Town of Silver Lake
Council Public Meeting Minutes
Silver Lake Fire Department
702 E. Main St.
May 13, 2020
7:00pm

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL:

ELECTED OFFICIALS

Chad Miner, Nichole Taylor, Hugh Murfin, Tonya Conley

DEPARTMENT HEADS

Jason McGlennen absent, Joey McNeal, John Conley, JT Prater, Cody Mangun

TOWN ATTORNEY

Karin McGrath

III. APPROVAL OF MEETING MINUTES:

March 11th regular council meeting and March 18th special meeting minutes were approved as written with Hugh making first motion, Nichole seconded, Chad all in favor, motion carried.

IV. OLD BUSINESS:

a) **Lease of Land/RTC-** A resolution authorizing alternative procedures for lease of property located at 605 E. Sycamore St. was approved with Nichole making first motion, Hugh seconded, Chad all in favor, motion carried. The resolution states in part that due to no productive use of the property and the cost of compliance with bidding procedures this would outweigh the potential economic opportunity for the lease. There also exists a risk that an interested lessee would seek other alternative properties. Therefore, it was resolved that authorization is granted to use alternative procedures contained in I.C. 36-11-11-12. Requests for proposals will be advertised according to Indiana law.

b) **202 E. Sycamore St. (Old School Building) grant options** were discussed in great detail. The scope of the options are as follows:

1.) Option #1- Planning Grant & Demolition/Construction

2.) Option #2- Demolition & Construction

The Council chose option #2 due to the amount of grant money involved. Nichole made first motion, Hugh seconded, Chad all in favor, motion carried. Documents for each option may be viewed in the office of the Clerk-Treasurer. The majority of citizens present gave support of demolition due to the years of no upkeep and costs of renovation.

V. NEW BUSINESS:

a) **Trash contract** was spoken of by Tonya. She stated that due to COVID-19 and the cancellation of the April meeting it was impossible to advertise and take bids on trash service. She spoke with Stafford's Solid Waste and she told them that if they didn't increase the rate we would sign a contract to continue their service. The y agreed. The contract with Stafford's would end on May 1, 2020 and Tonya said that she didn't want the town to go without trash service until bids could

be received and one chosen. She signed a contract with Stafford's for another year of service with no increase.

b) **Office hours/ accounts payable-** Tonya asked the Council if she could continue to pay claims on a weekly basis until July when the final phase of reopening will occur. She stated her main concern at this time is another stay at home orders being issued with this virus and she wants to make sure the town is being taken care of as smoothly as possible. The Council agreed to allow the continuance of claims being processed weekly. She also spoke to the Council about office hours. Tonya stated as of now they are keeping Monday-Friday from 9:00am-4:00pm and are open to in-person business. After July the office hours will return to Monday-Thursday from 9:00am-5:00pm and Friday 9:00am-4:00pm. There will be a change with Wednesday night extended hours. Tonya stated that for 8 years the office has been opened on Wednesday until 7:00pm and rarely anyone has come in. She is changing the extended Wednesday hours to once per month and will be opened the 2nd Wednesday until 6:00pm.

c) **Ordinance codification** was tabled until a price could be obtained for double column formatting. Tonya stated she would call and add this to the next agenda for discussion.

d) **Employee Handbook meeting** is set for May 27th at 4:00pm to discuss employees concerns with the handbook.

e) **TRECS-** Tonya explained this to the Council and asked if this would be something that they would be interested in. She said that this would allow the town to have another means to collect unpaid utilities and unpaid ordinance violations by attaching a claim to a person's state income tax return. She told the Council if they were interested she would continue the research, an ordinance would need to be passed and an account set up. The Council agreed that they are interested and to proceed.

f) **Budget-Property Tax distribution** was explained by Tonya. She said she normally has started the budget using passed trends with revenue and expenditures for each fund. This year she is waiting until June tax distributions are received so that she knows the impact COVID-19 is having. She stated she received an email stating that there will be two distributions given this year due to the extension of property tax payments without penalties. The first will be received in June and the second in July.

g) **Non-payment water shut off** was discussed and decided that May shut offs would be suspended and shut offs will resume once the Governor's has issued his directive.

VI. CITIZEN COMMENTS/CONCERNS:

a) **Dean & Barb Hudson, Doug Shilling** approached the council about their concerns with a property that is in town limits across the street from their property. Their concern was the business is not keeping their property maintained and having debris, trailers and other vehicles setting there for years. Barb said this has been an ongoing problem and needs addressed. After much discussion the Marshal's Dept. and Council agreed to look into the situation and speak to the land owner.

b) **Fred Shepherd** asked the Council to look into passing an ordinance to mandate residents have lids on their trash cans. He said he is constantly getting trash in his yard because animals are

getting into neighbors trash and the neighbors aren't picking the trash up. He said he keeps his property clean and has liked Silver Lake since he was a kid, now he is retired and moved here to enjoy his retirement. He said people need to take pride in their properties and keep them cleaned up. Cody said the town has live traps that can be delivered to anyone that needs them.

VII. DEPARTMENT HEAD REPORTS:

a) Jason McGlennen, Marshal Dept.:

- Call history
- Jason is working on grants for the department.

b) Joey McNeal, Water Dept.:

- Everything is running smooth
- Will be flushing hydrants next week or two
- Sending a water report to residents
- Submitted a proposal to the Council for the validation of the water loss audit. Joey stated it is $525.00 to have this done. He explained to the Council that he did research other validators but their proposals were over $2000.00. The Council agreed to have him sign a contract to Ortman Drilling and Water Service for the $525.00 fee.
- 27 radio antennas need replaced due to programing issues. The cost is covered under warranty so this will not cost the town anything.

c) JT Prater, Street & Sewer Dept.:

- 2 vac alarms
- Servicing equipment
- A quote was submitted to the Council for tree removal and tree trimming. Hilltop Tree Service submitted the quote for $7500.00 however JT is removing a couple of trees that were quoted to be trimmed due to budget allocations. The Council accepted the quote with the removal of the $500.00 cost for trimming on Jefferson St. with Nichole making first motion, Hugh seconded, Chad all in favor, motion carried.

d) John Conley, Fire Dept.:

- 11 runs
- The department is applying for a grant to receive two shipping containers for training.
- Discussing replacing engine with ladder truck with the volunteers on the department and may approach the Council later about this.
- Auction & dinner fundraiser went well with a total of $4700.00 in proceeds collected for equipment.
- June 28th golf outing is still happening.

VIII. CLAIM DOCKET:

Claim dockets for $105907.61 (March 12th-April 8th) and **$101661.97 (April 9th-May 13th)** were approved with Nichole making first motion, Hugh seconded, Chad all in favor, motion carried.

Town of Silver Lake
Council Public Meeting Minutes
Silver Lake Fire Department
702 E. Main St.
May 13, 2020
7:00pm

IX. LETTERS:

Tonya explained to the Council that she did receive a leak letter however there was not any receipt for plumbing services or for parts purchased to fix the leak. She wrote a letter to the resident explaining that one would need to be received in order to submit the letter to Council for adjustment approval.

X. MISCELLANEOUS:

a) **Next meeting** is scheduled for June 10, 2020 beginning at 7:00pm and the place of the meeting will be announced at a later date depending on social distancing status.

XI. ADJOURNMENT:

Adjournment came at **8:41**pm with Nichole making first motion, Hugh seconded the motion and Chad all in favor, motion carried.

_____ _____

CHAD MINER, COUNCIL PRESIDENT **TONYA CONLEY, CLERK-TREASURER**