

April 11, 2022, 7:00 P.M.

Denny Richardson, as Council President, declared a quorum and called the council meeting to order. An attendance sheet was made available for non-officers and citizens present. Present besides Denny were David Miller, Council Member, and Mary Richardson, Clerk-Treasurer. Others present were Geoffrey Wesling, Town Attorney, and Jeffrey Sherwood, Marshal. Jo Temple, Vice President, and Paul Sembach, Utility Supervisor, were absent.

Denny led in the Pledge of Allegiance to the Flag.

A motion was made by David Miller and seconded by Denny Richardson to dispense with the reading of the minutes from the March 14, 2022 meeting and March 28, 2022 Public Hearing. Approval was unanimous. There were no amendments.

A motion was made by David Miller and seconded by Denny Richardson to approve the claims as presented. Approval was unanimous.

General Fund	\$2,808.96	Sewage Utility Operating Fund	\$4,259.52
Motor Vehicle Highway	\$241.98	Payroll Fund	\$11,421.91
Park Fund	\$375.17		
Water Utility Operating Fund	\$5,527.56	Total	\$24,635.10

Les Day gave a presentation to the Council regarding his business, D & S Water and Wastewater Service. The company performs services for small utilities as the Operator of Record. Currently, they provide service to towns such as Laurel, Metamora, Oldenburg. Mr. Day is in business with Edward Schlechtweg and both are certified operators. The Council explained that the Town has filed for a USDA Water Study and no decisions will be made until after the study.

#### Unfinished Business

Mary noted she filed a claim with the State Revolving Loan Fund to finish out the loan State Revolving Loan Funds available for the water construction project.

Mary reported that Mike Kleinpeter is working with OCRA to close out of the wastewater improvement grant.

Mary provided an update on the sidewalk project partially funded by an INDOT grant. Property owners received notification that someone would be contacting them to discuss the right of way and the appraisal value. Marc said the appraisals will happen next. After that, the amounts will need to be approved and sign the offers for the buyer. Because of timing, a special meeting might need to happen.

Marc Rape had asked if any meters will need to be moved for the project. Paul Sembach had confirmed that he had talked with someone earlier and meters will be close but will not affect the project. Paul said there might be a conflict with a storm drain.

Mary had previously notified that Council that Marc Rape from Strand nor herself will be able to be at the in-person INDOT meeting on April 14 at 9:00 A.M. in Glenwood. Someone needs to attend the meeting and obtain answers to the questions from Strand. The Council agreed that Denny will attend the meeting and recap the responses.

Mary reported that she submitted the USDA grant application on April 7, 2022.

Mary provided the Council with information that Brad Colter from Connersville Utilities would be glad to help Glenwood Utilities as a certified operator if needed. Brad lives in Connersville and can make it out to perform the monitoring duties and also be considered as an available certified operator to satisfy the requirement. Brad said that it does not require being on site all the time but must be available if called in.

Brad said he is confident that Carolyn (IDEM) would be fine with the situation if she knew he was involved while Paul was recuperating. I said I would let him know on Tuesday what the Council decides. A motion was made by David Miller and seconded by Denny Richardson to authorize Mary Richardson to negotiate a pay rate with Brad Colter based on the salary ordinance. Approval was unanimous.

The Council discussed the PTO policy. A motion was made by David Miller and seconded by Denny Richardson to provide a temporary increase to the Personal Time Off policy to add thirty (30) additional PTO days in 2022 only for the Utilities Superintendent to use for the purpose off sick leave. Approval was unanimous.

Mary presented the Council with documentation to support filing a request with Rush County to receive funds from the Rush County American Recovery Plan (ARPA) for loss of income during the COVID-19 health emergency. Mary was told by Amy Grocox from the Rush County Council that these funds were available. Mary passed the information on to the Glenwood Volunteer Fire Department. Her calculations reflect a loss of community center rental revenue of \$1,778.50 and a loss of sewer penalties of \$1,100.42. Mary stated there was not a loss of water penalties that could not be measured because the penalties are based on the billings ad the rates increased in 2020 and 2021. A motion was made by David Miller and seconded by Denny to authorize Mary Richardson to file the request. Approval was unanimous.

Mary provided a draft of Ordinance 2022-4, a revision of the ARPA plan. Geoffrey Wesling had reviewed the ordinance. Based on a SBOA webinar and advice from Kleinpeter Consultants, Glenwood can list all expenditures including the premium pay under the revenue reduction category. Also, the plan adds expenditures for security camera and a tree arborist review. A motion was made by David Miller and seconded by Denny Richardson to approve Ordinance 2022-4. Approval was unanimous.

Mary reported that she sent the owner of the property on Main Street a letter on April 4, 2022 requesting that action be taken by May 4, 2022 to address the enforcement order for the building. David Miller said that if the situation is not remedied by May 4, he will find a contractor with liability and workman's com insurance to remove the awning. The Council agreed not to contract for more than \$2500.00. If the Town takes action, Mary Richardson will send a bill to the property owner and file a property lien if the reimbursement is not received.

A citizen reported that property on State Street needs attention. David said he would research to find a relative of the deceased property owner.

Denny reported he signed the agreement with Duke Energy for the installation of LED lights on the 29 street lights.

It was reported that Jo Temple submitted the multi hazard mitigation plan (MHMP) capability worksheet that Mary Richardson completed to Chuck Kemper, Rush County Emergency Management.

Mary provided the Council with an updated tree inventory list and also a list of 81 trees to consider for the arborist review. Mary coded trees included in the sidewalk project and where there might be questions. A motion was made by David Miller and seconded by Denny Richardson to approve the tree arborist contract from Davey. Approval was unanimous.

The Brownfields Assessment Grant was tabled for another month at Denny's request.

The Council discussed the culvert on Cemetery Street. The culvert is washing out again. David suggested adding cement blocks and gravel. George Stamm, Cemetery Trustee, said the culvert needs to be cleaned out first. David said he will look into the situation.

### New Business

The Council discussed the requirement for utilities to annually attend at least one regional Indiana Finance Authority (IFA) meeting. IFA tracks the attendance on a 12-month rolling basis. Paul did not attend a meeting in 2021. There is a meeting on April 21, 2022. Mary noted that the Town has a \$165,000.00 water loan that will be forgiven by IFA as long as the Town is in good standing. Denny said he will attend the meeting in-person or via zoom.

A proposal from Strand & Associates was presented to the Council for the annual stream gauge calibration in the amount not to exceed \$3,500.00. Mary stated that her contact at Commonwealth said they do not regularly perform the service and suggest the Town continue with Strand. A motion was made by David Miller and seconded by Denny Richardson to approve the Strand proposal. Approval was unanimous.

A motion was made by David Miller and seconded by Denny Richardson to not provide a community garden this year. Approval was unanimous. The Council agreed to remove the garden plots on the property.

Mary provided an update from the Park Board meeting held prior to the Council meeting. The Park Board decided to have a community supper on July 14, 2022 at 6:30 P.M. to celebrate the Rush County Bicentennial. A motion was made by

David Miller and seconded by Denny Richardson for the Town to provide the hot dogs and related food items, supplies and drinks for the supper. Approval was unanimous.

The Park Board also requested the Council consider using ARPA funds to replace the linoleum flooring in the kitchen and two restrooms. The Board would also like the parking lot gravel to be expanded back to the alley with additional bumpers. The Council agreed to add these items to the next ARPA plan revision.

Denny said he is waiting to get additional estimates for street repair.

Mary explained that the State has eliminated the utilities receipts tax (URT) but is requiring water rates be reduced by the amount of the tax previously paid. Mary reached out to Baker Tilly and they are calculating the rate change required. Mary asked Geoff if revising the rate ordinance will be sufficient without going through the process from previous rate changes. If so, there are some amendment ordinances so might be good to consolidate. Mary said the rate needs to be changed by July 1, 2022. Since Keystone needs ample time to change the rates, a revised ordinance should be approved at the May meeting. To allow time for publication, there may need to be a special meeting. The requirement also includes notifying customers in the next two billing cycles of the change. There may not be sufficient space on the bills and separate mailings may be required. For one, we can add to the consumer confidence report notice.

A motion was made by David Miller and seconded by Denny Richardson to finish the project to contact property owners that do not have house or business numbers displayed. Mary noted that Ordinance 1997-3 reflects the person or entity contracting for water is responsible for posting the numbers. There is a fine of \$25 per day for violations. Mary suggested the Council consider revising the ordinance as enforcement might be better to address with the property owners. Mary requested copies of the letters sent for the town file. The Council agreed to consider an ordinance revision.

An employee questioned why time worked needed to be documented. Mary contacted the SBOA and was told that the town needs good internal controls. Whoever certifies the timesheets must be able to tell what work was performed on any given day questioned by audits or by the public. If the town has scheduled hours for employees no documentation would be needed. But Glenwood employees set their own hours. The Council discussed the process. A motion was made by David Miller to not require hours to be documented on the timesheets. Approval was unanimous. It was understood the person certifying the timesheet might require more documentation that the Council requires since they are taking responsibility to respond to questions during an audit or if questioned by the public.

Mary said she would certify the timesheets for her staff. The Council determined that the certification for town employees will be that Paul Sembach, and Jeffrey Sherwood will be certified by Denny Richardson. Jack Rummel, Rosie Rummel and seasonal employees will have their timesheets certified by Paul Sembach. Marvin Hedrick's timesheet will be certified by Jeffrey Sherwood.

Mary said that the SBOA also stated that employees cannot hold more than one position. Since Glenwood is a small town, the Marshal and Utilities Supervisor perform other functions. Mary recommended that the Superintendent's water and wastewater job descriptions be revised into one job description and include other town functions. The Marshal position has never had a job description other than the state requirements. Mary suggested establishing a Marshal and/or Deputy job description to include other town functions. A motion was made by David Miller and seconded by Denny Richardson to revise and establish sufficient job descriptions. Approval was unanimous.

## Reports

Mary reported on the Eastern Indiana Regional Planning Commission's Comprehensive Economic Development Strategy (CEDs) session held in Rushville on March 24, 2022. Attendees were divided into groups to brainstorm Rush County strengths, weaknesses, opportunities, and obstacles. The results were documented on the walls and attendees each had eight votes for the most important. The top results will be combined with the results from the other county meetings. The plan includes Union, Randolph, Wayne, Fayette, Henry, and Rush Counties.

Geoff and Mary reported that on April 13 at an executive meeting the Rush County Area Plan Commission (APC) will be discussing applications for the APC Director position.

Denny presented a quote for three Rush County Bicentennial banners plus installation for \$355.00. A motion was made by David Miller and seconded by Denny Richardson to purchase the banners. Approval was unanimous. Geoff Wesling said he will donate \$100.00 toward the banners.

There was discussion about sending Glenwood pictures and event information to be posted on the Rush County Bicentennial website. Denny will contact the Vocation School and inquire about enlarging historic pictures of Glenwood.

Mary presented a leaf affidavit to the Council. The customer is requesting a leak adjustment. The Council agreed that the customer should be contacted to make arrangements with the Utility Superintendent to turn off the leak and verify the leak did not affect the indoor plumbing. Mary said she would respond to the customer.

Jeffrey Sherwood reported that two radios were recertified.

Mary asked if anyone wanted to go with her to the AIM meeting on May 4, 2022.

#### Other Business

A motion was made by David Miller and seconded by Denny Richardson to adjourn the meeting. Approval was unanimous.

Mary M. Richardson, Clerk-Treasurer