



OTTERBEIN

TOWN BETWEEN TWO COUNTIES

A place for family

April 30, 2017

Vol. 22.04

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



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 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

Calendar May 2017

1 st	Limb Pickup Begins
2 nd	Town Council Meeting 6:00 PM
6 th	Town Cleanup Day
10 th	Trash/Recycle
16 th	Town Council Meeting 6:00 PM
24 th	Trash/Recycle
29 th	Town Hall Closed (Holiday)
June 1 st	Trash pickup due to holiday

CYSTIC FIBROSIS FLOWER SALE!! MOTHER'S DAY WEEKEND



Thursday May 11th 2-6 pm

Friday May 12th 12-6 pm

Saturday May 13th 9-12 pm



Located at the Otterbein Prairie Community Center-Downtown Otterbein, Main St

4 Additional Ways to get Town Related Information

1. This newsletter ☺
2. Subscribe to Nixle Alerts on your cell phone: Text 47970 to 888-777 or stop in Town Hall for assistance
3. Facebook: Follow and Like "Town of Otterbein News & Information"
4. Town of Otterbein website's main page. Otterbein.in.gov



Otterbein Recreation Association

Season Opening Day

Saturday, May 20th

Stop by for Rotary's annual Pancake Breakfast 7am-11am

Adults (12+) \$5 Kids (5-11) \$3

more news →→→→→



Library News



OPL Monthly Calendar

5/1 - Genealogy Club* at 6pm

5/9 - Library Board of Trustees at 6pm

5/11 - Novice Sewing* at 6pm

5/15 - LEGO Builders Club at 4pm

5/25 - Pinterest Night* at 6pm

*Registration is required

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.

Otterbein's Downtown Movie Night — Friday — May 5th at 9:15pm, join us on the corner of Main and 1st Street (Thompson Park) for a showing of "MOANA." Free to attend. Popcorn will be provided free of charge courtesy of Farmers & Merchants Bank. Bring your blankets, chairs, and snacks. No registration required.



Fancy Nancy Tea Party — Tuesday May 8th — 6pm. Join us for our annual Fancy Nancy Tea Party! This year we have some very special guests including our co-host for the evening, Miss Indiana 2016 Brianna DeCamp. She will be joined with other reigning "Princesses" for our fun-filled event. Registration is required because space is limited.

EXECUTIVE SESSION OF THE TOWN COUNCIL

THURSDAY, MARCH 30, 2017 AT 6:00 PM

Council President Kevin Burk called the meeting to order at 6:05 PM with all members present. The reason for the Executive Session was to discuss the annual performance of an employee.

Richard Hadley made the motion to adjourn at 7:08 PM. Doyle Allison seconded the motion and all were in favor.

SPECIAL MEETING OF THE TOWN COUNCIL

THURSDAY, MARCH 30, 2017 AT 6:30 PM

Council President Kevin Burk called the meeting to order at 7:08 PM with all members present.

The Council held this Special session to discuss the 30 hour a week Town Administrator position. It was created a year ago on a 1 year trial. The Council unanimously agreed the position should continue. They unanimously agreed that there would be no raise for the position at this time. This position will be reviewed for a raise annually with all other positions.

Amy Brown made the motion that the Town Administrator position will begin immediately receiving holiday pay for town paid holidays at 6 paid hours per holiday; and the position will receive vacation time based on the vacation schedule spelled out for full-time employees, but will receive vacation based on a 30 hour a week not a 40 hour full-time week. Richard Hadley seconded the motion and all were in favor.

Dirk Studebaker made the motion to adjourn at 7:25 PM. Doyle Allison seconded the motion and all were in favor.

TOWN COUNCIL MEETING

TUESDAY, APRIL 4, 2017 AT 6:00 PM

Council President Kevin Burk called the meeting to order at 6:02 PM with all members present.

The Council conducted the Hearing for Utility Disconnection. No resident was present to discuss.. Dirk Studebaker made the motion to approve those listed on the disconnection list be disconnected. Rick (Richard) Hadley seconded the motion and all were in favor.

Amy Brown made the motion to approve the March 2017 Minutes as written. Rick Hadley seconded the motion and all were in favor. Kevin Burk read the summary of Claims presented for a total of \$115,844.19. Amy Brown made the motion to approve the claims as presented. Rick Hadley seconded the motion and all were in favor.

Attorney Jud Barce gave an update on the easements they are trying to obtain for the Street Lighting Project; they are close to all being obtained. He informed the Council that the paperwork is complete and the lots on Central Streets that were owned by Sid Payne are now owned by the town. He is working on reviewing an email from IDEM regarding cross-connection. He is drafting an agreement with the business owner. Lastly, Engineer Dave Buck and Jud discussed the Milestone response letter and will have a response letter to Milestone soon.

Engineer Dave Buck discussed the Street Lighting and paving project with Reith-Riley. They plan to begin April 17, 2017. They are still working out the details for the elevation and railing at the Kerkhoff and Bolin property at Main and Oxford Street; to satisfy the owners as well as comply with ADA guidelines.

Town Marshal George Frantz gave the departmental report. He requested since Deputy Marshal Jason Pritchett lives in Otterbein that he be able to take the vehicle home with stipulations. It will not leave town during off-duty hours. It does provide quicker response time. Amy Brown made the motion to allow Deputy Jason Pritchett take the car home, but it is at the discretion of the Town Marshal and Town council. Rick Hadley seconded the motion and all were in favor.

Town Administrator Ron Shoup presented a quote for the replacement backboard for the basketball goal. This is the one that was damaged last year. The cost \$889. Rick Hadley made the motion to approve the purchase. Dirk Studebaker seconded the motion and all were in favor. Dirk Studebaker asked if the parent of the child who broke the backboard had reimbursed the town. Clerk-Treasurer Treeva Sarles informed the Council partial payment has been made but not full payment. Treeva is to provide the parent information to Jud so he can send a promissory note for the remainder of amount due. He explained the storm drain/water leak has been worked on some, but weather and other items have limited that. He informed Council that Town-wide Clean-up will be May 6, 2017. He presented April 2017 project list but will be providing a revision based on what Lorean has to talk to council about shortly.

Utilities Operator Lorean Johnston discussed with Council a water leak issue at the trailer park. He is also suggesting that a back-flow device and master meter be installed. He is to give information regarding this issue to Jud and he will get in contact with the property owner. He explained he emailed them his tentative project list. He explained he was working on a return meter at the WWT plant and a valve broke. He has received over a dozen applications for the utility operator assistant position and will be interviewing 4. Lastly, he discussed that not only does the hydrant need to be removed and replaced at Main and Oxford, but that the hydrant at Oxford and Meadow needs to be moved across the street and placed on the 8" main. He believes that now would be the time to move the service lines from the homes and businesses, between the Main and Oxford intersection to the intersection at Oxford and Meadow; from the 4 inch main to the 8 inch main while everything is tore up in that area and before the new street is put in. This would cost about \$30,000. Rick Hadley made the motion to do the work with a not to exceed \$30,000. Dirk Studebaker seconded the motion and all were in favor.

With nothing else to come before the Council, Amy Brown made the motion to adjourn at 7:15 PM. Rick Hadley seconded the motion and all were in favor.

COUNTY BOUNDARY MEETING
TUESDAY, APRIL 11, 2017 AT 7:00 PM
Held at the Otterbein Town Hall.

Councilmen Kevin Burk, Rick Hadley and Doyle Allison met with elected officials from Benton County, Attorney Jud Barce, Jennifer Hudson of London Witte Group and State of Indiana Office of Community and Rural Affairs Liaison Gerry White to discuss where to draw the potential county line so that Jennifer would know what area to study for the financial impact study and what items would be studied.

The area that will be studied is leaving US 52 the North boundary of the new line. 850 W would be the east boundary south to 400 S, which would come back west to the Benton County southern line.

The item to be studied will be the impact to each county and to the residents within the study area. That will include Planning for roads, where do drainage boards come into play, storm water, fire protection, police protection, townships, property taxes, income taxes, state distributions.

Jennifer plans to have the study complete and will present it at the next plan joint meeting which will be held Thursday, May 11, 2017 at 7:00 PM at the Otterbein Town Hall.

TOWN COUNCIL MEETING
TUESDAY, APRIL 18, 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 \$58,720.29. Dirk Studebaker made the motion to approve the claims for payment as presented. Amy Brown seconded the motion and all were in favor.

Attorney Mallory Redlin updated the Council that Jud has sent Rowe an Indemnity agreement to Rowe Truck regarding cross connection. She informed the council that they only have 5 more easements to obtain and she plans to have those done very soon. She explained the annual paperwork that needs to be filed with the County for KAC tax abatement. She reminded the Council what they had promised when asking for the tax abatement and that they have exceeded their promise. Amy Brown made the motion that KAC is in compliance and that Council President Kevin Burk can sign the annual report. Doyle Allison seconded the motion and all were in favor. She states that a letter drafted for Milestone is in front of them for approval. Engineer Dave Buck explained in detail. Kevin Burk questioned 625 Kerkhoff not on the list of needed repairs. Dave said he will go after the meeting and take note, revise the list before Jud sends the letter out tomorrow. Kevin Burk asked Mallory to tell Jud he would like a status and what to do in regards to Rowe Truck agreement for the Lutheran Church Property. He stated they have not complied with the agreement. She will follow up on that.

BF&S Engineer Dave Buck updated the Council on the Reith-Riley projects. Duke Energy has put us on their schedule so that is good news in keeping the project on track. He explained there will be a bit of time that the area will not have street lighting. This will be between the time that Duke removes the current lights and when the new poles are set and electricity turned on to them. Also, the 4-way flasher will have to come down and there will be a time that we will not have that up. He discussed putting flashing lights on the stop signs. They are \$45-60 a piece depending on the options. Council agreed we need those and Ron is to work with Dave and get those ordered. Rick Hadley brought to Dave's attention that the contractor has chipped the concrete on the curb that will be staying and believes it should be fixed. Dave thanked him for the information and he will look into it. Lastly, Dave explained that the WWT design is moving along.

Town Marshal George Frantz gave the departmental report. He then discussed with Council preventative maintenance on vehicles. He presented a list of recommendations from the owner's manual. Dirk would like to see the town follow the recommended preventative maintenance on all vehicles. The rest of the council agreed. Amy Brown made the motion that the entire town fleet of vehicles follows the recommended preventative maintenance. Rick Hadley seconded the motion and all were in favor.

Town Administrator Ron Shoup updated the Council on the storm drain work being done by Nick Lueck at Waddell and Oxford Streets. They were to tile from Oxford Street back and attach to the storm drain that was in the alley a half block down Waddell Street. Unfortunately, the storm drain in the alley was completely block and in poor condition. So, Ron stopped that project and it will not be completed until the town can research the drain in the alley. He informed the Council with Dave that the WWT pump fault is still a problem and Dave is waiting for Graves to schedule when they will be out to look at the issue.

Kevin Burk made the motion to approve the purchase of the backhoe bucket that Lorean emailed them about. Amy Brown seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles presented revisions to the vacation and holiday section of the employee handbook to include the Town Administrator position. Amy Brown made the motion to approve the vacation and holiday additions. Rick Hadley seconded the motion and all were in favor. She presented a revised organizational chart to show that the utilities operator now reports directly to the Council rather than the Town Administrator. It also show that the Parks and Streets Operator reports to the Town Administrator and the Utilities Operator Assistant reports to the Utilities Operator. Amy Brown made the motion to approve the revised organizational chart. Rick Hadley seconded the motion and all were in favor. Treeva presented a letter from a property owner requesting to remove utility service at 210 N Meadow Street. The house has been removed and they do not plan to put a house back. They understand if they do, it will be a \$1,500 hookup fee. Amy Brown made the motion to approve the request. Doyle Allison seconded the motion and all were in favor. Treeva explained to the Council that the Indiana Office of Community Rural Affairs has released a very quick turn around grant opportunity. Applications are due Friday, April 21, 2017. It is to enhance a community gathering place or encourage the community coming together. The engineer had suggested a permanent screen mural on the hardware store for the movie in the park. Rick and Treeva talked with Gerry White our OCRA liaison and he said that would be a qualifying project. Rick explained he would be willing to allow the Mural on the side of the building and the design presented would be a snoopy theme. He showed pictures to the Council. Attorney Mallory Redlin explained the conflict of interest disclosure form that would need to be filled out by Rick and that he would have to remove himself from voting due to him being the owner of the building and his wife being the artist. Kevin Burk made the motion to apply for the grant for a mural on the side of the old hardware store. The grant request for \$5,000 and the Town would match with a \$2,500 local match. Dirk Studebaker seconded the motion. Amy Brown, Doyle Allison, Kevin Burk and Dirk Studebaker were in favor and Rick Hadley abstained from the vote. Motion carried. Lastly, Treeva presented a list of outstanding items. The Council tabled discussion on the list until they have time to review.

A resident presented a letter to Kevin Burk regarding a list of cars the resident feels is junk. The list has been given to George to look into. Dirk Studebaker said he has noticed a lot of play at the town park and he is pleased. He inquired about getting the port-a-pot ordered. Ron will look into this.

With nothing else to come before the Council, Rick Hadley made the motion to adjourn at 6:56 PM. Doyle Allison seconded the motion and all were in favor.