

Danville Town Council Meeting Minutes

May 16, 2016

- I. **CALL TO ORDER**: Council President, Marcia Lynch, called the meeting of the Danville Town Council to order at 7:00 pm on May 16th, 2016 in the Danville Town Hall, 49 N. Wayne Street.
- II. **ROLL CALL**: President, Marcia Lynch acknowledged a quorum of the Council and led everyone in the Pledge of Allegiance to the American Flag. Clerk-Treasurer noted the following Council members in attendance: Jim Stephens, Mike Neilson, Marcia Lynch, and Dee Oliphant. Council member Dennis Wynn was absent. The following Administrative officials were present: Gary Eakin, Town Manager, Laura Parker, Assistant Town Manager and Jenny Percy, Clerk Treasurer.
- III. **APPROVAL OF MINUTES**: Motion was made by Jim Stephens to approve the minutes as submitted for the Town Council meeting of May 2, 2016. Seconded by Dee Oliphant. Motion passed 4-0.
- IV. **Public Meeting:**
 - a) **IACT Medical Trust Update**

Ann Cottongim, representing the Indiana Association of Cities Towns (IACT) Medical Trust, gave a powerpoint presentation to the council regarding the Town's medical health insurance program. The Trust is a health insurance pool for cities and towns. Ann answered questions from the council, explained information about the fiscal health of the Trust, and reviewed Danville's participation in the pool which began in April 2010.
 - b) **Amendment to Smithville IRU**

This item was tabled until the next meeting.
 - c) **Ordinance 8-2016 – LOIT Fund 257**

Jenny Percy, Clerk-Treasurer, must set-up a new account called the LOIT Fund 257 in order to receive the one time distribution of LOIT from the State. This distribution was authorized under SEA 67. On April 29, 2016 the Town received \$784,191.57. By law, 75% of the money must be used for street projects. The remaining 25% can go into the Rainy Day Fund. The council will have to suspend the rules to act on this ordinance. A motion was made by Mike Neilson to suspend the rules. Seconded by Jim Stephens. Motion passed 4-0.

A motion was made to approve Ordinance 8-2016 by Mike Neilson and seconded by Jim Stephens. Motion passed 4-0.
 - d) **Ordinance 9-2016 – Uniform Internal Control Standards**

Clerk-Treasurer Jenny Percy explained that this is an introduction of Ordinance 9-2016. Indiana Code 5-11-1-27 requires municipalities to adopt a Uniform Internal Control Standards policy to ensure accountability and transparency. The uniform standards are designed to help reduce the risk associated with fraud as well as safeguarding resources against loss due to waste, abuse, mismanagement, or errors. Employee training has to be completed by December 2016, but the ordinance has to be adopted by June 30th. It is a lengthy and detailed ordinance, so she asked the council to introduce it at this meeting and then adopt it at the next meeting in June.
 - e) **Capital Expenditure Request—Inserter Folder Machine**

Jenny Percy requested council approval to purchase a folder inserter machine from Pinnacle Mailing Products for \$11,020.00 which also includes a table and a 5-year contract. Currently, utility bills are printed, stuffed and mailed by a vendor at a cost of around \$11,000 per year. By bringing this process in-house, the Town can save on average about \$9,000.00 a year. Other departments can also utilize this machine when they need to put an insert in the utility bill. A motion was made to approve the purchase of the machine by Mike Neilson and seconded by Dee Oliphant. Motion passed 4-0.
 - f) **Capital Expenditure Request—Keyless Locks and Chiller Repairs**

Barry Lofton requested \$11,785.00 for chiller motor replacement & repairs as well as keyless entry hardware for the exterior doors of the building. The money would come out of the CCI Fund. A motion to approve the expenditure was made by Mike Neilson and seconded by Jim Stephens. Motion passed 4-0.

g) **Ordinance 3-2016—Wildman Annexation**

A motion to adopt Ordinance 3-2016 for the Wildman properties at 3374 and 3376 E. Main Street was made by Jim Stephens and seconded by Dee Oliphant. Motion passed 4-0.

h) **Ordinance 10-2016 – Wildman Zoning**

A motion to adopt Ordinance 10-2016 to rezone annexed property at 3374 and 3376 E. Main Street to General Business was made by Jim Stephens and seconded by Dee Oliphant. Motion passed 4-0.

i) **Ordinance 4-2016 – Brown Annexation**

A motion to adopt Ordinance 4-2016 for the Brown property in the 3000 block of E. Main Street was made by Jim Stephens and seconded by Dee Oliphant. Motion passed 4-0.

j) **Ordinance 11-2016 – Brown Zoning**

A motion to adopt Ordinance 11-2016 to rezone annexed property in the 3000 block of E. Main Street was made by Jim Stephens and seconded by Dee Oliphant. Motion passed 4-0.

k) **Resolution 10-2016 – Dotson Fiscal Plan**

A motion to adopt the *Fiscal Plan for the Dotson* properties at 894 and 924 Moro Lane was made by Jim Stephens and seconded by Dee Oliphant. Motion passed 4-0.

l) **Ordinance 12-2016 – User Fee Amendment**

Park Superintendent Will Lacey requested an amendment to adjust certain user fees for Gill Aquatic Pool and the Danville Athletic Center. These recommendations have been reviewed by the Park Board. Because the pool will be opening soon, he would like the fees to be adopted at this meeting if possible; therefore, the council will have to agree to suspend the rules in order to adopt this ordinance tonight. Mike Neilson made the motion to suspend the rules and Dee Oliphant seconded. Motion passed 4-0. A motion was made to adopt Ordinance 12-2016 by Dee Oliphant and seconded by Jim Stephens. Motion passed 4-0.

V. **Department Head Reports**

- a) **Park** – Superintendent Will Lacey reported that the Playbooks are out, pool water is in and construction of the new Winterland building is moving right along. He hopes to break ground in July at the Jack Willard Park.
- b) **Police** – Interim Chief Hilton gave the council the monthly run stats for April. He reported that Officer Daniel Birt has left the department to work at Butler University, so they will be hiring a replacement for him.
- c) **Fire** – Chief Mark Morgan announced the Fire and Police Pancake Breakfast from 7 to 11 am on Saturday, May 21st during the Mayberry Festival. He also reported they have paramedic openings and a committee is working with Center Township who is buying a fire engine, ambulance, rescue truck, and putting a new chassis on an existing trucks for around \$1.1 million dollars.
- d) **Planning** - Laura Parker reported that flower planters have been distributed downtown and several new street trees have been planted along S. Cross Street with the help of DPW. The Tree Advisory Committee is looking at a grant to purchase new tree grates made from recycled plastic. These will be phased in over time. The Tree Advisory Committee donated trees to North and South Elementary schools for Arbor Day. She and Gary recently attended the annual IMMA conference where Gary was recognized for 30 years of service as a Town Manager in Indiana.
- e) **Stormwater** – Superintendent Barry Lofton reported on building permits for April. Stormwater structures on Sherwood Drive were recently replaced and they will be working on stormwater inlets at Kentucky and Broadway Streets. He also discussed the rash of roof leaks on the second floor and elsewhere. He is in the process of getting estimates for repairs.
- f) **Public Works**– Julie Cooney reported that they are collecting PASER data for the town's road inventory.
- g) **Water** – Jim Russell said the Annual Drinking Water Report has been mailed and that materials have been ordered for the main extension at Moro & Money Lane. He hopes to start in June, weather permitting.
- h) **Wastewater** – Jerry Crisp said he had no overflows to report.

Staff Comments

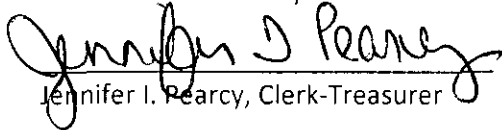
- **Gary Eakin** – He and Jerry Crisp met with Brad Eisenhart and others from Waste Management to discuss future wastewater treatment plant capacity and the treatment of leachate from the landfill.
- **Marcia Lynch** – reminded everyone that Mayberry in the Midwest is this weekend and Symphony tickets are now on sale.

- **Jenny Pearcy** – will be attending the ILMCT conference the week of June 6th.
- **Dee Oliphant** – Wished Chief Hilton and the Police Department a happy Police Week and Chief Morgan and the Fire Department a happy EMS Week.

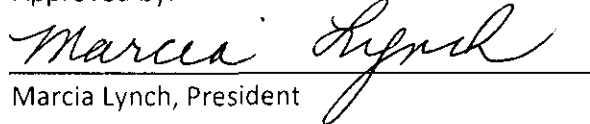
VI. **Claim Docket** - Jim Stephens made a motion to approve the claim docket. Seconded by Dee Oliphant. Motion passed 4-0.

VII. **Adjourn** – President Marcia Lynch adjourned the meeting at approximately 8:50 p.m.

Minutes submitted by:


Jennifer I. Pearcy, Clerk-Treasurer

Approved by:


Marcia Lynch, President