

June 13, 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, and Geoffrey Wesling, Town Attorney. Marvin Hedrick, Special Deputy Marshal was absent.

Mary Richardson explained that the water rate is decreasing by 1.33% based on the repeal of the Utility Receipts Tax (URT) from House Enrolled Act 1002. Assuming 4000 gallons of water usage, the monthly water bill will be reduced by \$.92. Mary Richardson had a chart available reflecting the reduction by various amounts of gallons of water usage.

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 May 9, 2022 council meeting minutes as presented without changes. Approval was unanimous.

A motion was made by Jo Temple and seconded by David Miller to approve the claims as presented. Mary noted that invoices have not been received from Bakertilly for the water rate study or from Davey Tree for the arborist review.

General Fund	\$5,189.91	Sewage Utility Operating Fund	\$7,973.29
Motor Vehicle Highway	\$242.78	Sewage Utility Bond & Interest Fund	\$18,380.00
Park Fund	\$155.01	Payroll Fund	\$5,297.71
American Rescue Plan Fund	\$6,340.00		
Water Utility Operating Fund	\$5,529.84	Total	\$49,108.54

Nick Thomas, owner of Falmouth Farm Supply, Inc. introduced Jason Faber, Manager for Falmouth Farm Supply. Nick addressed the Council concerning complaints regarding Fugitive Dust Emissions and Storage Tank Leaks. Nick stated that their tanks are rented to farmers and sometimes they are returned without the valve completely closed. He said he is working with Matt Pearson and Denny Starkey, IDEAM Chemists, regarding safety. He would like to provide training by the State's IDEM Chemist regarding storage tanks. Nick stated that their tanks are rented to farmers and sometimes they are returned without the valve completely closed. The Council agreed to hold a special town council meeting where the IDEM Chemist can provide a presentation and respond to questions. It was noted that notification is required at least 48 hours prior to a town council special meeting and Mary will need additional time to prepare the notice,

Nick also discussed Farm Supply's future plans to add two 100' tall silos to replace the corn storage area. They want the silos to be located where Duke Energy currently has a substation and where the Town of Glenwood has a water well. Duke Energy has agreed to remove the substation from Farm Supply's property by 2025. Nick said they would like for the town to move the well and let him have the current property for his silos. Farm Supply would help with the cost. For example, if the cost is \$50,000, Farm Supply will pay \$10,000. Denny Richardson stated that the town is in the planning stage for a water study. At this time, the town is working with someone from Commonwealth Engineering and is told this is a strong well for the town. Thomas Barclay, Commonwealth Engineering, was present and addressed that the town's water quality will be included in the study.

There were concerns raised about two additional 100' silos being built so close to residents.

#### Unfinished Business

Thomas Barclay, Commonwealth Engineering, informed the Council that the USDA Water Improvement Grant has been approved. It is unknown yet if Glenwood will need to provide the \$10,000 grant match. There is concern over the timing of the project and Thomas suggested the Council allow his company to pursue a \$30,000 interest-free and short-term loan with Rush and/or Fayette Counties. This would speed up the study. A motion was made by David Miller and seconded by Jo Temple to authorize Commonwealth Engineering to seek a loan from the Rush and/or Fayette County Commissioners. Approval was unanimous. It may be good for Glenwood officers to attend the Commissioner's meeting with Thomas. It was recommended Thomas contact Ron Jarman, Rush County Commissioner.

The Council discussed the outstanding WiFi agreement received from Hill-Fi Internet Services. Geoffrey Wesling and council members will look at what needs to be addressed in the agreement.

Mary provided an update on the INDOT sidewalk grant. On May 3, 2022 Marc Rape, Strand Engineering, had informed the town that appraisers were in the process of meeting with property owners and the appraisal process should be wrapped up after the meetings. Today Marc said he has spoken to the appraiser and they should be getting back in the next couple of weeks to begin making offers to the property owners. Mary questioned Marc why this project has not moved along. Mary also asked him what plan is in place to meet the July 7, 2022 deadline. If the deadline is not met, INDOT will not fund the project this year and it will be moved to 2027. Marc responded that the appraisers are having the same manpower and workload issues that everyone else is having. Marc has been contacting them to remind them that we need this done. Marc has requested we meet with Mark Blake at INDOT to discuss our options. He feels we should receive the funding as long as we are reading within the 6/30/2022 through 6/30/23 fiscal year. A meeting in Greenfield has been set for Mark Blake, INDOT, Marc, and Mary to discuss the options for this project.

Jo Temple said she has not received an invoice or an updated tree spreadsheet from Davey Trees regarding the recent arborist review. She will follow up with Davey.

Mary reported that she did not send letters to the two property owners to request their street trees be trimmed. She said the current tree ordinance covers tree removals but is vague regarding tree trimming. Instead, Marvin Hedrick talked to the property owners. One property owner agreed to trim the tree and another one allowed Marvin to trim the tree.

Mary requested the Council consider revising the tree ordinance with two separate ordinances covering the Tree Board and the Tree Maintenance. She provided drafts with questions on the maintenance ordinance. Mary also asked the Council to consider whether or not a Tree Board is still needed. She provided research she had conducted reflecting that the Tree Board was established in December 2008 which is when the Council first looked into the condition of the Glenwood street trees. The last Tree Board meeting was on August 4, 2014.

A motion was made by Jo Temple and seconded by David Miller to dissolve the Tree Board Approval was unanimous.

The Council discussed concerns with the current tree maintenance portion of the ordinance. The Council has the right to trim and remove trees but does not specify which trees are the property owner's responsibility. There is not sufficient clarity of the public tree responsibility. There is mention of notification to property owners for tree removals but not for tree maintenance. Geoffrey Wesling explained the town's rights regarding street trees. The Council agreed to revise the maintenance portion of the tree ordinance to provide more clarification. Mary agreed to work on a draft that can be reviewed at a future meeting.

Mary stated she revised the American Rescue Plan Act ordinance to add the culvert repair project. This revision was reviewed by Kleinpeter Consulting Group LLC. A motion was made by David Miller and seconded by Jo Temple to approve Ordinance 2022-6 American Rescue Plan Act. The culvert repair project was added to the plan. Approval was unanimous.

David Miller provided an update on the removal of the overhanging awning on the Main Street property. Mary confirmed that she sent a bill for the removal to the property owner.

Denny reported that Duke Energy received the LED street light sooner than expected. The installation has been rescheduled for the week of June 20.

Denny updated the Council on the new radar speed signs. Arrangements have been made for Marvin Hedrick and him to receive training from a contact in Rushville before setting up the signs. The signs will be placed near the town entrance signs. Mary stated that she has reported the speed signs to the town's insurance company to add to the policy.

The Council agreed not to follow up on any revision of the Rush County Multi Hazard Mitigation Plan and just wait until notification of an update is received.

Denny reported that he had contacted someone at the Indiana Finance Authority regarding the Brownfields Assessment grant. A motion was made by Jo Temple and seconded by Denny Richardson to apply for the Brownfield Assessment grant. Approval was unanimous. The grant deadline is August 2, 2022. Mary said she would file the grant if Denny obtains the grant documentation and does any needed research and documentation.

Since Marvin Hedrick was not in attendance, the status of the cemetery culvert repair was tabled.

Mary reported that Marvin has been trying to contact the Surveyor to perform a survey of the town's alley on State Street. He will continue his attempt to get the survey scheduled.

A motion was made by David Miller and seconded by Denny Richardson to approve Ordinance 2022-5 Waterworks Rates and Charges to include the 1.33% decrease in the water rate and to lower the bad check charge from \$30.00 to \$27.50. Approval was unanimous.

The Council discussed the proposed revision of the House and Business Numbers Ordinance. It was agreed to publish the revision with a penalty of \$200.00. Mary said she will publish the ordinance for a public hearing prior to the July Town Council meeting.

Mary provided the Council with reasons why she is recommending the Council revise the current job descriptions for the Water Supervisor-Operator, Wastewater Supervisor-Operator, Town Labor, and add one for the Marshal, Special Deputy Marshal, and Deputy Marshal. Mary presented the Council with draft revisions. Geoffrey Wesling confirmed this was a Council decision but that the job descriptions were good. No action was taken. Mary provided to the Council a copy of the job description that she had developed for her Financial Clerks.

Mary stated that it would be good for fair labor requirements to have an established work week where overtime would be paid when an employee exceeds 40 hours within the established week. The week established on Paul and Jack's previous timesheets was Sunday through Saturday. Mary said she has one employee that documents the time worked in minutes and is paid the exact fraction of hours worked. All other employees report in hours where most round to the nearest 15 minutes. She recommends the Council establish a policy to support the reporting of hours by exact minutes converted to hours with two decimals or daily to the nearest 15 minutes reported with two decimals. [Examples: 1, 1.25, 1.50, 1.75, 2] The Council expressed a desire to keep the work week and reporting the same as the practice. Mary said with the streamlined timesheets a policy would provide consistency.

A motion was made by David Miller and seconded by Jo Temple to establish the employee work week from Sunday through Saturday. Approval was unanimous. A motion was made by David Miller and seconded by Jo Temple to allow employees to report their hours worked in minutes converted to the two-digit equivalent of exact hours or to report the total number of hours worked in a day to the nearest fifteen minutes converted to the two-digit hours total. Approval was unanimous.

Mary reported that she received notification from a Rush County Commissioner and a Rush Council Council Member that Glenwood's application for the loss revenue grant was approved. Mary filed the application for the COVID loss revenue of \$1,778.50 for the Community Center rentals and \$1,100.42 for sewer waived penalties. The total is \$2,878.92.

The Council discussed a successful dumpster day on June 11.

### New Business

There was no new business discussed.

### Reports

Mary reported that the Rush County Area Plan Commission has hired a new Director. Mike Holzback currently works at Farm Supply. The County plans to update the 2008 comprehensive plan beginning later this year.

A motion was made by David Miller and seconded by Jo Temple to hire the Sweetwater Band to play at the July 14, 2022 Glenwood Celebration for the Rush County Bicentennial at a cost of \$300.00.

Mary said she would take her personal computer to the event and show Glenwood's history of pictures. But she does not have any that have been provided since 2018. Jo stated there have not been any new history pictures.

David Miller stated the person that purchased the property next to the town's State Street property is interested in a lease-to-own agreement for the town property. Geoffrey Wesling will provide options at the July meeting.

Jo questioned if the water self-audit report will be filed on time. Since Paul Sembach had left the meeting, Mary provided an update. Paul and Mary met with a representative from Alliance of Indiana Rural Water and she reviewed the report and provided information and helped update the report. Mary said she now knows exactly what financial information to provide to Paul. Since the representative helped with the report, another person in the company needs to validate the report. Mary had followed up with the representative on June 9 to ensure the validation will be completed by the August 1 due date.

Mary reported that she has sent eight weed letters so far this season. All but one were mowed by the property owners. Mary sent a bill to a property owner for two town mowings. This property owner sold the property. Mary also sent two junk letters to property owners. She is not aware if the properties have been cleaned up.

Mary said she has been asked by Mike Kleinpeter to work part time for his company. She has discussed this with Geoffrey Wesling and she is presenting a conflict-of-interest form to the Council. Mary also presented conflict of interest statements for Paul Sembach and Denny Richardson.

Mary said she received another letter from Trexis Insurance regarding the accident at town hall on April 2, 2022. Marvin told Mary he would follow up on this. Geoffrey Wesling stated the letter should be forwarded to the town's insurance agent.

Mary said she was questioned again that nobody else requires the eVerify affidavits from contractors. Mary reached out to other cities and towns. The responses supported that other towns are requiring the eVerify affidavits.

Mary reported that the federal mileage rate has increased to 62.5 cents effective July 1, 2022. She has printed new forms to leave at town hall. Mary also noted that she tried several possibilities for Marvin to file mileage claims but it is difficult because his work base is Glenwood, not his home. Geoffrey said he looked into this and could not find a good solution. Marvin can turn in mileage if he first travels to Glenwood and then travels to Connersville but only from Glenwood to Connersville.

Mary said she received a collection notice from IDEM for the permits. She emailed them on June 10 with documentation proving payment but did not hear back from them. Mary also left a voicemail.

Mary provided correspondence from Rush County Stone Company regarding an increase in pricing and fuel surcharges.

Jeff Sherwood provided an update to the Council regarding the warning siren. During the recent bad weather, there was no siren alert. Jeff discovered Rush County Dispatch made a change and set Glenwood to only the northeast category. Jeff expressed concern to Commissioner Ron Jarman and the issue has been resolved.

Paul Sembach provided his written and oral report.

#### 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