

Whiteland Town Council Meeting  
July 26, 2016

**Council members present:** Kent Beeson, James Klenner, Andy Brock, Scot Ford, David Hawkins

**Others present:** Norm Gabehart-Town Manager, Steve Burden-Wastewater Supt., Joe Csikos-Planning Director, Rusty Snyder-MS4 Coordinator/Building Commissioner, Rick Shipp-Town Marshal, Stephen Watson-Town Attorney, Debra L. Hendrickson-Clerk/Treasurer

Kent Beeson called meeting to order at 7:00pm.

Pledge to the flag

Invocation by Norm Gabehart

**Approval of Minutes**

Beeson asked for any amendments or changes to the minutes. Klenner had a minor point under the new business section of the minutes for the discussion of election cycles, there was one opposing comment that needs added of “why is there a town council representative residency requirement but not all the voters can vote that person in.” Klenner made a motion to approve the minutes from the June 13, 2016 meeting. Hawkins seconded the motion with the amendments. Passed 3-0-2 (abstained by Ford & Hawkins).

**Approval of Voucher Packet**

Voucher Packet 16-06 - Ford made a motion to approve the voucher packet 16-06. Brock seconded the motion. Passed 5-0

**Financial Reports**

Clerk/Treasurer gave the financial report. She explained the General fund had increased from previous month due to June disbursements coming in. The Sewer Operating fund had a slight increase due to normal business. The water operating had a slight increase also due to normal business.

**Old Business**

- None

**New Business**

- Introduction of Resolution 2016-05 – Fund 257 Credit Card Policy – this is another internal controls policy that needs adapted. It is to obtain a procurement card thru Regions Bank. This card is issued to the town and doesn't use town employees' social security numbers, like a regular credit card does. This card can give the town back money at the end of the year also based on use of funds. It is managed by Clerk/Treasurer. There will only be cards issued for use to department heads. Will eventually get to using this card to pay bills monthly by Clerk/Treasurer instead of sending out multiple checks, will only issue one check to pay this bill. Council had questions/concerns about who is allowed to use the 4<sup>th</sup> card that can be signed in and out for use. The \$5000 limit being high for day to day expenses.

Timeframe of preapproval on spending of funds. Statement needed prohibiting use of card for personal expenses. Viewing of items paid for with this card. Interest or other fees associated with the card. These questions/concerns were addressed and answered by Hendrickson & Watson.

Ford made a motion to amend the first line of section 1 to read "The use of credit cards by the Town Manager, Chief of Police, and authorized Department heads, as approved by Town Manager, for town purchases not to exceed \$5,000....." Hawkins seconded the motion to amend. Passed 5-0

Ford made a motion to accept Resolution 2016-05 as amended. Hawkins seconded the motion to approve. Passed 5-0

- Introduction of 2017 Budget – getting information out to council early for review. Chart given to view comparison of past budgets and current proposed budget. This budget now includes a Redevelopment Commission budget that has not been included in the past, this goes forth to that commission with TIF district. Other substantial relevant changes to the budget are decreasing MVH funds and shifting them to the General Fund for the hiring of another police officers. Projections of having year ending balances higher than were we ended last year. Also insurance benefits renew in August and affect current and 2017 budgets. Summary of salaries included also, asking for raises for all employees of \$1300 for a cost of living raise. Please contact Town Manager with questions over the next few weeks.
- Insurance Renewal – there is an increase in the cost of insurance benefits for the current coverage plans. Employee Insurance committee focused on the healthcare options, obtained multiple options, and found a plan for medical benefits with a higher deductible, and having the town fund a Healthcare Reimbursement Account (HRA) for the employees to help offset the higher deductible and out of pocket expenses. If the council agrees with this plan of creating an HRA account, we have obtained a quote from a company named Basic, to administer these accounts and keep the town in ACA requirements and guidelines. Also the funds in the HRA would be available to all full time employees, enrolled or not enrolled in benefits with the town. Talked with broker of changing renewal to the beginning of the year, so it affected only one budget year, instead of two. Council had questions/concerns about changes in number of employees and costs from last year to this year. Increase of rate costs. When can employees, spouse, children enroll in benefits. These questions/concerns were addressed by Gabehart, Hendrickson, and insurance broker Tom Weartz, with Sterling Insurance. Ford made a motion to approve the insurance renewal presented. Beeson seconded the motion. Passed 5-0  
Hawkins made a motion to accept the use of the company Basic to administer the HRA accounts. Ford seconded the motion. Passed 5-0

### **Department head Reports**

- Town Marshal-Rick Shipp:
  - 298 runs reported, consistent with the last couple of months. 140.5 reserve hours. Annex calls down and had 37 runs last month with 41 hours of investigation. Department is co-hosing National Night Out with New Whiteland Policy Dept. This night is working with officers to get with the public to get involved and with businesses also. Neighborhood watch signups will be available to teach safety and what to report about. July 19 at 8:50 pm, Officer Smith and Officer Spears (of New Whiteland) performed CPR on a subject and

saved his life. They once again showed a good job working together and saving this citizen's life. Officer Croy was invited to The National Association of School Resource Officers, a school in California for training; this was invite from the school directly due to an instructor being impressed with Officer Croy. The school paid for flights there and back. He will bring valuable info for our Resource Officers in the schools. Really shines on how great our police department is doing individually and as a whole. Update on hiring of new officer, down to 5 applicants now. Chief thanked council again for the opportunity to hire a new officer this year and another new officer in the budget for 2017.

Beginning next month, will be in need of a vehicle. Fletcher has given a rate for 2 trucks to purchase now at the same rate as the trucks we purchased last year, but getting both now instead of one now and one next year, we will save money from the increase of truck costs for next year. Council had questions/concerns on mileage per year. Cost of other car types vs truck. Set up of truck, need to add lights and such. Plans for older vehicles currently in police fleet. Leasing or purchasing. These questions/concerns were addressed by Chief Shipp and Gabehart.

Hawkins made a motion to give approval to purchase 2 new police trucks. Klenner seconded the motion. Passed 5-0

- Wastewater Supt.-Steve Burden:
  - Not much in changes, have had some hi-flows. Went overcapacity a couple days and 3 pieces of equipment needing repairs.
  
- Town Manager-Norm Gabehart:
  - Steve and other town employees have hidden talents and have stepped up to help with computers and technology, including Officer Croy. Introduced Joe Csikos (Planning Director) and John Collins (water operator)
  - June 24 held the first annual Otto Lewis Dinner & Citizen Awards Ceremony, it was a great success. Officer Croy was awarded Officer of the Year. Firefighter Brandon Lewis was awarded Firefighter of the Year. Charles Howard was awarded Citizenship of the Year. Southpoint Church was awarded Civic Group of the Year. Police Chief Shipp and Fire Chief Gabbard received Outstanding Leadership awards. Rusty Snyder, Steve Burden & Shaun Young received Dean List Public Works award. Billy Jack Medford received Outstanding Public Relations award.
  - Roundabout has been a great success. Dan Cartwright deserves accolade on Roundabout project and kept it on the 60 day contract timeframe.
  - Feel free to call with questions/comments on budget when reviewing it.
  
- Building Commissioner-Rusty Snyder:
  - 12 building permits, 5 code enforcements, 3 inspections
  
- Clerk Treasurer-Debra L. Hendrickson:
  - Update on election terms. Spoke with an attorney at the election office. He will be reviewing sample ordinance on staggered terms and statues. No changes can be made by ordinance until the 2019 election. Would also need to come up with a plan for a tie-breaker in the event there is a tie.

Public Comment:

- Would like to thank the current leadership of the Town Manager and Police Chief. Has concerns as a resident on statements the council has made at past meetings and concern of council keeping information from the citizens of Whiteland. Comparing salary ordinance passed in April to past salary ordinances. (Resident was asked to stop public comment by Council President due to running past allotted time)

Meeting adjourned at 8:15 pm