 2nd Assistant Chief – Scott Mast
 - Secretary – Dan Duncan
 - Treasurer – Cameron Tusing
 - 1st Training Officer – Kevin Walker
 - 2nd Training Officer – Sam Baumgartner
- He also reported that last week there was a power outage and the repeater was sending beeps to dispatch because it was on battery backup. They now have it hooked up to a generator.
- December 12th is Toys for Tots. They will be participating on a limited basis.
- The Milford Fire Department is not having any regular meetings or participating in any events through the end of December. They will have limited access in and out. However, they will still be reporting to fire calls.
- They plan on participating in the Santa's parade of lights, if approved.

Police Report:

- During public input, Town Marshal Kreider presented a request to hire Thomas Waikel to fill the full-time position vacated on November 2nd. Ken moved to hire Mr. Waikel. Bob seconded. All agreed. Clerk-Treasurer, Tricia Gall, then proceeded to swear him into office.
- Town Reserve Officer, Matt Carter, presented the idea of holding a Santa's Parade of Lights on Saturday, December 19th at 5:30 p.m. Santa would ride through the town streets wishing all a Merry Christmas. This would include the police department and fire department. Also invited is the EMS, Town street department and Town wastewater department. Doug moved to allow the event. Ken seconded. All agreed.
- Marshal Kreider reported that the reserve gun raffle's profit was close to \$11,000.00. Doug noted that he appreciated the effort that went into the event.
- Marshal Kreider presented a request to the council to purchase new badges that are the five-point star in a circle so that all officers have badges that match. The total amount requested was \$2,045.00. Bob moved to approve the requested purchase of badges for the Milford Police Department. Ken seconded. All agreed.

Wastewater:

- Wastewater Superintendent, Mark Brubaker, informed the council that the NIPSCO bills continue to go down.
- Merrill Brothers came today to quote cleaning up the ponds.

Street:

- Leaf season ended on November 20th. Leaves should now be bagged for pickup.
- Please remember to sign up for Reach Alert to get notices of what's happening in Milford.
- Steven presented two quotes from Dan the Tree Man. One was to removed dangerous trees along State Road 15 and grind those and 2 extra stumps in the amount of \$2,850.00. Another quote was to trim the canopy of the town in the amount of \$11,400.00. Ken requested that Steven get additional quotes for trimming the canopy due to the cost. Ken moved to approve the removal of the dangerous trees and grinding of stumps at a cost of \$2,850.00. Bob seconded. All agreed.
- Steven also requested that install a security system at the Town Utilities Buildings on North Main Street. He presented a quote from MicroByte Enterprise in the amount of \$2,495.00 for hardware and \$99/hour for an estimated 12-16 hours. Doug moved to approve the quote for a cost not to exceed \$4,178.00. Ken seconded. All agreed. A comment was made that for future quotes, there should be a not to exceed amount indicated.
- Each year we budget for full-service to be completed on the street sweeper. The cost to have this completed by Brown Equipment is \$5,926.54 plus additional costs of any items outside of scheduled maintenance they find that need to be repaired. The service will not occur until 2021 so the funds would need to be encumbered. Doug moved to approve the service agreement cost in the amount of \$5,926.54 aware that there may be additional charges for repairs that are unknown. Bob seconded. All agreed.

Water:

- Water Superintendent, Steven Marquart, reported that the treatment on Well #3 has been completed.
- They have also started installing the VFD panel, but we are still waiting on a date for it to be updated.
- The IDEM inspection was October 20th. There are items we need to complete to comply.
 - Steven presented a quote from Prime Doors to install a new door on the chemical room in the amount of \$1,876.75. Ken moved to approve the installation of the door to the chemical room from Prime Doors in the amount of \$1,876.75.
 - Steven is looking into getting a new PO4 tank. He is having trouble finding one the size that fits the current space that has a double wall. He may have to look into changing this.
 - He also needs to implement a more up-to-date backflow prevention program with a list of the businesses that need a back flow preventer.
 - He also needs to implement a Wellhead Protection Board. Ken and Bob volunteered to serve on this with Steven.
- Tricia Gall asked if they were able to resolve the open item with BL Anderson and the communication system. Steven stated the last 3 weeks it has been operating decent. They are still working through the issue to get

a solution to the problem. The rep working on the issue is currently out of the office. Doug moved that we pay for the quoted hardware and the high side of the estimate of 3 hours that were quoted until we can get it sorted out. Bob seconded. All agreed. Tricia will contact BL Anderson to get an amount for the hourly labor rate as it is not listed on the quote or the invoice.

Park

- The park is closed for the winter. The pier has been removed till spring.

Clerk:

- Tricia Gall, clerk-treasurer, presented the October Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Bob seconded. All agreed.
- The Town Hall will be closed on Thursday, November 26th and Friday, November 27th in observance of the Thanksgiving Holiday. Bob moved to approve the closure. Ken seconded. All agreed.
- Tricia Gall requested input from the council regarding the 2021 Salary Ordinance. Discussion followed. Ken moved to approve a 3% increase with no increase to the town council pay. Doug seconded. Both agreed, however, Bob Cockburn opposed.
- Tricia Gall presented Ordinance 2020-10 which creates Police Reserve Fund 271. This fund is entitled to receive funds raised and make expenditures for police reserve uniforms and equipment purchased. The firearm raffle proceeds will be deposited into this fund. Ken moved to adopt Ordinance 2020-10. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2020-11 which is a revision to the Salary Ordinance for the police officer, Thomas Waikel, hired earlier in this meeting. It follows the Milford Police pay matrix and will be at a rate of \$45,000 annually. Bob moved to adopt Ordinance 2020-11. Ken seconded. All agreed.
- Tricia Gall requested approval to pay additional funds for the Wastewater security system. We were billed an additional 2.5 hours over the quoted labor. Discussion was held. Bob moved to approve. Doug seconded. All agreed.
- Due to the current environment and Covid and for the safety of our employees, it was suggested that instead of going to dinner as a group for our annual Christmas party that we instead offer to the invitees a gift certificate to the location where the party was to have been held, Man Cave Brewing Company in Syracuse. Doug moved to approve the change. Ken seconded. All agreed.
- Tricia Gall reported that we received the CARES Act funding.
- She also reported that we received an 80/20 safety grant from IPEP in the amount of \$3,937.92. The town's portion will be \$984.48. The funds are to be distributed January through March 2021.
- Tricia Gall reported to the council that if the county were to turn "red" on the current state rating system, she will be closing the town hall and the employees will be available by appointment only.

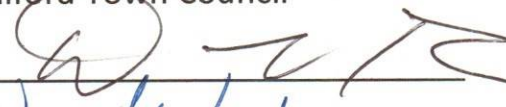
- Tricia Gall gave an update on the Comprehensive Plan Committee. We have issued an RFP. Respondents were scored and the three finalists are completing an interview on 11/30/20.
- At the next meeting we will be reviewing bids for trash service as our contract expires at the end of 2021.
- The Governor's Order 20-47 renewed the public health disaster emergency through December 1st.
- Next meeting is Monday, December 14th at 7 p.m. in the Community Building.


Accounts Payable Voucher:

- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council





 Robert C. Cochran

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, DECEMBER 14, 2020

7:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Bob Cockburn

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

A motion was made by Bob Cockburn to approve the memorandum from the prior meeting. Seconded by Ken Long. All agreed and motion carried.

Attorney Report:

- Not present. If you have any open items, please get with Tricia.

Public Input:

- None.

Fire Department:

- Outgoing Chief Todd Haines introduced the incoming Chief, Virgil Sharp to the council.
- Tricia Gall presented the 2021 Agreement for Fire Protection. Ken Long moved to accept. Bob Cockburn seconded. Both agreed. Doug Ruch abstained.

Police Report:

- Saturday, December 19th at 5:30 p.m. will be the first annual Santa's Parade of Lights. Santa will be cruising through town assisted by the Town of Milford Police Department, Milford Fire Department, Milford EMS, and the Milford Street Department. We ask that citizens turn on their Christmas lights and come outside to wave at Santa when he passes by.
- Marshal Kreider presented a request to the council to purchase 5 used X26 Tasers from the Hanover Police Department. They are in good working order but two require batteries, which we have. The cost for the tasers is \$500.00, which includes: 5 Taser X26s, 12 spare cartridges that are good until 2023, 5 Duty holsters (one brand new in the package), and 1 USB Data Port download kit for the X26. Purchased new, a Taser X26 can cost between \$700.00 to \$1,200.00. The spare cartridges run on average \$70.00 for a two pack. Holsters run approximately \$45.00 each. Ken moved to approve the purchase of the equipment in the amount of \$500.00. Bob seconded. All agreed.

Wastewater:

- Mark and Gary passed out flyers for wipes that should not be flushed.
- Mark presented to the council a quote from Wealing Brothers on closing the ponds at the wastewater treatment plant. Mark stated he is still waiting on a quote from Merrel Brothers. Item was tabled until the next meeting.

- Mark and Gary are still working on cost saving measures. We are saving approximately \$2,000 a month just with NIPSCO. This will most likely decrease through the winter months, but will still be a savings.

Street:

- It is time to review our 3-year term for trash removal for the resident of Milford. We received two bids for service.
 - Tricia Gall opened the bids received:
 - Advanced Disposal – We received an email that they will not be bidding.
 - Borden Waste-Away Service: Cost per Unit: \$9.45 with annual cost of \$60,669.00.
 - Sweetheimer Trash Removal: Cost per Unit: \$8.50 with annual cost of \$54,570.00
 - ~~Doug moved to accept the lowest bid from Sweetheimer Trash Removal.~~ Ken seconded. All agreed.
- Steven presented two quotes for canopy work that needs to be completed on the trees along the streets.
 - K & K Tree Service not to exceed \$9,800. One item pointed out on this quote is weekly draws of payment.
 - Dan the Tree Man not to exceed \$11,400.
 - Discussion was held. Steven stated K&K had completed the tree work at the park and he was pleased with his work. Bob Cockburn asked Steven if he would have them pay attention to the trees overhanging First Street next to the fire station where limbs tend to scrape semis that go through this area.
 - Ken moved to accept the bid from K & K Tree Service not to exceed \$9,800. Bob seconded. All agreed.
- Steven reported that the Town of Milford was awarded \$232,875.18 for the 2021 paving of the streets and ADA ramps. This is the biggest award that we have received. Doug stated he appreciated the efforts of applying for this grant as we have received a good return on our investment.

Water:

- Water Superintendent, Steven Marquart, stated a reminder to water users that winter weather is here and to please keep your meter warm so it does not freeze and break. Users have to pay for any broken meters.
- A question was asked of Steven on the status of broken water meters. Steven stated he got ahold of them on Friday and they assured him we should see some of the repaired meters in 2 weeks. All meters we have removed have been sent in for repair.
- Steven stated that he is still working on the BL Anderson issue.

Park

- No report.

Clerk:

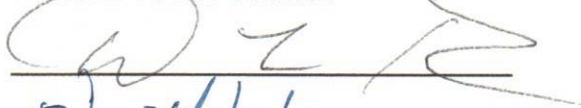
- Tricia Gall, Clerk-Treasurer, presented the November Bank Reconciliation for approval. Bob moved to accept the bank reconciliation. Ken seconded. All agreed.
- The Town Hall will be closed on Thursday and Friday, December 24th and 25th and Thursday and Friday, December 31st and January 1st.
- Tricia Gall reviewed a spreadsheet of what increases will be put in Ordinance 2020-12, the 2021 Salary Ordinance based on the information from the prior meeting. There were no corrections.
- The Year-End meeting was scheduled for Tuesday, December 29th at 6 p.m. in the Milford Community Building.
- Tricia Gall notified the council that she applied for the federal grant from the town to Lake Waubee. She stated she appreciated the assistance from Ryan DeLine at MACOG and Ben Beer at USI Consultants and the letters of support received from The Papers, MACOG, and the Wawasee School System. Doug stated he appreciated all of the effort that has been put into this application, as well.
- The Governor's Order 20-49 renewed the public health disaster emergency through December 31st.

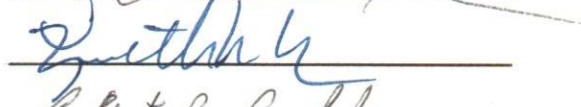
Accounts Payable Voucher:

- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council





 Robert C. Cook

Attests:



MILFORD TOWN COUNCIL MEETING

TUESDAY, DECEMBER 29, 2020

6:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Ken Long and Bob Cockburn

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

- Mrs. Garza was present to discuss a recent issue regarding roosters, chickens, and ducks at her property. Reserve Officer, Sergio Soto, was present to interpret. Mrs. Garza stated she did not want to be in violation of the town code, but wanted to find a home for her animals. Marshal Kreider explained that they have already removed the roosters that were on the property and that the Milford Animal Clinic would take all of her animals. He would work out a time with Mrs. Garza for the clinic to come and see how many farm animals need to be removed. She was thankful for his assistance.
- Tricia Gall presented the 2021 Worker's Compensation Insurance renewal from IPEP. The cost went up \$99.00 over the prior year. The town's mod rate was a little better due to the low number of claims. Ken moved to accept the renewal. Bob seconded. All agreed.
- Steve Marquart presented the contract with Sweetheimer Trash Removal. Ken moved to authorize Doug to sign the contract. Bob seconded. All agreed.
- Steven Marquart presented INDOT contract A249-21-G200506 for the most recent award of the Community Crossing Grant for the Town of Milford. Bob moved to authorize Doug to sign the contract. Ken seconded. All agreed.
- Tricia Gall notified the council that all of the Nepotism Certifications had been received.
- Tricia Gall reported that she gave each of the council members the Annual Conflict Disclosure Certifications that need to be completed. Each elected official completed this and returned to the Clerk-Treasurer to put on file with the County Clerk.
- Tricia Gall presented the schedule of 2021 Town Council Meeting dates. All are the second Monday of the month except for October, due to Columbus Day being a town holiday. Ken moved to accept the presented schedule. Bob seconded. All agreed.
- Tricia Gall presented Resolution 2020-2 for purchasing the police tasers and accessories from the Town of Hanover that was approved at the last meeting. Ken moved to adopt Resolution 2020-2. Bob seconded. All agreed.
- Tricia Gall presented quotes from Prime Doors that were tabled from an earlier meeting for a total amount of \$25,587.47, which includes a 7% increase for the aluminum doors. The doors include: Front Door of the Community Building, EMS to Community Event Room at the Community Building, Front Door of the Town Hall with automatic door opener, Northeast Fire Exit Door at Town Hall, and Milford Police Department Squad Room Door. Ken moved to accept the door quotes for a total of \$25,587.47. Ken seconded. All agreed.
- Tricia Gall presented Resolution 2020-3 authorizing use of CEDIT funds for certain expenditures. Ken moved to adopt Resolution 2020-3. Bob seconded. All agreed.


- Tricia Gall presented Ordinance 2020-14 for 2020 Encumbrances. Ken moved to adopt Ordinance 2020-14 for 2020 Encumbrances. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2020-15 for 2020 Fund Transfers. Bob moved to adopt Ordinance 2020-15 for 2020 Fund Transfers. Ken seconded. All agreed.
- Tricia Gall presented Ordinance 2020-12 for 2021 Salary Ordinance. Ken moved to adopt Ordinance 2020-12 the 2021 Salary Ordinance. Bob seconded. All agreed.
- Tricia Gall presented Ordinance 2020-13 for 2021 Appointments. Ken moved to adopt Ordinance 2020-13 the 2021 Appointments. Bob seconded. All agreed.
- Doug Ruch asked the supervisors present if there were any other questions. Steven Marquart asked the council their opinion on having staff go into homes due to Covid. Discussion followed. This will be discussed at the next meeting.


Accounts Payable Voucher:


- The Town of Milford is acting under the public health emergency declaration approved at the March 2020 emergency meeting and will present all vouchers at the first public meeting at the end of the public health emergency.

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

Milford Town Council







Attests: