



OTTERBEIN

TOWN BETWEEN TWO COUNTIES

A place for family

March 31, 2017

Vol. 22.03

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

Beautification Set To Begin



With spring weather beauty comes in many ways, sometimes flowers and sometimes construction -- In this case construction means beautifying our downtown! Over the last several weeks, the town council has entered into construction contracts for exciting improvements along Main and Oxford Streets. The work will include new sidewalks, curbs, street resurfacing and decorative street lighting to improve safety, accessibility and beautify our town. Over the coming weeks, look for construction to begin along Oxford Street from Church Street to Meadow Street and along Main Street from Oxford Street to the Railroad. As work gets underway, additional updates will be included in future newsletters, Social Media and Nixle alerts.

Calendar April 2017

3rd	Limb Pickup Begins
4th	Town Council Meeting 6:00 PM
12 th	Trash/Recycle
14 th	Town Hall Closed (Good Friday)
16 th	Easter Sunday
18 th	Town Council Meeting 6:00 PM
26 th	Trash/Recycle



Town Cleanup Day!



Saturday, May 6th 8am-2pm

Residents have a chance to clean up their property (if needed) without getting a citation from the police department or incurring a special charge from the trash company.

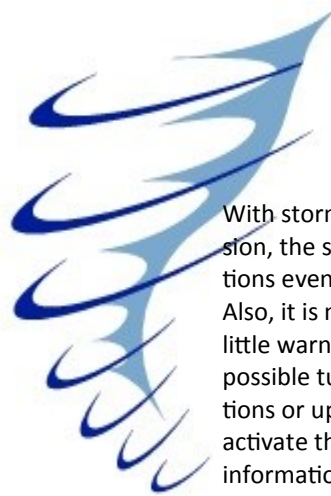
1 load per service address

Dumpsters will be located at the Wastewater Plant on East 2nd St

NOTE: We will not take anything with an electrical cord, no Freon, no tires and no containers of paint. No building / remodeling / renovation items will be accepted from projects outside the town. Go to the Northwest Indiana Solid Waste District website for drop off locations of those items, or go to www.nwiswd.org

Otterbein Prairie Community Center

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



SEVERE WEATHER Awareness

With storm season upon us, please be mindful of the following: On occasion, the storm warning siren may be activated based on existing conditions even in the absence of a sighting and or confirmation of a tornado. Also, it is not uncommon for a storm to develop very quickly with very little warning. If the siren is activated, seek shelter immediately and if possible tune a radio or television to a local station for further instructions or updates. The Town of Otterbein does not own, maintain or activate the weather siren. **DO NOT** call Otterbein Town Hall for seeking information, employees may also be seeking shelter and in all likelihood, will know nothing more than that of the residents. To report a tornado sighting and or injury, call 911.

more news →→→→→



51st Annual Chicken Dinner

Otterbein Masonic Lodge
25 E Oxford St
April 8, 2017 5 to 7 pm
\$9 Adults \$4.50 ages 5 to 12
Under 5 Free
Carry outs available



Library News



OPL Monthly Calendar

4/10 - Genealogy Club* at 6pm
4/11 - Library Board of Trustees at 6pm
4/17 - LEGO Builders Club at 4pm
*Registration is required

4/11 - Meet the New Library Director 4-6pm
4/13 - Novice Sewing* at 6pm
4/27 - Pinterest Night* at 6pm

Mother Goose on the Loose Storytime

Tuesdays at 10:30/Wednesday at 4:00 pm

For ages 0-3 years old. Half hour nursery rhyme program with a craft or activity to follow. No sign up required.

Designer Shades Adult Coloring

Every Monday 11am-3pm beginning April 3rd

Bring your own coloring books/pencils or use ours

EXECUTIVE SESSION OF THE TOWN COUNCIL

TUESDAY, MARCH 7, 2017 AT 5:30 PM

Council President Kevin Burk called the meeting to order at 5:30 PM with members Amy Brown, Dirk Studebaker and Doyle Allison present. Member Richard Hadley was absent.

The reason for the meeting was to discuss the performance of an employee.

Amy Brown made the motion to adjourn at 6:07 PM. Dirk Studebaker seconded the motion and all were in favor.

TOWN COUNCIL MEETING

TUESDAY, MARCH 7, 2017 AT 6:30 PM

Council President Kevin Burk called the meeting to order at 6:32 PM with members Amy Brown, Dirk Studebaker and Doyle Allison present. Member Richard Hadley was absent.

The Council held the hearing on utility disconnections. No one was present to discuss. Dirk Studebaker made the motion to approve those listed on the shut-off list be shut-off. Doyle Allison seconded the motion and all were in favor.

Amy Brown made the motion to approve the February 2017 Minutes as written. Doyle Allison seconded the motion and all were in favor. Kevin Burk read the summary of claims presented for a total of \$134,678.66. Doyle Allison made the motion to approve the claims as presented. Dirk Studebaker seconded the motion and all were in favor.

Attorney Jud Barce updated the Council on the easements being obtained for the Street Lighting Project; they are about 75% complete. He presented the contract for the Wastewater Treatment Project with Barce and Adams for local counsel. Amy Brown made the motion to approve the contract. Dirk Studebaker seconded the motion and all were in favor. He presented a contract for Barrett McNagny for the Wastewater Treatment Project for bond counsel. Amy Brown made the motion to approve the contract. Dirk Studebaker seconded the motion and all were in favor. Lastly, he updated the Council on the contract for Financial Analysis for the County Boundary investigation. It is going before the County Commissioners on March 13, 2017. He will keep the Council updated.

BF&S Engineer Dave Buck presented the agreement with Reith-Riley for the 2016 Paving Contract B, which was awarded in 2016. Amy Brown made the motion to enter into the agreement. Doyle Allison seconded the motion and all were in favor. He presented the Notice to Proceed for Reith-Riley. Amy Brown made the motion to approve the Notice to Proceed. Dirk Studebaker seconded the motion and all were in favor. In regards to the Street Lighting Project, Amy Brown made the motion to declare the bid from Best Electric incomplete and that Reith-Riley is the responsive lowest bidder for the base bid only. Dirk Studebaker seconded the motion and all were in favor.

Town Marshal George Frantz gave the police department report.

Town administrator Ron Shoup explained that Accu-Dig came to clean the storm drain but had to stop because they discovered a pipe that runs through the drain and their equipment couldn't get past it. Our employees will be removing the pipe. He presented quotes for storm drain structure that is required for a storm drain project that was approved in 2016. Utility Supply Company \$1,550 and EJP for \$, 3000. Amy Brown made the motion to purchase the structure from Utility Supply Company for \$1,550. Doyle Allison seconded the motion and all were in favor. He explained what IDEM had sent email regarding Backflow/RPZ for one of the businesses. He is to have Lorean forward the email to Jud for Jud's review and Jud will prepare the necessary paperwork.

Clerk-Treasurer Treeva Sarles presented the Rainy Day Transfer Resolution 2017-0307. Amy Brown made the motion to approve Resolution 2017-0307. Doyle Allison seconded the motion and all were in favor.

She discussed with Council 2 invoices received. The first was in regards to repairs to the sewer jet. The vendor was to look at the unit and call with a quote. When Lorean called to check on the status, he was told it was fixed and ready for pickup. The Council agreed for the unit to be picked up and to pay the invoice, even though it shouldn't have been fixed without permission. They would like a letter sent to the vendor explaining that in the future, that all work must be quoted and pre-approved. The second invoice was for work performed on the generator at the WWT Plant. The work was quoted and a purchase order was given. When the invoice came it was for double stating that the part originally quoted was incorrect and they had to get a different part and come back out. Council requested a detailed invoice showing the difference of what was quoted and what was billed. She will have Lorean obtain that.

Dirk Studebaker asked about the open position. Ron is doing interviews. Council set an Executive Session for March 16, 2017 at 5:30 PM to review Ron's top few candidates.

With nothing else to come before the meeting, Amy Brown made the motion to adjourn at 7:18 PM. Doyle Allison seconded the motion and all were in favor.

EXECUTIVE SESSION

THURSDAY, MARCH 16, 2017 5:30 PM

Council President Kevin Burk called the meeting to order at 5:30 PM with all members present. The Council heard information from Town Administrator Ron Shoup regarding the candidates for the open general laborer position.

Amy Brown made the motion to adjourn the meeting at 5:55 PM. Rick Hadley seconded the motion and all were in favor.

SPECIAL SESSION

THURSDAY, MARCH 16, 2017 6:00 PM

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

Town Administrator Ron Shoup, Utilities Operator Lorean Johnston and Clerk-Treasurer Treeva Sarles explained what they felt they felt the personnel needs are for the town. They wanted to discuss those with Council prior to hiring anyone else. They feel that the town needs 2 full-time laborers and no part-time or summer laborers. They also feel that Lorean should be a department head to make things run more efficiently. Treeva explained that her part-time position use to be full-time and it got cut to 20 hours and then to 8 hours a week. The position really needs to be a 20 hour a week position. Cherie Porter has been helping until the permanent position could be filled however; she has finally given notice that her last day will be April 13, 2017.

Dirk Studebaker voiced his concern over Lorean Johnston's pay. He has done a very good job running both plants. If he was to leave we could be faced with hiring 2 operators instead of one.

Amy Brown made the motion to make Lorean the department head of the utilities and will be reporting to the Council. Rick Hadley seconded the motion and all were in favor.

Amy Brown made the motion to hire two full-time laborers and to eliminate the part-time laborer positions. Doyle Allison seconded the motion and all were in favor. One laborer will report to Lorean Johnston and one laborer will report to Ron Shoup. Gary Taylor, the current part-time laborer will be offered a full-time position. If he does not accept then his last day will be April 30, 2017.

Kevin Burk made the motion that the full-time laborers will start at \$13.00 per hour and up to \$14.00 per hour with a 90 day review. Amy Brown seconded the motion and all were in favor.

Amy Brown made the motion to change the employee's salaries to include the stipends and do away with the health insurance stipend and the cellphone stipend. Rick Hadley seconded the motion and all were in favor.

Kevin Burk made the motion to make the Utilities Operator position salaried instead of hourly and that salary will be \$48,000 a year. Amy Brown seconded the motion and all were in favor.

Amy Brown made the motion to increase the Clerk's Office part-time assistant to 20 hours a week. Rick Hadley seconded the motion and all were in favor.

Doyle Allison made the motion to adjourn at 8:01 PM. Dirk Studebaker seconded the motion and all were in favor.

TOWN COUNCIL MEETING

TUESDAY, MARCH 21, 2017 AT 6:00 PM

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

Kevin Burk read the summary of claims presented for a total of \$106,934.67. Dirk Studebaker asked about the Mug-A-Bug Invoice. It was explained that it was mostly for the annual certification for the equipment and then for a training session for Lorean who has to have so many CEU's to maintain the required license. Dirk Studebaker made the motion to approve the claims as presented. Doyle Allison seconded the motion and all were in favor.

Attorney Mallory Redlin informed the Council she is still obtaining easement but are very close to having them collected. She hopes to have done by mid-April. She discussed an open small claims case. The payment for damages to the sign has been paid, however, small claims have already been filed and attorney fees have been accumulated. She asked if the Council wishes to proceed with small claims or release. Council unanimously agreed to leave it open. Lastly, she informed the Council that the County has agreed to share in the cost of the financial analysis. The next joint meeting will be April 11, 2017 at 7:00 PM at the town hall.

BF&S Engineer Dave Buck presented an agreement between Reith-Riley and the Town for the Street Lighting Project. Amy Brown made the motion to enter into the agreement. Rick Hadley seconded the motion and all were in favor. He presented the Notice to Proceed. Amy Brown made the motion to issue the Notice to Proceed. Rick Hadley seconded the motion and all were in favor. He updated the Council on the pre-construction meeting that was held earlier today. The project will be starting soon. He hopes to have the drawings reviewed by end of week so the poles can be ordered. Dave updated the council on the WWT Plant Project. Survey and preliminary engineering is underway. He also stated he has received response from Milestone regarding the pavement issues. Jud and he will be reviewing the response and will keep the Council informed.

Deputy Marshal Jason Pritchett gave the police department report.

Town Administrator Ron Shoup updated the Council that Lorean and he will be removing the pipe in the storm drain soon. He helped Lorean with the chemical line that needed replaced at the WWT Plant. The Storm water project at Oxford and Waddell Streets will be starting the first week of April. Ron informed the Council that part-time employee Gary Taylor has agreed to take the full-time Park and Streets Operator position. The Council was glad to hear that.

Utilities Operator Lorean Johnston updated the Council on the cross-connection inspections. He informed the Council that he will be going Thursday to tour a plant that operates the type of WWT plant we are considering. He told them that if any of them would like to go they are welcome. Lastly, he informed the Council he will be advertising for the open Utilities Operator Assistant position.

Clerk-Treasurer Treeva Sarles presented an amendment to the 2017 Salary Ordinance; Ordinance 2017-0321A. Dirk Studebaker made the motion to adopt Ordinance 2017-0321A. Rick Hadley seconded the motion and all were in favor. She presented a Budget Line Transfer Resolution 2017-0321B. Rick Hadley made the motion to adopt Resolution 2017-0321B Dirk Studebaker seconded the motion and all were in favor.

The Council set an Executive Session on Thursday, March 30, 2017 at 6:00 PM to discuss the performance of an employee. That meeting will be followed by a Special Session at 6:30 PM

To discuss salary and benefits.

Kevin asked that Ron and Lorean get together and put together a list of items that need to be completed and an estimated timeline. He then would like them to update that and present it at every meeting.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn at 6:33 PM. Dirk Studebaker seconded the motion and all were in favor.