



OTTERBEIN

TOWN BETWEEN TWO COUNTIES
A place for family

October 31, 2016

Vol. 21.10

104 E 2nd St, PO Box 215

765.583.4944

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



LEAF PICK HAS BEEN SCHEDULED
 Saturday, November 12th & Saturday, December 3rd
 Leaves must be bagged and at the curb by 6:00 am



DON'T FORGET TO "FALL BEHIND"

Daylight Savings time ends on
November 6th 2:00am
Turn your clocks back 1 hour.



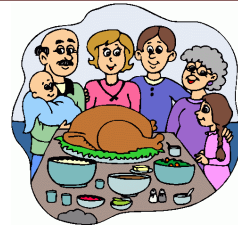
Calendar November 2016

1st	Town Council Meeting 6:00 PM
9 th	Trash & Recycle
11 th	Town Hall Closed-Veteran's Day
12 th	Republic Leaf Pickup
15 th	Town Council Meeting 6:00 PM
23rd	Trash & Recycle
24th	Town Hall Closed-Thanksgiving
25th	Town Hall Closed-Thanksgiving



Election Day November 8th

Exercise your constitutional right to vote!!



Thanksgiving Dinner Celebration

Hosted by the Otterbein United Methodist Church
Sunday, November 20th at 12:00 p.m.
Come enjoy food, fellowship and more

Otterbein Prairie Community Center

Every Tuesday - 6:30 PM Euchre Night
Men & Women, any age, are Welcome!



55 Days Until Christmas



Christmas Caroling On Main Street



Thompson Park Gazebo
Saturday December 10th—7-8 pm
Everyone is welcome to attend.
Bring family & friends for a sing-a-long
Sponsored by OUMC—Contact Nancy Coleman

EXECUTIVE SESSION OF THE OTTERBEIN TOWN COUNCIL

MONDAY, OCTOBER 3, 2016 AT 6:00 PM

Council President Kevin Burk called the executive session to order at 6:05 PM with all members present.

The reason for the executive session is to conduct performance evaluations with the department heads. Also, the Department Heads discussed the performance evaluations they conducted with their employees.

With nothing else to be discussed regarding performance evaluation, Amy Brown made the motion to adjourn at 7:58 PM. Rick Hadley seconded the motion and all were in favor.

SPECIAL MEETING OF THE OTTERBEIN TOWN COUNCIL

MONDAY, OCTOBER 3, 2016 AT 7:30 PM

Council President Kevin Burk called the Special Meeting to order at 8:03 PM with all members present.

The Council discussed the job descriptions drafted. This is part of the internal controls processes being put together. They have reviewed and feel they are a good start, identifying they are a living document and can change in the future. Amy Brown made the motion to adopt the job descriptions as presented. Rick Hadley seconded the motion and all were in favor.

The Council discussed employee benefits. Clerk-Treasurer Treeva Sarles presented a list informing Council the vacation time left for each employee this year. Amy made the motion that they can carry over half of their vacation received for 2016 into 2017 if they can't use it by the end of the year. Rick Hadley seconded the motion and all were in favor. Treeva then explained that currently we give the Utilities Operator and Park and Streets Operator \$250 per year for a uniform stipend and we purchase them 10 shirts every other year. We will need to buy shirts in 2017. It has been brought up both from Council and employees the need for them to have more items like winter items. If the town was to purchase those items as a uniform and those items stay at the town and not taken home, then they would not be a taxable fringe benefit. If they take those items home, then they are taxable fringe benefits. Or the Council could raise their uniform stipend. The Council agreed that Town Administrator needs to put together a list of needed items and those items will be reviewed by Council. What the Council agrees to purchase will be left at town hall and not taken home. It was brought up that they have not been wearing their town supplied shirts. Those were purchased as a safety item. They need to wear their shirts daily and if they are out of uniform then there will be disciplinary action. The Council unanimously agreed that the \$250 uniform stipend annually is sufficient. Treeva then brought up the current cellphone stipend is \$40/month. In the past, the town also gave employees receiving the stipend \$150 every other year towards the purchase of a new phone. But now with the next plan, most employees just have an increased monthly bill to include their phone. So she asked how to handle that. The Council unanimously agreed to continue to keep the monthly stipend at \$40 a month. In addition they will continue to get \$150 every other year, if they either bring in a receipt for purchasing a phone or a phone bill showing their number has an equipment charge.

The Council then discussed salaries for 2017 and gave Treeva the figures to put into a Salary Ordinance to be adopted at the October 18, 2016 meeting.

With nothing else to come before the Council, Amy Brown made the motion to adjourn at 9:37 PM. Doyle Allison seconded the motion and all were in favor.

TOWN COUNCIL MEETING

TUESDAY, October 4, 2016 AT 6:00 PM

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

Grant Writer, Shannon McLeod, presented information on the WWT OCRA Grant Application. The application is due October 14, 2016 and will be awarded the 1st of December 2016. If we don't get the grant, this round, we will be able to apply for it again in the spring. Dirk Studebaker made a motion to move forward with the application. Doyle Allison seconded and all were in favor.

The Council conducted the Utility Disconnection Hearing. No one was present to discuss. Dirk Studebaker made the motion to approve shut off for those on the Disconnect List. Richard Hadley seconded the motion and all were in favor.

Richard Hadley made the motion to approve the September 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 \$214,631.45. Doyle Allison made the motion to approve the claims as presented. Dirk Studebaker seconded the motion and all were in favor.

Mike Turchi with BF&S asked the council if it was ok to begin the Advertisement to Bid, for the 2016 Pavement Maintenance –Contract B. Work for which proposals are to be received is for the placement of approximately 2,200 tons of HMA surface and the construction of approximately 1,900 linear feet of concrete curb and sidewalk. The bid will be opened the 1st meeting in November. Dirk Studebaker made the motion to advertise for bids. Richard Hadley seconded the motion and all were in favor. Mike also asked if the Council had made a decision on the new lighting fixture and they all agreed on the OV1.

Town Marshal, George Frantz, presented information on recent activity.

Deputy Clerk, Betsy Jones, asked the Council to approve entering into contract with INDOT to receive the \$155,800 in grant money awarded, for the street project. Richard Hadley made a motion to enter into the grant contract with INDOT. Dirk Studebaker seconded the motion and all were in favor. The lease on the Bobcat has been adjusted for the added push box and the removal of the sales tax. Richard Hadley made a motion to approve the adjusted lease with Wells Fargo. Dirk Studebaker seconded the motion and all were in favor. Lastly, Betsy asked the Council if they would approve the placement of a free Little Library box at Thompson Park. The box is being donated by the Rotary on behalf of the library. They all thought that was a good idea.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn at 6:24 PM. Richard Hadley seconded the motion and all were in favor.

**TOWN COUNCIL MEETING AND HEARING ON THE 2017 BUDGET
TUESDAY, OCTOBER 18, 2016 AT 6:00 PM**

Council President Kevin Burk called the meeting to order at 6:00 PM with all members present.

Clerk Treasurer Treeva Sarles presented the 2017 State Regulated Budgets for adoption Ordinance 2016-1018A. She informed the council there were no objections filed with the town against the budget, levy or tax rate. Amy Brown made the motion to adopt the 2017 State Regulated Funds Ordinance 2016-1018A. Rick Hadley seconded the motion and all were in favor. Treeva then presented the 2017 Water Utility Budget Ordinance 2016-1018B. Dirk Studebaker made the motion to adopt the 2017 Water utility Budget Ordinance 2016-1018B. Amy Brown seconded the motion and all were in favor. Treeva then presented the 2017 Wastewater Utility Budget Ordinance 2016-1018C. Rick Hadley made the motion to adopt the 2017 Wastewater utility Budget Ordinance 2016-1018C. Doyle Allison seconded the motion and all were in favor.

Town Attorney Jud Barce informed the Council that the bond on the Street Lighting Project closed today. The Farmers & Merchants Bank was the lowest bidder. It is great that we were able to keep it local. Jud received a call from a property owner upset about the town sending him a bill for mowing. He has spoken to Treeva, George and Kevin. Jud asked if the Council wants him to contact him and the council said yes.

Jim Schoen with Hoosier Associates went over the Town's insurance coverage. They thanked him for his time.

Resident, Anthony Fultz, was present to talk with Council about dogs running at large. Marshal Frantz and the Council explained to him the process. He also mentioned burning trash, and stated there are several yards that are bad. He feels there needs to be quicker response. Rowe Truck Equipment sent a letter requesting that the water bill stop at the property of Johnson and Oxford Streets, were they just removed the house. They understand that if water is ever to be restored there it will be a new hookup for utilities for \$1,500. Doyle Allison made the motion to approve the request. Dirk Studebaker seconded the

motion and all were in favor. A request came through the town hall from a resident wanting to have Christmas Caroling on December 10, 2016 from 7:00 – 8:00 PM. At Thompson Park in the Gazebo. The Council unanimously approved.

Kevin Burk read the summary of claims presented for a total of \$58,459.59. Rick asked about the EJP claim that it was \$7,100 listed twice. Treeva explained that the invoice was for \$14,200 for the software maintenance for the Tower read system. It is paid 50% water and 50% wastewater. Amy Brown made the motion to approve the claims as presented. Rick Hadley seconded the motion and all were in favor.

Town Marshal George Frantz explained that the company taking the equipment off the Dodge Charger and installing it on the new Ford Explorer would take \$2,450 off the invoice for him to have the Dodge Charger. The Council discussed that they had decided this past spring to try to sell it on public sale when Ford would have allowed a trade in of \$3,500. The Council would still like to sell it on public sale and would like Treeva to find out from Jud if we can put a minimum bid on it, if so \$2,500. That brought up the Dodge pickup that we are getting rid of. The Council would like to see that deemed surplus and try to sell it at the same time as the Dodge Charger, disclosing the electrical issue. If we can do minimums as part of the public sale they would like a minimum bid of \$500.

Town Administrator Ron Shoup informed the Council that he has been working on the lighting at the Wastewater plant. He worked with Duke Energy and showed them the drawing. However, it would be \$10,000 to install and then \$136 a month after that. He is looking into alternatives. He presented quotes for the new truck that would replace the Dodge truck. The Council would like to see the details, because the summary doesn't seem to be apples to apples. They would also like him to look at the state bid. He presented a list of items he feels the town doesn't use or that are no good. The Council agreed to keep the laser, to research the value of the Ford Tractor and attachments and to sell it on public sale as well. The other items, those with value, they want to sell and those without value they want to dispose of. Ron is to work with Treeva and Jud to prepare the proper paperwork. He explained how the transponders on the meter pits are getting hit by mowers and we have had to replace about 5. We need to order more to have in stock for a total of \$675. Amy Brown made the motion to order those from EJP for \$675. Rick Hadley seconded the motion and all were in favor. Ron then brought up the need for some resident trees to be trimmed. The trees are scraping the top of the buses and trucks. We will send out the normal letters to the property owners and if they don't trim them, then we will trim what we can. He presented a quote for chemicals from HACH for the Wastewater plant for a total of \$1,049. Dirk Studebaker made the motion to approve the request. Doyle Allison seconded the motion and all were in favor. He then informed the Council that we need to order some clamps to have in stock in case of a water main break. The cost would be \$1,798 from EJP. Amy Brown made the motion to approve the request. Rick Hadley seconded the motion and all were in favor. Lastly, he requested to spend \$774 with Bobcat for safety lighting and mirror for the Bobcat. Rick Hadley made the motion to approve the request. Doyle Allison seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles presented the 2017 Salary Ordinance 2016-1018D. Rick Hadley questioned the cellphone stipend in reference to Treeva Sarles and Betsy Jones not getting it. He feels their phones are used as much as the others that do. Treeva had presented a version 2 of the ordinance that did include Betsy and herself to get the cellphone stipend. Amy Brown made the motion to adopt version 2 of Ordinance 2016-1018D that includes Treeva and Betsy getting the cellphone stipend. Rick Hadley seconded the motion. Amy and Rick were in favor. Kevin Burk, Dirk Studebaker and Doyle Allison were opposed, the motion died. Kevin Burk then asked for a motion to adopt the original version of Ordinance 2016-1018D. No one would make a motion. Amy then made the motion that Ordinance 2016-1018D be adopted adding the cellphone stipend to Treeva's compensation. Rick Hadley seconded the motion and Amy, Rick, Dirk Studebaker and Doyle Allison were in favor. Kevin Burk opposed. Motion carries. Treeva presented Resolution 2016-1018E A Resolution to reduce the 2016 Budget for Riverboat by \$15,000 so that it can be budgeted for 2017. Amy Brown made the motion to adopt Ordinance 2016-1018E. Dirk Studebaker seconded the motion and all were in favor. Treeva explained that the Town's insurance renewal premium is due November 1, 2016 and she is still waiting on MBAH to submit a quote. She asked to have a special meeting of the Town Council on Thursday October 27, 2016 at 5:30 PM to review the MBAH quote and make a decision on the insurance for the next year. The Council agreed. Lastly, she explained that the Internal Controls training has to be done by the end of the year and that does include the Council. It is a training that can be watched on the State Board of Accounts website. She asked if they wanted to do it individually or as a group. They will do it individually. Treeva will send them the information.

With nothing else to come before the Council Amy Brown made the motion to adjourn at 8:00 PM. Doyle Allison seconded the motion and all were in favor.