

## Town of La Fontaine

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Meeting Minutes

Monday May 14, 2018

### Opening:

The regular meeting of the La Fontaine Town Council was called to order at 7:00 PM on Monday May 14, 2018 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, Donna Nose, Nikki McGinnis, Maxine Taylor, Karen Miller, Jim Miller, Ileen Silvers, Pam Whitener, Indie Piercy, Shelby Meyer, Jerry Bowman, Terry Hiple, Regina Hiple, Todd Dale, Sharon Petro, John Petro and Ian Stone.

#### A. Pledge of Allegiance

#### B. Approval of Minutes

The minutes of the previous meeting were unanimously approved for the April 9, 2018 meeting. A motion to pass the minutes was made by Lori Brane, it was seconded by Janet Pattee. The vote was 3 to 0.

#### C. New Business

1. Lewis Holderman was on the request sheet for agenda time this month. He did not attend the meeting.
2. Nikki McGinnis attended the meeting to clarify what will be done with the house across the street from hers on Parker Street. She was told last year that the carport and house would be torn down and it is still a problem today. The owner of the house on Parker Street has been given a deadline of June 11, 2018 to have the house torn down and the property cleaned up.
3. Maxine Taylor asked the Council why all the railroad ties are beside the train tracks on State Road 15 and that it looks bad. The Council said there isn't anything that can be done about it due to the railroad owning the property on which they are sitting. Maxine also mentioned that mowing along Main Street was hard for her to do because of the ditch being so steep. It was suggested to her to have a farmer help her get it done.
4. The Council will be planning on having a Special Meeting in June or July for the preparation of the 2019 Budget.

#### D. Old Business

1. A few more surveys are needed to finish the income study for a \$60,000.00 grant for the utility. The surveys that have been returned to the Town Hall have been sent to Nanettee with NV Grant Services.
2. The house at 7 Parker Street is to be torn down and cleaned up by June 11, 2018 per the Town Council. The owner, Ileen Silvers attended the meeting and said that arrangements are being made for the house to be taken down and more time was needed. The Council did not agree to more additional time. The Council President wanted to know if the property was for sale, Ileen Silvers said it was not for sale.
3. The Town is now using REACH Alert to notify residents of things going on in the community. The Council wanted to decide who can send out alerts. A member of the Police Department, Fire Department, Town Superintendent and Clerk-Treasurer have to ability to send out alerts to residents. It was mentioned to ask Ethel Eib to add to her column in The Paper that residents can sign up for the alerts.
4. Members of the La Fontaine Festival Committee attended the meeting to ask the Council if they approved of changing the date of the festival next year to September instead of June, the Town Council did not have an issue with changing the date. The parade route has changed this year and the committee would like to close off the alley by the Post Office. The only concern would be that the mail truck has to go down the alley to pick up the mail. The alley will remain open for Post Office customers. The committee also asked if the insurance is covering all of the events, the Council President said yes, they are covered and a copy of their insurance is required.

#### E. Police Report

1. La Fontaine Town Marshal, Dustin Hurst- April 2018 Report
  - No report given.
2. La Fontaine Deputy Marshal, Eric Ryggs - April 2018 Report
  - No report given.

#### F. Utility Report

##### 1. Street Department

- Pot holes have been filled and a new load of cold patch has been ordered.
- The quote from E & B Paving for the sidewalks to be complaint with our ADA Transition Plan and our CCMG project was given to the Council for review. The cost of the sidewalks is \$13,125.00. The poles would need to be removed from the sidewalks at the intersection of Wabash Avenue and Kendall Street. A motion to have the sidewalks done to be ADA compliant and to be paid from the LRS (Local Road and Street) Fund was made by Lori Brane, it was seconded by Jay Gillespie. The vote was 3 to 0.
- The paving project has been scheduled for August, 2018.

##### 2. Wastewater Department

- Sludge from the sewer plant needs to be hauled away again. The Utility Superintendent is planning on at least 10 loads of sludge to be removed. After the sludge is hauled away, the Utility Superintendent can calculate the amount of additional sludge that was generated from the phosphorus removal.
- The Sewer Department has been phosphorus complaint since the project was finished.



### 3. Water Department

- The hydrant on Grant Street has been fixed and is back in service. There is another hydrant that needs fixed on Kendall Street, this will be addresses sometime in the next week.
- At the water plant there is an LCD interface which allows them to monitor the parameter and to change set points of operation. The interface is a small touch screen and it is starting to fail. The cost to replace the unit is \$5,880.00. A motion was made by Jay Gillespie to purchase the LCD interface paid from water depreciation, it was seconded by Lori Brane. The vote was 3 to 0.
- The Utility Superintendent will be receiving sample bottles for the required State testing for this year. This year tests are for VOC's, IOC's, sodium, TTHM/HAA5, nitrate, lead and copper. The tests are all on a 3 - year rotation and required to be done by the State.
- The Utility Superintendent will be submitting the CCR Report to IDEM and distributing them to residents by June 30, 2018.
- There was a discussion about installing a master meter at Fountainvue. The Utility Superintendent provided the cost of \$10,226.00 for doing this project. Eric Walsh, a CPA for Umbaugh had done a rate study for the Town last year. He was contacted about the installation of a master meter. Mr. Walsh explained that the revenue would decrease if the master meter was installed because of the declining rate structure that is set in place by the water rate ordinance. He suggested that a master meter could be installed to monitor for unaccounted water and then since it was metered, Fountainvue could then be charged for the water that is leaking through their pipes. No decisions were made on this topic. The Clerk-Treasurer gave the Town Attorney and the Council President during the meeting Mr. Walsh's number so they could get in contact with him for any questions or concerns on this matter. It was suggested to get ahold of the owner Mike Cummings to discuss the master meter. Mr. Cummings contact information was given to the Town Attorney and the Council President.
- The hand-held device that is used to read meters was not working properly. EJP said the hand-held device had to be sent to Sensus for repairs. The repairs could cost up to \$800.00 or more depending on what needs to be done. EJP also mentioned that next year the hand-held device the Town has now, will no longer be able to be serviced. A new hand-held device is \$12,000.00. The Town can trade in their old hand-held device on a new one. The trade in value of the old one is \$6,500.00. The Utility Superintendent contacted the Council President and was given the go ahead to trade in the old hand-held device. The new hand-held device should be arriving soon.

### 4. Storm Water Department

- A contractor was contacted by the Utility Superintendent about fixing the storm drain on Kendall Street. The contractor should have the project done by the end of May.

### 5. Miscellaneous

- Several clean up notices were posted to resident's properties. A new notice sign was given to the Utility Superintendent by the Council President to use.
- A quote from Cable Sign Co. was given to the Council for review. The Superintendent would like for the Town Garage to have a sign on it that states what the building is. The quote is for \$492.00 for a 14' long sign. A motion was made by Jay Gillespie to purchase the sign, it was seconded by Janet Pattee. The vote was 3 to 0.

### G. Clerk-Treasurer Report

1. The monthly reports for April 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 April, 2018.

3. 28 disconnect letters were sent out on April 17, 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 May 2, 2018 at 8 am. 6 customers had their service shut off.

4. The books are balanced in the Keystone software and on a State Board of Accounts approved spreadsheet for the Town and Utility accounts for the month of April, 2018.

5. The books for the SRF Drinking Water Bond and Interest and Debit Service Reserve are balanced in the Keystone software and on a State Board of Accounts approved spreadsheet for the month of April, 2018.

6. The books for the SRF Wastewater Bond and Interest and Debit Service Reserve are balanced in the Keystone software and on a State Board of Accounts approved spreadsheet for the month of April, 2018.

7. A check was sent to the Town of Churubusco for \$12,000.00 for the new police car. The Town received a check from Liberty Mutual Insurance for \$4,914.22 since the police car was totaled, it was deposited to the Public Safety Fund.

8. The Clerk-Treasurer will be attending the State Called to Order Meeting and the State Board of Accounts Clerk School on May 15, 16 and 17. The office will open at 10 am on those days.

9. The employee's health insurance cost has went up. There are a couple of options that the Town can apply for. IACT Medical Trust and Healthy Benefits. An online account has been set up for us to apply for the IACT Medical Trust, we should get the information soon to see if the Town can save money for the employees' health insurance.

10. The Clerk-Treasurer was asked to figure out how much it costs to produce a gallon of water and the profit from a minimum bill to help make a decision on installing a master meter at Fountainvue. There is no real answer for this due to amounts being based on consumption. A rough figure would be it costs \$11.15 to produce 1,000 gallons of water. In the sewer department for last year, there was no profit because the sewer department brought in \$264,160.99 and spent \$266,808.59, which is a loss of \$2,647.60 for the year. In the water department for last year, there was a profit of \$58,326.55, the water department made \$209,364.58 and spent \$151,038.03. The profit from Fountainvue would be roughly \$4,375.00 for the year. No decisions were made on this matter.

So far in 2018, the water department has made \$68,681.97 and spent \$62,202.93, a profit of \$6,479.04. The sewer department has made \$96,288.50 and spent \$93,179.36, a profit of \$3,109.14.

11. It was mentioned to pay employees Health Savings Accounts in January every year.

12. A quote was given to the Council from Duke Energy to change the street lights over to LEDs. There are several payment options on the quote, the lump sum to change all 99 street lights is \$53,494.41. No decisions were made at this time.

13. A quote was sent to the Council via email on 4/27/2018 for a new computer for the Deputy Clerk. No decision was made on this topic.

The Clerk-Treasurer contacted the insurance company to see if all of the electronic devices that recently had to be replaced would be covered. The computers are covered and a letter just needs to be written by our IT department stating that a power surge is possibly what caused all of



the electronic devices to quit working. The insurance company did say they would not cover the hand-held device because it could be fixed. The Clerk-Treasurer is waiting on the Council to make a decision on the Deputy Clerk's computer before turning in the claim to the insurance.

14. Other charges applied to accounts in April, 2018:

- Account #2106104 – Reconnect Fee - \$50.00
- Account #2277002 – Reconnect Fee - \$50.00
- Account #2278013 – Reconnect Fee - \$50.00
- Account #2302002 – Reconnect Fee - \$50.00
- Account #3046002 – Reconnect Fee - \$50.00
- Account #4022004 – Reconnect Fee - \$50.00
- Account #2991000 – Reconnect Fee - \$50.00

15. Adjustments that need approval to be done in May, 2018:

- Account #3110211 – Customer had water leak underneath trailer, the leak was fixed. The average is a minimum bill. The sewer adjustment would be for \$52.15. A motion to adjust \$52.15 off the sewer charge was made by Jay Gillespie, it was seconded by Janet Pattee. The vote was 3 to 0.

16. Adjustments that were done in April, 2018:

- Account #3116000 – Sewer adjustment for \$100.34, Council approved at the April 9, 2018 meeting.
- Account #2238005 – Sewer adjustment for \$30.60, Council approved at the April 9, 2018 meeting.
- Account #3115000 – Sewer adjustment for \$82.90, Council approved at the April 9, 2018 meeting.
- Account #31273300 – Took off charge that should have not been on account for \$59.31.

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

- USA Bluebook - \$221.04
- IDEXX - \$1050.91
- Hawkins - \$4,615.70
- Keith Sullivan Excavating, Inc. - \$761.05
- Indoff, Inc. - \$425.10
- Wabash Electric - \$30.74
- Dustin Hurst (mileage) - \$47.96
- Creative Automation & Power Services, LLC - \$376.44
- Peerless Midwest - \$900.00
- Cindy Erb (mileage for utility deposits) - \$88.92
- Brateman's Inc. - \$921.95
- Ferguson - \$122.00
- Copsgear - \$3,993.30
- Brooks Construction Co. - \$135.42
- Indiana 811 - \$24.70
- BIT Computers - \$1,865.38
- BIT Computers - \$1,375.00
- BIT Computers - \$1,349.97
- Republic Services - \$1,020.00
- Grainger - \$179.23
- Circle K - \$403.74
- VISA - \$509.99
- TOTAL BILLS: \$20,418.54
- A motion was made to pay all the bills listed above by Lori Brane to pay the bills listed above, it was seconded by Janet Pattee. The vote was 3 to 0.

## H. Adjournment

Meeting was adjourned at 9:08 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, June 11, 2018 in the Town Hall located at 13 W. Branson Street, La Fontaine, IN 46940.

Cynthia Erb

Minutes submitted by: Cynthia Erb

X Jay Gillespie 6-11-18

Jay Gillespie, Council President

X Janet Pattee 6-11-18

Janet Pattee, Council Member

X Lori Brane 6-11-18

Lori Brane, Council Member