

## MINUTES

*REGULAR MEETING PRINCE'S LAKES TOWN COUNCIL*  
PRINCE'S LAKES TOWN HALL, 14 E LAKEVIEW DR, NINEVEH, IN 46164  
July 20, 2020

MEMBERS PRESENT: COUNCIL PRESIDENT GREG NELSON  
VICE PRESIDENT MIKE GALLAMORE  
COUNCILOR TROY MEADOWS  
COUNCILOR PHILIP MONTARSI  
COUNCILOR KAREN HARRISON

CLERK-TREASURER PRESENT: ERICA LYDEN-GIGER

TOWN ATTORNEY PRESENT: LEE ROBBINS

STAFF PRESENT: MARSHAL GREG SOUTHERS  
WATER SUPT SCOTT BLACKWELL  
STREET SUPERINTENDENT AREC BURTON

GUEST PRESENT: JON QUERY

PUBLIC PRESENT: LORRI MCCALL  
KATHY GATES  
JIM GATES  
LAYMAN BOYD

Council President Nelson called the Meeting to order at 6:38 p.m. followed by the Pledge of Allegiance

### **GUEST SPEAKERS:**

Jon Query with HWC presented the council with invoices for Division A, which is the tank fabrication and yard piping/site work – Phoenix Fabricators, for Pay Application #4 in the amount of \$406,179.80 and Division B – which includes 6-inch and 12-inch water main installation, fire hydrant assemblies, tapping valves, insertion valves and stored materials. Sub-Surface of Indiana, Pay Application #3, in the amount of \$279,829.10. Mr. Query also noted Change Order No. 1 for Division B for the re-use of the existing vault on Nineveh Road for a credit of \$3590, service line for the Smith property +\$3200, and removal of the buried asphalt along Hospital Road for +\$6,089.60, for a total net change of \$5,699.60.

Council President Nelson made a motion to approve Pay Application #4 for \$406,179.80 and Pay Application #3 for \$279,829.10 Councilor Troy Meadows seconded the motion and passed unanimously.

Council Vice President Mike Gallamore made a motion to approve change order in the amount of \$5699.60. Council President Nelson seconded the motion and passed unanimously.

**PUBLIC FORUM:**

Lorri McCall spoke and would like more picnic tables at the playground and pavilion, she would like Council Vice President Gallamore to call her. Ms. McCall raised the question if elected officials have to “clock in” Councilor Karen Harrison stated she never clocked in, and the 16 years she has been with the town, the Clerk-Treasurer never clocked in. There is no statutory requirement for any elected official to “clock in”

IC 36-5-3-2(b) ". . . An elected town officer is not required to report hours worked and may not be compensated based on the number of hours worked. . ."

Council Vice President Gallamore made a motion to approve the purchase of two more picnic tables, Councilor Meadows seconded the motion and passed unanimously.

James Gates spoke, he feels like there have been a lot of drug houses and has found needles on the ground. Discussion was made between Mr. Gates and Marshal Southers. Marshal Southers informed Mr. Gates that if he sees something happening to call 9-1-1

Town Attorney Lee Robbins spoke about the property the Town now owns on Lilly Lane. Mr. Robbins stated the Council can either; #1 Make a motion to give notice to abutting property owners to the sale of the property, #2 Schedule an executive session to discuss amongst the Council, or #3 Start the process of advertising the sale.

Council President Nelson made a motion to initiate the sale to an abutting property owner, processed by notifying both property owners on the Town’s interest of selling the property, Councilor Montarsi seconded the motion and passed unanimously.

**APPROVAL OF MINUTES:**

Council President Nelson made a motion to approve the June 15, 2020 Regular Meeting minutes and the June 29, 2020 Public Hearing Minutes. Councilor Meadows seconded the motion and passed unanimously.

**TOWN MARSHAL REPORT:**

Marshal Greg Southers spoke, there were 3 break-in’s over the 4<sup>th</sup> of July weekend, he is back now from medical leave, and has a few more training hours to complete for his annual training. Marshal Southers would like to ask the Council to approve the purchase of face shields for their helmets.

Council Vice President Gallamore made a motion to approve the purchase of four face shield in the amount of \$250 each, Council President Nelson seconded the motion and passed unanimously.

Discussion was made about having all Town employees to have CPR and defibrillator training. Marshal Southers informed it will be a 3 or 4 hour training session and for department heads to double check the pads and batteries on the defibrillators. Marshal Southers was also able to secure a company out of Indianapolis to take unwanted medications at the Town Clean-Up Day. Clerk-Treasurer Erica Lyden-Giger will add this new information to the Town website. Council Vice President Gallamore questioned the amount of assists for Street Department, Water and Wastewater on the Police Department reports. Marshal Southers informed Mr. Gallamore that part of those numbers include when Deputy Hanlin checks the lock on gates for the Street Department, Water and Wastewater plant. Mr. Gallamore would like for the officers to not include checking locks as an assist, but stopping traffic and true assists are needed in the reports.

**WATER/WASTEWATER REPORT:**

Superintendent Scott Blackwell explained the inaccuracy of the water efficiency for last month, was due to a billing error. Council Vice President Gallamore would like to the report to be updated to reflect the accurate percent, for tracking purposes. Mr. Blackwell informed the Council that two large water leaks have been fixed, one of which has been leaking for years. Mr. Blackwell has a goal of 80% efficiency after one year in his current position. Discussion was made about new employee, Kevin Wilson. Mr. Blackwell is very pleased with the work Mr. Wilson has been doing and would like to reward him with a raise of \$1.00. Council Vice President Gallamore asked if Mr. Wilson as any interest in becoming certified. Mr. Blackwell informed that Mr. Wilson has to be an operator for one year before he can take any certification tests. Mr. Blackwell asked the Council if Lori Lollar can become a full time employee.

Councilor Karen Harrison made a motion to approve Lori Lollar to become a fulltime employee and an increase in pay to \$16.00 an hour and for Kevin Wilson receive an increase in pay for \$1.00 per hour raise. Councilor Montarsi seconded the motion and passed unanimously.

Mr. Robbins raised the question if there is room in the salary ordinance to make the changes. Mr. Blackwell commented that there have been several position and salary changes. Mr. Robbins is going to verify the salary ordinance and make the necessary changes if need be.

Councilor Montarsi asked Mr. Blackwell if he had anyone in mind for the open position. Mr. Blackwell said he does have someone in mind, but would like to advertise, this week if possible.

**STREET DEPARTMENT REPORT:**

Superintendent Arec Burton spoke that when he got hired in, he was supposed to get a \$2.00 per hour merit raise, and never received it. Mr. Burton asked the Council to consider the raise. Mr. Burton stated that he is doing the job with a part time employee instead of a full time employee, and is saving the Town money. Discussion was made, Council President Nelson informed Mr. Burton that he would like to know where the Town's funding is before he makes a decision.

**CLERK-TREASURER REPORT:**

Clerk-Treasurer Erica Lyden-Giger presented the Council with claims for the Town in the amount of \$114,985.83

Council Vice President Gallamore made a motion to approve claims for the Town in the amount of Councilor Meadows seconded the motion and passed unanimously.

Clerk-Treasurer Erica Lyden-Giger presented the Council with claims for water and wastewater in the amount \$645,325.37

Council Vice President Gallamore made a motion to approve claims for water and wastewater in the amount of \$645,325.37 and Councilor Harrison seconded the motion and passed unanimously.

Mrs. Lyden-Giger asked the Council to rename ordinances. The current practice is to name ordinances in numerical order. Mrs. Lyden-Giger would like to rename them with current year and number of ordinance passed, for example, 2020-1.

After discussion, Council President Nelson made a motion to approve renaming ordinances to reflex current year, Councilor Montarsi seconded the motion and passed unanimously.

Mrs. Lyden-Giger presented the Council with an invoice to American Legal for \$495.00 for a link on our website for our residents to be able to lookup ordinances.

Mr. Robbins informed the Council that under state stature the Town has to codify ordinances, and having the link on the website serves as a good place for residents to search for an ordinance. After discussion, Council President Nelson made a motion to approve the American Legal invoice for \$495.00; Councilor Meadows seconded the motion and passed unanimously.

Mrs. Lyden-Giger spoke to the Council about increasing the PILOT – Payment In Lieu of Taxes, that the utilities pay each year. Currently the utilities pay \$5,000 for water and \$5,000 for wastewater. Our financial advisor, Steve Brock put together a PILOT calculation and we can increase the payment to \$29,758.95 for water and \$17, 323.91 for wastewater.

Mr. Robbins explained that a utility owned by a town does not pay property taxes. The purpose of a PILOT is to collect that money that the utility would otherwise be paying. The money can be used for the Town. Council Vice President Gallamore explained that the money would be put into the general fund and can be used for anything for the Town. Mr. Gallamore said the PILOT is a good resource for the Town and wants to make sure the utilities are as profitable as he thinks they are. He would like to wait before any action takes place.

After discussion, Council President Nelson would like to look into the matter at a later date.

Mrs. Lyden-Giger spoke to the Council about restructuring how the Clerk-Treasure's salary is allocated. She spoke with the Town's financial advisor, Steve Brock, Mr. Brock recommend a 10/45/45. Town 10%, Water 45%, and Wastewater 45%. Mr. Gallamore stated the Town has options to discuss. He would like to not make any decisions until the Council is able to have another planning session to examine all options. Mr. Robbins spoke that all towns take salaries from the utilities.

After discussion, the matter will be discussed at a later date.

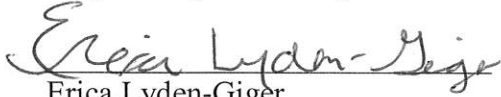
Mrs. Lyden-Giger spoke about updating the credit card ordinance. The current credit card ordinance states the Clerk-Treasurer keeps custody of the card. The new ordinance would allow a department head to keep the credit card under their custody. Councilor Montarsi asked if the current \$500 spending limit was enough. Mr. Robbins spoke that a credit card is not intended to circumvent the regular purchasing process. Discussion was made to increase the spending limit and credit card spending limit. Council President Nelson wants to amend the credit card ordinance to reflect an increase in spending limit, and a department spending limit. Mr. Robbins also discussed having a Council liaison to be able to approve credit card purchases for department heads that exceed spending limit. A recommended contact would be Council President then Council Vice President. Mr. Robbins is going to rewrite an ordinance to reflect new changes.

**OLD BUSINESS**

Council Vice President Gallamore reminded the Council that the Town Clean-Up day is Saturday August 1, 2020 from 8-Noon, and hopes everyone is there. The Community Yard Sale is Saturday July 25, 2020

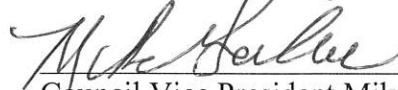
Council Vice President Gallamore made a motion to adjourn. Councilor Meadows seconded the motion and carried unanimously. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

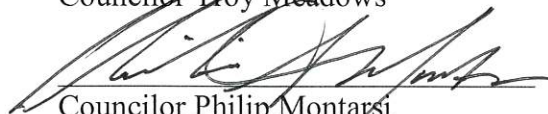
  
Erica Lyden-Giger  
Clerk-Treasurer


Council:

  
Council President Greg Nelson

  
Council Vice President Mike Gallamore

  
Councilor Troy Meadows

  
Councilor Philip Montarsi

  
Councilor Karen Harrison