

Town of La Fontaine

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La Fontaine, IN 46940

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Meeting Minutes

Monday March 12, 2018

Opening:

The regular meeting of the La Fontaine Town Council was called to order at 7:00 PM on Monday March 12, 2018 in the Town Hall by Council President Jay Gillespie.

Present:

Town Council: Jay Gillespie, Janet Pattee, Lori Brane

Others: Jordan Tandy, Cindy Erb, Deb Gregg, Lance Gray, Desiree Gamble, Donna Nose, Sharon Petro, John Petro, Jerry Bowman, Pam Whitener, Maxine Taylor, Doyle Silvers, Indie Piercy, Shelby Meyer, Amy Long, Chris Hensley and Ian Stone.

A. Pledge of Allegiance

B. Approval of Minutes

The minutes were approved for the regular February 12, 2018 meeting. A motion to pass the minutes was made by Janet Pattee, it was seconded by Lori Brane. The vote was 3 to 0.

C. New Business

1. The driver for Republic Services said that he could not pick up the trash at 108 1/2 Western due to a tree hanging over into the alley. He is afraid that it will break the mirrors on the truck. There is an Ordinance stating that trees must be trimmed. The Town Attorney said to ask the resident nicely to trim the tree. No decisions were made on this topic.
2. The Festival Committee and Metro Baseball League attended the meeting to ask about if the water lines would be hooked up at the park for the festival and baseball season. It was mentioned last year but was never finished due to moving the concession stand around. The Council agreed that the water lines should be ran to the concession stand. It was also mentioned that the festival will be in September next year instead of June.

It was also asked if the Town would pay for the port-a-pots at the park. A motion was made by Jay Gillespie to have them in the park from April to September, it was seconded by Janet Pattee. The vote was 3 to 0.

D. Old Business

1. A motion was made by Lori Brane to start using Reach Alert, it was seconded by Janet Pattee. The vote was 3 to 0. This service will inform residents of emergencies and other updates that the Town needs to make residents aware of. This service costs \$1.00 per household for the first

year and then the second year it will \$2.00 per household for the service. The information on how to sign up for this will be in the March billing.

2. The Town has sent out income surveys to residents so we can apply for a grant for the utilities. Not all surveys have been filled out and we are still in need of 80 more.
3. The Council asked the owner of 7 Parker to attend the meeting to give an update of the progress being made on the house. Some of the siding has been removed and progress is being made. The person they are hiring is doing another job and once he is finished, they will start the tear down of the house.
4. A title search and survey were done on the property that Mr. Hipie is donating to the Town for parking at the park. Another survey will need to be done to separate the property into two parcels. A motion to finish the work of separating the property was made by Lori Brane, it was seconded by Janet Pattee. The vote was 3 to 0.

E. Police Report

1. La Fontaine Town Marshal - January 2018 Report

- 3 - Calls for Service - Assist Fire Marshal/Assist County with Burglary Call/Slide Off - Suspended Driver
- 3 - Traffic Stops - 3 warnings
- Routine Patrol
- 2 - Assist Other Agency
- Check juveniles walking on the train tracks

2. La Fontaine Deputy Marshall - January 2018 Report

- Routine Patrol
- 2 - Traffic Warnings
- Assisted County with traffic hazard
- Addressed juveniles walking on railroad tracks
- Assisted County on suspicious activity
- 1 Warrant Service
- Checked on suspicious activity on 800 East

F. Utility Report

1. Street Department

- The Superintendent met with E & B Paving to get a quote on the two remaining sidewalks. They are coordinating with the ADA engineer to make sure everything will be compliant.
- While the Superintendent was talking with E & B Paving, it was mentioned that the Methodist Church will be paving their parking lot and were wondering about the alley behind the parking lot. They wanted to know if the Town would pay for part of the alley to be paved. It would be approximately \$8,000.00. No decisions were made on this topic.
- Fresh mix has been ordered and the pot holes will be addressed as soon as possible.

2. Wastewater Department

- The building at the sewer plant is ready for equipment, just needs to be painted.
- The price for the phosphorous equipment was \$2,775.00 back in December of 2017. The Superintendent would like to order the equipment. It will take a couple of weeks to get the pumps in. After the pumps are installed, all that is left is to fill the tank and turn it on.
- The lift stations pumps and the pumps at the plant will be cleaned this month.

3. **Water Department**

- Everything appears to be running fine.
- Hydrants will be flushed next month, the date will be given at the next meeting.

4. **Storm Water Department**

- The main line crossing Kendall Street has a sinkhole that need to be addressed. The County Highway and County Surveyor have been contacted. The problem is the Town's to fix and the work will have to be stopped until it is decided what needs to be done to fix it.

5. **Miscellaneous**

- The Town Clean Up was brought up. The Superintendent would like to have it April 12 - 14 from 8 am to 4 pm at the Sewer Plant.
- The Gravel Pit offered to let the Town use their facilities to have the Town Clean Up. The Council wants to have it at the Sewer Plant.

G. Clerk-Treasurer Report

1. The monthly reports for February, 2018, were prepared for the Town Council to review and sign. The monthly reports consist of:

- Fund Report
- Revenue Report
- Appropriation Report
- Allowance Docket (Payroll)
- Accounts Payable Vouchers (APV's)
- Adjustment Signature Page
- Check Register

2. \$500.00 has been transferred into each of the Water and Wastewater Depreciation Funds for the month of February, 2018.

3. 25 disconnect letters were sent out on February 21, 2018 to customers that were 60 days past due stating amount owed, the due date, shut off date and that a deposit and reconnect fee are required if payment is not made by the date on the letter. The disconnect date was March 7, 2018. 3 customers had their service shut off due to nonpayment.

4. The Town and Utility books are balanced for the month of February, 2018.

5. The SRF Drinking Water and Wastewater Bond and Interest and Debt Service Reserve books are balanced for the month of February, 2018.

6. Matt Niccum was hired to put up and take down the Christmas lights for \$200.00. An invoice was given for his service but does not have an address to send the check to. The only information on the invoice was an email address. He was hired before the proper paperwork was filed at the Clerk-Treasurer's office. An email was sent to Mr. Niccum stating that the invoice was approved by the Town Council but there isn't an address to send the check to and that the proper paperwork for proof of insurance and a W9 on file were not on file. I attached the W9 to the email on February 21, 2018. He has never responded.

7. The Clerk-Treasurer was awarded a grant for \$450.00 to attend training with the Indiana League of Municipal Clerks and Treasurers (ILMCT). This award paid for all the classes in full. The Clerk-Treasurer wrote a two page paper on how she has served the Town of La Fontaine for the last four years.

8. Inguard sent an email on March 8, 2018 stating that when the insurance was updated in October 2017 that the invoice was never sent to the Town. The cost was an additional \$117.00 for the changes made. The check for \$117.00 was sent to them on March 9, 2018.

9. Two intent to lien letters were sent to customers and landlords stating the amount due and that payments must be received by March 15, 2018 to keep a lien from being filed at the Courthouse on March 16, 2018.

10. The INDOT Community Crossings Matching Grant paperwork needed to be signed again due to a title not being filled out.

11. A new vacuum was purchased for the Town Hall from Indoff, Inc. for \$217.79.

12. Reach Alert sent a letter to give to residents on how to sign up for their service. The Council wants these to be in the bills that will go out at the end of March.

13. Allen Miracle sent an email on February 28, 2018 with changes being made to the employee health insurance. It will be increasing and will need to be renewed by April 1, 2018.

During the training that the Clerk-Treasurer attended, AIM has a medical trust that municipalities can join to help in lowering costs and still giving employees health insurance. The Clerk-Treasurer will fill out the paperwork to see if this could be a cost savings to the Town.

14. According to the billing procedure, a deposit can only be given back either from service being shut off or after a year of no late payments but it must be requested in writing. A list has been made for customers that need to have their deposit back. There are several updates that need to be done to the billing procedure. The Clerk-Treasurer asked if the Town Attorney and Council President would like to meet to discuss the changes. No date was set.

15. The Clerk-Treasurer's computer crashed and is not working properly. BIT Computers was called to see what the problem was. He suggested to put a battery backup on the computers to help with power surges and a new switch was also needed. After he fixed those problems, the computer was still not working properly. BIT Computers suggested getting a new computer with a three year security agreement for \$1,431.64. A motion was made to purchase a new desk top computer with the 3 year security by Jay Gillespie, it was seconded by Lori Brane. The vote was 3 to 0.

16. Other charges applied to accounts in February, 2018:

- Acct #2202000 - Returned Check Fee - \$30.00

17. Adjustments that need approval to be done March, 2018:

- Acct #1077001 - had leak at meter, needed adjusted per the landlord since no one is living there - \$17.71
- Acct #3110211 - had water leak underneath trailer - \$70.84
- Acct #1127002 - had leak underneath building - \$53.06
- The Council voted to approve these adjustments:
A motion was made by - Jay Gillespie
It was seconded by - Janet Pattee
The vote was 3 to 0.

18. Adjustments that were done in January 2018:

- Acct #1005001 - reading error - \$111.55
- Acct #2194004 - Council approved for leak last month - \$104.72
- Acct #2316000 - Council approved for leak last month - \$120.61
- Acct #2106104 - Should have been billed to customer per landlord - \$119.23


- Acct #2106103 - Should not have been billed to customer per landlord - \$119.23

19. The bills that need approval by the Town Council:

- Wabash Plain Dealer - \$111.04
- Builders Mart - \$651.07
- Ferguson - \$35.90
- Ferguson - \$503.90
- Ferguson - \$468.00
- USA Bluebook - \$572.96
- Wabash Electric - \$176.07
- Cindy Erb - \$30.40
- Deb Gregg - \$54.72
- John H. Stephens - \$550.00
- Metz Title Company - \$100.00
- Indoff, Inc. - \$217.79
- Alliance of Indiana Rural Water - \$25.00
- City of Wabash - \$200.00
- BIT Computers - \$597.78
- Circle K - \$372.75
- Indiana ADA & Title VI Dues - \$25.00
- VISA - \$550.93
- TOTAL BILLS: \$5,243.31
- A motion was made to pay all the bills listed above by Lori Brane, it was seconded by Janet Pattee. The vote was 3 to 0.

H. Adjournment

Meeting was adjourned at 8:15 PM. Jay Gillespie made the motion to adjourn the meeting, Lori Brane seconded the motion. The vote was 3 to 0. The next regular meeting will be at 7:00 PM on Monday, April 9, 2018 in the Town Hall located at 13 W. Branson Street, La Fontaine, IN 46940.



Minutes submitted by: Cynthia Erb

 4-9-18

Jay Gillespie, Council President

 4-8-2018

Janet Pattee, Council Member

 4/9/18

Lori Brane, Council Member