

**MEETING MINUTES**  
*PRINCE'S LAKES TOWN COUNCIL*  
**PRINCE'S LAKES TOWN HALL, 14 E LAKEVIEW DR, NINEVEH, IN 46164**  
**November 15, 2021**

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

CLERK-TREASURER PRESENT: ERICA LYDEN-GIGER

TOWN ATTORNEY PRESENT: LEE ROBBINS

STAFF PRESENT: MARSHAL GREG SOUTHERS  
WATER SUPT SCOTT BLACKWELL  
STREET SUPERINTENDENT AREC BURTON  
DEPUTY CLERK-TREASURER LINDSEY KELLY

PUBLIC PRESENT: LAYMAN BOYD  
ANTHONY GIGER

Council President Nelson called the meeting to order at 6:30 pm followed by the Pledge of Allegiance

**PUBLIC FORUM:**

**APPROVAL OF MINUTES:**

Council Vice President Mike Gallamore asked a follow up question from October 2021 meeting. Mr. Gallamore wanted to know more information about pay application number 16. Water Superintendent Scott Blackwell informed the Council those charges are from change Order #6 materials & factory fabrication of the proposed EFI packaged booster pump station at the new elevated tank site as previously authorized

Mr. Gallamore asked Street Superintend Arec Burton, if he received bids for more lights around the walking trail. Mr. Burton stated he received 1 bid for the lights and 2 bids for pest control. He also said he contacted the electrician that updated the lights a few years ago, but he never returned his call.

Mr. Gallamore also asked who is going to take on the project of updating the building and zoning ordinances. Councilor Phil Montarsi said he would help updating the ordinances.

- Council Vice President Mike Gallamore made a motion to approve the October 18, 2021 Adoption & Regular Meeting minutes. Council President Nelson seconded the motion and passed unanimously.

### **TOWN MARSHAL REPORT:**

Marshal Greg Southers informed the Council that the internet fiber has not worked well for the Police Department. He is going to wait longer to see if the internet starts working better before he purchases the license plate reading technology.

Marshal Southers would also like to purchase 3 new handheld radios for \$4800.00 total. He also informed the Council that Clerk-Treasurer Erica Lyden-Giger explained to him that there is going to be grant for police equipment starting in early 2022, and he is going to start on the grant application process.

Marshal Southers updated the Council about 4 reserve officers leaving, and 4 new reserve officers starting. One of the police vehicles has also been in the shop for 2 weeks and will cost \$1800.00 to fix.

Mr. Gallamore asked Marshal Southers if he received a bid for his interview cameras, Marshal Southers responded that he is waiting on the bid from one company, but if he does not receive a response back soon, he will contact another company before the end of November.

After discussion,

- Council President Nelson made a motion to approve 3 new Kenwood handheld radios in the amount of \$4800.00 total. Councilor Karen Harrison seconded the motion and passed unanimously.

### **WATER/WASTEWATER REPORT:**

Superintendent Scott Blackwell presented the Council with his report. He informed the Council that since the last meeting, Camp Atterbury has installed the 2 10" water mains. Mr. Blackwell believes they will gain around 10% more revenue each month.

Mr. Blackwell also wanted the Council to know that the after-hours pager system has not been working properly and they have had issues for a few months. They have now added the number to the on-call cell phone to the voice mail greeting at Town Hall and to the website.

Mr. Blackwell updated the Council on the fencing around the wells, it has finally been installed.

Mr. Blackwell also asked the Council to approve the new clothing allowance for the water and wastewater maintenance employees.

Mr. Gallamore asked Mr. Blackwell when a target date for when the new booster stations will be operational. Mr. Blackwell responded that he does not have a date yet.

Mr. Blackwell also stated that he hired Trevor Adkins to fill Kyle Rash's position once he retires at the end of the year.

After discussion,

- Council President Nelson made a motion to approve a clothing allowance for the public works employees in the amount of \$325.00 each. Councilor Meadows seconded the motion and passed unanimously.

### **STREET DEPARTMENT REPORT:**

Superintendent Arc Burton asked if the Council had any questions about his report. Mr. Gallamore asked Mr. Burton if the electrician who updated the lights at the park doesn't get back to him, to contact him again. Mr. Burton said he would. He said he thinks he would install the new lights, but unsure about the concrete work.

Mr. Gallamore asked Mr. Burton when his take home truck is going to be out of the shop. Mr. Burton said tomorrow. Mr. Gallamore said he noticed he is driving the new dump truck and Mr. Burton is not allowed to drive the new truck home, it needs to be parked in the garage.

Mr. Burton informed the Council that SCI Fiber has contracted Dave O'Mara to fix the road that was damaged when they bored for the new fiber.

Mr. Burton said the Town received the CCMG 2021-2 for \$209,581.00.

### **CLERK-TREASURER REPORT:**

Clerk-Treasurer Erica Lyden-Giger presented the Council with claims for the Town in the amount of \$140,779.02

After discussion,

- Council President Nelson made a motion to approve claims for the Town in the amount of \$140,779.02 Councilor Meadows seconded the motion and passed unanimously.

Mrs. Erica Lyden-Giger presented the Council with claims for Water & Wastewater in the amount of \$338,456.04

After discussion,

- Council President Nelson made a motion to approve claims for the Water & Wastewater in the amount of \$338,456.04, Councilor Meadows seconded the motion and passed unanimously.

Mrs. Lyden-Giger asked the Council if an employee works less than 40 hours, does that employee have to use their PTO to get them to 40 hours or can they take the time unpaid? Town Attorney Lee Robbins stated the expectation is everyone works 40 hours. Employees have to account for 40 hours whether its time worked or PTO. Councilor Karen Harrison asked what happens if they take time off when they don't have any time left to take. Councilor Phil Montarsi stated then that is a disciplinary action. Mr. Blackwell said he disagrees, that it should be up to the supervisor if the employee uses PTO to get them to 40 hours. Mr. Robbins stated the handbook that was just passed defines a full-time employee as:

**Full-Time Employee** - for purposes of this Manual, refers to an employee who is required to and regularly does work at least forty (40) hours during each Work Week.

Mr. Robbins stated that any hours not worked have to be made up with PTO. Council President Nelson said that if he doesn't work 37.5 hour at his job, the payroll clerk will take the time out of his PTO. Mr. Meadows stated that his work does the same.

Mr. Robbins also stated the new handbook does not include personal time. Mr. Gallamore stated it was brought to their attention that personal time was in left off in error and was supposed to be added back.

Discussion was made about what the lowest increment of PTO that could be used. Mr. Gallamore stated he thinks it needs to be simple, if an employee needs to use 15 minutes of PTO then they should be able to use that amount. Mrs. Lyden-Giger stated making all PTO to be able to be used in 15-minute increments would be best. Mr. Gallamore said the issue is Mrs. Lyden-Giger needs to use the personnel manual and that it states a work week is 40 hours and if a timecard is turned in with 37 hours, she is supposed to get the time to 40 hours. Mr. Gallamore also stated he didn't intend to not allow an employee to work 37 hours and have to use their PTO to get up to 40 hours. Mr. Robbins stated it makes a lot of sense to give a margin that employees are expected to work 40 hours a week, but are not in trouble if you work at least 38.50 hours. The department head has that discretion to grant that leeway. Our Clerk-Treasurer has to have documentation that supports the payroll claim. Personal days need to be added back to the personnel manual that can be used in 15 minutes increments. Mr. Robbins asked what increments sick time needs to be used. Mr. Nelson said his opinion is that employees have to work a 40-hour work week and PTO can be used in 15 minutes increments. Mr. Gallamore said if an employee wants to work 38 hours and not use PTO to get to 40 hours that's ok with him as long as the department heads approve that. Mr. Robbins stated he can revise the personal manual to read:

**Full-Time Employee** - for purposes of this Manual, refers to an employee who regularly is expected to work at least forty (40) hours during each Work Week. The department heads have the discretion to approve a work less than 40 hours, but no less than 37.5 hours at which time PTO must be used.

Mrs. Lyden-Giger also reminded the Council that last spring they voted to authorize the use of auto-pay for our residents to have they utility bill drafted automatically. The way it was going to be setup through the bank would not work, but Keystone has a module that can be purchase for \$2000.00 Mrs. Lyden-Giger asked the Council for approval of the purchase for the Keystone Auto-Pay module.

After discussion,

- Council Vice President Gallamore made a motion to approve auto-pay Keystone module in the amount \$2000.00 Councilor Montarsi seconded the motion and passed unanimously

Mrs. Lyden-Giger informed the Council that in her training it was brought up that other Town's purchase cell phones for employees to use for Town business and wanted to know if the Council would like her to contact Verizon and get a quote for Town use cell phones. After discussion, the Council would like Mrs. Lyden-Giger to get more information.

### **ATTORNEY'S REPORT:**

Mr. Robbins presented **RESOLUTION 2021-10 A RESOLUTION AUTHORIZING AND APPROVING THE TOWN'S PARTICIPATION IN THE INDOT 2021-2 COMMUNITY CROSSINGS MATCHING GRANT PROGRAM AND AUTHORIZING THE COUNCIL PRESIDENT TO SIGN ALL RELATED DOCUMENTS**

21-09 A Resolution Authorizing Premium Pay for Town Employees to be paid from the Town's American Rescue Act Plan funds.

- Council Vice President Gallamore made a motion to adopt **RESOLUTION 2021-10 A RESOLUTION AUTHORIZING AND APPROVING THE TOWN'S PARTICIPATION IN THE INDOT 2021-2 COMMUNITY CROSSINGS MATCHING GRANT PROGRAM AND AUTHORIZING THE COUNCIL PRESIDENT TO SIGN ALL RELATED DOCUMENTS**. Councilor Montarsi seconded the motion and passed unanimously

Mr. Robbins presented **ORDINANCE 2021-8 AN ORDINANCE AUTHORIZING AN ADDITIONAL APPROPRIATION** for approval. The Town Council had previously approved Resolution 2021-09 A Resolution Authorizing Premium Pay for Town Employees to be paid from the Town's American Rescue Act Plan funds.

- Council President Nelson made a motion to adopt **ORDINANCE 2021-8 AN ORDINANCE AUTHORIZING AN ADDITIONAL APPROPRIATION** on first reading. Councilor Montarsi seconded the motion and passed unanimously

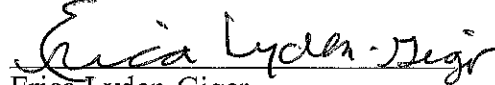
### **OLD BUSINESS:**

### **NEW BUSINESS:**

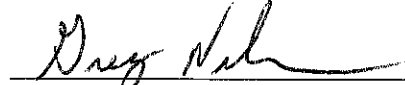
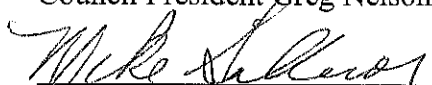
No new business

Council President Nelson made a motion to adjourn. Councilor Meadows seconded the motion and carried unanimously. The meeting adjourned at 8:56pm

Respectfully submitted,


  
Erica Lyden-Giger  
Clerk-Treasurer

Council:

  
Council President Greg Nelson  
  
Council Vice President Mike Gallamore

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Councilor Karen Harrison

  
Councilor Troy Meadows

  
Councilor Philip Montarsi