

TOWN OF SILVER LAKE
REGULAR COUNCIL MEETING
SILVER LAKE TOWN MEETING HALL

February 13, 2019

7:00PM

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL:

- A) **ELECTED OFFICIALS**
 - a) Chad Miner, Phil Shalley, Dana Owens, Tonya Conley
- B) **DEPARTMENT HEADS**
 - a) Jason McGlennen, Joey McNeal, John Conley, JT Prater
- C) **TOWN ATTORNEY**
 - a) Karin McGrath

STORM WATER/SEWER PROJECT:

Shannon McLeod, Grant Writer for the project came to speak regarding the Fiscal Sustainability Plan that is required by the State Revolving Fund. The plan includes the description of the project and what was done, costs of the project, costs of replacements, life expectancy, probability of failures and consequences if any part of the project fails. The plan also includes what the town should set aside each year to be able to be able to cover costs for replacements. The amount is \$12593.00; the Council asked Tonya if this was feasible, she stated that we could set aside something each year but probably not the \$12593.00 at this time. The Council voted to sign the plan and gave Shannon permission to send to SRF with Phil making first motion, Dana seconded, Chad all in favor, motion carried. Chad signed the SFP.

Shannon also explained the engineering invoice and retainage being held as well as the financial summary of the project. The amount left of the OCRA grant is \$29231.40 but can no longer be accessed and the SRF Loan amount remaining is \$17083.00. She asked the Council to make a list of anything they would like to use the money for or they can leave it alone and the amount would be taken off the end of the loan in 2038. She explained that anything the money is requested for will need 3 quotes to accompany the request for funds. The Council asked JT if he would like to use the money for anything and JT stated that he doesn't need anything. The Council said they would make a decision at the next meeting.

She also stated that closing out OCRA is going to begin. There is three phases to this and the first phase is the close out report, site monitoring with Auditors and finding resolves for any issues during the audit. She stated the amount for this is included in her fees that have already been paid. Chad signed the initial close out report. She also said that if the town was looking into any more grants the income survey is good for 4.5 years

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and after that the cost is \$3000.00 to do another. She said she enjoyed working with the town and would be glad to help in anyway in the future.

GUEST SPEAKER:

Randy Holler, Crossroads Bank came to speak to the Council regarding switching accounts and applying for a line of credit. He stated he had done this for a couple of municipalities and he presented a proposal to the town. The Council thanked him for coming.

III. APPROVAL OF MEETING MINUTES:

- a) **January 9, Meeting Minutes** were approved. Phil made first motion, Dana seconded, Chad all in favor, motion carried.

IV. OLD BUSINESS:

- a) **USDA Rural Development Grant:** Tonya stated that a couple of updates were asked to be made due to the New Year and the Assurance Agreement needs to be signed again. Chad signed the documents needed.

V. NEW BUSINESS:

- a) **Town, Township, Fire Contract** was approved and signed with Dana making first motion, Chad seconded and all in favor, motion was approved. Phil abstained from the vote. Before the document was approved, Tonya explained that a revision was done to include the Township's use of Town equipment.
- b) **Ordinance 02-01-19 Personnel Policy Healthcare** was brought to the table. Tonya explained that by the Department of Labor standards a person is considered full time at 30 hours weekly and insurance carriers will not give healthcare coverage on group plans to those working under the 30 hours per week. She went on to say that the town has an ordinance stating that anyone maintaining 20 hours per week receives healthcare benefits and the policy needed to be changed. Part of the amendment stipulates that anyone who was covered under the group plan as of February 1, 2019 would be eligible for a stipend since the town could no longer provide the coverage. In order to receive the Stipend, State Board of Accounts requires that they turn in the current months invoice for their premium. The ordinance states that the employee must pay the insurance company directly and they are to report the stipend payments with the IRS or any other agency when required. The employee is advised to consult a tax professional with any questions regarding tax implications and requirements. The Ordinance also includes that any part-

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time employee who is not on the town's group plan as of February 1, 2019 is not considered for healthcare benefits. Dana gave first motion, Phil seconded, Chad all in favor, motion carried.

- c) **March meeting date** has been rescheduled for March 6, 2019 due to conflicts in schedules.
- d) **Farmland Bid** notice will be sent to the newspaper for advertisement. Bids will be opened at the March meeting.
- e) **Resolution 19-02-01 County Mitigation Plan** was approved with Dana making first motion, Phil seconded and all in favor, motion carried. Chad abstained from the vote. The plan outlines disaster protocol. This is required to receive FEMA money.

VI. CITIZEN COMMENTS/CONCERNS: NONE

VII. DEPARTMENT HEAD REPORTS:

a) Jason McGlennen, Marshal Dept.:

- Discussed call logs
- Discussed grants outstanding and also the Dept. is wanting to apply for a grant to replace the Crown Vic. Tonya stated that he wouldn't be able to apply at USDA Rural Development because she already has a grant application submitted.
- Jason is working with Bill Baxter at the County Health Department with regards to condemning properties.
- Jason requested the hours for Eric Kelley be increased to 29 per week while he is at the Marshal's school. He also requested he have more hour's bi-weekly then 32 hours. Tonya told the Council that Jason has been made aware of what is appropriated for that position and what would be left if more hours were given, so when the appropriation has been spent then decisions will need to be made about transfers or not working the remainder of the year. Also she told the Council that she wants them to state what hours they are having Eric works so it could be noted in the meeting minutes. The current salary ordinance does say "unless otherwise approved by council" so she wants it recorded so future issues do not arise. The Council agreed to give him 29 hours per week while at the academy but he will go down to the 16 hours weekly that is written in the salary ordinance after the academy is over. Jason thought it would be the middle of March when it is over with and Eric graduates. Phil made first motion to approve as written above, Dana seconded, Chad all in favor, motion carried.

b) Joey McNeal, Water Dept.:

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- Water Meters have been ordered but are on backorder, we have received a few items that go with the new meters though.
 - Meters froze due to the extreme cold temperatures and we had several citizens who had pipes burst on their property due to the cold. We will be receiving leak letters. Tonya stated due to frozen meters we were not able to read and bills had to be estimated.
- c) **JT Prater, Street & Sewer Dept.:**
- Nothing to Report
- d) **John Conley, Fire Dept.:**
- 3 runs since last meeting
 - 6 firemen are interested in going to FDIC.
 - Thermocycler is being worked on and parts have been ordered
 - Donations are coming in for the Dinner and Auction Fundraiser.
 - Would like to order a set of gear through the town. Council gave him permission to starting meetings with companies. John said the amount shouldn't be any higher than \$2800.00
 - Insurance renewal is being done but would like to increase the replacement value for the truck; this would increase the premium by \$28.00 per year. Tonya also asked the Council about increasing the Workman Comp. medical from \$300000.00 to \$500000.00 and if so it would increase premium for the town by \$175.00. She explained that the Township also pays half of the Workman Comp and they would pay the other portion of the increase. Council approved.

VIII. CLAIM DOCKET:

\$255921.76 in **claims** is to be paid. Phil made first motion to accept the docket, Dana seconded, Chad all in favor, motion carried. Tonya explained the high docket which included one-time yearly costs, sewer project invoices, bond payments and transfers.

IX. LETTERS:

Two leak letters were received and approved by Phil making first motion, Dana seconded, Chad all in favor, motion carried.

- a) Brittany Denney qualifies for an adjustment for \$3.11 off of the sewer.
- b) John Bullington qualifies for adjustments totaling \$72.82 off of the sewer.

Tonya explained that Mr. Bullington moved in recently and didn't really have the history on his account to make an accurate comparison for the average billed. She also stated

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that she explained to him how to get the adjustment and he didn't turn the letter in right away. The Council approved the adjustments for both accounts with Phil making first motion, Dana seconded, Chad all in favor, motion carried.

X. MISCELLANEOUS:

- a) **Next meeting** is scheduled for March 6, 2019 at the Silver Lake Town Hall beginning at 7:00pm.

XI. ADJOURNMENT:

Adjournment came at **8:29pm** with Phil making first motion, Dana seconded the motion and Chad all in favor, motion carried.

CHAD MINER, COUNCIL PRESIDENT

TONYA CONLEY, CLERK-TREASURER