

# Williams Creek Town Council Meeting

## Meeting Minutes

June 8, 2020 @ 7:30 PM

**Notice: This meeting is being held by electronic communications due to the COVID-19 Coronavirus Public Health Emergency in accordance with Indiana Governor Holcomb's Executive Order 20-04 and Indiana Code 5-14-1.5-3.6.**

Attendance:

Present:

Craig Skelton, Town Council President  
Bob Parrin, Clerk-Treasurer  
Michael Wernke, Town Council Member  
Allen Kasper, Town Marshall  
Maureen Burger, Town Council Member  
Matt Neff, Town Council Member  
Jason Sturman, Town Council Member

Others present:

Bill Batt  
Dennis Dann

Agenda and discussion:

1. Council president C. Skelton called the meeting to order at 7:35pm. A quorum was reached with five council members present.
2. C. Skelton asked for comments and a motion to approve the meeting minutes of February, 2019. There being no comments, on a motion by M. Burger, seconded by M. Neff, a unanimous vote approved the minutes as written.
3. R. Parrin updated the Council on Town finances as of the end of May 2020 and reflected in the financial report previously distributed to Council members. At this point receipts and expenses are as expected. The Rainy Day Fund remains at \$90,398. As previously advised, receipts over the next few months are expected to be lower due the COVID-19 pandemic response, in particular Motor Vehicle Highway and Local Road and Street funding. About two-thirds of MVH and 90% of LRS funds come from taxes on gasoline and special fuels. There will also be a delay in property tax revenues as the due date has been moved from May to July.

Having said that, the Town should be sufficiently funded given the Rainy Day Fund balance and the receipt of PPP funds from the federal government.

4. R. Parrin updated the status of Payroll Protection Program funding. M. Burger asked about the Council's involvement in pursuing these funds. R. Parrin stated that all Council members were advised of this application and possible COVID 19 impact on Town revenues by email on April 27, 2020.

M. Wernke was instrumental in identifying a bank, Star Financial, which would process the PPP application. The PPP program provides for up to 8 weeks (56 days) of payroll expense. Fortunately the

Town was able to secure \$14,700 before the program's federal funds were exhausted. The May payroll used these funds. The balance will be used to fund the June payroll. R. Parrin is preparing the documentation needed to apply for loan forgiveness which will be submitted as soon as the SBA starts accepting applications. The account will be closed when the funds are depleted.

On a motion by M. Neff to formally ratify the PPP application process, seconded by J. Sturman, the motion passed unanimously.

5. The next round of CCMG funding is in July. However, there is now a new requirement that the applicant have an approved Asset Management Plan dated between August 1, 2019, and December 1, 2019. The Town's AMP was approved in January, 2019. C. Skelton advised that we may have to skip this round and apply in February, 2021 with an AMP dated this fall and approved by Purdue ITAP.

R. Parrin will follow up with Tim Joyce of DPW on the city's on-call pot hole repair service contract.

It is reported that the resurfaced road on Morningside south of Forest is prematurely failing. R. Parrin will discuss this with DPW.

6. A. Kasper reported that Meridian Hills experienced vandalism of a number of mail boxes in the past month while one Town resident had damage. The youths responsible were apprehended.

There was also the daytime theft of outdoor furniture in the front yards of two Town residences by someone in a black pick up truck. A. Kasper will review the video of the time in questions to determine if the vehicle can be identified.

In addition A. Kasper now has all of the equipment to install a security camera at 81<sup>st</sup> and Morningside Drive and will work with the installation contractor and Comcast to bring the camera on line.

7. M. Wernke advised that Town resident Trent Sandifur has agreed to serve as Town attorney. R. Parrin will provide Trent with the Town Municipal Code and schedule a call to brief him on the Town legal structure and operating procedures.

8. J. Sturman advised that plans to meet with Carrie Tauscher of DNR concerning a tour of the Town and the need for a long- term ROW tree plan have been delayed due to the COVID-19 pandemic. He will contact DNR to determine when she might be available.

9. Town projects:

- R. Parrin introduced a plan to spruce up the three main entrances to Town at Penn and Willow Spring, Penn and Forest, and Forest and College. It would include trimming the bushes and other growth back, removing some ground cover and establishing flower beds. Horstman Landscaping bid \$790 for the work including flower plantings and \$30/week to water as required. If these three locations prove to be attractive, the Council will consider adding the other entrances. R, Parrin will get an estimate for these as well as discuss the options of flowering plants.

Further, it was noted that the Forest and College location has been maintained by the resident. R. Parrin will contact the resident to solicit input on the plan. It was also suggested that sign up lighting be installed at this location. As the nearest Town power source is at Forest and Morningside, commercial grade solar lighting will be considered.

The Council approved up to \$2000 for this project.

- M. Burger suggested additional plantings in the common area at Forest and Morningside. She will develop a plan which should be less than \$500.

- R. Parrin advised that a new base and cabling for the damaged light pole on south Ridge is installed. The contractor advised that the pole will be installed by June 12. If this pole is damaged again, the Town may consider placing landscape boulders or decorative bollards to prevent future damage. Relocation of the pole is another option.
- M. Wernke raised the possibility of reducing Town maximum speed limit to 25 MPH from 30 MPH. R. Parrin advised that the local jurisdiction has the authority to do so and offered to consult with the DPW traffic engineer on any important considerations. He will report the findings to the Council.

#### 10. Construction permitting:

- M. Wernke asked if the Town has a written policy for contractors paying for road damage due to construction traffic. M. Burger advised that we do not, however in the past the Town Council president has sent advisory letters to contractors about damage responsibility. She will send this to C. Skelton. She noted that the Town has not invoiced any contractor in the past.

A discussion ensued about how to quantify the cost of any particular contractor's damage to the streets. It was agreed that this is very difficult, especially deep base damage from heavy vehicles which may not be visible for several seasons. A suggestion is to add a fee to the building permitting process. This would have to be agreed with the City. R. Parrin will obtain a contact name from the City to start the discussion.

#### 11. Other

- R. Parrin reported that the State Board of Accounts completed its audit of the Town's books for 2017, 2018, and 2019. The May 19 exit conference with the Field Examiner and the Audit Manager was attended by R. Parrin and C. Skelton. There were no findings in the report. One footnote was made regarding breaking out the recently created MVH-Restricted component of the MVH fund on the monthly financial report.

The next regular meeting of the Town Council is scheduled for Monday, August 10, 2020 at 7:30 PM. The location and format will depend on Governor Holcomb's Executive Order for COVID-19 in effect at the time.

There being no further business the meeting was adjourned on a motion by M. Burger, seconded by J. Sturman.

Minutes recorded by R. Parrin, Town Clerk-Treasurer