

MINUTES  
JANUARY 14, 2021  
7:00 PM

President Doug Bignell called the meeting to order. The Pledge of Allegiance was recited. All town council members, police, fire, sewer plant operator, town manager and town attorney were in attendance. John made a motion to approve the minutes from the December 10<sup>th</sup> and 29<sup>th</sup> meetings and the January claim docket. Steve 2<sup>nd</sup>. Motion carried.

Old Business:

The town manager position was discussed. A question concerning benefits for full time versus part time was discussed. Doug indicated that a company can have up to 49 employees before they have to offer insurance, retirement, etc. Pete indicated that he will be happy to help out and to expand his duties if needed. It was decided that the pay range in and negotiate the salary.

New Business:

Brad Robertson from Wessler Engineering presented a proposal to the council for on call services as needed with hourly fees to run from January 1 to December 31. He would do inspections, review tapes and offer rehab suggestions. The council will look over his proposal and get back to him after the February meeting.

Ordinance 2021-02, establishing new sewer rates and charges for businesses in the Town was introduced. A public hearing will take place at the February town council meeting for adoption.

The State Board of Accounts indicated that the town must have an Internal Control Policy in place. They would like more than one set of eyes on deposits, receipts, etc. This policy would protect the tax payers and the Clerk-Treasurer. The clerk can appoint a deputy clerk and the town council would decide when she works and the pay. Doug indicated that the person that helps in the office during

vacations could be appointed as the deputy clerk and we would use that person when needed. We might possibly have to change the salary ordinance. Tabled.

Doug also indicated that the town needs a job description for each employee, an employee handbook and a way to evaluate job performance. We had Tenzenga give an on line demonstration of their product last year. Tabled.

A Labor Standard Services agreement was received from Kleinpeter Consulting Group for \$7500 which covers Contract A for the wastewater upgrade and will come out of SRF funds. David made a motion to accept the agreement, John 2<sup>nd</sup>. Motion carried.

Debra Luzier from GRW presented a proposal to the council for assistance with Planning and Zoning, Inspections, etc. at an hourly rate of \$125 as needed. David made a motion to approve the proposal, LeaAnn 2<sup>nd</sup>. Motion carried.

Quotes for garage door openers at the Fire Department from Dalco Overhead Doors for \$2388.84 and Dearing Overhead Doors for \$2432.00 were received. Dalco can add 3 remotes at a cost of \$129 each. Steve made to accept the Dalco quote. John 2<sup>nd</sup>. Motion carried. The replacement of the furnace was also discussed. Dustin indicated that there was no problem at this time with the furnace and that the garage doors were a priority. We will get bids later in the year for furnace replacement.

The new sign is to be installed the week of the 20<sup>th</sup> and a date and time will be scheduled to go over the software after installation. The laptop in the town managers office will designated as the computer for the sign. Charging for business advertisement and what will be put on the sign was discussed. Tabled.

The town seal contest was discussed, will be put on the town web side and condensed for a Facebook post. Tabled until the site is ready.

Because we do not have time to submit an application for the first round, August is the next submission date for Community Crossing Grant. The clerk reported that money was not put in the budget this year for grant match.

HWC has a system where they survey town streets and let you know which streets net the most attention.

The easement for sanitary sewer on the Penner property was tabled.

The clerk read an encumbrance resolution 2021-01 encumbering \$25,216.93 from appropriation 200101480 (sidewalks) in the MVH fund, \$6314 from appropriation 201001450 (paving & resurfacing) in the MVH fund, \$6314 from 101001452 (paving & resurfacing) in the General fund and \$511.64 from appropriation 201001235 (repair police equipment) in the MVH fund for a total of \$38,356.57. David made a motion to accept the Resolution 2021-01, John 2<sup>nd</sup>. Motion carried.

Matt reported that he has non usable surplus equipment in the basement that someone will haul away for \$100. Steve made a motion to declare it as surplus with no value and to have it hauled away for \$100. David 2<sup>nd</sup>. Motion carried.

The new cameras are installed at the town hall and he can show the council how to use them.

His newest hire, Officer Cruz has been approved and will be at the February meeting to meet the council.

Doug would like Matt to map out where speed limit signs will go for Pete to install.

George needs a new incubator at the sewer plant for \$4360.50 from USA Bluebook and a sampler from BL Anderson for \$8255, plus shipping. He also is in need of work on the blowers. Quality Repair will give him a quote to repair all blowers. The council gave their consent to spend up to \$10,000 for repair of the aerators. He would like to have a dollar limit that he can spend specifically when there is something that is needed immediately so that he does not have to wait for a council meeting for permission.

George and James Penner will be meeting with GRW to over the plans for the treatment plant.

He also needs the name of the President of the Town council for his IDEM permit application. With that said, John made a motion to retain Doug as President, David 2<sup>nd</sup>. Motion carried. Doug made a motion to retain John as Vice President. David 2<sup>nd</sup>. Motion carried.

The State Board of Accounts has asked the town to have an ordinance for payments to be made prior to the council meeting so as to not get any late fees.

Dustin Moffitt, Liberty Township fire chief, reported 680 runs for 2020 which was down by 39. They have purchased a new ambulance which will be delivered in the fall. Covid numbers are down but the department is staying proactive. They have new radios and are pursuing grants.

The town council consented to the meeting being adjourned.

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Date

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Doug Bignell, President

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John Culley, Vice President

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LeaAnn Davis, Councilman

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David Ernst, Councilman

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Steve Swartz, Councilman

ATTEST:

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Ginny McKamey, Clerk-Treasurer