

May 9, 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 Jo Temple, Council Vice President, David Miller, Council Member, and Mary Richardson, Clerk-Treasurer. Others present were Geoffrey Wesling, Town Attorney, Paul Sembach, Utilities Supervisor-Operator and Jeffrey Sherwood, Marshal.

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 April 13, 2022 meeting. Approval was unanimous. There were two amendments to the minutes. Denny and David did not remember approving that work performed need to be documented on the timesheets. Also, Marvin Hedrick's timesheet will be certified by Jeffrey Sherwood.

Geoffrey Wesling discussed the employee timesheet certification process. Geoff provided information from the State Board of Accounts stating that there is no issue with a Council Member certifying timesheets and also approving the payroll as these are two different functions. It was agreed that the Council President, Clerk-Treasurer, and Department Heads will certify the timesheets. The Clerk-Treasurer will audit and certify on the Allowance Docket that all timesheets have been certified. The Town Council will all approve on the Allowance Docket the payroll as listed on the Employee Job Pay Detail. A motion was made by David Miller and seconded by Jo Temple to no longer require documentation on the timesheets for the specific work performed as long as the timesheets are certified. Approval was unanimous. Mary will revise the timesheets for the employees.

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

General Fund	\$8,210.36	Water Construction in Process Fund	\$2,613.00
Motor Vehicle Highway	\$242.78	Sewage Utility Operating Fund	\$4,937.99
Park Fund	\$149.52	Payroll Fund	\$5,335.22
Water Utility Operating Fund	\$6,439.79	Total	\$27,928.66

Randy Amrhein from Liberty inquired about purchasing the property on State Street owned by the town. He is a truck driver and looking for a place to park his two trucks and a trailer. The Council said they are not considering selling the property at this time.

Unfinished Business

A lease agreement from Hill-Fi Internet Services, LLC was presented to the Council. The agreement allows the company to install equipment on the town's water tower. Three free internet services will be provided to the town and the agreement allows for a negotiated fee to be paid to the Town. Geoff Wesling said he had just received the agreement and had some questions. It was agreed that the Council will email Geoff their questions and concerns to be addressed at the next meeting.

Mary shared with the Council that at the Eastern Indiana Regional Planning Commission meeting on April 28 an internet company spoke. The company is working with Fayette County to provide internet for underserved areas. The company is talking to Rush County. If they obtain an agreement with them, there will be underground internet that would be available for Glenwood. They did a test with Mary's home address and said it would qualify.

Mary reported that the final disbursement for the SRF water construction project loan has been received.

It was reported that Denny signed the final close out document for the OCRA grant for the wastewater project. Mary passed along information from the Grant Administrator that OCRA stated we did everything correctly for the grant.

Mary noted that at her sidewalk grant meeting with INDOT, there was concern about meeting the deadline to complete the project in 2024. If the deadline is not met, the project may be moved to 2027. The concern is getting the right of ways cleared as just one person objecting to the offer could be an issue. INDOT said they know of at least one other city that if the offer is not accepted within 30 days from the date of the letter, they immediately proceed to condemn the property. Mary brought this concern to the Engineer. Marc Rape spoke to the appraiser and they were planning a round of meetings

with property owners during the week of May 3. After that, they should be able to wrap up the appraisal process. The scheduled date to complete the right of ways is July 7, 2022.

Mary reported that she followed up with Marc Rape regarding the person contacting property owners was apparently telling them that street trees might be removed that were not listed on the project plan. One property owner was also told her retaining wall would be removed. Marc immediately contacted the appraisers and stated that this misinformation can be a big problem for a small town. The matter was addressed with their employee.

Mary reported that INDOT wants a Construction Engineering contract with Strand completed. Mary requested a contract from Strand. A motion was made by David Miller and seconded by Denny Richardson for the contract to be reviewed by Geoffrey Wesling and authorize Mary Richardson to sign the agreement. Approval was unanimous.

Paul Sembach discussed the need for a storm drain on North Main St to be elevated as it is in the edge of the driveway and causing tire and front-end damage to vehicles. Mary said that repairing the drain would be included in the sidewalk project but that will be a year or more later. The Council did not take any action since the drain can be avoided and agreed to wait until the project.

Mary provided the Council with the INDOT minutes from the meeting on April 14 regarding the work being performed on State Street. Denny commented on the meeting. INDOT will redo all the ramps and grind them down for better drainage and make them wider.

Mary stated INDOT requires the Town is required to have an Employee in Responsible Charge (ERC). Mary does the annual training for that role and Jack Rummel has also completed the training so that the Town has a backup. Jack agreed to take the training again this year.

Mary discussed the USDA grant for the water utility improvement project. She talked to an Engineer from Commonwealth at the AIM meeting and was told that USDA does the scoring in May and it will probably be June before we know if the application is approved.

The Council discussed Brad Colter assisting Glenwood by performing the certified water operator duties for a couple of weeks. Mary said Brad told her everything is going fine and everyone was most cooperative with his visits. Things appeared to be in good order.

Mary reported that the American Rescue Plan Act (ARPA) report was filed. This report will be annual for Glenwood.

David Miller and Marvin Hedrick discussed the removal of the awning from the property on Main Street. A motion was made by Jo Temple and seconded by Denny Richardson to authorize David Miller to contract with someone to remove the awning for an amount up to \$1500. Approval was unanimous.

The Council discussed the situation where a town alley on State Street is being blocked. A motion was made by David Miller and seconded by Denny Richardson to authorize Marvin Hedrick to contract with a surveyor to survey the town alley. Approval was unanimous. Geoff Wesling said the Town should give the property owner ten-days advance notice to move items from the alley.

The Council received a complaint about the condition of property on State Street where the owner is deceased. Marvin is going to try to follow up with relatives.

Mary passed along information from Duke Energy regarding the LED street light rebate contract. Before Glenwood's contract was received, there were issues with Duke's change in their software. The issue has been fixed and Glenwood's job has been scheduled. It will likely be over the summer when the lights are in stock.

Jo reported that she sent the arborist review contract to Davey along with the revised list of trees. They have scheduled the review and Denny will meet with them.

Paul requested that there are some street trees that need to be trimmed to avoid contact with vehicles and people walking. A motion was made by David Miller and seconded by Denny Richardson to send letters to the property owners to trim the trees. Approval was unanimous. Mary agreed to send letters when Paul notifies her of the properties.

Denny requested the Brownfields Assessment Grant be tabled for him to research further.

Marvin provided information he received from a contractor to repair the street and culvert on Cemetery Street. The contractor can perform the work in mid to late June. A motion was made by Jo Temple and seconded by Denny Richardson to authorize Marvin Hedrick to contract with the contractor for the repair for an amount not to exceed \$2500. A motion was made by David Miller and seconded by Denny Richardson for the work to include putting in cement and to use ARPA funds for the project. Approval was unanimous.

Paul Sembach stated he talked to the Boy Scout's grandfather regarding the project to paint the Glenwood fire hydrants. They have submitted the plan and waiting for approval from the Boy Scouts.

Mary discussed the requirement to reduce the utilities receipt tax by the amount considered in the last rate increase. She had contacted Baker-Tilly and received a contract for up to \$950 to perform this calculation. Mary provided the contract to Geoff Wesling. Mary discussed the cost for small towns versus the small amount of reduction for customers at the recent AIM meeting. She was told that the legislators passed this law quickly at their last session so there was no time for comments. A motion was made by David Miller and seconded by Jo Temple to approve the contract with Baker-Tilly and authorize Denny Richardson to sign the contract. Approval was unanimous.

Mary said when she gets the reduction amount, she will advertise the public hearing at the June meeting for the rate change ordinance. Timing is critical in order for the rate to be effective on July 1, 2022. Keystone will need to change the rates in the billing software. Mary will send two notices via postcards to the consumers, one in June with the consumer confidence report and one in July.

An ordinance revising the 1997-3 ordinance to display house or business numbers was presented to the Council by Mary. She provided a redlined version and revision draft. The Council agreed the ordinance should be published to consider at the June meeting.

Mary provided revised job descriptions to the Council along with current job titles. The Council was not interested in providing job descriptions. Geoff Wesling said he and Mary will meet and discuss job descriptions before the next meeting.

The Council and Clerk-Treasurer discussed the current and revised employee titles. The Water/Wastewater Superintendent will be changed to Water/Wastewater Utilities Supervisor-Operator. There are Marsha and Deputy Marshal. The Deputy Marshal will be changed to Special Deputy Marshal. There is a General Employee job title. Mary is adding Financial Clerk for her staff.

New Business

Marvin reported he found three properties with weed (grass) violations and one property with trash issues. Mary sent letters to the property owners. The letters allowed for the grass to be mowed on May 1 or after and the trash violation will cause a \$1,000 per day penalty beginning June 15 or after.

The Council discussed having a heavy trash day. A motion was made by David Miller and seconded by Jo Temple to authorize Denny Richardson to schedule three dumpsters to be available for June 11, 2022. Approval was unanimous.

Reports

Jo reported that new planter boxes are needed. Jo also said the keypad at the Community Center needs replaced and she does not want one like is used at the Town Hall. A motion was made by David Miller and seconded by Denny Richardson to authorize Jo to purchase whiskey barrels. Approval was unanimous. A motion was made by Jo Temple and seconded by Denny Richardson to authorize Marvin Hedrick to purchase a keypad for the Community Center. Approval was unanimous.

Jo stated Marvin is driving extra miles and should receive a mileage reimbursement. Mary said she would send Marvin the travel ordinance and mileage claim.

Mary said she has not heard anything regarding the lost revenue application she submitted to Rush County. There next meeting is May 11.

There is Clerk-Treasurer training session in Michigan City on June 14 and 15 that Mary is considering to possibly attend. She has not been to one in the past and may be worth attending.

Mary said today she received a list of 131 State law changes that she will send to the Council.

Jeff and Mary discussed the April 2, 2022 accident outside of Town Hall. Mary said she received a letter from an insurance company inquiring about a claim. She called and left a message. Jeff said there was not enough damage to file a claim. Jack had cleaned up the area.

Jeff confirmed that he has appointed Marvin Hedrick as Special Deputy Marshal and he can assist the Council with zoning codes and various functions.

Paul Sembach commented on the written report he provided to the Council. Paul said he is short on hours for his water and wastewater license renewals. He plans to attend online classes.

Jack requested that the town truck be detailed. A motion was made by David Miller and seconded by Denny Richardson to authorize Jack Rummel to get the truck detailed. Approval was unanimous.

The Council discussed purchasing radar speed signs. A motion was made by Jo Temple and seconded by Denny Richardson to authorize David Miller to purchase two radar speed signs at \$2949 each. Approval was unanimous. Mary stated this purchase is already in the ARPA plan.

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