



# OTTERBEIN

TOWN BETWEEN TWO COUNTIES

*A place for family*

May 31, 2016

Vol. 21.05

104 E 2nd St, PO Box 215

765.583.4944

[www.otterbein.in.gov](http://www.otterbein.in.gov)

### Important Phone Numbers

Police	911 or 884-0080
Water Emergencies	476-3055
Billing Questions	583-4944
Clerk's Office	583-0089
Republic/Allied Waste	477-9138
Streets and Water	583-3430

### Councilmen

Kevin Burk	404-1481
Dirk Studebaker	574-551-2903
Doyle Allison	583-9481
Amy Brown	376-0366
Rick Hadley	418-5742

## Calendar June 2016

1st	Limb Pickup begins
2 <sup>nd</sup>	Trash pickup due to holiday
7 <sup>th</sup>	Town Council Meeting 6:00 PM
8 <sup>th</sup>	Trash & Recycle
21 <sup>st</sup>	Town Council Meeting 6:00 PM
22 <sup>nd</sup>	Trash & Recycle



Due to State Board of Accounts School

**Town Hall will close at 2 pm**

Tuesday June 7th and Wednesday June 8th



## Tennis comes to Otterbein!!

Join the fun and get some great exercise, too!

**Ages 6 to Adult—Beginning June 6<sup>th</sup>**

See back page for registration



## OUMC Fish & Tenderloin Fry



WHEN: Friday, June 3<sup>rd</sup> from 4:30 – 7:30 p.m.

WHERE: Otterbein United Methodist Church

COST: \$10 Adult / \$5 Children (Ages 6-12)

Ages 5 & Under = FREE *Tickets will be sold at the door*

WHY: To provide community fellowship and financial support for the OUMC

Free Family Carnival in September!

Homemade Desserts provided with every meal!

Carryout Available! ~ Fish prepared by Dan's Fish Fry ~



### Library News



**Food Finders Bagged Lunches — Monday thru Friday— 12-1pm,** The Otterbein Public Library continues to be a lunch site for children ages 2-18. No registration is required, children may show up to the library meeting room between 12-1pm and receive a free bagged lunch and milk. Lunches must be eaten in the meeting room, no food is allowed to leave and parent consumption is discouraged. This is a program designed for children.

**Mother Goose on the Loose Story time** — We meet in the meeting room on Tuesday's at 10am and 11am and on Wednesday's at 4pm. Same great program, new and larger space.

**Color Me Calm—Wednesday, June 1<sup>st</sup>**—1st day of each month. Open All Day but social Hour will be from 4-5pm. Colored pencils and coloring pages are supplied or bring your own. This 'therapy' is relaxing and stress relieving for many individuals. No registration just show up!

**SRP Playground 1:00 pm Monday June 6<sup>th</sup> and 13<sup>th</sup> .Thursdays June 9<sup>th</sup> and 16<sup>th</sup>**

**SRP Tennis Courts 1:00 pm Monday June 20<sup>th</sup> .Thursdays June 23<sup>rd</sup>**

**SRP Video Game Tournament 1:00 pm Monday June 27<sup>th</sup> .Thursdays June 30<sup>th</sup>** Check the Library or Library website calendar for more detailed information.

**\*Special Event\* Wednesday, 11:00am**

**June 8<sup>th</sup>, Instrument Petting Zoo**

**June 15<sup>th</sup>, Obstacle Course**

**June 22<sup>nd</sup>, Professor Steve**

**June 29<sup>th</sup>, Silly Safari** Check the Library or Library website calendar for more detailed information.

**TOWN COUNCIL MEETING**  
**TUESDAY, MAY 3, 2016 AT 6:00 PM**

Council President Kevin Burk called the meeting to order at 6:00 PM with members Richard Hadley, Dirk Studebaker and Doyle Allison present. Vice-President Amy Brown was absent.

The Council conducted the hearing on utility disconnections. There was no one present to talk with Council about their unpaid utility bill. Dirk Studebaker made the motion to approve those listed on the disconnection list be disconnected. Richard Hadley seconded the motion and all were in favor.

Dirk Studebaker made the motion to approve the April 2016 Minutes as written. Doyle Allison seconded the motion and all were in favor.

Kevin Burk read the summary of claims for a total of \$121,441.04. Richard Hadley made the motion to approve the claims as presented. Doyle Allison seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles brought up the property at 102 W Oxford Street. She explained that it has sold on Commissioner Sale. The new owner however, has not been given permission to enter the property yet. The yard needs mowed, if the town mows, we will be unable to collect due to the property in the transition period. Kevin Burk brought up that the home is also not secure, with the door and a whole in a wall. He would like it secure so that kids don't enter the unsafe abandoned property. The Council unanimously agreed for the town to mow the property and to secure the house.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn at 6:11 PM. Dirk Studebaker seconded the motion and all were in favor.

**TOWN COUNCIL MEETING**  
**TUESDAY, MAY 17, 2016 AT 6:00 PM**

Council President Kevin Burk called the meeting to order with Vice President Amy Brown, and members Richard Hadley and Doyle Allison present. Member Dirk Studebaker was absent.

The Council conducted a hearing on a utility pay-arrangement violation for 406 N Columbia Street. The resident was not present. Amy Brown made the motion to have the utilities shut off. Richard Hadley seconded the motion and all were in favor.

There were 2 written requests submitted by public. The first was from Greater Lafayette Tennis Association. They would like permission again this year to hold summer tennis lessons for the community on the town's tennis courts. Amy Brown made the motion to approve the request. Richard Hadley seconded the motion and all were in favor. The second request was from the St. Charles Catholic Church. They have purchased the property at 104 E Timmons and will be removing the house to make a parking lot. They are requesting the utilities be removed from the property. Doyle Allison made the motion to approve the request. Richard Hadley seconded the motion and all were in favor.

Kevin Burk read the summary of claims for a total of \$59,912.40. With no questions, Amy Brown made the motion to approve the claims as presented. Richard Hadley seconded the motion and all were in favor.

Attorney Jud Barce read the summary of the proposed Water and Wastewater rate ordinances. There were no public present and no comments or questions. The two ordinances are on file in the Clerk's Office for review and was also published in the Benton Review. Second Reading and adoption of these two ordinances will be on June 7, 2016 at 6:00 PM.

Attorney Barce introduced Bryan Berry with the Area Plan Commission and Paul Jackson the Economic Development Director for Benton County. Jud had spoken with a representative from Tippecanoe County regarding the possibility of moving the county line. The representative requested that a plan be submitted. He then shared this information with the Plan Commission that the town would like to look at making Otterbein reside in one county instead of split between Benton and Tippecanoe Counties. The two gentlemen and the Council spoke as to the possible advantages and disadvantages to moving the county line. Jud is going to coordinate a meeting with all government agencies in Benton County and the town, that would be affected by such a change, to gather more information and if this is something that might be beneficial to all concerned. If there is interest, then a financial impact study will be conducted. If that shows a positive impact then a plan will be put together to present to Tippecanoe County.

Jud then informed the Council that we have received an Unsafe Building Order on the Lutheran Church. Council can conduct a hearing on the matter, but he stated since we were the one to request her to look at the property, he had prepared a letter to waive the hearing. Kevin Burk explained how he is afraid this is going to force us to clean the property and that the property was not unsafe

until we auctioned everything off when we were going to sell the property, which then discovered the asbestos problem. He is not sure he wants to just accept the building as unsafe. There was quite the discussion on how the property can be disposed of or cleaned up. The Council agreed to table the decision to hold a hearing until more information can be presented.

Jud then presented the Tax Abatement compliance forms to be reviewed for Furpo and Rowe Truck. Amy Brown made the motion that the Council agree that Furpo is in compliance with their tax abatement. Doyle Allison seconded the motion and all were in favor. Amy Brown made the motion that the Council is in agreement that Rowe Truck is in compliance with their tax abatement. Doyle Allison seconded the motion and all were in favor.

Jim Schoen from Hoosier Associates was present to talk about the Street Festival committee being an extension of the Town. He said that Council needed to make that official. Amy Brown made the motion to make the Street Festival Committee an extension of the town. Rick Hadley seconded the motion and all were in favor. He did ask that when getting vendors liability insurance certificates, have them list the town as added insured for the event.

Ryan Smith with BF&S was present and informed the Council that BF&S had helped Treeva with the INDOT Application for the sidewalk on Church Street and that it has been submitted. He then explained about a new INDOT grant opportunity. It is a 50/50 match regarding street projects. INDOT is still working out all the details but will be having an information meeting coming up. What Ryan is aware of, is that one requirement is there must be what is called a Pazer Study done for the community. This is a study that looks at roads and traffic patterns and condition of roads and puts together a maintenance guideline of when and how each road is maintained. Clerk-Treasurer Treeva Sarles informed the Council that the State is providing special funding to assist Towns with Street projects. At least 75% of the money must be put in a Special Fund for the purpose of streets. The other 25% can be used for streets or any other governmental purpose. Jud Barce had prepared the Ordinance to create the Fund. Doyle Allison made the motion to adopt Ordinance 2016-0517A An Ordinance Establishing the LOIT Special Distribution Fund. Amy Brown seconded the motion and all were in favor. Town Administrator Ron Shoup presented 2 quotes for a Pazer Study to be conducted. The first quote was from First Group for \$9,500. The second quote was from BF&S for \$6,365. Amy Brown made the motion to enter into contract with BF&S to conduct a Pazer Study. Richard Hadley seconded the motion and all were in favor.

Town Marshal George Frantz explained that he would like to purchase a camera for the new car from Digital Ally for \$3,995. He has received 2 grants to help in the cost of the camera totaling \$2,000. That would leave a balance of \$1,995 for the town to pay. Amy Brown made the motion to approve the purchase of the camera. Richard Hadley seconded the motion and all were in favor. George then asked if he could get rid of old uniforms that have no value that the department is storing. Amy Brown made the motion to deem the uniforms no value and allow George to get rid of the uniforms. Richard Hadley seconded the motion and all were in favor.

Town Administrator Ron Shoup presented the Council an updated project list which also showed what has been completed. He announced that the first movie night was a success with 75 in attendance. He does suggest that the town employees continue to be the ones to set up and tear down the projection screen and that the equipment be maintained in our possession since it belongs to the town. The Council unanimously agreed.

Ron presented 3 quotes for lab mats. The WWT plant needs two. USA Bluebook is \$167.95 each; Global Industrial is \$148.95 and American Floor for \$163.70 each. The Council unanimously agreed to purchase the mats from Global Industrial for \$148.95 each. He presented 2 quotes for the labor to put up the salt building structure. The first quote was from D. Spangler Construction for \$5,500. The second quote was from Premier Services for \$3,050. Amy Brown made the motion to award the project to Premier Services. Richard Hadley seconded the motion and all were in favor. He then presented a quote from Buckeye Power Sales, this is the company that maintains the generator at the WWT plant; the two options presented were for a 1 year contract for the annual maintenance, and a 3 year contract for the annual maintenance, at a cost of \$750 each year. Doyle Allison made the motion to go with the 3 year agreement. Richard Hadley seconded the motion and all were in favor.

Ron requested to hire some summer help. He would like to hire 2 high school kids for up to 30 hours a week for 10 weeks at \$7.25 an hour. He would like to hire 1 adult for 30 hours a week at \$10.00 an hour for 10 weeks. The total estimated cost for wages \$7,350. He has checked with Treeva and the money is available. Amy Brown made the motion to approve the summer help request. Richard Hadley seconded the motion and all were in favor. He then requested that the current part-time laborer be increased to \$10.50 an hour. He is doing a great job. He was given a raise last summer, and Ron feels he should receive a raise this summer. Rick Hadley made the motion that Gary Taylor be increased to \$10.50 an hour and to adopt Ordinance 2016-0517B An Ordinance to amend the Salary Ordinance. Amy Brown seconded the motion and all were in favor.

Ron then showed the council media, which is what the water filters through at the Water Plant. He explained how it is time to do maintenance and they will be removing some of the old media and replacing it with new. We can do this in house.

Clerk-Treasurer Treeva Sarles reminded the Council that Betsy and she will be attending State Board of Accounts School June 7 and 8. The office will close at 2:00 PM each of those days, and notice will be in the newsletter and on the door. Ron Shoup will take the minutes at the June 7<sup>th</sup> Council meeting. She then explained that she had sent a request to the County and State to destroy some old files. This will require the town having the shred truck come out. The truck will be here for 4 hours and will cost \$500. She would like to open it up to the community as a community event allowing residents the opportunity to have old documents shredded free of charge.

The Council unanimously agreed to open it up to the community. Treeva will get with the company to get a date and time established for the event.

Under Internal Controls they discussed if the Code of Ethics needs to be put in the form of a Resolution and if it should be in the personnel handbook and or the internal controls manual. It should be put in Resolution format and Jud will do that. It will be kept in both the handbook and the manual. Annual review will be required of all employees. Resolution 2016-0517A A Resolution Establishing a Cash Change Policy was presented. Amy Brown made the motion to adopt Resolution 2016-0517A, Doyle Allison seconded the motion and all were in favor. Resolution 2016-0517B Resolution Establishing Petty Cash Policy was presented. Amy Brown made the motion to adopt Resolution 2016-0517B, Doyle Allison seconded the motion and all were in favor. The Council reviewed job descriptions for the Town Administrator, Utilities Operator, Parks & Streets Operator, Deputy Clerk-Treasurer and the Office Assistant positions. There were questions regarding the wording of hazardous jobs. Jud will improve the wording. It was also discussed to add that the manuals be kept both printed and electronically. Changes will be made and will be adopted at the June 21, 2016 meeting. Police department job descriptions will be reviewed at the June 7, 2016 meeting and then adopted with the rest at the June 21, 2016 meeting. The Council discussed if there was a need for job descriptions for the elected officials. However, all their duties are spelled out in Indiana code. Therefore, they will not try to recreate those. If someone wants to review job descriptions of elected officials they can refer to Indiana Code. There needs to be a Materiality Ordinance and an Internal Controls Ordinance created based on new directives from the State. Jud will put these together for adoption at the June 19, 2016 meeting.

With nothing else to come before the Council, Amy Brown made the motion to adjourn at 8:30 PM. Richard Hadley seconded the motion and all were in favor.

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## Greater Lafayette Tennis Association, INC

Questions: Contact Gerry Harrison: phone, before 7:30 a.m. and after 9:00 p.m. at 765-427-1045.

E-mail is preferred: <[gah104@comcast.net](mailto:gah104@comcast.net) Other tennis activities are posted at: <http://lafayette.usta.com/>

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(Cut along dotted line and mail in with your payment)

### REGISTRATION:

2016 Tennis--Otterbein Town Park Courts

Monday and Wednesday—June 6 – June 29

Check here: \_\_\_\_\_ Ages: 6 -12, 4:00 - 4:55 p.m.; \_\_\_\_\_ Teenagers and Adults, 5:00 - 5:55 p.m.

Name: first \_\_\_\_\_ last \_\_\_\_\_ age: \_\_\_\_ Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

If a child, Parent Name: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Do you need a loaner tennis racquet? \_\_\_Yes \_\_\_No

Checks payable to: **GLTA, Inc.**

Send to: **GLTA, Inc., 104 Seneca Lane, West Lafayette, IN 47906**

\$50 for four weeks Enclosed: \$ \_\_\_\_\_ \$5 discount for each family member after the first

Prior tennis experience: \_\_\_\_\_

Health issues? \_\_\_\_\_