

## Town of La Fontaine

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La Fontaine, IN 46940

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### Meeting Minutes

Monday April 9, 2017

#### Opening:

The regular meeting of the La Fontaine Town Council was called to order at 7:00 PM on Monday April 9, 2017 in the Town Hall by Council President Jay Gillespie.

#### Present:

Town Council: Jay Gillespie, Janet Pattee, Lori Brane

Others: Jordan Tandy, Cynthia Erb, Deb Gregg, Lance Gray, Desiree Gamble, Donna Nose, Sharon Petro, John Petro, Pam Whitener, Maxine Taylor, Todd Dale, Greg Houser and Ian Stone.

#### A. Pledge of Allegiance

#### B. Approval of Minutes

The minutes of the previous meeting were unanimously approved for the March 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.

The minutes of the Special Meeting on April 3, 2018 were unanimously approved. A motion to pass the Special Meeting minutes was made by Lori Brane, it was seconded by Janet Pattee. The vote was 3 to 0.

#### C. New Business

1. It was brought up that there are several residents in Town that have chickens and roosters. The previous Council said they were willing to let residents have chickens but never updated the ordinance stating otherwise. As of right now, Ordinance #2, 2000 is still in effect which would mean that chickens in Town are an ordinance violation. This topic will be discussed further at the next meeting on May 14, 2018.
2. Todd Dale mentioned to the Council that he thinks a no parking sign needs to be placed on Kendall Street so the traffic on Hale Street can see to turn the corner. The Town Attorney is checking into the procedure on how this should be done for this area and other areas in Town.

#### D. Old Business

1. A piece of land was donated to the Town from Terry Hiple for parking at the park. A resolution was made to accept the donation of the land. A motion to accept the resolution as read was made by Jay Gillespie, it was seconded by Lori Brane. The vote was 3 to 0. It was discussed

weather or not gravel should be put down for parking or if it should stay grass. It was decided to leave it grass for now.

2. A house on 7 Parker Street has been given a notice from the Council to clean up the property and tear down the unsafe structure. They were given time to get the work done and were to report back to the Council with their progress. The house was to be down by June, but not much progress is being made. Lance Gray, Town Superintendent will work with the Town Attorney to reissue the notice to the owners of the property.
3. A barn on the property at 211 W. Kendall Street needs to be torn down and is unsafe. A registered letter was sent to the owner at that property by Mike Howard at the Wabash County Courthouse. They were given a deadline to have structure removed.
4. It was brought to the attention of the Council that the Methodist Church is having their parking lot redone. They asked the Town if the alley could be paved while the work on their parking lot is being done. It would cost the Town around \$1,630.00 to pave the alley. The Council decided that there are worse spots in Town that need to be paved and will not do this project.
5. At the last meeting there was a discussion of if the Town would pay for the porta pots at the park this year during baseball season. The Council said they would pay for them. The question was raised who is supposed to order them since they are still not there. The Town Superintendent said he will get them ordered.

#### **E. Police Report**

##### 1. La Fontaine Town Marshal, Dustin Hurst- March 2018 Report

- 1 - Cases – Criminal Mischief (charges filed)
- 6 - Calls – Criminal Mischief, fatal Crash, attempt to locate intoxicated driver, fireworks, attempt to locate escape from Grant Co. and checked subject walking with gun.
- 5 - Traffic Stops – 2 Tickets and 3 Warnings
- 2 - Gun Permits Issued
- 1- Ride A Long
- 3 – Check suspicious persons and/or vehicles
- 1 – Background Check
- 2 – Assists with Another Agency
- Went to Ft. Wayne to be fitted for bullet proof vest.

##### 2. La Fontaine Deputy Marshal, Eric Ryggs - March 2018 Report

- No report given.

##### 6. The Town Marshal's computer is not working and quotes were given to the Council via email on March 22, 2018. The quotes were reviewed by the Council during the meeting. A motion was made for Dustin Hurst, Town Marshal to pick which computer he wanted from the quote list but to not exceed \$1,200.00 and to paid from the Public Safety Fund was made by Jay Gillespie, it was seconded by Lori Brane. The vote was 3 to 0.

##### 7. The Town police car was wrecked and the insurance company deemed it totaled. During the Special Meeting on April 3, 2018 the Council voted to purchase a new police car.

#### **F. Utility Report**

##### 1. **Street Department**

- A fresh load of cold mix will be purchased and pot holes will continue to be filled.

##### 2. **Wastewater Department**

- Hawkins Chemical is scheduled to come and install everything for the phosphorus project on Thursday, April 13, 2018.

### 3. Water Department

- The annual well and pump testing was done by Peerless Midwest. Everything is running good with no notable issues.
- A water leak was fixed at the intersection of Kendall Street and Hale Street.
- A quote was given to the Council to have the water tower inspected for \$750.00. A motion was made to have inspection done for \$750.00 by Lori Brane, it was seconded by Janet Pattee. The vote was 3 to 0.

### 4. Storm Water Department

- The interior of the culvert crossing Kendall Street was inspected and appears to be intact. The sink hole is most likely from an old file. The Town Superintendent will continue to move forward with repairs to the lines running west down Kendall Street.

### 5. Miscellaneous

- The Town Clean Up will be April 12 – 14, 2018 from 8 am to 4 pm at the sewer plant. Only residents living in the Town limits can use the dumpsters.

## G. Clerk-Treasurer Report

1. The monthly reports for March 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 March, 2018.

3. 9 disconnect letters were sent out on March 20, 2018 stating the amount owed, the due date, the shut off date and that if payment is not received, a deposit will be required to turn service back on. The disconnect date was April 4, 2018 at 8 am. No customers had their service shut off.

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

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

6. The books for the SRF Wastewater Bond and Interest and Debit Service Reserve are balanced for the month of March, 2018.

7. The letters from REACH Alert were delivered to Keystone and were sent out in the billing. Residents can now sign up for alerts. It was discussed who should be an administrator to send out alerts. The Council wanted to go over that with the Town Attorney before making a decision on who should be allowed to send out alerts.

8. Circle K sent a fax asking if we could remove their \$15.49 late fee from their account. The Council asked if the payment was late. It was past due when the payment was received. The Council agreed that the late fee should be paid.

9. We received two surveys in the office and they were sent to NV Grant Services.

10. According to the new billing procedure, a deposit can only be given back to a customer if they ask for it back in writing. There are several customers that need their deposit given back that still have service. The Clerk-Treasurer asked the Council if the office should send out letters to the residents to let them know that the billing procedure has changed and that they need to ask for it back in writing. The Council said that sending letters was an unnecessary expense and that people should remember if they have a deposit due back to them.

11. Other charges applied to accounts in March, 2018:

- Account #2302002 - \$50.00 Reconnect Fee
- Account #2991000 - \$50.00 Reconnect Fee
- Account #22170020 - \$50.00 Reconnect Fee

12. Adjustments that need approval to be done in April, 2018:

- Account #3115000 – Had leak in the ground and fixed problem. They should have had a minimum bill for two months. The sewer adjustment is \$82.90. A motion to adjust the sewer portion of the bill for \$82.90 was made by Jay Gillespie, it was seconded by Janet Pattee. The vote was 3 to 0.
- Account #2243002 – The customer's hot water heater leaked, they had to drain and refill three times. The Council said this account did not fit the criteria for an adjustment.
- Account #3116000 – Had leak under trailer. It was leaking for two months and is fixed now. The sewer adjustment is \$100.34. A motion to adjust the sewer portion of the bill for \$100.34 was made by Jay Gillespie, it was seconded by Janet Pattee. The vote was 3 to 0.
- Account #2238005 – The customer had a leak under the house and was fixed. The sewer adjustment is \$30.60. A motion to adjust the sewer portion of the bill for \$30.60 was made by Jay Gillespie, it was seconded by Lori Brane. The vote was 3 to 0.

13. Adjustments that were done in March, 2018:

- Account #1077001 – Approved by Council at February meeting. - \$17.71
- Account #1127002 – Approved by Council at February meeting. - \$53.06
- Account #3110211 – Approved by Council at February meeting. - \$70.84
- Account #1036002 – Credit card payment was missed but paid by due date. Removed late fee. - \$8.58
- Account #2234000 – Customer had asked for service to be shut off and was turned off in the computer before late fees were applied. Added late fee to bill. - \$4.61
- Account #1048000 – Customer wrote check out and was written incorrectly. The bank would not accept check. It took several days to get ahold of the customer. Removed late fee because it was paid before due date. - \$4.61
- Account #1125000 – Same as above (Acct #1048000), customer pays both accounts. Removed late fee. - \$4.61

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

- Creative Automation & Power Services, LLC - \$110.00
- La Fontaine Generator Exchange - \$268.72
- Snyder Tire & Battery (2 batteries) - \$244.00
- Snyder Tire & Battery (Police car storage & towing) - \$435.00
- Wabash Plain Dealer (Special Meeting Ad) - \$4.13
- John H. Stephens R.L.S., Inc. - \$440.00
- USA Bluebook - \$466.42
- AIM Budget Workshop - \$119.00

- BIT Computers - \$45.00
- REACH Alert - \$400.00
- Gene Floyd - \$65.00
- NV Grant Services - \$247.36
- Circle K - \$463.10
- VISA - \$468.45
- Deb Gregg (March Mileage) - \$30.40
- Cynthia Erb (March Mileage) - \$54.72
- TOTAL BILLS: \$3,861.30
- A motion was made to pay all the bills listed above by Jay Gillespie to pay the bills listed above, it was seconded by Lori Brane. The vote was 3 to 0.

#### H. Adjournment

Meeting was adjourned at 8:19 PM. Janet Pattee 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, May 14, 2018 in the Town Hall located at 13 W. Branson Street, La Fontaine, IN 46940.

Cynthia Erb

Minutes submitted by: Cynthia Erb

JG 5-14-18

Jay Gillespie, Council President

Janet Pattee 5-14-18

Janet Pattee, Council Member

Lori Brane 5-14-18

Lori Brane, Council Member