



**Important Phone Numbers**

Police	911 or 884-0080
Billing Questions	583-4944
Clerk's Office	583-0089
Waste Management	866-797-9018
Building/Zoning/Permits	583-3430
Water Emergencies	884-0080
<b>Councilmen</b>	
Jackey Apache	491-4594
Amy Brown	376-0366
Rick Hadley	418-5742
Linda Brummet	404-2115

For the Town's Year End Process, the Town Hall will be closed on Thursday, January 2<sup>nd</sup> and reopen on Friday the January 3<sup>rd</sup>.

Town Hall will be closed on Monday, January 20<sup>th</sup> for the holiday.

Reminder on trash pickup for the week of New Year's, it will be a day behind on Saturday, January 4<sup>th</sup>.

Make sure to put it out the night before.

**Attention residents,** the Town wants to inform residents that when a water emergency occurs after 4:00 pm or on a weekend to contact the Benton County dispatch at 765-884-0080. A resident can also contact a councilmen at the numbers listed in the left column of the newsletter.

# Calendar January 2025

- 1<sup>st</sup> Town Hall Closed- Holiday
- 2<sup>nd</sup> Town Hall Closed- Year End
- 2<sup>nd</sup> Town Council Meeting 6:00 PM
- 16<sup>th</sup> Town Council Meeting 6:00 PM
- 20<sup>th</sup> Town Hall Closed- Holiday
- \*\*\*Trash Every Friday\*\*\*

### 2025 Golf Permits

2025 Golf Permits are available for the new year. All Golf Carts and ORVs must be registered at the Town Hall in order to operate within the Town Limits. (Ord.2021-0415 and 2021-0506B)

Golf Cart owners must show proof of insurance and pay a \$15.00 permit fee.

ORV owners must show proof of insurance and ORVs are required to register their ORV with the State of Indiana and show proof that it is.



Pay your bill online or by text

Go to: [Otterbein.in.gov](http://Otterbein.in.gov) and click the link or

[Invoicecloud.com/Otterbein IN](http://Invoicecloud.com/Otterbein IN)



**Attention residents, road closure for Pflug Drive.** It will be closed for the winter, from Oxford to just south of the Dollar General. The only access to Dollar General will be from US 52.

### Winners of the Otterbein Rotary Annual Christmas Light Contest

**First Place Winner:** 29 N Waddell Street

**Second Place Winner:** 412 E 1<sup>st</sup> Street

**Third Place Winner:** 307 E Sunset Street

**Honorable Mention:** 301 S Main Street, 703 S Brown Street, and 506 S Pine Street

Congratulations to the winners, and thanks to everyone who helped light up Otterbein during the holiday season.

**The 2025 Trash Calendar will be located on the Town’s website, [www.otterbein.in.gov](http://www.otterbein.in.gov).**

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**Code Red:** It’s not too late to sign up. The Town of Otterbein uses the system to notify Otterbein residents of community events and alerts such as water issues, boil advisories, trash updates, street closings, and etc. Benton County uses the Code Red system to notify the communities of severe weather conditions and other emergency situations. Code Red is a service which can send out information thru phone calls, text messages, and/or emails. A link to sign up for Code Red can be found on our website, [Otterbein.in.gov](http://Otterbein.in.gov) at the bottom of the homepage under Benton County. If you need assistance, feel free to contact us by telephone for help at 765-583-4944.

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## **“Snow Removal”**

The Otterbein Town Council asks that anyone parking on a public street within the town be mindful of snow removal efforts. If a parked vehicle hampers or prevents snow removal by the town, the vehicle is subject to being removed/impounded by the

Police Department.

Per Otterbein Town Code: **§ 74.15 SNOW REMOVAL; REMOVAL OF VEHICLES.**

*The proper officials of the town shall be authorized to remove any vehicle parked on such streets when so prohibited, in order to permit snow removal.*

Otterbein Town Codes are accessible via the Town’s website at [www.otterbein.in.gov/ordinances](http://www.otterbein.in.gov/ordinances).

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### **Six Great Tips to Keep Pipes from Freezing**

**By: Erin Eberlin**

**(<http://www.thebalance.com/stop-freezing-pipes-2124982>)**

- #1 Keep the Heat On
  - #2 Allow Faucet to Drip
  - #3 Keep Interior Doors Open
  - #4 Seal up Cracks & Holes
  - #5 Apply Heating Tape
  - #6 Add Extra Insulation
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**TOWN COUNCIL MEETING, 2025 BUDGET RE-ADOPTION AND  
HEARING ON STORMWATER/WASTEWATER MASTER PLAN  
THURSDAY, DECEMBER 5, 2024, AT 6:00 PM**

Council President called the Public Hearing on the Stormwater/Wastewater Master Plan to order at 6:05 PM with all members present.

Grant Administrator Shannon McLeod with Priority Projects and Chris Limiac, an engineer with BF&S, presented the information regarding the plan.

There were no questions or comments.

Richard (Rick) Hadley made the motion to adjourn the hearing at 6:24 PM. Jackey Apache seconded the motion, and all were in favor.

Council President Amy Brown called the Regular Town Council meeting to order at 6:25 PM with all members present.

Resolution 2024-1205A A resolution to Adopt the Sewer/Storm Utility Master Plan. Rick Hadley made the motion to adopt Resolution 2024-1205A. Jackey Apache seconded the motion, and all were in favor.

Due to an error in the request for Maximum Levy, Amy Brown made the motion to Repeal Ordinance 2024-1003A. Jackey Apache seconded the motion, and all were in favor. Rick Hadley made the motion to adopt Ordinance 2024-1205A An Ordinance to Re-Adopt the 2025 Budget increasing the levy. Linda Brummet seconded the motion, and all were in favor.

The Council held the hearing on Utility Disconnects for non-payment. No one was present to discuss their situation. Jackey Apache made the motion to disconnect those listed on the disconnection list. Linda Brummet seconded the motion, and all were in favor.

Rick Hadley made the motion to approve the November 2024 Minutes as written. Doyle Allison seconded the motion, and all were in favor. Amy Brown read the summary of claims presented for a total of \$235,740.63. Jackey Apache made the motion to approve the claims for payment. Linda Brummet seconded the motion, and all were in favor.

Clerk-Treasurer Treeva Sarles gave an update from attorney Jud Barce on the items he is working on. She presented Ordinance 2024-1205B An Ordinance to Repeal and Transfer Certain Funds and to Create New Fund in regard to Customer Deposits. Amy Brown made the motion to adopt Ordinance 2024-1205B. Rick Hadley seconded the motion, and all were in favor. She presented the revised Handbook, Jud had reviewed and changed. They went over the changes. Jackey Apache made the motion to adopt the Handbook dated 12/5/24. Linda Brummet seconded the motion, and all were in favor. Amy Brown made a motion to adopt Resolution 2024-1205B A Resolution to Provide insurance and HSA contribution for employees. Linda Brummet seconded the motion, and all were in favor.

Clerk-Treasurer gave an update from Building Commissioner Tim Clark on the items he is working on. She informed the Council there has been an inquiry as to if we are going to do a credit for residents running water due to cold weather. The Council unanimously stated no, unless there is a long extremely cold period, and they could revisit a particular timeframe. But in general, no credits will be given. She presented a request for a water leak credit, where a resident tried to get ahold of the town on a weekend to have the water shut off and she could not reach anyone, even attempted to try to call dispatch. Rick Hadley made the motion to allow the credit. Linda Brummet seconded the motion, and all were in favor. They discussed to put in the newsletter to call dispatch for a water emergency after hours situation; for contact, be made with dispatch to make sure they have the current employee phone list, and if a resident can't get results to call a councilman whose phone numbers are listed in the newsletter. She presented the 2025 contract for our IT firm IronCloud. Amy Brown made the motion to enter into the 2025 contract with IronCloud. Linda Brummet seconded the motion, and all were in favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn the meeting at 7:26 PM. Linda Brummet seconded the motion, and all were in favor.

**TOWN COUNCIL MEETING**  
**THURSDAY, DECEMBER 19, 2024 AT 6:00 PM**

Council President Amy Brown called the meeting to order at 6:04 PM with all members present.

Amy Brown thanked Councilman Doyle Allison for his 17 years of service, dedication to the town, and wished him well as this will be his last meeting as a Councilman. Doyle Allison stated he enjoyed it, learned a lot, and wishes others would step up to be on the board.

Amy Brown read the summary of Claims for a total of \$73,529.83. Linda Brummet made the motion to approve the claims as presented. Jackey Apache seconded the motion, and all were in favor.

Amy Brown made the motion to approve Ordinance 2024-1219 a Motion to add stops signs at 7<sup>th</sup> and Brown, and 7<sup>th</sup> and Central. Jackey Apache seconded the motion, and all were in favor. The Council discussed in great detail the Mainstream Site Agreement and the Agreement regarding permitting them to excavate or otherwise use Town of Otterbein Right-of-ways. The Council agreed that until they have a reasonable lease agreement with Mainstream to include a fine if they don't follow the agreement as well the equipment on the tower be shut off. Therefore, they unanimously agreed to table the Site Agreement and Agreement regarding permits to excavate.

BF&S Engineer Dave Buck reviewed the short-list of Capital Projects. Clerk-Treasurer Treeva Sarles presented the financial for street paving projects. The Council agreed they would like a Community Crossing Match Grant application submitted in January for a preventative maintenance street project.

Building Commissioner Tim Clark gave an update on items he has been working on.

Clerk-Treasurer Treeva Sarles asked about Pflug Drive with the condition and winter will deteriorate the street even more. The Council agreed to close Pflug Drive for the winter and when we can get the County to assist with grading in the spring, open it back up. They asked for the closing to be put in the newsletter. She informed the Council there is another inquiry about leasing the old town hall office area; she wanted to make sure the Council would still like to lease it. They agreed it is still able to be leased for \$1,200 - \$1,500 a month depending on how much is needing to be leased.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn the meeting at 7:32 PM. Linda Brummet seconded the motion, and all were in favor.