

CUMBERLAND TOWN COUNCIL

May 3, 2017

Minutes

The meeting was **CALLED TO ORDER** and the **PLEDGE OF ALLEGIANCE** was led by President Anna Pea.

ROLL CALL was taken by Clerk-Treasurer, Erica Salmon. Present were Council President Anna Pea, Council Vice President Joe Siefker, Council Member Brian Gritter, and Council Member Nicole Bell. Absent were Council Member Mark Reynold and Council Member Nicole Bell. Also Present: April Fisher, Steve Yagelski, Christine Owens, Ben Lipps, Renee Garard, and Attorney Dan Taylor. Minutes were taken by Deputy Clerk-Treasurer, Jill Hendley.

CONSENT AGENDA

Claims Register

April 19, 2017 Minutes

April 29, 2017 Minutes

Motion and Second to approve the April 19, 2017 Minutes. The Claims Register will be tabled until the Town Council meeting on May 17, 2017.

By Gritter and Bell. **APPROVED 4 – 0.**

CITIZENS COMMENTS (Maximum 5 minutes)

Ted Brindle, 12215 Sunrise Drive –

- Addressed the Town App issues and gave examples of parts of app that don't work. President Pea responded that the app and website is new and currently working on them.
- Addressed concerns on Nuisances/violation of codes and code enforcement of signage being posted on poles and he wants to see enforcement on these code violations. He suggested that town staff to make time daily and check the town for any signs in violation. He has been collecting signs and he presented some of the signs to council. He would like to see these and other violations enforced.
- Buck Creek Road and roads within Valley Brook need to be evaluated. On Buck Creek Road, chuck holes have been filled over and over and for repairs, and with new homes being built in Autumn Woods, he believes there will be more wear on the roads from increased traffic. The roads in Valley Brook where he lives, are over 20 years old and need to be evaluated as well. President Pea thanked Ted for all of his help.

STAFF REPORTS

Buck Creek Fire Department – The fire department has purchased a new ladder truck and been receiving training on it. They made about \$12,000 went towards the fire department funds. They would like to be involved in the upcoming town events by giving EMS coverage.

Sugar Creek Fire Department – The fire department has completed FDIC training. They put on 2 Structural Collapse classes in Hancock County to train fire fighters on specialties that boosted their rescue capabilities. They are working on building a new station.

Michael Crooke, Police Chief – Has been out of the office meeting with the Attorney General. On Friday, he will be submitting a grant for \$25,000 for law enforcement and first responders of Hancock County to pay tuition and training materials for members of the community in mental health first aid which is another part of what law enforcement community is putting together in Hancock County to get people to recognize mental health behaviors and drug abuse vs criminal acts. He will send council an update next week.

April Fisher, Town Manager –

Buck Creek Trail – April and Ben met with BF&S to go over details which still need to be settled. Standards to recreation trails have changed and we may be able to eliminate the switchback on 21st Street. BF&S is putting together prices on how much that would save.

HCCF – April and Christine attended another meeting for the county-wide trails plan in order to prepare for the grant presentation on Monday, May 1st, 2017. The Mt. Vernon School sign project is progressing.

German Church – St. John has extended the deadline to May 4th. The crowd fund is now up. April, Renee, and Christine have all been working hard to secure donations with the crowd fund. As of today, it has raised \$10,000.

HCI – We had our site visit April 24th. Most of the team was able to attend. It went well and we should hear if we have been selected on May 4th.

Misc. – We missed out on the OCRA QuIP grant because Mr. Munn did not want to sign a form showing we had his permission to use the land. We will try to have some other ideas ready to go for the next QuIP Grant announcement. Council President Pea, staff, and the town attorneys had the quarterly internal controls and HIPPA meeting. They also discussed the risk management policy. April attended the HEDC meeting as well as the HEDC Bylaws Committee meeting. April contacted the property managers for the Dollar Tree about the installation of the bollards and the fixing the grass. They said it should be soon. April sent information to Skip Kuker about possible locations for a distillery. April also contacted Karen Laine with 2 Chicks and a Hammer about doing a project in Cumberland.

Planning and Development

We are still waiting for Calumet's storm water plan to be approved and then the **Buck Creek Trail** construction will begin. Tree and brush removal should be occurring next week.

We had our quarterly Internal Controls meeting.

The State legislature has approved **SB 213** dealing with small wireless facilities. The Town Council will hold a special meeting April 28th at 9:30 a.m. to consider a Resolution to establish this new district.

Christine participated in the HCI pre-site visit meeting April 18th and the site visit on Monday, April 24th.

Christine attended the Hancock County Trail Plan steering committee meeting on April 21st.

The **Plan Commission** will not meet in April. Their next meeting will be May 24, 2017.

The **Redevelopment Commission** will meet next on May 23, 2017.

From the desk of the Exec Assistant/ Coordinator of Special Projects

Renee is working with Corporal Waggoner to get new ID cards for those who need them.

Renee has been working on the new website and the new town app. It is live now!

Streets Report

Staff has completed the first round of patching all major holes should be addressed. If you know of a spot that needs addressed please report it to Ben.

Ben has met with 5 engineering firms to discuss 2017 road projects, grant opportunities, and asset management improvements.

The Streets department is looking at renting a crack sealing trailer to maximize road preservation options.

Streets staff has utilized a new patching material designed for concrete in Valley Brook Farms. Ben is monitoring the patches for long term viability.

Ben is getting 3 quotes for sidewalk/ADA work throughout town. He is getting 3 quotes for painting of streetscape poles/fixtures.

Parks Report

Staff has started carefully removing the dugouts at Lions Park.

Larry Woodruff from the PAC led volunteers in the painting of picnic tables at National Road Park.

Jill has been helping Ben update insured vehicles.

Gem Sanitary

Carl participated in a pre-construction meeting for the Sugar Creek Township Fire House in front of the North Plant. Final plans have yet to be submitted to the Town.

Steve has informed the Indiana Dept. of Environmental Management of the temporary process changes being made to accommodate the blower repair and the centrifuge maintenance.

Steve has provided a letter confirming sanitary service availability for Meadow Lake Estates Section 4. Through March 2017, there are 195 new connections to the GEM Sewer Utility since its purchase.

Cumberland Sanitary

There have been many repairs at the Cumberland Plant.

Steve has received notice from IDEM that the sanitary sewer service construction permit has been issued for Autumn Woods Section 3.

IDEM has issued a noncompliance letter to Peer Food for not submitting an application for an industrial waste water permit.

Water

Fire hydrant flushing continues; plant operations and distribution system are in good working order.

There have been 192 new GEM Water Utility connections since the purchase.

Service Advisory Board

Citizens Water announced at the April meeting that it has instituted a few more customer-friendly approaches to customer service and bill payment. Citizens has added CVS and Family Dollar locations for payment vendors.

A video explaining the new utility bills is available on CitizensEnergyGroup.com

Business owner Amy Bonham has moved her boutique called ReTulled to Cumberland. It is located at 11623 E. Washington Street. Her boutique consists of wedding gowns, tuxedos and accessories. She ran her boutique in Irvington for 5 years. She stated that there are other businesses in Irvington watching to see how her business works out and they may also decide to move to Cumberland in the near future. She is eager to get involved with the town of Cumberland.

PROCLAMATION

National Police Week – Council Member Brian Gritter

OLD BUSINESS

Consideration of Ordinance 2017-05, Amendment of Purchasing Rules, Dan Taylor, Town Attorney – In this amendment, there is one specific change is to allow purchasing agents to sign contracts to expedite processes.

Consideration of Ordinance 2017-06, Amendment of Town Facility Use Policy, Dan Taylor, Town Attorney – This is a revision to town facility use policy. It is a tax to that ordinance and it has to do with town hall property and other properties not in parks.

Consideration of Ordinance 2017-07, Amendment of Employee Handbook Regarding Holiday Pay, Dan Taylor, Town Attorney – This is an amendment to the Employee Handbook regarding holiday pay. The Employee Handbook that was adopted in December did not make the distinction to what we already adopted. The intention of this ordinance is to capture holiday policy before we adopt further in to the Utilities and Police Departments and get them in to the employee handbook. If this amendment is approved, then we will amend the Salary Ordinance to include these provisions. The intention is to restate the policy that has already been approved.

Consideration of Ordinance 2017-08, Establishing Underground/Buried Utilities District, Dan Taylor, Town Attorney – This puts into ordinance form some of the policies that are required under the new bill. There are strict policies that we now have to have.

Consideration of Ordinance 2017-09, Amendment of Town Facility Use Fee Schedule, Dan Taylor, Town Attorney – This ordinance changes the parks fees, rentals of parks facilities.

Proposal for Professional Services, Town of Cumberland 2017 Street Improvements, Ben Lipps – Ben talked to 5 different firms. Wessler Engineering was the only firm that responded and submitted a bid in the allotted timeframe. Wessler was at least \$6,000 below the other firms. Recommending Council to consider approving Town Manager, April Fisher to execute the contract upon Attorney review. Contract will not exceed \$19,500.00 without further Town Council for approval.

Motion and Second to approve Wessler Engineering contract for Professional Services for the Town of

Cumberland 2017 Street Improvements upon review of Town Attorney
By Gritter and Bell. **APPROVED 4 – 0**

Resolution for Town of Cumberland to make a Donation to Save the German Church Fundraiser, April Fisher, Town Manager – Fundraiser deadline to save the German Church is today, May 3rd. We are short about \$28,000.00. We have until Monday to raise more money. Two projects have been taken off the wait list for the tax credits, making this project number four on the list. For this resolution, we are asking if the Town Council would consider making a donation to Indiana Landmarks for the fundraiser.

Motion and Second to authorize a \$25,000.00 donation to the German Church fundraiser.
By Gritter and Bell. **APPROVED 4 - 0**

NEW BUSINESS

Consideration of 2017 IT Services Contract, April Fisher, Town Manager –
Blues, Beer, and BBQ Update, Renee Garard, Special Projects –
Buck Creek Trail Update, Christine Owens, Dir of Planning & Development –

COUNSELOR COMMENTS

FUTURE AGENDA ITEMS

Presentation of Wellness Plan
Presentation of Budget Calendar
BBB Recap
2017 Sidewalk Projects

ADJOURNMENT

The Town of Cumberland acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretive services, alternative audio/visual devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the Town requests that individuals make requests for these services at least forty-eight (48) hours ahead of the scheduled program, service, and/or meeting. To make arrangements please contact Christine Owens, Director of Planning & Development at (317) 894-6202 or planner@town-cumberland.com.