

Town of La Fontaine

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Meeting Minutes

Monday June 11, 2018

Opening:

The regular meeting of the La Fontaine Town Council was called to order at 7:00 PM on Monday June 11, 2018 in the Town Hall by Council President Jay Gillespie.

Present:

Town Council: Jay Gillespie, Janet Pattee, Lori Brane

Others: Jordan Tandy, Deb Gregg, Desiree Gamble, Nikki McGinnis, Jerry Bowman, Maxine Taylor, Ileen Silvers, Terry Hipple, Regina Hipple, Will Adams, Julie Adams, Shelby Meyer, Indie Piercy, Todd Dale, Ian Stone and Doyle Silvers.

A. Pledge of Allegiance

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved for the May 14, 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. Councilmember Janet Pattee, brought up the Ordinance about Abandoned Vehicles, she wanted residents to know that there is an Ordinance in place and that the Ordinance needs to be enforced. The Town Superintendent and Town Marshal are responsible for the enforcement of the Town's Ordinances. The Ordinance is on the website under Junk Cars.
2. An Ordinance for Weeds has been updated by the Town Attorney but needs further review from the Town Council. The Council wants time to review the ordinance and will bring this topic back to the table in July, 2018.
3. The Deputy Clerk brought up that the air conditioning was not working at the Town Hall since May 28, 2018. Jones Contracting was called and they came out and gave a price between \$3,000.00 to \$6,000.00. The Council President said he needed a quote in writing, no decisions were made on this topic.
4. The buildings behind the Town Hall are unsecured. The Town Attorney said that the Town Superintendent is responsible for making residents aware that their property is unsecured. Desiree Gamble was asked to have Lance Gray look into this situation. No decisions were made on this topic.

5. The Council President said that a resident wants to purchase the sale barn and donate it to the Town to make the parking area larger. The Town Council President said he would donate his equipment to add additional parking for the park. No decisions were made.
6. The results from the income surveys have been given to the Town Council. The Town did not reach the criteria to receive the grant.

D. Old Business

1. The house on Parker Street has been torn down by the order of the Town Council. It was mentioned to put up fencing to go around the basement opening.
2. It was mentioned that Duke Energy was contacted to give the Town an estimate on changing the street lights to LEDs. The Council President is waiting to hear back from Samantha at Duke Energy with a couple of questions he had about this issue. No decisions were made on this topic.
3. Shelby Meyer emailed the Council President with a complaint and he forwarded it on to the rest of the Council. The President also emailed the Clerk-Treasurer and she responded to his email the same day. The Clerk-Treasurer was not in attendance so this will be brought up at the July meeting. It was mentioned that the Clerk-Treasurer is also an Elected Official and the Town Council has limited control over the Clerk-Treasurer's office.
4. A conversation ensued about trees on private property encroaching into public right of ways. The Town Attorney said that it is the property owners responsibility to take care of trimming their own trees. The Town Attorney, Jordan Tandy said that the trees that need trimmed can be reported to the Town Superintendent, Lance Gray. Mr. Tandy said that before an Ordinance violation is issued, that the Town Superintendent could go to the residents door to see if they will voluntarily trim their trees without any action from the Town would be best practice.
5. Jerry Bowman mentioned that a red truck has been sitting half way into the road and half way into the grass for at least three weeks on Ashland Dr. The Council is now aware of this problem and will send someone to look into this issue.

E. Police Report

1. La Fontaine Town Marshal, Dustin Hurst- April 2018 Report
 - 4 - Calls for Service
 - Assisted County - Murder Scene, Scene Security, Gun Permits
 - Routine Patrol
 - 2 - Traffic Stops
 - 2 - Assist Other Agency
 - 3 - Gun Permits
 - A large portion of hours worked in April were utilized to look at, purchase, pick out equipment and new police car. Mr. Hurst was also on vacation for the first week of April.
2. La Fontaine Town Marshal, Dustin Hurst - May 2018 Report
 - 7 - Calls for Service - Rooster in Town, Theft, Vandalism in park, Animal Complaint, Parade Route, Suspicious vehicle, Suspicious activity in park, Driving complaint/loud muffler.
 - 5 - Traffic Stops - 6 Warnings, 1 - Stop OWI, taken over by the State Police
 - Routine Patrol
 - 0 - Assist Other Agency
 - 0 - Gun Permits
 - Went to Churubusco for corrected paperwork for car, Columbia City for an item for the car, follow-up with park investigation, worked with the BMV on car title and license plate transfer.

F. Utility Report

1. Street Department

- The Town Superintendent would like to get a quote to fix the alley between Factory Street and Armstrong Street.
- The paving project is almost completed, 2 stop signs still need installed and the custom guard rail at the church.
- A new sign was installed at the Town Garage.

2. Wastewater Department

- The Sewer Plant is phosphorous compliant, a new order of Alum was delivered. 5 gallons are pumped per day to keep up with compliance.
- The RAS pumps will be pulled and cleaned.

3. Water Department

- The CCR's are printed and will be delivered door to door by the end of June, 2018.
- The hydrants on Kendall Street and Grant Street are both fully functional and now back in service.
- There is a water leak between the street and the meter at 204 W. Grant Street. Sullivan will be called to do the excavation.
- Peerless Midwest was scheduled to install new controls at the Water Plant but had to reschedule due to unforeseen circumstances.
- The required water samples (VOCs, IOC's, Sodium and Nitrates) will be submitted by the end of the month. The lead and copper sample bottles and instructions will be handed out to the appropriate households for samples next month.
- TTHM/HAA5 samples will be taken next month.

4. Storm Water Department

- The storm sewer project on Kendall Street is on hold due to power lines in a tree. Duke Energy has been notified and the Superintendent is waiting to hear back from them. Written consent from the property owner has been done to remove the entire tree.

5. Miscellaneous

- Nothing to Report.

G. Clerk-Treasurer Report

1. The monthly reports were sent to the Town Council via email on June 7, 2018 for their review and need signed. The May, 2018 monthly reports consist of:

- Fund Report
- Revenue Report
- Appropriation Report
- Allowance Docket (Payroll)
- Accounts Payable Vouchers (APV's)
- Adjustment Signature Page
- Check Register
- All reports were signed by the Town Council.

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

3. 28 disconnect letters were sent out on May 18, 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 30, 2018 at 8 am. 5 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 Account for the month of May, 2018. The books are balanced every month by the Clerk-Treasurer and the Deputy Clerk. The balanced books were sent to the Town Council via email on June 7, 2018. The Council signed the balanced books for the Town Account.

5. The books are balanced in the Keystone Software and on a State Board of Accounts approved spreadsheet for the Utility Account for the month of May, 2018. The books are balanced every month by the Clerk-Treasurer and the Deputy Clerk. The balanced books were sent to the Town Council via email on June 7, 2018. The Council signed the balanced books for the Utility Account.

6. The books are balanced in the Keystone Software and on a State Board of Accounts approved spreadsheet for the State Revolving Fund (SRF) Accounts for the month of May, 2018. The books are balanced every month by the Clerk-Treasurer and the Deputy Clerk. The balanced books were sent to the Town Council via email on June 7, 2018. The Council signed the balanced books for the SRF Accounts. The SRF Accounts are listed below:

- SRF Drinking Water Bond & Interest (DW B&I)
- SRF Drinking Water Debit Service Reserve (DW DSR)
- SRF Wastewater Bond & Interest (WW B&I)
- SRF Wastewater Debit Service Reserve (WW DSR)

7. Checks were written and deposited into employee's health savings accounts in the month of May, 2018.

8. The application for the IACT Medical Trust have been filled out and sent in, still waiting for a quote from them.

9. During the last meeting, the Council voted to pay for the sidewalks to comply with the Town's ADA Transition Plan and to meet compliance with INDOT for their matching grant money. The sidewalk cost \$13,125.00 to be done by E & B Paving and will be paid from Local Road & Street (LRS) Fund. The budget that was prepared by the Town Council appropriated \$20,000.00 to that fund. There will be \$6,875.00 left in the LRS Fund for the rest of 2018.

10. A Resolution was signed by the Council to transfer the Town's matching money for the Community Crossings Matching Grant from MVH – Street and Alley Maintenance line to the General Fund – INDOT Paving Grant line. The Town's match is \$16,497.50. A motion to transfer \$16,497.50 for the CCMG funding was made by Jay Gillespie, it was seconded by Janet Pattee. The vote was 3 to 0.

11. David Armstrong from INDOT sent an email to the Clerk-Treasurer about making a new administrator for the online account with INDOT and LTAP. Mr. Armstrong explained that the Council President had to pick the new administrator and sign a letter to return to INDOT. Council President, Jay Gillespie made Lance Gray the new administrator and signed the letter that was prepared by the Clerk-Treasurer to send back to INDOT.

12. The Town Council was sent a quote for a new computer for the Deputy Clerk on April 27, 2018, a quote for the security devices for all computers in the Town Hall and a letter from BIT Computers that states that a power surge was most likely why all the electronics were malfunctioning were sent to the Council on June 7, 2018. The Clerk-Treasurer has been waiting for the Council to decide if they are going to get another computer before submitting it to the insurance for a claim. No decisions were made on this topic.

13. A budget meeting needs to be scheduled. It was decided on during the meeting July 3, 2018 at 5 pm in the Town Hall the Council will meet for a Special Meeting about the budget for 2019.

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

- Account #1143000 – Reconnect Fee - \$50.00
- Account #2235001 – Reconnect Fee - \$50.00
- Account #2298000 – Reconnect Fee - \$50.00
- Account #2380000 – Reconnect Fee - \$50.00
- Account #10000601 – Reconnect Fee - \$50.00

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

- Account #1160000 – customer had leak at outside spicket for two months. A three-month average was figured. A sewer adjustment would be \$99.66. A motion to adjust the sewer portion was made by Jay Gillespie, it was seconded by Janet Pattee. The vote was 3 to 0.

16. Adjustments that were done in May, 2018:

- Account #312742000 – Removed reconnect fee due to customer not turning their service back on. - \$50.00
- Account #3110211 – Sewer leak adjustment approved at May Council meeting. - \$52.15
- Account #2298000 – Removed reconnect fee due to customer passing away and did not turn service back on. - \$50.00

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

- J & K Communications, Inc. - \$540.00
- NV Grant Services, LLC - \$800.00
- Town of Lagro - \$99.50
- VIP Port-a-Pots - \$125.00
- Consumer51, LLC - \$71.95
- Deb Gregg (Mileage) - \$18.24
- Cindy Erb (Mileage) - \$100.70
- Pettit Printing - \$320.00
- Brateman's Inc. - \$213.91
- Liberty Township Trustee (Fire Contract) - \$10,793.13
- La Fontaine Generator Exchange - \$129.56
- Cable Sign Company - \$492.00
- TOTAL BILLS: \$13,703.99
- 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 8:21 PM. Jay Gillespie made the motion to adjourn the meeting, Janet Pattee seconded the motion. The vote was 3 to 0. The next regular meeting will be at 7:00 PM on Monday, July 9, 2018 in the Town Hall located at 13 W. Branson Street, La Fontaine, IN 46940.

 7-9-18

Minutes submitted by: Cynthia Erb

 7-9-18

Jay Gillespie, Council President

Janet Pattee 7-9-18

Janet Pattee, Council Member

Lori Brane 7-9-18

Lori Brane, Council Member