

MILFORD TOWN COUNCIL EXECUTIVE MEETING

TUESDAY, JANUARY 7, 2020

5:30 PM AT THE MILFORD TOWN HALL

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

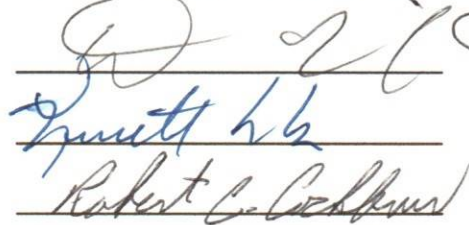
IC 5-14-1.5-2 & IC 5-14-1.5-6.1(b)(6)&(9)

REASON: PERSONNEL ITEMS

IC 5-14-1.5-2 & IC 5-14-1.5-5

REASON: RECEIVE INFORMATION ABOUT AND INTERVIEW PROSPECTIVE
EMPLOYEES

MILFORD TOWN COUNCIL



Robert C. Cockburn

ATTESTS:



MILFORD TOWN COUNCIL MEETING

THURSDAY, JANUARY 9, 2020

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 Ken Long 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.

Election of officers:

- 2020 Milford Town Council President: Bob nominated Doug Ruch. Ken Long seconded. All agreed.
- 2020 Milford Town Council Vice President: Bob nominated Ken Long. Doug seconded. All agreed.

Attorney Report:

- No report.

Public Input:

- Dan Byam with Jones Petrie Rafinski came and presented information regarding their company and an overview of the services they provide.
- Matt Sandy presented the CC-213 Recertification that is needed for the National Flood Program with FEMA. Ken moved to accept the CC-213 as presented by Mr. Sandy. Bob seconded. All agreed.
- Matt Sandy also presented and requested feedback/input from the town council on a rezoning request with the Area Plan Commission on a property north of town requesting to moved from an I-2 to I-3. Discussion was held. The next Area Plan Commission meeting is Feb 5th. The council can send any additional comments before Feb 5th to Tricia Gall and she will forward them to Mr. Sandy.
- James Lewis presented a proposal from GM Express Transportation to the town to review. No discussion was held. The council will review the documents presented.
- A resolution was discussed regarding requesting air flight preference with Kosciusko County dispatch. Becky Alles, township trustee, gave an overview of the proposed resolution that would be a joint resolution with Van Buren township and the Town of Milford. Town Council President had reached out to both Lutheran Network and also Parkview Health. Members of Lutheran Network were in attendance, however, due to the short notice Parkview Health was not able to attend. Doug indicated his summary of his conversations with both entities: They both were there for the best patient care. Because of the medical insurance billing process, it was very difficult to tell if the costs from each entity that were being compared were accurate comparisons. Lutheran Network personnel that were present reiterated Doug's summary. The Kosciusko county dispatch currently has a process that is used. No action was taken by the council.

Fire Department:

- The 2020 Fire Protection Agreement was presented. Bob Cockburn moved to accept. Ken Long seconded. Both agreed. Doug Ruch abstained.

Police Report:

- Marshal Kreider requested permission to hire two new reserve officers to replace RJ Plummer and Sergio Soto who both recently resigned by initiating a new process. Applications will be accepted from January 13th to February 7th. Ken moved to accept screening procedure and Bob seconded. All agreed.
- Marshal Kreider also requested permission to send Deputy Marshal Brandon Shipp to the Central Square Training Conference. The conference will take place from March 17th to March 20th in Las Vegas, Nevada. The total estimated cost was \$2,789.21. Ken moved to approve to send Brandon to the Central Square Training Conference and pay conference fees, travel, hotel and customary expenses. Bob seconded. All agreed.
- Marshal Kreider has exhausted all of their possibilities for grants to obtain the Getac Body cameras. They have received a grant in the amount of \$1,125 from KCODE. Requested approval to purchase the cameras using \$4320.00 of amount that was budgeted for 2020 for cloud service and the balance not received from the grant, \$8454.00 to be paid for using Riverboat funds. Doug moved to approve this request. Ken seconded. All agreed.
- Marshal Kreider requested approval to renew LeadsOnline in the amount of \$1,881.00. The amount was budgeted. This tool was used to solve 3 burglaries last year in our initial trial of the service. It was very useful. Bob moved to approve invoice. Ken seconded. All agreed.
- Marshal Kreider also reported he is working on the disaster planning with NIMS.

Wastewater:

- January 24th is Orientation for the Alliance of Indiana Rural Water grant for Gary.
- In 2019 the Milford wastewater treatment plant disposed of ½ million gallons of sledge.
- Mark is working on the land application permit.

Street:

- Tricia Gall read Ordinance 2020-2. Ken moved to approve Ordinance 2020-2. Bob seconded. All agreed.
- Steven Marquart recommended the town hire Todd Wissinger and Angela Heltzel. Ken moved to hire both persons. Doug seconded. All agreed.
- Leaf season statistics: 67 loads or 1675 cubic yards of leaves; drove 385 miles which is 27 times through town; 160 gallons of fuel for truck and leaf machine.
- Requested approval to purchase an 84" Snow Blade for the tool cat. This will be helpful when plowing downtown and alleys. Doug moved to

purchase the 84" snow blade from Bobcat of Warsaw in the amount of \$2,129.49. Ken seconded. All agreed.

Water:

- Discussed Master Meter. There are 3 years left on the warranty. After that, we have 10 years of pro-rated repairs. A cross shipment agreement with Master Meter will allow us to have 30 meters while 30 broken meters are being repaired. We have 45 days to return product from when replacement product is received. We will have to pay for any repairs not under warranty, however, according to Steven, all repairs to this point have been under warranty. Ken moved that we enter into the agreement with Master Meter for 30 units at a cost not to exceed \$4,500.00. Doug seconded. All agreed.
- Christmas Eve there was a water main break off North Maple. The cost to repair was \$2,800 by Beer & Slabaugh. Doug moved to pay the repair invoice in the amount of \$2,800. Ken seconded. All agreed.
- Steven Marquart presented 3 quotes for installing meters at town hall, fire station, and community building. Steven is to look into the cost difference between installing meters for measuring water usage and what is needed to ensure safe operations of the facilities.

Park

- No report.

Clerk:

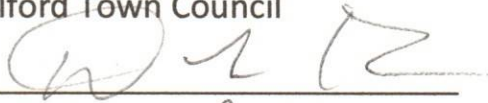
- Tricia Gall presented the Van Buren Township Interlocal Agreement. Doug moved to enter into the interlocal agreement. Bob seconded. All agreed.
- Tricia presented information regarding the Community building. She read the fees to rent the Syracuse buildings as was requested to ensure our rates were competitive. Discussion was held, but no changes occurred.
- The clerk's office will be closed on January 22nd at 4:00 p.m. January 20th is not a town holiday and offices will be open. Bob moved to approve early closure on January 22nd at 4:00 p.m. Ken seconded. All agreed.
- Tricia informed the council of an additional transfer made at the end of the year of \$30.40 from Gen Park – Phone to Gen Park – Legal. This transfer only requires a notification.
- Tricia presented the application for Alliance of Indiana Rural Water. Ken moved to approved at a cost not to exceed \$250.00. Bob seconded. All agreed.
- SBOA will be here to audit 2017 & 2018. They will be here for 2-4 weeks.
- Tricia gave letter to Doug to sign in support of the CTB project that was requested at the last meeting.

Accounts Payable Voucher:


- Doug moved to accept the year-end account payable voucher log. Bob seconded. All agreed.
- Ken moved to accept the APV log through 01/09/20. Bob seconded. All agreed.

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

Milford Town Council



Robert C. Carberry



Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, FEBRUARY 10, 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 and prayer.

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

Attorney Report:

- Karin McGrath was present for town attorney, Jay Rigdon.
- She had reviewed the REACH Alert contract that Jay had sent to her and did not have any concerns.

Public Input:

- Milford Lions President, Marcy Haab, requested permission to hang a shadow box with a 4x4 or 4x5 historic Lions flag in the community building. Town council members stated that town employees should assist with hanging of the shadow box. Ken moved to approve. Doug seconded. All agreed.
- James Lewis asked for an update on his transportation proposal from GM Express Transportation. Town Council member, Ken Long, stated it was currently not in the budget.

Fire Department:

- Several members of the fire department were present to discuss the need for new air packs at a cost of approx. \$140K. The information was first presented to the council last fall.
 - The fire department applied and received a grant for \$10,000 from Kosciusko County Community Foundation.
 - Discussion was held, including input from the Van Buren Township trustee, about possible solutions and fund sources.
 - Tricia Gall is going to look into whether the town could use the Cum Capital Development Funds for this reason and how much was budgeted for 2020.
 - Council member, Ken Long, requested the fire department get an updated quote for the next meeting.

Police Report:

- Marshal Kreider presented Robert L. Post, Jr. as a reserve deputy of the Milford Police Department. Ken moved to approve Robert L. Post, Jr. as a reserve deputy. Doug seconded. All agreed.
- Town Clerk-Treasurer, Tricia Gall, gave Robert L. Post, Jr. the oath of this office.
- Marshal Kreider reported he has received 5 applications for the position of Reserve officer. The written and physical assessment test will be conducted on February 16th. All who pass will move on to the next phase.

- The department has received its three new 800 mhz radios. We are currently in the process of getting them programmed and installed in the patrol vehicles.
- Getac has contacted us and advised we should hear from them shortly on receiving and setting up the department's new body cams.

Wastewater:

- Moving forward with Gary on board. Gary and Mark have started sewer jetting. We are going to start doing this on a schedule rather than last minute.
- There is a need for an updated air pack @ the wastewater treatment plant and well potentially.
- Gary will be attending the Alliance of Indiana Rural Water spring conference in French Lick Indiana on March 17, 18, and 19. Bob moved to pay for Gary to attend the conference (to be reimbursed by Alliance) and all customary expenses. Ken seconded. All agreed.

Street:

- Sealed bids were received for the Community Crossings grant street paving project. Bids received were:
 - Reith-Riley Construction Co - \$239,520.00
 - Phend & Brown - \$208,443.00
 - Ken moved to accept the quote from Phend & Brown in the amount of \$208,443.00. Bob seconded. All agreed.
- Steven Marquart presented a quote from USI Consultants to complete the 2020 road asset plan at a cost of \$5,000. Ken moved to accept the quote. Doug seconded. All agreed.
- Steven Marquart requested permission to purchase mosquito spray from Clarke at a preseason savings of 6% in the amount of \$7,332.54. This is enough product to treat 8 times. Bob moved to approve. Ken seconded. All agreed.
- Steven Marquart requested permission for Todd Wissinger to attend classes in April to become licensed to obtain his CORE exam and the Mosquito Category 8 pesticide applicator license so he can properly spray for mosquitos.
 - This is a two part exam.
 - This will make it so he can spray for mosquitos without being under Steven's license.
 - Steve requested information on how much an increase would be given to Todd for obtaining these additional licenses, as well. Discussion was held.
 - Ken moved to allow Todd to complete the training and the town would pay any customary expenses with an increase of up to \$1.00/hr for the two licenses. Doug seconded. All agreed.
- Steven presented quotes to replace the 2004 MVH pickup and plow. This would then allow the wastewater department to use the 2004 for their needs.

- Quotes for the truck were:
 - McCormick Motors \$32,900.00
 - Lochmandy Motors \$34,332.18
 - Lakeside Chevy \$40,628.18
- Plow Quotes:
 - W.A. Jones \$6,807.00
 - Gardners \$6,262.35
- Doug moved to purchase the truck and plow for a total not to exceed \$39,162.35. Bob seconded. All agreed.

Water:

- There was another water main break at Syracuse and North Henry street. Steven had Beer & Slabaugh assist at a cost of \$2,670.00. Ken moved to pay for the services in the amount of \$2,670.00. Bob seconded. All agreed.
- Steven will be attending an AWWA meeting for his continuing education credits.

Park

- No report.

Clerk:

- Bob moved to accept the December 2019 bank reconciliation. Doug seconded. All agreed.
- Ken moved to accept the January 2020 bank reconciliation. Bob seconded. All agreed.
- SBOA audit of 2017 & 2018 is ongoing. All council members are welcome to contact any of the SBOA contacts that were given.
- Tricia Gall presented the REACH alert program that we reviewed by the town attorney. Doug moved to approve the service at an amount not to exceed \$650.00. Bob seconded. All agreed.
- Tricia Gall requested approval to replace the deputy clerk's laptop. Ken moved to accept the quote from Microbyte Enterprises in the amount of \$807.11. Bob seconded. All agreed.
- Tricia Gall requested permission to attend the ILMCT Academy & Institute training in Muncie March 8-12. Bob moved to pay the tuition and customary expenses. Ken seconded. All agreed.
- Tricia Gall updated the council on the town employee's health insurance. The transition to the new policy has not been smooth. After additional underwriting the premium cost came back higher than the original quote. The town currently has insurance as our agent advised for me to pay the premium on our previous policy. She is working on the issue and will provide an update.
- The clerk's office has taken our first credit card payments.
- The Milford Food Bank owes \$530.00 for a water tap fee since 8/28/19. Town Council member Doug Ruch indicated he may know a donor for this fee and to pause contacting them about payment.

Accounts Payable Voucher:

- Bob moved to accept the Accounts Payable Voucher Log. Ken seconded. All agreed.

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

Milford Town Council





Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, MARCH 9, 2020

7:00PM AT THE MILFORD ^{TOWN HALL pg} ~~COMMUNITY BUILDING~~

Present: Doug Ruch, Bob Cockburn and Ken Long

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

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

Attorney Report:

- TRECS Program – Tricia Gall received email from the Town Attorney that he has reviewed the TRECS program and approves if the town council approves. Bob moved that we use the TRECS program. Ken seconded. All agreed and motion carried.
- Since Town Attorney, Jay Rigdon, was unable to attend, Clerk-Treasurer presented information regarding a deposition in a civil case in which the town is NOT a party. The town attorney wanted guidance regarding whether or not the town wanted him to be present when depositions were given. The council consensus was that it was not required unless either of the parties being deposed wished for him to be in attendance.

Public Input:

- Town Marshal, Derek Kreider, presented for hire Matthew Carter and Travis Bays as Milford Reserve Deputy Marshals. They have both completed the reserve process, which includes a written examination, physical agility test, background investigation, and interview process. Bob moved to hire both men as presented by the Town Marshal as reserve officers. Ken seconded. All agreed. They were then sworn in by Tricia Gall, clerk-treasurer.
- Dr. Borkowski and two members of her staff were in attendance to introduce themselves and give an overview of their new business that has come to town. NCI Medical Clinic is located at 112 S. Main Street.

Fire Department:

- Fire Chief, Todd Haines, reported they completed their ISO audit. He thanked the town employees that were involved for their assistance. They should have the results in 180 days.
- There will be a severe weather test on March 18th at approximately 10:15 a.m. If weather is not clear on March 18th, the test will be on March 19th at the same time.
- On March 17th, the fire chief, town clerk-treasurer, and Van Buren township trustee will be meeting with the fire department's insurance agent to review policy.
- The fire department will be represented at the Corona Virus meeting at KCH this week.
- Clerk-Treasurer, Tricia Gall, thanked all parties who worked together to put together the proposal with comments sent to the town council for review regarding purchasing the Air Packs for the Milford Fire Department. Tricia

Gall summarized the proposal and recommended that the town contribute \$99,214.00 toward the purchase of the air packs. Ken moved that the town contribute \$99,214.00 toward the purchase of the air packs for the Milford Fire Department. Bob seconded. Doug abstained. Majority agreed and motion carried.

- Todd Haines thanked the town for their support.
- Van Buren township trustee also thanked the town for their support so the new truck that was planned by the township did not need to be delayed.

Police Report:

- Marshal Kreider reported that the body cams have come in. He has a meeting with Getac tomorrow to coordinate date they will be coming to train the department.
- The new 800 radio has been installed in 1 car and has helped immensely.
- He wanted to remind the community to contact the police if there are any questions or concerns. The Milford Police department is here to serve them. There is no issue too small.

Wastewater:

- Need to submit NPDES Permit Renewal. Doug signed the application.
- Mark Brubaker reported he has been talking with local farmers regarding possible future options on land application. So far, there seems to be interest.
- Merrel Bros. will be visiting to give a second quote to shut the ponds down.
- The north clarifier will need attention and Mark is looking into shutting down part of the plant this summer for cleaning and maintenance, as well as, saving energy.
- Mark Brubaker reported it has been very helpful having Gary Bray out at the wastewater treatment plant full time.

Street:

- Phend and Brown are planning on starting paving projects the beginning of April, weather permitting.
- We need to pave 1 additional alley between Fourth and Williams street as it is in great need of repair. We have a quote from Phend & Brown to complete the work for \$15,165.00. Bob moved to approve the quote for the alley not to exceed \$15,165.00. Ken seconded. All agreed.
- Steven Marquart requested permission to have spring cleanup April 16th – 18th. Ken moved to have spring cleanup on the proposed dates. Bob seconded. All agreed.
- Steven Marquart requested permission to administer the town sidewalk program with 3 residents where the town pays ½ and the resident pays 1/2 for a cost to the town of \$6,626.25. He also added ADA pads for the south east side of Catherine and Maple which is next to one that is being replaced at a cost of \$800.00. Ken moved to approve the sidewalk replacement program and the ADA ramp. Bob seconded. All agreed.

- Steven reported he is looking into an issue with the ditch on Old State Road 15 as we have an erosion problem. It is starting to effect the new paving that was just completed. He is going to look into getting prices to get this corrected.
- We need to order road salt that we have on reserve with Morton Salt. It is 75 ton at \$103.19 per ton for a total cost of \$7,739.25. Ken moved to approve the purchase the salt at a cost of \$7,739.25. Bob seconded. All agreed.

Water:

- Steven Marquart reported they are replacing water registers at a slow rate due to the slow turnaround of warranty work. There are 69 meters not working as of the meter read on March 23rd. Ken moved to approve an additional cross shipment of 30. Bob seconded. All approved.
- Steven will be meeting with Jeff Beer on water projects we would like to complete this summer to help loop in the system.
- The water department plans on flushing hydrants on April 8th as lon as the weather is fit. We are doing more logging of repairs for hydrants.
- The generator at the well has been having problems with the battery. Evapar and manufacturer of the generator recommends an update for this model of generator to a 2-battery system to keep the volts from dropping out which causes it to fault out. The cost of this kit and labor is \$1,499.29. Bob moved to approve the cost of the kit in the amount of \$1,499.29. Ken seconded. All agreed.

Park

- Steve will be looking into quotes to upgrade the security system at the park.
- New signage has been in place for Park for no motorized vehicles and parking for vehicles with watercraft.

All Departments:

- Steven presented a quote for preventative maintenance on the town's 7 generators from Evapar in the amount of \$3,645.00. Ken moved to accept the quote. Bob seconded. All agreed.
- Steve requested approval to replace his computer at a cost of \$1,347.65 from Microbyte Enterprise. Ken moved to approve the request. Bob seconded. All agreed.
- Steven presented the new decals & town logo for the town vehicles and equipment to the council. Ken moved to accept the new logo. Bob seconded. All agreed.

Clerk:

- Tricia Gall, clerk-treasurer, presented the February Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Bob seconded. All agreed.
- The State Board of Accounts exit meeting for the 2017/2018 audit is scheduled for Wednesday, March 18th.


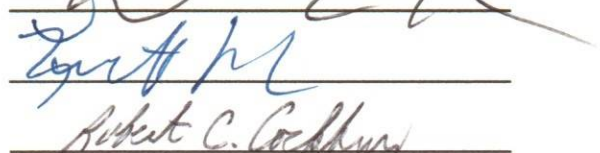
- Tricia presented the Boyce Systems invoice and agreement in the amount of \$6,790 for approval. Bob moved to approve. Ken seconded. All agreed.
- Tricia Gall reported that office hours will be reduced this week due to her attending the ILMCT Academy & Institute training in Muncie. They will also be reduced on 3/19 due to meetings in Warsaw. Ken moved to approve the reduced town hall hours. Bob seconded. All agreed.
- Tricia Gall gave a report on Milford Fest. We have sent out sponsor letters and are planning for the upcoming event. We are looking forward to another great year.
- The Milford Food Bank owes \$530.00 for a water tap fee since 8/28/19. Town Council member Doug Ruch indicated he is aware of a small donation made toward this.
- Tricia Gall presented health insurance quotes for 2020. We currently are on our auto-renewed plan. The proposed plan from new source, Indiana Chamber of Commerce, would result in less money paid to the insurance company and more funds deposited in the employee's HSA and 0% paid after the deductible. This plan also adds Vision coverage. The HSA contributions would be annually \$3,550 (S)/\$6,220(F). Ken approved to move to the proposed plan with the new source through the Indiana Chamber of Commerce. Doug seconded. All agreed.
- The Community Building committee is scheduled to meet on March 26th at 6 p.m.

Accounts Payable Voucher:

- Ken moved to accept the Accounts Payable Voucher Log. Bob seconded. All agreed.

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

Milford Town Council

Attests:



MILFORD TOWN EMERGENCY COUNCIL MEETING

MONDAY, MARCH 23, 2020

5:30PM VIA CONFERENCE CALL

Town Council Members Present: Doug Ruch, Bob Cockburn, and Ken Long

Others: Jay Rigdon, Tricia Gall, Amanda Bridgeman (Times Union), David Hazledine (Mail Journal), Steven Marquart, Mark Brubaker, and Derek Kreider

Ken Long opened the meeting in Doug's absence.

Doug Ruch joined the meeting as Ken was opening the meeting.

Tricia Gall, Clerk-Treasurer presented and read the declaration that was prepared by the town attorney, Jay Rigdon.

- Bob moved to accept the declaration. Ken seconded.
 - Roll call vote was taken:
 - Doug Ruch – Yea
 - Ken Long – Yea
 - Bob Cockburn – Yea

Tricia Gall, Clerk-Treasurer presented and read the Pandemic/Public Health Emergency Leave Policy.

- Discussion was held.
 - Mark requested clarification on Gary's position since it is currently being funded through the Alliance of Indiana Rural Water. Statement was made that regardless of where his position is being funded, he is a town employee and the employee policies would apply to him.
- Ken moved to adopt the Pandemic/Public Health Emergency Leave Policy as read. Doug seconded.
 - Roll call vote was taken:
 - Doug Ruch – Yea
 - Ken Long – Yea
 - Bob Cockburn - Yea

Next item presented was regarding Spring Cleanup, scheduled for April 16th-18th. Ken Long moved to postpone Spring Clean Up. Doug seconded.

- Roll call vote was taken:
 - Doug Ruch – Yea
 - Ken Long – Yea
 - Bob Cockburn - Yea

The Indiana Governor issued Executive Order 20-05 on March 19, 2020 that does not allow any disconnections of water or wastewater during the public health emergency. Tricia Gall, Clerk- Treasurer requested that in addition to the Governor's order, no penalties or interest fees be charged to our users until the end of the public health emergency. Bob moved to approve the request to not charge penalties or interest fees to our users. Ken seconded.

- Roll call vote was taken:
 - Doug Ruch – Yea
 - Ken Long – Yea
 - Bob Cockburn – Yea

Doug Ruch requested that the Town Council be paid their first quarter wages at the end of March, a change from bi-annually. Bob moved to pay the Town Council wages for the first quarter at the end of March. Doug seconded.

- Roll call vote was taken:
- Doug Ruch – Yea
- Ken Long – Abstain
- Bob Cockburn – Yea

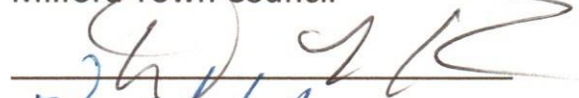
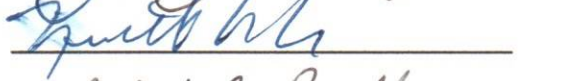

Discussion was held on whether or not we would be sending employees home or reducing hours now. Town attorney, Jay Rigdon, stated that the Town would be considered an essential function so we would not yet be required to discontinue operations per the Governor's current order.

Steven Marquart requested Mark Brubaker to let him know if Wastewater needs any assistance from Steven or his team.

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

- Roll call vote was taken:
- Doug Ruch – Yea
- Ken Long – Yea
- Bob Cockburn - Yea

Milford Town Council

Attests:



MILFORD TOWN COUNCIL MEETING

MONDAY, MAY 11, 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 and 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 Marshal Derek Kreider requested approval from the town council to complete a raffle for reserve officer education and equipment. Town attorney, Jay Rigdon, did not have any legal concerns regarding the raffle. Tricia Gall, clerk-treasurer, is looking into obtaining a gaming license. Ken Long moved to approve the raffle. Bob Cockburn seconded. All agreed.
- A question was posed to town attorney, Jay Rigdon, the next steps on two building inspections. Mr. Rigdon recommended contacting the home owner's attorney and have an enforcement meeting. Ken moved for Mr. Rigdon to have an enforcement meeting with the land owner, the land owner's attorney, the town attorney, town building inspector and a member of the council regarding the building code violations. Bob seconded. All agreed.

Public Input:

- A representative from CTB, Inc., Ryan Desmith, was present to request acknowledgement that they are in compliance of their abatements. They presented two CF-1/Real Property and 1 CF-1/Personal Property. Ken moved for the town to acknowledge that CTB was in compliance with their abatements. Bob seconded. All agreed.
- County Highway Superintendent, Steve Moriarty, was present to present an overview of the county project to extend 1300 N to SR 15. The state had a local TRAXX program. They are working with Jason Holder at INDOT. It is an \$8M project. They are currently in Stage 1, which mostly complete. A handout was given to show the study area. They will be closing 3 crossings: North Street, South Street, and Fourth Street with an upgrade of cross arms at First Street. He stated that this was a competitive grant and 3 crossings was the magic number needed. Much discussion was held, including:
 - Ken Long questioned why Fourth Street was chosen as the crossing to close in town instead of Emeline Street. Dan Brown stated that engineers are open to feedback from the town and Steve Moriarty stated he would get more information and follow up with Ken.
 - Bob Cockburn mentioned that Emeline has busses in the morning and afternoon.
 - Clerk-Treasurer, Tricia Gall, asked why 3 crossings were being closed as the town's letter of support that was sent only stated 2. Mr. Moriarty responded that it must have been a misunderstanding because the objective had always been to close three crossings.

- Ken Long also expressed a concern for the citizens in Milford Junction to ensure they are not trapped since both crossings will be closing, but this is under county jurisdiction.
- Town Council member, Doug Ruch, stated that he felt the town should whole heartedly embrace the change due to the benefit the CR 1300 N extension would bring.
- Milford Redevelopment Commission President, Dan Brown stated that the Milford Redevelopment Commission approved a resolution approving this project due to the economic and safety benefit garnered by the Town. He feels the county has done an outstanding job on this project.
- Statement was made that we need to make sure there is a utility easement under the tracks during this project.
- Terry Zimmerman Notice of Public Hearing was presented. Discussion was held. Ken moved for Tricia Gall to send an email to the BZA notifying them of the concern that a building a lot this size would be very small and narrow due to its size, but water and sewer is available to the location. Doug seconded. All agreed.
- Alan Tio was present to discuss the county-wide housing initiative. The Milford Redevelopment Commission has been working with Kedco on a Memo of Understanding (MOU) regarding this housing initiative. There has been a county-wide market feasibility study completed. There was much discussion. Milford Redevelopment Commission President, Dan Brown, informed the council they approved this morning to recommend to the town they appoint a member to the steering committee and bring a proposal back to the town council. The financial commitment that the MOU would require is an investment from the town in the amount of \$25,000, which would then be matched. This investment would be paid back at a later date if the project progresses to that point. Alan Tio, mentioned there is also a Reserve Fund that could possibly pay back the town if the project does not progress. Bob moved to appoint Ken Long to serve on the Kedco steering committee. Doug seconded. All agreed.
- Tricia Gall requested approval on behalf of the Milford Lions' Milford Fest committee to hold a "Car Concert" on Saturday, May 23rd. We are in the preliminary phase of the event, but the idea is we would line cars up on Main Street and have one of the Milford Fest performers perform. We would place "No Standing" signs and break up any groups enforcing social distancing. There were no objections for the event.

Fire Department:

- Fire Chief, Todd Haines, reported that the air packs are delivered and are in service. They were used Sunday morning. He expressed his thanks again to everyone who was involved in getting this valuable equipment.
- They will be doing their traditional Milford Fest Ribeye sandwich event on Sunday, May 24th from 12 p.m. – Sold Out. This is their annual outreach project. They will be doing it drive thru style with a freewill donation. There will be chips & a ribeye sandwich. They will be making 500.

- They have been doing online training, but will be starting to do more in person training in the weeks to come.
- They started a program 6-7 years ago where they researched deceased firemen and put markers on their grave sites with flags. This is ongoing.

Police Report:

- Marshal Kreider reported that the body cams are up and running.
- The new reserve officers have completed their pre-basic training and are currently involved in their field training program with the full and part time officers.
- Brandon's NIBRS training class that was previously approved has been rescheduled for August 31st. It saved the town approximately \$200. He will be attending as planned.
- The department recently signed up for The Virtual Academy provided by Savant Learning Systems. The one-year fee of \$630.00 will provide the opportunity to choose from over 250 hours of training.

Wastewater:

- Wastewater Superintendent, Mark Brubaker, notified the council that the drives for the aeration tanks lasted 16 years, but are in need of replacement. Doug moved to allow the purchase of 2 VFD 25HP drives for aerators in the amount of \$7,365.38 from Middlebury Electric. Ken seconded. All agreed.
- Mark and Gary have been doing various things at the plant to save electricity. Mark gave the council a listing of the savings from NIPSCO.
- Gary is completing his online courses.

Street:

- Stage 3 of opening is supposed to begin on May 24th. Street Superintendent, Steven Marquart, requested to have town clean up from June 11-13. Ken moved to approve. Bob seconded. All agreed.
- Steven has followed up with McCormick Motors on the new truck that was ordered, but there is no update.
- All of the town trucks now have the new town logo thanks to Mitch Hollar.
- The international large dump truck needs to have the rear brakes fixed and there are three quotes for this to be completed:
 - McCormick Motors \$3,194.12
 - Jakes Auto Care \$1,887.97
 - Ruch Service \$1,490.28.

Ken moved to use Ruch Service for this repair. Bob seconded. Both agreed. Doug abstained.

- The street department has started to paint the street markings in town so please remember to drive safely. They will be painting the downtown area on May 17th, weather permitting. They will shut down the streets at 6 a.m. until finished. It usually takes 3-4 hours.
- Phend & Brown are working on our streets so please keep an eye out for them.

- Also, USI consultants will be completing our PACER rating so we can continue with our CCMG program once the paving projects are completed.
- Due to the governor's orders, the Memorial Day parade has been cancelled.
- Todd's mosquito classes have been rescheduled, but he will accompany Steve since the classes are now not until September.

Water:

- With Stage 3 coming on May 24th, we would like to begin complete some of our meter repairs inside of homes. They will be wearing masks and gloves to enter the homes. We have 30 meters back from warranty repair to install. We do not have the additional cross shipment yet. There are currently 100 meters that need to be replaced.
- IDEM is now requiring us to take three more water sample tests. We did not have the equipment needed. Ken moved to approve the purchase of a DR 900 Colorimeter from Hach Company in the amount of \$1,671.94. Bob seconded. All agreed.
- After Stage 3, we will be handing out the annual CCR reports along with the wastewater notice about no wipes down the pipes and the Mosquito guide.

Park

- According to Stage 3, we will be opening the park on Monday, May 25th.
- Steven currently has town applicants for the concession stand and 1 life guard from last year and another that can fill in a few days a week. He is still looking for another life guard.

Clerk:

- Tricia Gall, clerk-treasurer, presented the March Bank Reconciliation for approval. Bob moved to accept the bank reconciliation. Ken seconded. All agreed.
- Tricia Gall, clerk-treasurer, presented the April Bank Reconciliation for approval. Doug moved to accept the bank reconciliation. Bob seconded. All agreed.
- Tricia read the draft town re-opening plan. Bob suggested adding the requirements for Reserve Officers, as well. There were no additional comments. Tricia Gall told the council she will send it out to all of the employees.
- Tricia Gall requested two representatives for the Kosciusko Community Foundation committee regarding the town's Comprehensive Plan. Doug moved for Tricia Gall and Ken Long to be the town's delegates. Bob seconded. All agreed.
- Tricia Gall stated the results of the 2017/2018 SBOA audits are now on the SBOA website. A summary of area of concerns were: Negative balances, capital assets, cash receipts internal control and annual reporting internal control. We are working on all of the above items to ensure we are in compliance. We are currently under audit for 2019.
- Tricia Gall stated that the town hall and community building will be reopening at Stage 3 unless there are any objections from the council. There were no objections.


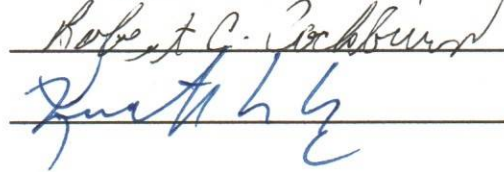
- Tricia Gall asked the council if they had any objections to issuing garage sale permits. There was some discussion, but no objections.
- Tricia Gall asked the council their thoughts on issuing solicitor permits. It was requested they can begin after Stage 3, which is currently scheduled for May 24th.
- The community building committee is scheduled to meet on Tuesday, May 26th at 6 p.m.

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. Blackburn

Quetta H. G.

Attests:


F. J. Hill

MILFORD TOWN COUNCIL MEETING

MONDAY, JUNE 8, 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 by Ken Long with 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:

- Town attorney, Jay Rigdon, reported that in March the town building inspector, Tom Bulger, completed inspections of 2 properties: 406 Kinwood and 105 Maple. Tom Bulger, Jay Rigdon and Doug Ruch recently met with the homeowner to complete follow up inspections. Efforts have been made to complete work to repair on the inside and outside of each of the properties. Next step to schedule a hearing in approximately 90 days with the town building inspector completing another inspection 30 days prior to this meeting. Consensus was made by the council members to follow the above outlined process.

Public Input:

- John and Julie Ward Notice of Public Hearings were received. The town council has concerns that the clerk treasurer will send to Dan Richard. They are: safety of traffic on SR15, concern of moving the gravel drive to be into the incline of the overpass, concern with the size of the property and with their site plan that was presented not being able to fit on the property while maintaining the appropriate setbacks.
- Alan Tio was present on several items:
 - He presented a revised Workforce Housing MOU. The steering committee met and went through the initial MOU that was presented at the prior meeting. Tio highlighted some of the changes. Redevelopment President, Dan Brown, informed the council that the Redevelopment Commission approved the current draft at their meeting earlier that day, as well. Bob moved to accept the Workforce Housing MOU with Kedco as revised. Ken seconded. All agreed.
 - Tio also presented information regarding the Small Business Relief Fund with 0% interest loans of up to \$10K per business. There is an online application. Rhonda in his office is the point of contact.
 - He also discussed the Summer Innovation Series with Jason Williams of Jawbrain being sponsored by Kedco via Zoom to support their Entrepreneurship Initiative. The series begins on June 24th and there is a small fee.
 - Tio also discussed their Talent initiative and their partnership with TMAP for talent recruitment.

- Council President, Doug Ruch, commended Tio for his efforts to aggressively moving forward for the county.
- Marlin Miller was in attendance and addressed the council regarding the vacant Lakeland Rehabilitation Center building. He asked the council what they would or would not like to see on that property. A statement was made that it is zoned Agricultural, but being taxes as Commercial so that will need to be addressed with the county. Council President, Doug Ruch, suggested that Mr. Miller bring a proposal of what he would like to see on the property and show the council for feedback/discussion.

Fire Department:

- Doug Ruch thanked the community for their generous participation and support for the Fire Department Ribeye sandwich event.
- He also addressed to the community that it is dry, so to please watch any type of burning.

Police Report:

- Marshal Kreider stated that starting in June, there will be a police officer at Waubee Lake Park on certain weekends. He will be there to enforce the parking areas at the boat launch and serve the community.
- Reminder to the public at the boat launch. Please be sure to observe the posted signs designating the proper areas for boat trailer parking and vehicles with kayaks parking.
- Please also observe the park and beach rules, such as no dogs and no alcohol at the park. This will allow everyone to enjoy the beach and park.
- Marshal Kreider has been working with the Eagles of Syracuse to hold the police reserve gun raffle. We are currently waiting for the proposal to go through their approval process.
- Marshal Kreider presented Sergio Soto to be reinstated as a Milford Reserve Officer. Bob moved to reinstate Sergio as a Milford Reserve Officer. Ken seconded. All agreed.

Wastewater:

- Wastewater Superintendent, Mark Brubaker, notified the council that the Vogelsang pump which is used for solids removal is in need of maintenance/service. American Pump, who installed the pump, has quoted \$1,331.00 to perform the necessary maintenance. Ken moved to approve American Pump to complete the maintenance/service. Bob seconded. All agreed.
- The Alliance of Indiana Rural Water was here last Tuesday and is putting together an energy audit for the treatment plant to see where and how to save on energy costs. This is a service that is free of charge.
- The new drives are to be installed with the next two weeks. This will allow us different ways to maximize our goals of saving energy, as well.

Street:

- Spring Clean Up is this week, Thursday through Saturday: Thursday and Friday 8 am to 4 pm and Saturday 8 am to 11:30 am.

- Steven reported that there are two home owners participating in the side walk program this year. The cost from Thompson Concrete is sidewalks \$3,823.75, an ADA ramp for \$800 and the curb in front of town hall that needs to be replaced at \$600 for a total of \$5,223.75. Ken moved to approve the work as quoted by Thompson concrete. Bob seconded. All agreed.
- Mosquito season is here. We will be starting our control program this week as weather permits. He advised the community to please read the flyers that were handed out along with the water CCRs so we can all do our part to help control mosquitos.
- Marquart also reported that the street paving is finished for the season.
- USI was here last Friday to work on our PASER report. The report when completed will be sent to INDOT/Purdue for next year's community crossing grant application.
- We had some work done on the street sweeper last month. A throttle spring and cable plus the shifter would not come out of Park or be stuck in Drive. Brown Equipment fixed it at a cost of \$1,555.86. Ken moved to accept and pay the invoice. Bob seconded. All agreed.

Water:

- Steven reported that they have handed out the 2020 CCRs.
- He also reported that they have been changing out water meters. He is still waiting for the last cross shipment to come in. It was requested to be sent after May 24th.
- Steven presented quotes for security cameras at the well field and recycle area. They are listed below:
 - MicroByte Enterprise \$1,612.98 + Labor (8 hours) \$792.00 = \$2,404.98
 - Bontrager \$3,794.55
 - Cottage Watchman \$2,667.33
- After some discussion, Ken moved to accept the quote from MicroByte Enterprise NTE \$2,404.98. Doug seconded. All agreed.
- The next hydrant flushing will be on July 8th.

Park

- Steven presented 3 quotes for the security system for the park. They are listed below:
 - MicroByte Enterprise Option 1 \$9,063.00
 - MicroByte Enterprise Option 2 \$9,238.00
 - Cottage Watchman \$11,447.65
 - Bontrager \$18,393.00
- Steven stated his preference was MicroByte Enterprise Option 2 as it is wireless and will save from having to run a lot of overhead wires. After a brief discussion, Bob moved to accept the MicroByte Enterprise Option 2 quote. Ken seconded. All agreed.

Clerk:

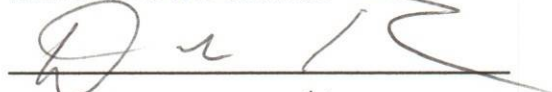
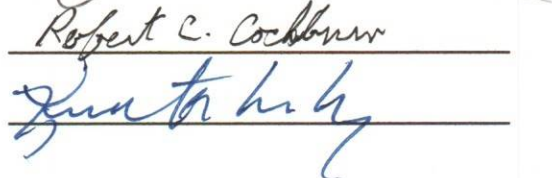
- Tricia Gall, clerk-treasurer, presented the May Bank Reconciliation for approval. Ken moved to accept the bank reconciliation. Bob seconded. All agreed.
- Tricia Gall requested to attend the June 18th AIM Clerk-Treasurer's school via webinar. Bob moved to approve with any customary costs. Ken seconded. All agreed.
- Tricia Gall reported that the Town has received the letter from the Milford Redevelopment Commission indicating they will have no excess assessed value for 2020 taxes payable in 2021.
- Tricia Gall presented a Technology Service Contract with MicroByte Enterprise. Town attorney recommended changing the contact to be between the Town of Milford and exclude specific people being named. Ken moved to accept the agreement with the suggested changes. Bob seconded. All agreed.
- She also reported that the Community Building Committee met on 5/26 and is reviewing options for the floor in the Community Building.
- Tricia Gall presented Ordinance 2020-3 for transferring funds within the various accounts of the Town of Milford. Bob moved to adopt the ordinance. Ken seconded. All agreed.
- Tricia requested dates to complete the initial budget hearings in June. June 23rd was set at 6:00 p.m. in the Community Building for Water, Street, and Park and 7:30 p.m. Police. June 24th was set at 6:00 p.m. in the Community Building for Wastewater followed at 7:00 Fire Department then the Clerk-Treasurer and non-departmental funds budgets.
- Tricia Gall requested to pay the 2020 Hydrant fees to the Water department in the amount of \$23,100.00. Doug moved to approve the payment of the hydrant rental fees. Ken seconded. All agreed.

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


 Robert C. Cockburn


Attests:



MILFORD TOWN COUNCIL BUDGET REVIEW MEETING

TUESDAY, JUNE 23, 2020

6:00PM AT THE MILFORD COMMUNITY BUILDING

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

Doug opened the meeting.

MVH Budget Review Highlights:

- 4% wage increase plus an additional increase for Todd getting a mosquito spraying license
- 20% increase Health insurance estimate.
- Decreased Professional Services by \$5,000 as we do not need to do the PACER study.
- 8% increase Liability insurance estimate.
- Increased Streets and Alleys by \$20,000. Moved \$20,000 from Curbs/Milling to Streets & Alleys as this was where it was intended. Left balance of Curb at \$1,000.

*See additional changes added later under the Water Department.

Park Budget Review Highlights:

- Kept the Part-Time budget the same.
- Put a portion of employees' wages with a 4% increase to the park since we discontinued using a part-time employee for maintenance at the park. Steven had been tracking their hours so we could properly estimate.
- Removed the Security wages line and moved to the Police budget.
- Removed the Security System line item.
- 8% increase Liability insurance estimate.
- Increased portable restrooms \$1,000.00.

Water Budget Review:

- 4% wage increase
- Due to having an additional employee and wastewater apprentice, the work allocation has changed. Made appropriate adjustments for this.
- 20% increase Health insurance estimate.
- Increased Gas & Diesel \$2,400
- Increased Professional Services \$8,000 for potential water study
- Added Travel Expense of \$1,500
- Increased Utilities by \$3,000
- 8% increase Liability insurance estimate
- Increased 361 Repairs & Maintenance by \$7,000
- Increased Capital Improvements by \$55,000

Tricia Gall presented the estimated revenue from water sales, however, there was a large gap between the budget and the estimated revenue. Council decided to make several adjustments to the budget:

- Steven had been completing a time study and it was determined to change the allocation of Steven's time to 55% MVH, 30% Water, and 15% Wastewater. With an additional employee and the wastewater apprentice program, his work allocation has shifted.
- Decreased Professional Services to \$15,000
- Decreased Capital Improvements to \$100
 - Steven commented projects he sees in the future are a Generator, mixer and possibly new modems at the tower and also dead end tie ins to the water lines.
- Decreased New Equipment to \$100

A deficit still exists in the budget of approximately \$85,000, but will continue to look for ways to save and supplement with other funds when possible.

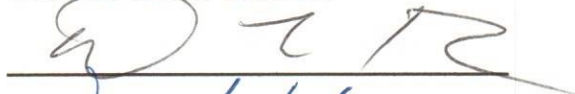
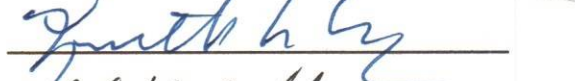
General- Police Budget Review Highlights:

Marshal Kreider was not able to be in attendance, but had completed a narrative for the council. Clerk-Treasurer, Tricia Gall, read aloud some of the highlights:

- 4% increase in wages. Derek wishes to increase the pay for the officers more than just an average increase to try to keep more of the experienced officers on staff. The market for new police officers is becoming extremely competitive.
- An increase in the Part-Time officer budget in the amount of \$500
- Moved the Security wages from the Park budget to the Police.
- Clerk-Treasurer noticed an error she made in the SRO pay and will update to the correct amount.
- 20% Health Increase
- 8% increase Liability insurance estimate

Bob moved to adjourn and Ken seconded. All agreed.

Milford Town Council



 Robert C. Cockburn

Attests:



MILFORD TOWN COUNCIL BUDGET REVIEW MEETING

WEDNESDAY, JUNE 24, 2020

6:00PM AT THE MILFORD COMMUNITY BUILDING

Present: Doug Ruch, Bob Cockburn, Ken Long, Mark Brubaker, Todd Haines, Tricia Gall, and Shanna Maust

Doug opened the meeting.

Wastewater Budget Review Highlights:

- 4% wage increase
- Updated Steven Marquart's time to 55% MVH, 30% Water, and 15% Wastewater
- 20% increase Health insurance estimate.
- 8% increase Liability insurance estimate.
- \$2,000 Increase for Chemicals
- \$10,000 increase for 361 Repairs & Maintenance
- Removed amount budgeted in 2020 for New Keystone software
- \$600.00 increase in Disposal
- Update to the bond and principal amounts as per the debt schedule

Tricia Gall presented the estimated revenue from wastewater sales, however, there was a large gap between the budget and the estimated revenue. Mark commented that his numbers show that flow is down also. Council decided to make several adjustments to the budget:

- Decrease Professional Services to \$3,000
- Restore 361 Repairs & Maintenance to \$25,000
- Decrease Capital Improvements to \$100
- Decrease Machinery & Equipment to \$100
- Mark also indicated that he is having Alliance of Indiana Rural Water complete a rate study to see if we can decrease our utility usage and he and Gary have been shutting down parts of the plant since our flow is down to conserve energy, as well. He also continues to look into land application as an alternative to paying for disposal of waste and the associated supplies, such as bags.

Discussion was held about whether or not we can use the prior rate study or if we would need a new study. Mark also indicated that the North Clarifier is in need of attention and we need to close the ponds. He is waiting on Merrill Brothers for a quote to get this work completed. Tricia Gall requested that Mark put together a list of Capital Repairs and Improvements that Mark anticipates needing completed.

A deficit still exists in the budget of approximately \$142,000, but will continue to look for ways to save and supplement with other funds when possible.

Fire Budget Review Highlights:

- Todd Haines, Milford Volunteer Fire Chief, presented the Milford Volunteer Fire Department budget. There was an overall increase of 2%. The budget

is funded by Van Buren Township, Jefferson Township and the Town of Milford. All lines remained the same other than Fuel, Gear & Radios, which went up \$2,000.

Clerk-Treasurer Budget Review:



- 4% wage increase
- 20% increase Health insurance estimate
- \$2,000 increase for education
- \$1,000 increase for office supplies
- \$1,000 increase for Fire Department
- \$500 increase for building inspector
- 8% increase Town and Fire department Liability insurance estimate
- \$1,000 increase for Dues & Fees
- 3% contractual increase for Trash pickup
- \$2,000 increase for public relations

Non-Departmental Funds Budget Review:

- Local Road & Street
 - Remain the same
- CEDIT
 - Increase by \$50,000 for a total of \$200,000 due to possibly needing to supplement with funds for water and wastewater capital expenditures.
- CCI Tax Rate
 - Remain the same
- CCI Cig Tax
 - Remain the same
- Cum Capital Development
 - Remain the same
- Cum Sewer
 - Remain the same
- Rainy Day
 - Remain the same
- Riverboat
 - Decrease to \$15,000 due to decrease in Revenue due to Covid 19.

Ken moved to adjourn and Bob seconded. All agreed.

Milford Town Council



 Robert C. Cook

Attests:

