

March 11, 2024, 7:00 P.M.

Denny Richardson, Council President, opened the monthly Town Council meeting. Denny led in the Pledge of Allegiance to the Flag. 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; and Geoffrey Wesling, Town Attorney.

A motion was made by David Miller and seconded by Jo Temple to approve the February 12, 2024 council meeting minutes and. Approval was unanimous.

A motion was made by David Miller and seconded by Denny Richardson to approve the Allowance of Payroll Accounts Payable Voucher and the Register of Accounts Payable Vouchers as revised. Approval was unanimous.

General Fund	\$3,734.93	Water Meter Deposit Fund	\$150.00
Motor Vehicle Highway Fund	\$1,831.81	Sewage Utility Operating Fund	\$4,030.51
Park Fund	\$99.57	Payroll Fund	\$4,295.67
Water Utility Operating Fund	\$7,724.94	Total	\$24,867.43

Unfinished Business

Thomas Barclay, Commonwealth Engineers, Inc., presented an update regarding design funding for the proposed water utility improvement project to bring water from Connersville to Glenwood.

Thomas provided an update regarding Glenwood's READI grant application for the water project funding. The State Revolving Loan Fund (SRF) has already committed to the project but SRF is waiting on the design before committing a dollar amount.

Geoffrey Wesling recommended council members contact the Rush and Fayette Counties various entities and request the Glenwood loan be added to their agenda. The Council discussed the risk of moving forward with the water project with only SRF providing funding.

Mary asked Thomas what will trigger USDA to submit the \$30,000 preliminary engineering report (PER) grant so that the town can pay Commonwealth. USDA will notify Mary to provide documentation for the distribution.

Jeff Fish, Commonwealth Engineers, Inc., discussed the "Breakpoint Chlorination" project with the Council and Paul Sembach.

Mary Richardson stated the sidewalk project can now be considered completed. Mary has submitted the recommendation for acceptance report to INDOT. Strand provided the final construction engineering invoice which was under the contracted amount. The town is saving \$791 for its share of this cost. The contractor's cost may have been lower than contracted. If so, INDOT will provide a refund for Glenwood's portion. This may take a few months to finalize.

Mary reported she sent letters to property owners on behalf of the Council. These letters covered the driving or parking over sidewalks violations. The Council agreed the letters help resolve the situations.

David reported the no parking signs have been ordered by Davis.

Denny is working on obtaining bus stop signage.

The Council is waiting on better weather to address the alley situation.

Mary noted she had forwarded to the Council a request for someone inquiring if Glenwood was accepting applications for a Marshal. Denny said he would respond to the person inquiring about the Marshal position.

The Council agreed to wait for INDOT's SR 44 project to determine if the State addresses the dead tree in their right of way.

Mary reported sending the 2023 annual report to the council members and requested acknowledgement of reviews. All three council members stated they had reviewed the annual report and there were no questions. Denny and David confirmed they had reviewed the 2023 annual report. Jo stated she will review it.

A. New Business

The Council discussed a potential unsafe building. Denny agreed to contact the new Rushville inspector to see if she will assist Glenwood under the same arrangement as the previous inspector.

Mary discussed the ordinance regarding weeds, grass, and rank vegetation. This ordinance and two others, trash collection and unsafe buildings, reflect the Clerk-Treasurer is responsible to send violation letters. Mary said she will continue helping the council when feasible, but these ordinances should be changed for the future since this is not a Clerk-Treasurer's responsibility.

Mary questioned what the process will be for monitoring high grass and junk. Mary said until she finds a part-time clerk to assist her, she is requesting someone else send the violation letters. She will set the template and log on the town hall computer. That will eliminate the need to send her copies for official retention. Of course, if the violation gets to the billing stage, she will send those letters and follow up with any necessary liens.

Mary also asked what the process is for tagging vehicles. The Council will monitor and call the Sheriff's office if vehicles are not tagged.

Mary stated that the ARPA funds need to be allocated for specific purposes by year end with fund spent by next year. She is recommending the money be spent this year to ensure that there are no complications in satisfying the expenditure requirements. Mary provided some suggested purposes. The Council agreed that ARPA funds could be used for the current water project. Jo will research the cost for a rolling shutter for the community center.

Mary stated the town has been very fortunate with the process for accepting payments. But there is a risk with the process. Since the town work is performed around part-time employees' schedules and the nearest bank is ten miles away, there is not a safe way to store the checks until they can be deposited. If the deposit is lost, the town does not have copies. Also, it would be very time-consuming and expensive to replace the checks or money orders.

Mary has contacted the bank and since the town does not collect a large number of checks, they can be remotely processed for \$35.00 per month. This will cover deposits for all three bank accounts. The deposits can be made at the time of posting. Checks will need to be saved for ninety days. A motion was made by Jo Temple and seconded by David Miller to enroll in the remote banking product. Approval was unanimous.

Reports

The Rush Co Area Plan Commission (APC) has started the process of updating the solar section of the zoning ordinance but it will not be finalized until after the comprehensive plan is completed and direction received from the Commissioners.

The Rush County Comprehensive Plan is in the preliminary stage. The steering committee had a meeting today. The Glenwood portion of the plan will be presented on June 24, 2024 at 7:00 PM at town hall. Mary suggested that meeting location be changed from the Community Center to Town Hall. The Council agreed. The Glenwood adoption meeting will be at the Council's regular meeting on August 12, 2024 at 7:00 PM.

Jo expressed concern regarding the eclipse occurring on April 8, 2024. The Council agreed there is no way to control the traffic. The town buildings will all be locked. The fire department plans to keep two or three people on site.

Denny stated that when the comprehensive plan meeting was held at the community center, the lighting was very dim. He will look into better lighting. Denny will also try to find someone to clean the gutters.

Mary provided the Council with information regarding HB 1167 which will require the town to live stream meetings by July 1, 2025. Mary said one town is already using YouTube for this. There will be another legislative session before this goes into effect but she recommended the Council begin researching what might work best. There is going to be a class on this at the Clerk-Treasurer conference in June, Mary might be attending this session but it is in South Bend.

Mary said she received the request from Rush County for the Community Center rental for the election. The voting booths have doubled in size and will be trucked in. They need access in the afternoon of May 6, all day on May 7, and the morning of May 8. Denny and Jo will be the contact to help the County get access and ensure Wi-Fi is available.

Mary asked if anyone knows of someone that might be interested in posting and performing other computer work. She will wait a little longer before posting a notice for a part-time clerk.

Paul Sembach provided his written and oral report. Paul reported that the lift station pump has failed. A motion was made by Jo Temple and seconded by Denny Richardson to authorize Paul to purchase a new pump and obtain a warranty. Approval was unanimous.

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