

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

Denny Richardson opened the Glenwood public hearing that was advertised. An attendance sheet was made available for non-officers and citizens present. Present besides Denny were Jo Temple, Council Vice President, David Miller, Council Member, Mary Richardson, Clerk-Treasurer, Paul Sembach, Utilities Supervisor-Operator, Jeff Sherwood, Marshal, Marvin Hedrick, Special Deputy Marshal, and Geoffrey Wesling, Town Attorney.

Mary Richardson explained the need to revise the house and building number ordinance to better enforce the requirement for safety purpose. Copies of the proposed ordinance was made available. There were no questions from the audience.

A motion was made by David Miller and seconded by Jo Temple to close the public hearing. Approval was unanimous.

After closing the public hearing, Denny Richardson opened the Town Council meeting. Denny led in the Pledge of Allegiance to the Flag.

A motion was made by Jo Temple and seconded by David Miller to approve the June 13, 2022 and June 21, 2022 council meeting minutes as presented without changes. Approval was unanimous.

Mary Richardson expressed concern that she is not receiving back documentation that is being reviewed by the council members at the meetings. She did not receive the signed Allowance of Accounts Payable Vouchers from the May meeting. At the June meeting, the May and June Allowance of Accounts Payable Vouchers were missing along with the payroll Allowance Docket with the original timesheets. Mary feels the best practice is for the Allowance forms to be signed when approved and provided to her. Mary will stay after the meetings for those wanting to review the vouchers, invoices and timesheets.

A motion was made by David Miller and seconded by Denny Richardson to approve the claims as presented. Approval was unanimous. Mary stated some expenses exceeded appropriations and she provided a resolution to transfer appropriations.

General Fund	\$12,607.19	Water Utility Bond & Interest Fund	\$1,953.33
Motor Vehicle Highway	\$242.78	Water Utility Deposits Fund	\$200.00
Park Fund	\$501.80	Sewage Utility Operating Fund	\$4,574.48
American Rescue Plan Fund	\$2,147.42	Payroll Fund	\$8,055.61
Water Utility Operating Fund	\$6,712.00	Total	\$39,994.61

Mason Gordon, Hoosier Solar, provide the Council with a PowerPoint presentation regarding the planned solar farm south of Glenwood. The planned project will cover approximately 1700 acres mostly in Rush County. Leases are not yet finalized but it appears the solar farm will begin about one-half mile south of Glenwood. Mason answers some questions from the audience. Geoffrey Wesling stated there will probably be an agreement with the counties that will require maintenance on the roads to bring them back to the way they are before the construction project. It was noted that the taxes paid by Hoosier Solar may reduce the property taxes for property owners.

Unfinished Business

Mary provided the Council with information she received from Jason Cheney, SME. She had met him when he provided a Brownfields Assessment grant presentation at a recent Eastern Indiana Regional Planning Commission meeting. Jason told her that after attempts to remedy issues with fugitive dust emissions and storage tank leaks, the Council can go to the Office of Air Quality, which is a different IDEM department from the State Chemist. Documentation of situations and efforts to get help would need to be provided. Jason also stated that dust is not supposed to leave a property.

The Council discussed the Anhydrous training provided by IDEM State Chemists on July 9, 2022. The training was hosted by Nick Thomas, Farm Supply. It was noted at the training that tanks are returned 24-7 by farmers and sometimes the farmers to not check the valves. There is an acceptable leak formula. Sometimes the leakage is primarily water rather than chemicals. The Council agreed that since residents cannot determine if the leak is within the acceptable level, when they have experience from a leaking tank, they should call a posted Farm Supply number and also the Glenwood Volunteer Fire Department.

The Council also discussed the information sent to the Council by Nick Thomas. Farm Supply has agreed to purchase a system to add food grade mineral oil to the incoming grain at Glenwood. This system will apply food grade mineral oil to the grain in an effort to reduce the dust. This system will not be delivered for 8 weeks. They will have it installed and working for the beginning of grain harvest. In the meantime, they will try their best to reduce the dust they can control. The long-term goal for dust control is the use of this food grade mineral oil.

Mary was told by Jason Cheney that the Brownfields Assessment grants are only available for properties that are abandoned. Grants cover large areas such as a city, county, or region. The applications are labor intensive requiring about 100 hours to complete. The only way Glenwood would be included in a brownfields assessment is if one was conducted by Fayette County, Rush County or EIRPC.

Mary reported that she sent a confirmation to USDA that the town has committed \$10,000.00 for the interim financing to start the design. The Town will receive a letter of condition for construction from USDA

Mary passed along information from Thomas Barclay. The water planning grant was expedited by USDA after the Council approved to consider in the study obtaining water from Connersville. This moved the project up the priority list to get the engineering report started sooner. USDA is looking to regionalize water projects and this caught their interest. The goal is to provide the best available water to the Town and right now this is still in the form of evaluating the Town's water quality and recommending solutions for the current utility. Thomas hopes to hear from the National office soon.

The water planning grant has been approved by the State USDA Rural Development office and now is under review by the National office. The current contract with Commonwealth is the short form but USDA is requesting a long form contract. Thomas will send the contract to Geoffrey Wesling for review. It is due 30 days after Glenwood receives the letter of condition. A motion was made by David Miller and seconded by Jo Temple to authorize Denny Richardson to sign the contract after the review and approval by the town attorney. Approval was unanimous. A motion was made by David Miller and seconded by Denny Richardson to authorize Mary Ricardson to pay the \$10,000.00 as soon as the letter of condition is received. Approval was unanimous.

A motion was made by David Miller and seconded by Jo Temple to approve Ordinance 2022-7 Display House or Business Numbers. Approval was unanimous.

The Council agreed to remove the WiFi agreement from the agenda until they hear from the vendor.

Mary provided the Council with an update from her June 20, 2022 meeting with Mark Blake, Cassandra Hudson, Lavonne Robert from INDOT and Marc Rape from Strand. Marc Rape committed to having appraisals completed by June 30. On July 5, 2022 Marc stated that the sub informed Strand that they will be able to pass the appraisals along to the Review Appraiser on July 5, 2022. Mary did not get a response to her request today for an update.

After Mark Blake confirmed that the Stage 3 Design was not dependent on the appraisal completion, Marc Rape committed to having Stage 3 completed by June 24. On July 8, Marc told Mary that a lot of little things needed to be cleaned up for the Stage 3 submittal and it will be submitted on July 11. Mary did not get a response to her request today for an update.

INDOT agree that the Glenwood Council can move the letting date from September 2022 to February 15, 2023. This will be a very tight schedule. If the bids come in too high, there may not be enough time to revise the project and submit a request for new bids. INDOT LPA has expressed urgency to stay on track due to funds being maximized and any further delays in this project could result in this project being moved to 2028. A motion was made by David Miller and seconded by Jo Temple to move the sidewalk letting date to February 15, 2023. Approval was unanimous.

Mark Blake recommended the Town Council start the Condemnation process immediately after 30 days from the letter date if the property owner does not respond to the offer. Geoff stated that is a very expensive legal process.

INDOT also requested that Strand send Construction Engineering contract to Mary for processing. Mary will first provide the contract to INDOT to review for negotiation. On July 1, 2022 Marc Rape stated the contract should be sent to Glenwood in the next week. On July 8, 2022 Marc stated the contract was in the hands of Strand's internal reviewers and it will likely be sent in the following week. A motion was made by David Miller and seconded by Jo Temple to authorize Denny Richardson to sign the Strand Construction Engineering contract after it is reviewed by both INDOT and Geoffrey Wesling, Town Attorney. Approval was unanimous.

The Council and Town Attorney discussed this situation and concern if the project cannot be completed as scheduled.

INDOT also needed to process their contract with Glenwood for the construction phase of the grant. The legal signer information was provided to INDOT on June 21, 2022. The contract has not yet been sent to Denny.

Jo stated she has contacted two people at Davey and has not received a response regarding the status of the tree inventory update and an invoice. Mary expressed concern that we do not have the arborist information for the trees in the sidewalk project.

Mary had provided the Council with a first draft of a tree maintenance ordinance. Mary suggested that as much as possible be removed from the ordinance and included in the attachment. Geoff confirmed that the attachment can be revised by the Council without a public hearing. The Council will work on the ordinance and tabled this until the August meeting.

There was no American Rescue Plan Act update.

Denny reported the scheduling for the LED street lights replacement has been delayed and should occur during this current week.

Marvin Hedrick contacted the State Highway Department and received instructions for the signs. A motion was made by David Miller and seconded by Denny Richardson to authorize Marvin Hedrick to contract with Cain Signs to program and install the two radar signs for a cost not to exceed \$1200.00. Approval was unanimous. A motion was made by David Miller and seconded by Denny Richardson to authorize Marvin to purchase the two required posts from Hall Signs for \$475.56 and to authorize Jack Rommel and Rosie Rommel to travel to Bloomington using the town truck to pick up the posts. Approval was unanimous.

Marvin stated that the contractor will repair the culvert on the cemetery road this summer (approved up to \$2500 in May 2022). Marvin will also contact the contractor about repairing or replacing the drain on North Main Street. A motion was made by David Miller and seconded by Denny Richardson to authorize Marvin Hedrick to contract with the contractor to perform this repair when the cemetery culvert is repaired for an amount not to exceed \$2000.00 but within \$5,000.00 for both projects. Approval was unanimous.

The Council discussed the lagoon easement agreement. Geoffrey Wesling confirmed that the agreement requires the Town to repair the culvert going over the creek. Marvin will get a quote from a contractor for this repair.

Marvin said he hear from the Surveyor today and the town alley will be surveyed in the next two to three weeks.

Mary said that since the Council did not revise existing job descriptions or establish new ones, there is no place to document the payroll policy that the Council established in June defining a work week and determining how hours should be reported. Mary suggested the information be added to the timesheets and provided samples. The Council agreed.

Mary provided the Council with information she researched to establish email addresses for town officers and employees. This research was conducted after discussion at the October 2021 council meeting. Mary suggested obtaining the in.gov email addresses for the officers and employees that routinely use emails for town business. The Council was not interested in town email addresses. Geoffrey Wesling stated the town needs to offer a town email address to officers and employees but they are not required to obtain them. Geoffrey is concerned that they will not be used and important information will not be obtained timely. Geoffrey said if officers and employees use their personal emails, they need to understand that their emails are subject to a subpoena and they will be required to provide the emails. All three Council Members agreed that they did not want town email addresses and they understand their responsibility including that they will not delete any town-related emails for at least two years. Other employees present were Paul Sembach, Jeffrey Sherwood, Marvin Hedrick and Jack Rummel who did not request town email addresses.

New Business

The Council discussed entering into a 99-year lease agreement for town property versus selling the property. A motion was made by David Miller and seconded by Denny Richardson to obtain an appraisal for the property at 206 W State Street, then start the process for publication and notification to property owners. This process will only occur after Geoffrey Wesling provides approval to begin the process. Approval was unanimous.

Mary reported that the budget meeting with the DLGF is early this year and will occur on July 13. Mary will schedule the public hearing for the September meeting with the approval at the October meeting. This will give the Council to review budget documents at the August meeting.

A motion was made by David Miller and seconded by Denny Richardson to increase the Council & Clerk-Treasurer's attorney's retainer by \$150.00 per quarter. Approval was unanimous.

A motion was made by Jo Temple and seconded by David Miller to increase the elected officers' salaries by five percent (5%) effective January 1, 2023. Approval was unanimous.

A motion was made by David Miller and seconded by Denny Richardson to approve 2022 appropriation reductions and transfer funds from the Cumulative Capital Improvement, Motor Vehicle Highway, Motor Vehicle Highway Restrictive, and Local Law Enforcement Continued Education funds to the General Fund. Approval was unanimous.

In the Park Board meeting update, Mary noted that in the April 2022 meeting, the Council agreed to adding linoleum flooring in the community center's kitchen and two restrooms to the ARPA plan. The Council also agreed to adding the parking lot gravel to be expanded back to the alley with additional bumpers. A motion was made by David Miller and seconded by Denny Richardson to add gravel and bumpers to the new parking lot to expand it to the alley. Approval was unanimous. Marvin Hedrick stated he will follow up on the current order for bumpers and increase the number. Marvin will also contact Casey Owen to schedule additional gravel. It was noted they will need to find a place to take some dirt.

Jack Rummel reported that he will be getting some lumber to repair a wood bench at the park.

Paul Sembach provided a request to purchase water supplies. A motion was made by David Miller and seconded by Denny Richardson to authorize Paul Sembach to purchase either hose or fittings to be able to use some old hose the fire department is discarding and at least 5 more water meters to be able to make all of them electronically readable. Approval was unanimous. Paul also requested to purchase a new hose for the water plant line. The Council asked Paul to obtain a quote.

Paul discussed an issue with the overhead doors at the fire station. Apparently, the work was not correctly installed when the building was built. David stated the contractor should make it right. Mary noted that the Town only paid the contractor so there is no record of who installed the door. A motion was made by Jo Temple and seconded by David Miller to authorize Paul to contract with Mitchell Doors to perform the repair at a cost of \$2,736.00. Approval was unanimous.

Reports

Mary sent the approval to Shelby County Co-Op for a summer fill program at \$1.89 per gallon.

A \$350 mowing bill to a property owner who has sold the property. Mary asked if the Council wanted to take legal action. No action was taken.

The bill for the awning removal was paid by the property owner.

Mary reported that she provided the information from the April accident to Wilson Lawson and Myers. They contacted the insurance company.

Mary sent mowing letters as requested by Marvin Hedrick.

Mary provided the Council with information regarding an Alliance of Indiana training program for utility decision makers.

Teresa Asbury's schedule has changed where she can get back to posting. Mary is hoping Teresa can help her document old documents to request permission for destruction.

Mary said that other towns have been concerned about the new law addressing handguns in public places. Geoffrey Wesling said he has heard concerns from other offices. Geoffrey said the Town cannot ban handguns from the town's property.

Geoffrey Wesling discussed the legal filing sent to the town by a bank filing bankruptcy on property that has a \$440.00 sewer lien. Geoff advised that based on the potential legal cost, it might be best to release this lien and not file future liens for now. A motion was made by Jo Temple and seconded by Denny Richardson to authorize Mary Richardson to release the lien. Approval was unanimous. Geoff requested Mary keep him updated on the delinquent status. Mary said she has mail returned by the Post Office noting "deceased no delivery" so she is continuing to bill for the sewer but is not sending bills.

Marvin Hedrick discussed weeds around the Mini-Mart. Paul said the Fire Department was planning to spray the weeds. Marvin will monitor the situation and will have a letter sent if needed.

Paul Sembach provided his written and oral report. Mary noted that JCI sent a letter regarding a Force Majeure notice but they do not anticipate an interruption I supply to their customers.

Other Business

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

Mary M. Richardson, Clerk-Treasurer