

12-26-2024 Common Council Meeting

budget decisions and staffing issues

Meeting Information

- Date & Time: 2024-12-26 6:00pm
- Location: Town Hall 205 E Walnut St. Chalmers, IN 47929
- Attendees: Rene'e Collier (Clerk-Treasurer), Marcus King (Council Member), Pam Brown (Council President), Amy LaOrange (Council Vice President), Linda Allen (Council Member), Lee Trippett (Council Member, Kevin Ward (Deputy Reserve Marshal), Jim Bolen (Marshal), Doug Reed (Town Street & Utility Superintendent), Frank Galvin (Street & Utility Employee), Terry Allen and Ron Brown.
- Meeting brought to order by CP Brown at 6:02pm
- Agenda Check- CM King mentioned that at the Public Hearing Meeting on December, 16, 2024 a motion with a second was on the floor to do away with the S&U Superintendent. CP Brown said we would add this discussion to the end of the meeting.

Meeting Notes

1. Budget and Administrative Decisions

- **Agenda and Motion Discussion**
A motion was made by CM King to do away with the Town Street and Utility Superintendent Position due to the fact that we don't have the money to continue to pay the high salary and pay for a Water Operator and this position required the superintendent to obtain a water license. After much debate and resistance about allowing the motion CP Brown decided to allow the motion and asked for a second to which there was no response so the motion died. A second motion to suspend the discussion until the first council meeting on January 14, 2025 was made by CVP LaOrange and seconded by CP Brown. The motion to postpone was not carried due to a vote of 2 Ayes to 3 Nays. Ayes coming from CM King and CM Allen and Nays coming from CP Brown, CVP LaOrange and CM Trippett.
- **Salary Ordinance**

The Salary Ordinance for 2025 was skipped over at the beginning of the meeting and placed at the end of the Agenda by CP Brown due to needing to discuss and vote on the proposal brought up by CM King to Eliminate the S&U Superintendent and his position. The Salary Ordinance was never brought back up at the end of the meeting due to all the debate and confusion which caused the meeting to be closed by CP Brown @ 6:57pm

- **Minutes**

Minutes for the December 10, 2024 Common Council Meeting were reviewed by Council and a motion to Approve was made by CVP LaOrange, seconded by CM Allen and passed by a vote of 5 Ayes to 0 Nays.

Public Hearing minutes from December 16, 2024 were reviewed by the Council and approved by a vote of 5 Ayes to 0 Nays, with the motion to approve coming from CVP LaOrange and the second coming from CM Allen.

Minutes from the Executive Meeting held on December 19, 2024 were presented to Council. The motion to approve the minutes was given by CM Allen, seconded by CM King and approved by a vote of 3 Ayes to 0 Nays. CP Brown and CVP LaOrange abstained from voting due to not attending the meeting.

- **Claims**

A motion was made by CVP to allow CP Brown to sign claims on behalf of the council for December 31, 2024. The motion was seconded by CP Brown. Motion carried by a vote of 5 Ayes to 0 Nays.

- **Street Paving Estimates**

Per CP Brown TE Smith is still obtaining estimates for street paving, expected by the January, 14, 2025 meeting.

- **Trash and Salt/Sand Pickup**

There was confusion regarding the trash contract CT Collier asked if there were two dumpsters in the contract, one at the wastewater treatment plant and one at the town garage. We need to check the project bids and make sure that we get everything that was included in the bids. There was discussion on the salt/sand pickup agreements. CT Collier received a call from the office clerk at the White County Highway Department requesting payment on the salt and sand bill that was received in May. CT Collier explained to her that there were questions concerning the bill because when it was received she didn't understand the bill and called the Town Street & Utility Superintendent who didn't quite understand the whole bill but did notice that they billed at a rate of \$100 a ton instead of the \$50 a ton that Mike Kyburz, White County Highway Director, had quoted him. After their Discussion CT Collier took the billing questions to the council where they agreed to have CM King get with the Director to get clarification on the bill. CM King called from the Clerk's Office and talked to the Director who said he would look into it and get back with him. It appears everyone forgot until the day of the phone call. CT Collier

explained to the office clerk that it was her understanding that we were billed incorrectly and that Mike was to review the bill and send a new bill. CT Collier then received a call from the Director Mike Kyburz explaining that he is sure he did not tell the town's Street & Utility Superintendent that the price would be \$50 a ton and that we would need to sign a contract that he would have drawn up before we were able to get salt and sand from them again. The council decided that CT Collier should call the Highway Dept. and see what needed to be done to get the matter taken care of.

- **CWREMC Project and Billing**

Discussion on the installation of a new pole, transformer and electric meter for service to the barn on 600 S and what the town needs to pay. Street & Utility Superintendent Reed explained that CWREMC will bill us directly for our part of the project and that the new pole and transformer will just be subtracted from the towns annual contracted amount with CWREMC.

- **Insurance Settlement for April 20th Wreck**

The council discussed an insurance settlement offer for a wreck on April 20th. The offer was less than the total cost of damages due to depreciation being subtracted from the cost of replacing poles due to the town not having proof of when the poles had last been replaced. The offer was deemed insufficient, and further negotiation was suggested. It was determined that CT Collier would email the Adjustor to let him know that the town would not accept the offer because the poles had recently been replaced.

- **Internal Control Policies**

Amendments to the internal control policies were made by CT Collier as part of Corrective Action Plans for the SBOA due to Audit Deficiency Findings on the Federal Audit of 2023 due to the town receiving the grant money for the water project. The changes that were made to the internal controls policy were the addition of a section on how we will handle controls on Grants in the future and a line item under the Cash Receipts section that states all receipts of the previous month will be presented to the council at the first meeting of every month and the council will sign for their approval. Motion to approve changes to the Internal Controls Ordinance was made by CP Brown, seconded by CVP LaOrange and passed by a vote of 5 Ayes to 0 Nays.

2. Town Budget and Staffing Issues

- **Employee Attendance and Time Tracking**

Discussion on the discrepancies in time tracking for salaried employees, specifically regarding emergency call-out pay and the need for accurate time records.

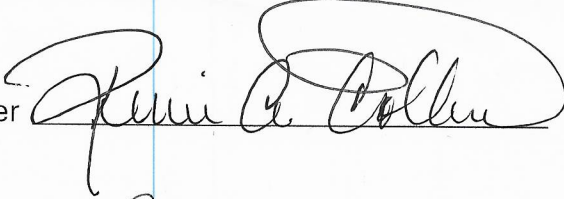
- **Budget and Expense Management**
Concerns about the town's budget, including the need to cut down on expenses, review contracts, and manage overages from previous projects.
- **Staffing and Licensing**
Debate over the necessity of three employees for the town, comparison with other towns, and the need for licensed personnel for water and wastewater management.
- **Meeting Procedures and Rules**
Confusion over the adoption and use of Robert's Rules of Order during meetings, affecting the decision-making process.
- **Closing of meeting**
The meeting was closed by CP Brown at 6:57pm

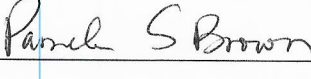
Next Arrangements

Negotiate with the insurance company for a full settlement on the April 20th wreck.

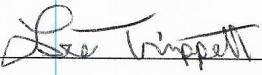
Postpone the decision on expenses and staffing until the January 14th meeting.

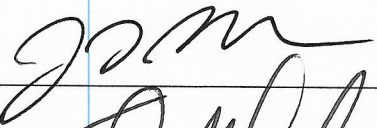
Common Council Meeting Minutes for December 26, 2024

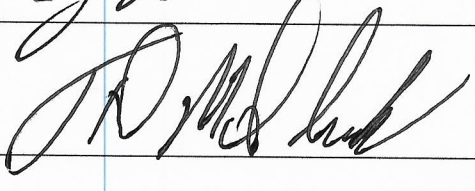
Clerk Treasurer 

Council President  Yay or Nay Abstain

Council Vice President  Yay or Nay Abstain

Council Member  Yay or Nay Abstain

Council Member  Yay or Nay Abstain

Council Member  Yay or Nay Abstain

Signed this 28th day of January, 2025