

MILFORD TOWN COUNCIL MEETING

MONDAY, JULY 08, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, and Ken Long

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

A motion was made by Ken to approve the minutes from the prior meetings (6/10, 6/20, 6/27). Seconded by Bob Cockburn. All agreed and motion carried.

Attorney Report:

- Presented Ordinance 2019-6 which is the new Sound Ordinance. Bob moved to accept and Ken seconded. All agreed.

Public Input:

- Ann Schlabach represented Harvest Coffee to approve the Milford Block Party on September 28th from 4 – 8 p.m. Ken moved to approve closure of Main Street from the Community Building parking lot to the ATM lane from 2-8 p.m. on September 28th. Bob seconded. All agreed.
- Lamar Bost asked the council about whether or not they would object to rezoning the property behind his storage buildings. Doug suggested he bring a sketch for them to review so they could comment.
- Mike Loveless was present to present information on the company that he works for, ONI Partners. Ken moved to allow audit of our general liability insurance (excluding fire) and quote in the upcoming quote process. Bob seconded. All agreed.
- Rodney Bray was in attendance requesting clarification regarding tenants not paying their water/sewer bills and leaving town and thus being the responsibility of the landlord. Discussion was held and town attorney provided additional insight, as well. Landlord is responsible for the sewer portion of the outstanding debt. Tricia will follow up on a few outstanding questions.
- Jay Urbin asked the council if they have ever considered having a public fireworks display to decrease the amount of personal fireworks that are being set off. There was no discussion.

Fire Department:

- Thank you was given to the Ron Baumgartner & The Mail Journal for sealing and striping the fire department parking lot.
- This Thursday the fire department will be getting their fire hoses and ladders certified. This will take place at the school and will coordinate with Steven Marquart.

Police Report:

- Town Marshal requested approval to purchase a Getac F110 Tablet with the corresponding equipment/accessories for the 2019 patrol vehicle. This computer will then be taken to the Kosciusko County IT Department for

software download. This computer will also mesh up with the Getac body cams and vehicle video units we are hoping to purchase in the future. He is currently seeking grants for the other car computers. Bob moved to purchase the requested computer and equipment/accessories at an amount not to exceed \$2,894.00. Ken seconded. All agreed.

Wastewater: No report.

Street:

- Steven is currently getting quotes for all of the open patches to the roads due to the water projects completed. We will not begin until all of the projects are completed.
- Community Crossing Grants application time frame has opened on 7/1/19. We will be submitting in this call.
- Requested approval to pay Phend & Brown for the overages on the West street project in the amount of \$167.00 and the SR15 North project of \$396.05. Ken moved to pay both amounts as requested. Bob seconded. All agreed.

Water:

- Steven requested approval for funds for the fire hydrant at Catherine and Maple. It did not have a valve like we thought and is fed from two ways so they had to replace a valve that does not work on the West side of the hydrant and put a valve insertion on the east side of SR15. The additional cost is \$12,710.00 plus \$1,100 for the valve. Ken moved that we pay for the repair at a cost of \$12,710.00 plus \$1,100 for the valve as requested. Bob seconded. All agreed.
- When working on James Street, it was discovered there was a 6 inch water main installed from Williams Street going north to 75 feet North of Smith. Because this was unknown, we installed another valve and installed a tap on Syracuse Street to finish looping in the system. The cost to complete this work was \$3,023.00. Ken moved to approve this expense and Bob seconded. All agreed.
- New water lines are being placed in service as they have passed the bacteria test.
- Steve presented two quotes for the fence that we were told last year by IDEM was needed at the wellfield. Mullets fencing in the amount of \$4,545.86 and Custom Fencing \$4,175.00. Ken moved to accept the quote from Custom Fencing in the amount of \$4,175.00. Doug seconded. All agreed.
- Tricia presented the email she received from Alliance of Indiana Rural Water Leadership Summit on August 1st & 2nd 2019 in Bloomington, IN. Bob moved to pay the cost for the training, meals, lodging and customary expenses. Doug seconded. All agreed.

Park:

- Over the July 4th Holiday and the week of 7/8 (due to shut down) the park concession stand will be open more than the previous allowed amount of

24 hours. Doug moved to approve the extra hours for these two weeks. Ken seconded. All Agreed.

- Bob mentioned he was visiting the park and it was very clean which he and his family appreciated. He thanked Steve and his team for their hard work.

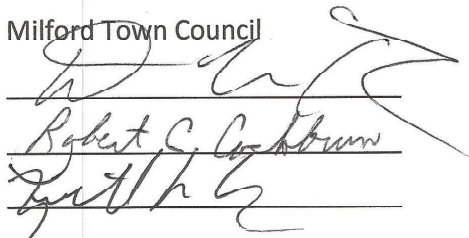
Clerk:

- Tricia Gall presented the June 2019 Bank Reconciliation for review and approval by the council President. Ken moved to accept and Bob seconded. All agreed.
- Tricia Gall presented an invoice from Wheeler Mechanical Services in the amount of \$1,668.86 to repair the air conditioner in the community building. Bob moved to pay for the repair as requested. Doug seconded. All agreed.
- The annual meeting with the DLGF will be on July 23rd. Shanna and I will both be attending.
- Town Hall will be closed as needed on July 23rd (approx. 9:30 a.m. to 11:30 a.m.) for the annual DLGF budget meeting. Bob moved to approve and Kevin seconded. All agreed.
- Discussion was held regarding using LWG CPA and Advisors to complete the capital asset project to comply with the new required standards. The quote was not to exceed \$3,000 plus \$250 for expenditures. Ken moved to accept the quote not to exceed \$3,250. Bob seconded. All agreed.
- Tricia informed the council that Bakertilly completed the necessary filing for the sewage bond.
- Hometown Chat is coming up on Thursday, August 8th from 6 p.m. to 7:30 p.m. We will be discussing what items you may want to see in Milford in the future. Everyone that is able should attend.
- Tricia will follow up with Jay on what to do about unpaid parking tickets.

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

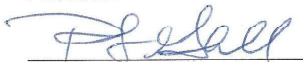
There was no further business, Ken moved to adjourn and Doug seconded. All agreed.

Milford Town Council



 Robert C. Capobianco

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, AUGUST 12, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, and Ken Long

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

A motion was made by Bob Cockburn to approve the minutes from the prior meeting (7/8). Seconded by Ken Long. All agreed and motion carried.

Bob moved that Ken Long be appointed Vice President. Doug Ruch seconded. All Agreed and motion carried.

Attorney Report:

- Clarification and follow up from the previous meeting:
 - The town can increase the deposit required based on the number of shut offs
 - You can not shut off water if the sewer bill is paid
 - The town could require new account holders applying for service in the town to have criteria regarding credit worthiness, however the criteria must be the same for home owners and tenants.
- The fall tax sale list should be available soon. It is on October 28th at 10:00 a.m. Tricia Gall stated that she has been informed that the listing should be available around September 15th.
- Discussion was held on the outstanding parking tickets. They will be sent to civil court for hearing, then can be set for trial. Court costs will be assessed. It was decided that they be batched before sent to the town attorney.

Public Input:

- Marshal Kreider requested that the Town Council consider hiring prior Town Marshal Richard Miotto as a part-time investigator. The cost to making this hire is a \$75 fee for him to take the Pre-Basic course. Ken moved to hire Richard Miotto not to exceed the current budgeted amount for part-time officers. Bob seconded. All agreed. Mr. Miotto then took the oath of office given by Tricia Gall, clerk-treasurer.
- Luke Blakeslee was in attendance regarding a zoning request he has with the county. Town Council President stated there was not any letter of no objection needed or could be useful from the town as it is outside of the town's jurisdiction.
- Alex Dickman, ONI Risk Partners, submitted a quote for the town's general insurance (excluding the fire station). They also included a quote for Cyber insurance.
 - Reminded the council of their additional services they offer in addition to just being an insurance carrier.
 - Astra Insurance was their recommendation with a total annual premium of \$24,956.
- Eric Merley, Hall & Marose Silveus, submitted a quote for the town's general insurance (excluding the fire station), as well.
 - The quote was for EMC Insurance Companies, which is the current insurance company for an annual premium of \$26,938.00.

- Discussion and questions followed regarding the insurance quotes. The Town of Milford has used Hall & Marose Silveus at least since August of 2012 and the office is located locally (Warsaw) versus Fort Wayne/Indy for ONI Risk Partners. There is a small amount of savings in comparison.
- Doug moved to allow the auto renewal of our general insurance policy with EMC Insurance Companies with Hall & Marose Silveus as our agent. Bob seconded. All agreed.
- Doug moved to allow quote from Hall & Marose \$1M for a cyber policy. Ken seconded. All agreed.
- Tricia Gall thanked everyone who came to the Hometown Chat. We had a great turn out and great discussion.

Fire Department:

- Be careful as school is starting. Drivers be aware.
- Discussion was held on kids crossing that the light versus 1 block north.
 - Students are instructed to cross at the light were the crossing guard is located.
 - The Town Council asked Derek Kreider to contact INDOT about the possibility of a crossing 1 block north, as well.
 - In 2020, INDOT will be redoing sidewalks on SR15.

Police Report:

- The new radar units have arrived. We received 1 Lidar handheld unit that can be passed between cars. We received 2 Python III dash mounted units. One will go in the 2019 Durango and the other will be held for a new vehicle in the future. The grant was offered by the Indiana Criminal Justice Institute and the funds were provided by The National Highway Traffic Safety Administration.
- The new Getac F-110 has been ordered and should be delivered soon. It will go in the new patrol vehicle. We have requested from the Kosciusko County Prosecutors Office 3 more F-110 computers and accessories to be acquired through the deferral program. Currently we have two working in car computers being shared between four patrol vehicles.
- Request was made to equip the department with active shooter response kits and a new weapon for the SRO Officer at a cost not to exceed \$17,810.93. Ken moved to approve the purchases of the equipment out of Riverboat fund. Doug seconded. All Agreed.
- The new patrol vehicle is in service. The cost for the patrol vehicle upfit came in approximately \$1186.00 more than the initial quote, a total of \$7,404.00. Doug moved to allow the upfit charge to be paid from Riverboat funds. Bob seconded. All agreed. Later in the meeting, it was then moved to rescind the prior motion and only pay the upfit installation charge from the Riverboat fund and the balance from the police general budget by Doug. The new motion was seconded by Ken. All agreed.

Wastewater:

- A blower bearing went out and da new RAS Pump is needed. We had the old pump for approx. 16 years. Quotes were presented from Quality Repair

Service and American Pump Repair & Service. Ken moved to approve purchase of new RAS pump in the amount of \$8,985 from Quality Repair Service. The fund from which the money will come from will be determined in the future after researched further. Doug seconded. All agreed.

- A new blower is also needed. Ken moved to approve purchase of new blower and installation also from Quality Repair Service in the amount of \$3,301 and installation not to exceed an additional \$3,700. The fund from which the money will come from will be determined in the future after researched further. Doug seconded. All agreed.
- Ken also moved to approve purchase of a new impeller not to exceed \$1400 & necessary labor for installation. The fund from which the money will come from will be determined in the future after researched further. Doug seconded. All agreed.

Street:

- Steven requested approval for fall clean up September 26th through 28th at the usual times. Doug moved to approve this request. Bob seconded. All agreed.
- Sidewalks for this year should be started by the end of the month, along with the park's concrete work.
- Received road patch and driveway repair quotes from Ranger Materials and Super Seal. Doug moved to approve the lower of the two quotes, Super Seal, not to exceed \$17,958.00 for preparation and patching. Ken seconded. All agreed.
- Reminder to the public that the town will pick up storm damage and light tree trimmings. For larger amounts, please contact Steven Marquart.

Water:

- Beer & Slabaugh has finished water projects that we had planned for this year. They include:
 - Valve insertion at East and Smith Street due to hydrant with no valve at a cost of \$8,005.00.
 - Relocating fire hydrant at Syracuse and SR 15 due to low volume and the cost of looping in 4 inch water main into an 8 inch water main at a cost of \$14,964.00
 - West Emeline 90 more feet of water line due to having to tap into 8 inch main instead of proposed 6 inch main at a cost of \$6,270.00.
 - Bob moved to approve the above projects at a cost of \$29,239.00 with \$7,000 of support from the Redevelopment Commission. Ken seconded. All agreed.
- Steven presented an expense of the yearly inspection of Chlorine by Living Waters in the amount of \$1469.76. Bob moved to approve the expense. Ken seconded. All agreed.
- Steven presented a quote from Peerless Midwest for the yearly iron bacteria at Well #4 \$6,120.00 and check valve replacement at Well #3 \$1,791.00. Bob moved to approve the quotes from Peerless Midwest in the amount of \$7,911 for this maintenance. Ken seconded. All agreed.

- They are starting to do locates for the GIS system. Please be sure that your house has a number on it, which is required by ordinance.

Park:

- Steven requested to change three parking spaces at the boat launch for vehicle parking with water crafts. Need to ensure to check with Jay on whether or not we need to update signage ordinance. Doug moved to allow park department to obtain proper signage to reflect this change. Ken seconded. All agreed.
- Reminder that there are no motorized vehicles allowed on the park grounds for safety reasons.

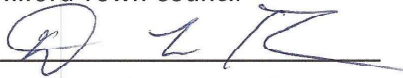
Clerk:

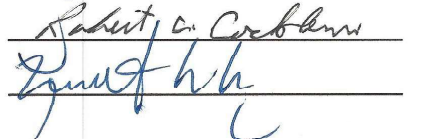
- Tricia Gall presented the July 2019 Bank Reconciliation for review and approval by the council President.
- The meeting with the DLGF went well. We were able to add an additional \$16,000 to the budget. Tricia worked with Steven and Derek to determine where to place the funds. For the General Police budget, additional amounts were added: \$1,000 Utilities; \$1,300 Tires; \$2,000 Repairs & Maintenance; \$2,000 Dues & Fees. For the General Clerk budget, additional amounts were added: \$9,700 to Capital improvements other than buildings. Doug moved to allow the additional allocations as outlined to the proposed budget. Ken seconded. All agreed.
- Tricia read the proposed budget notice. It should be posted on www.budgetnotices.in.gov or you can call 1-888-739-9826 by the end of the week.
- Tricia requested that we update our Keystone Budget software to Keystone Fund this year instead of waiting until next year. Both Tricia and Shanna feel this is in the best interest of the town. Ken moved to allow us to purchase Keystone Fund software in the amount of \$6,600 this year. Bob seconded. All agreed.
- Tricia put an article in the council packets that she thought was interesting regarding the new upcoming water infrastructure grant program.
- The office will be closed on Monday, September 2nd, in observance of Labor Day. Doug moved to approve this closure and Ken seconded. All agreed.

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

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

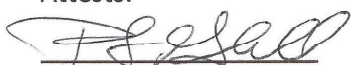
Milford Town Council



 Robert C. Corbellini


 Doug

Attests:



 Tricia Gall

MILFORD TOWN COUNCIL EXECUTIVE MEETING

MONDAY, SEPTEMBER 9, 2019


6:00 PM AT THE MILFORD TOWN HALL

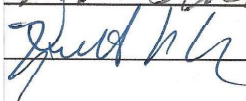
Present: Doug Ruch, Ken Long, Bob Cockburn, and Jay Rigdon

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

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL



Robert G. Cockburn


ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 9, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, and Ken Long

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

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

Attorney Report: No Report.

Public Input:

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

Fire Department:

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

Police Report:

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

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

Wastewater:

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

Street:

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

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

Water:

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

Park:

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

Clerk:

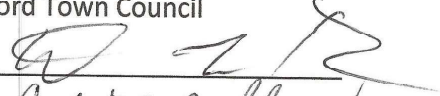
- Tricia Gall presented the August 2019 Bank Reconciliation for review and approval by the council President. Ken moved to accept the August bank reconciliation. Bob seconded. All agreed.
- Cyber Insurance policy quote from Hall & Marose Silveus was presented. It is through EMC Insurance for both data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

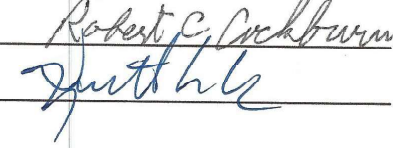
The 2020 Budget Public Hearing was held. See additional page for notes.

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

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

Milford Town Council



Robert C. Crabburn


Attests:



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

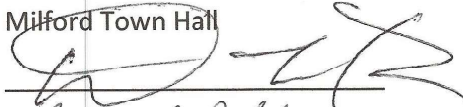
Tricia Gall, Clerk Treasurer, presented the budget as outlined on the Notice to Taxpayers by fund. There was an overall 6.8% increase.

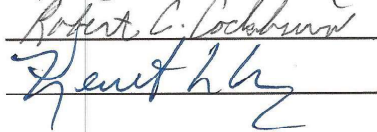
Some of the increase was making up for the amount not received from the prior year's budget due to it not being submitted on time by the prior clerk-treasurer. When the additional appropriations were requested, it was not as much as the previously presented 2019 budget which is being updated in the proposed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

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

President Doug Ruch closed the floor for the Public Hearing.

Milford Town Hall



Robert C. Lockwood


Attests:



MILFORD TOWN COUNCIL EXECUTIVE MEETING

THURSDAY, SEPTEMBER 12, 2019


6:00 PM AT THE MILFORD TOWN HALL

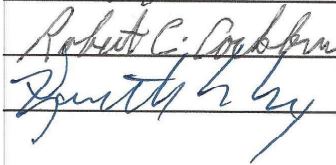
Present: Doug Ruch, Ken Long, Bob Cockburn, and Jay Rigdon

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

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

MILFORD TOWN COUNCIL



Robert C. Cockburn


Dorothy H. by

ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL EXECUTIVE MEETING

TUESDAY, OCTOBER 1, 2019

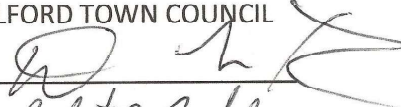
7:00 PM AT THE MILFORD TOWN HALL

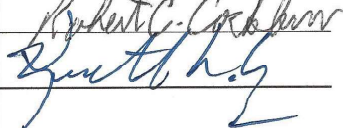
Present: Doug Ruch, Ken Long, Bob Cockburn, and Jay Rigdon

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

REASON: TO RECEIVE INFORMATION ABOUT AND INTERVIEW PROSPECTIVE
EMPLOYEE

MILFORD TOWN COUNCIL



Robert C. Cockburn


Jay Rigdon

ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL MEETING

MONDAY, OCTOBER 7, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn, and Ken Long

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

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

Marshal Derek Kreider presented Marcus Boyer as a candidate for Milford Town Deputy to fill RJ Plummer's position. Ken moved that we hire Marcus Boyer. Bob seconded. All agreed. Tricia Gall swore him in.

Attorney Report:

- Bill Davis, attorney for Mr. Davidhizer, was present and handed out a letter regarding steps to be taken to improve the Davidhizer properties: 605 Kinwood, 315 William Street, 313 William Street, 105 Maple Street, and 317 William Street. Mr. Davis requested of the council to remove the fines that were assessed and remove the properties that were listed in the October 2019 tax sale. Discussion was held regarding the timeliness of any visibility of repairs and changes to the status of the properties. No motion was made and no action was taken by the council.
- Opioid Litigation – We received notice that we are included in a National Prescription Opiate Litigation suit unless we opt out of it. No motion was made and no action was taken by the council.
- EMS Agreement – Town attorney was on vacation and was not able to review before the meeting. It was tabled until the next meeting.

Public Input:

- Ken Long stated that he had misspoken previously during a budget discussion about the percentage of increase in the budget for employees and that it was not the percentage he stated. He apologized for the error.
- Sue Heuer, 103 S. James Street, was present and submitted a complaint about the bus stop safety at Emcline & James street. She stated she has already talked to the Director of Transportation at Wawasee Schools and they have evaluated and are not going to change the bus stop at this time. He mentioned that she should discuss with the town the lack of sidewalks, as well. According to Heuer, there are OCRA grants available for small towns for sidewalks. Discussion was held surrounding safety precautions by the bus drivers and the fact that there are a lot of sections of town without sidewalks. Officer Kreider is going to follow up with the school regarding the request.
- Milford Food Bank has a Board of Zoning Appeals hearing October 8, 2019 at 8:30 a.m. regarding a variance to allow a loading dock @ 13 feet from the right-of-way & 3 feet from a sideline. Ken moved to submit a letter of no objection for the request and notify the BZA. Bob seconded. All Agreed.

- Alan Tio, CEO of KEDCo will be speaking at the Kiwanis meeting Friday morning. Gathering starts at 6:30 a.m. with a program at 7:00 a.m. All are invited.

Fire Department:

- Thank you to the community for their support of another successful Chicken BBQ. The event could not be a success without the community's support.
- Brian Haines indicated that over time they need to modernize their equipment. There is more use of self-contained breathing apparatuses. They are currently looking at their options via grants. Upgrading their air packs will not only allow them to get more breathing time for a firefighter, it also will use a PASS alarm which is a safety precaution for firefighters. It will also allow them to be NFPA compliant without having units that were grandfathered in. They will have hard numbers for future meetings and will be working with the township trustees also. They could also possibly apply for a K21 grant. That request would be due by Nov.
 - Steve Marquart mentioned that we should also look at getting packs and training for the water and wastewater plants.

Police Report:

- Marshal Kreider mentioned that WSBT came and did an interview about 3 months ago regarding our active shooter kits and it aired this past Thursday.

Wastewater:

- There will be a school tour (Mariah Roberts Class) at the wastewater treatment plant on 10/23/19.
- Today they finished the driveway at the treatment plant.
- New RAS pump is to be installed on 10/21-10/22.
- Still waiting on a quote from Merrell Bros on the closure of the ponds.
 - Previously we had received a quote from them in the amount of approximately \$41K.
 - Wealing Brothers quoted a price of \$.13/gallon plus a \$5,000 mobilization fee.
 - We can run clean water through our plant to save money.
 - Also with Wealing Brothers, they will work to get us a land apply permit in the Town of Milford's name, but need to look into the requirement of having 180 days.
- Question was raised regarding payment of the sewer camera work. Tricia Gall let the council know that the sewer camera work could be completed out of Riverboat funds. This was approved to be completed with this finding at the previous meeting.

Street:

- Fall clean-up was a success. We had 121 loads show up, not counting people who came before and after. We filled 6 30-yard dumpsters and 2 30-yard dumpsters of scrap metal.

- The scrap metal dumpsters go to decrease the cost of the dumpsters.
- We hope to continue with this program in the Spring.
- Leaf season will begin the second week of October. We will start picking up piles as we have enough to justify getting equipment out so it may be a few days before piles will be picked up until we get into the full swing of things. Please remember to remove trash, sticks and rocks from leaf piles. These can damage our equipment. Also please put piles in long narrow rows on top of the curb (off the road) and do not place them near cars or mailboxes to avoid damaging any property.
- We have sprayed for mosquitos for the last time for the season on 10/1 due to the Triple E nearby.

Water:

- It has been discovered that CTB has an erroneous charge in the amount of \$1,037.66 for water. Doug moved to approve refunding of the billing errors in the amount of \$1,037.66. Ken seconded. All agreed.
- Steve mentioned to the council that he is not getting the warranty work back on the meters that are sent in for repair. This has happened previously. Before there was a meeting with the Master Meter rep. 2013 is when they were purchased (515-520 meters).
 - Doug requested a list with the date purchased and a copy of the meter warranty and he will attempt to make some calls to investigate further.
- Steven reported they are planning on flushing hydrants on October 9th.
- They also will be conducting the town's ISO ratings on the flow of hydrants. This is the rating that is used by insurance companies to set insurance rates within the town.
- GIS work is in process and will be for some time so if you see the marking of valve boxes and sewers, this is what it's for. This is part of the town's asset management plan.
- We have been talking with M.E. Simpson to get prices for certifying our water and sewer audits that we will be working on in December.
 - We need to put water meters in the Fire Department, Community Building and Town Hall. There must be some plumbing work done to install these meters. Steven has contacted Dan Leismer to get a quote. This is also part of the water and sewer audit.

Park:

- The cash box has been moved and a pad for the Portable restrooms has been poured. New pier guards have also been installed.
- The pier will be taken out after we have asked around and see the amount of boats left in the water. When it gets cold, it will be taken out regardless.
- Grills will start to be covered and trash cans removed this week.
- We are still waiting on new signage to be made for park parking and vehicles in the park.

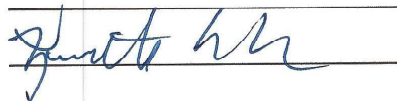
Clerk:

- Cyber Security is part of all the departments. IDEM has been increasingly concerned with this topic. We have spoken to Michael Williams from Microbyte Enterprise about helping the town with its infrastructure needs to ensure we are compliant with IDEM regulations, as well as, the National IT Standards. We should be receiving a quote on the items needed to get us started and setup. Tricia gave a copy of the Non-Disclosure agreement to Jay Rigdon to review. Currently, Tricia is working with Brandon Shipp to get the items done necessary since the computer system also contains the police computer system.
- An executive session was set for Tuesday, October 29th to discuss Personnel items.
- The Keystone Fund upgrade went well today, but because of the timing, we do not have the September Bank Reconciliation for this meeting. It will be presented at the next meeting.
- Ordinance 2019-7 for Appropriations and Tax Rates was presented. There were no changes from the advertised amounts. Bob moved to adopt Ordinance 2019-7. Ken seconded. They both agreed. Doug abstained.
- A copy of the Cargill Notice of Public Comment was distributed in the packets to the council. There were no comments.
- Doug moved to change the date for he next Milford Town Council meeting will be on Monday, November 18th at 7:00 p.m. due to Veterans Day falling on the regularly scheduled meeting date. Ken seconded. All agreed.
- The office will be closed on October 17th and November 1st for training. Doug moved to approve and Ken seconded. All agreed.
- The office will post alternate hours for October 15 – October 23. Bob moved to approve and Ken seconded. All agreed.
- Tricia presented ideas for the town's annual Christmas party. Motion was made by Bob to attend dinner and a show at Amish Acres on the first Friday of December for the town's annual Christmas party. Ken seconded. All agreed.

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

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

Milford Town Council

Attests:



MILFORD TOWN COUNCIL EXECUTIVE MEETING

TUESDAY, OCTOBER 29, 2019

6:00 PM AT THE MILFORD TOWN HALL

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

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

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL





ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL MEETING

MONDAY, NOVEMBER 18, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch and Ken Long

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

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

Attorney Report:

- Jay indicated he had reviewed the Microbyte Non-Disclosure agreement and did not see any concerns.
- Jay reviewed the EMS Agreement and the EMS Lease agreement. Ken moved to accept both agreements. Doug seconded. Motion carried.

Public Input:

- Jay Urbin was present to discuss what the next steps are with Mr. Davidhizer's properties. The town will continue to enforce existing policies and will investigate any complaints as they do for all properties in the future. Town attorney, Jay Rigdon, confirmed with Jay Urbin that there are multiple options available to the town council after inspections and the town council chooses which option to pursue.
- Tricia Gall and Steven Marquart presented a quote from Microbyte Enterprises that included a server, server case, backup batteries, virus security and necessary labor to update the town's IT infrastructure. Michael and Karen Williams with Microbyte Enterprise were present to answer any questions. Batteries should last 5-6 years, virus protection was for 1 year, and server should last 6-8 years. Ken moved to accept the quote not to exceed \$4,300. Doug seconded. Both agreed.
- Jim Higgins with LWG was present. He spent the day working on various items for the redevelopment commission and attending their meeting. He is also working on the Capital Asset management process with the clerk-treasurer. He suggested that the asset policy require us to record assets in excess of \$10,000 and has sent sample ordinances to the clerk-treasurer. He is also going to complete a quick reference guide that will describe where the funds come from for each fund, whether or not they are a statute or home-ruled fund and what it can be used for. He is working with the redevelopment commission on how to maximize funds and ensure the proper structure for their need.

Fire Department:

- Slick roads are coming soon. Please use caution.
- The fire department submitted the grant application to Kosciusko Community Foundation for the air packs previously discussed.

Police Report:

- Marshal Kreider spoke with Mike Snavely from the Wawasee School District Transportation Department. He advised they will continue to review the stop and make adjustments they feel are necessary. He reiterated they do the best they can and they are only responsible for the children once they step on the bus. Marshal Kreider then contact Sue Heuer via telephone and advised her of the conversation with Mr. Snavely.
- The police received a \$1,750 grant from Walmart Community Grants Foundation. This money was used to purchase new LED flashlights for the officers of the police department. He then displayed his flashlight.
- Tricia requested that \$3,055 of the cage that was previously purchased be paid out of Riverboat funds. Ken moved to allow this and Doug seconded. Both agreed.

Wastewater:

- Mark Brubaker reported he is looking at pricing on upgrading control panels on three lift stations and installing a disconnect.
- The current backup pump was used so another backup pump was purchased for the lift stations. We now have common pumps in all three of the smaller lift stations.
- Mark is working with Turkey Creek Sewer District on land application permit hoping to save money on the land application permit that we are going to need. Mark believes the permit lasts 5 years.
- Alliance is recruiting people who are interested in joining the water and wastewater field with a potential for grants. More information on this in the future.
- Installed hydrogen sulfide detectors in the main lift station and in the sewer main running through town. These will tell us how bad or good the gases are and how to move forward in controlling them. Waiting on the results to be downloaded.
- Steve has the video of when they did the cameraing on Main Street. There were no crucial repairs, but 3 areas of concern.

Street:

- Leaf season is in full swing. The street department plans on picking up leaves as long as possible, weather permitting. The snow has put a delay on pickup, but they plan on starting again this week.
 - Please remember that leaves are only picked up along the street. They are not picked up in the alley. For alley pickup, they must be bagged.
- Please remember the season is here for slick roads. The street department works had to keep the roads clear and safe, but the best way to keep yourself and others safe is to slow down.
- Please remember that it is the homeowner and business owner's responsibility to keep their sidewalks clear. Please ensure you are doing your part to keep the community safe.
- Christmas lights should be going up the first week of December.

- We have received the CCMG for this year. Work will be completed in Spring 2020. The amount of the grant is \$181,682.61 which is 75% of the street projects planned for 2020 with a total amount estimated of \$242,243.50. This should be bid this winter.
- Tricia passed out a copy of the job description put together for the new Town General Laborer. Steve requested if he could start taking applications. It was discussed to take applications from now through December 31st. Doug moved to allow Tricia to advertise for the additional Town of Milford General Laborer employee. Ken seconded. Both agreed.
 - There will be an executive session in January for interviews.

Water:

- Steve attended a water audit class. Our next water audit is due August of next year.
- There are three town buildings that do not have a meter. The cost to install these meters from Mr. Rooter is \$3,210.77.
 - This will allow us to keep better track of the water being used versus being billed.
 - Jim Higgins offered that the amount of loss may not require a meter to be installed, but water should be paid by the town for these buildings even if it is a minimum charge.
 - Steve stated in the 2016 water audit, we had shown that we billed for more than we had pumped, but could have been skewed due to the meter that was at the well. Since then, a better meter has been installed.
 - The question arose about a portable meter for drafting water allowed such as Phend & Brown and Beer & Slabaugh.
 - Steve to research more on how much just to install meters. Ken also requested a 2nd quote.
- Reminder to residents to protect their water lines and water meters. If they freeze up, the resident is responsible for repairs.
- Steve also asked what he should do about the homes in Turkey Creek that are not in compliance with the town ordinance on meter pits. There are 17 homes that need this work completed.
 - Steve introduced an idea to place a master meter at the front of the park and bill the park owner for any difference of water used, but not billed to ensure system is in good repair.
 - Sherlock owns water lines on both sides, but only owns sewer lines on the on the North side. Town owns the sewer lines on the south side.
 - Jay Rigdon said there is a possibility of fining for not being in compliance. A letter could be sent from the town attorney to this fact. Steve to send a copy of the previous letter to Jay to review.

Park:

- Pier is out for the winter.

Clerk:

- Doug made a motion to move the next Town Council meeting from Monday, December 9th to Thursday, December 12th at 7 p.m. Ken seconded. Both agreed.
- Ken moved to accept the September bank reconciliation. Doug seconded. Both agreed.
- Ken moved to accept the October bank reconciliation. Doug seconded. Both agreed.
- Ken moved to accept the 2020 Terminal Services Data Agreement with the cost of \$500.00. Doug seconded. Both agreed.
- Tricia handed out a review of the summer park concessions. Gross Revenue was \$1,653.41. Expenses were \$3,471.38. The net loss was (\$1,817.97). There were many things that were learned, but according to Tricia she thought it was a successful first season and hopes we do it again next year.
- Discussion was held on the new Community Building policy handed out by Tricia. It was requested that the all-day rate was possibly too low. Ken requested to seek out rates for other towns and report back. Also, that we should be sure to place on this sheet, the renter is responsible for any damage.
- An executive session was set for Tuesday, December 3rd at 6:00 p.m. to discuss Personnel items.
- The clerk's office will be closed on November 28th & 29th for the Thanksgiving Holiday.
- Received a letter regarding the 1300 North Extension Project.
 - Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects of their undertakings on historic and archaeological properties.
- Tricia Gall read a letter addressed to the council concerning a high water/wastewater bill due to malfunctioning water softener. Ken moved we credit \$435.55 to bring the wastewater portion of the bill to their typical average wastewater bill. Doug seconded. Both agreed.
- Doug moved to allow the clerk-treasurer to attend Newly Elected Officials training and Clerk Treasurer Boot Camp and training with customary expenses of tuition, mileage, meals & accommodations. Ken seconded. Both agreed.
- Tricia is working on town's Health Insurance and worker's compensation insurance for next year.
- Tricia handed out information for PayGov that would allow the town to take credit card payments for utility bills once the contract is reviewed by the town attorney. Doug moved to allow customers to pay their utility bills with credit cards without any additional cost to the town. Ken seconded. Both agreed.


Accounts Payable Voucher:

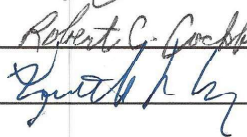
- Tricia apologized for the delay in getting the reports out to everyone, but implementing a new process due to the Keystone upgrade.

- The summary report is different to read than the prior report, so Tricia will email out the detail of the transactions in the event that you have a question or would like to look into it further.
- Doug moved to accept the new APV. Ken seconded. Both agreed.

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

Milford Town Council



Robert C. Goodburn


Attests:

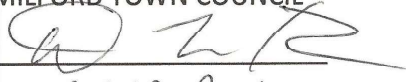


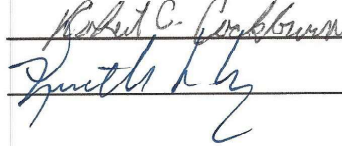
**MILFORD TOWN COUNCIL
EXECUTIVE SESSION
TUESDAY, DECEMBER 3, 2019
6:00pm @ MILFORD TOWN HALL**

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

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL



Robert C. Campbell


Smith

ATTESTS:



Patricia Gall

MILFORD TOWN COUNCIL MEETING

THURSDAY, DECEMBER 12, 2019

7:00PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Bob Cockburn and Ken Long

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

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

Attorney Report:

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

Public Input:

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

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

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

Fire Department:

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

Police Report:

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

Wastewater:

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

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

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

Street:

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

Water:

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

Park:

- No report.

Clerk:

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

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


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

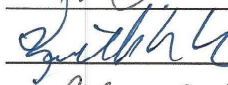
Accounts Payable Voucher:

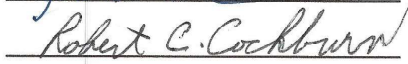
- Ken moved to accept the APV. Doug seconded. All agreed.

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

Milford Town Council

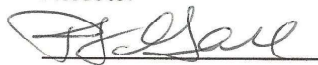






Robert C. Cockburn

Attests:



MILFORD TOWN COUNCIL EXECUTIVE MEETING

MONDAY, DECEMBER 30, 2019


1:00 PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long, and Tricia Gall

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

REASON: PERSONNEL ITEMS

MILFORD TOWN COUNCIL



Robert C. Lockburn

ATTESTS:



MILFORD TOWN COUNCIL MEETING

MONDAY, DECEMBER 30, 2019

4:30PM AT THE MILFORD TOWN HALL

Present: Doug Ruch, Ken Long and Bob Cockburn

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

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


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


Accounts Payable Voucher:

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

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

Milford Town Council



Respectfully,


Robert C. Cook

Attests:



Tricia Gall