

CUMBERLAND TOWN COUNCIL

August 2, 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, and Council Member Brian Gritter, and Council Member Aaron Cutshaw. Absent was Council Member Nicole Bell.

Also Present: April Fisher, Michael Crooke, Steve Yagelski, Ben Lipps, and Attorney Dan Taylor. Minutes were taken by Deputy Clerk-Treasurer, Jill Hendley.

President Pea welcomed new Council Member Aaron Cutshaw.

CONSENT AGENDA

Claims Register

Motion and Second to approve the Consent Agenda
By Gritter and Siefker. **APPROVED 4 - 0**

CITIZENS COMMENTS (Maximum 5 minutes)

(none)

STAFF REPORT

Michael Crooke, Chief –

The Colts NFL team are practicing at Warren Central High School on Saturday from 5-8. Met with Colts security and they have spaces open for town staff to bring families.

The police department has been dealing back and forth with Motorola who has good option with cameras and they asked for an extension on the Body Camera Grant that ends on September 30th. By next Council Meeting they will have more options.

April Fisher, Town Manager –

German Church – TWG and Indiana Landmarks have settled on terms for their agreement and everything is set to move forward. We will be sending our agreed upon donation to Indiana Landmarks soon.

HCI – The next meeting is scheduled for August 15th. The team is currently discussing when to have regular meetings.

Annexation – The Judge has ordered the Clerk of the Court to certify the order.

Mt Comfort Corridor – April attended the Government Relations Committee meeting. Much of the discussion focused on renaming the road. The name Olio Road is an option.

Wellness – Jill did an excellent job putting together the launch of the Cumberland Wellness. There was a lot of participation from vendors and staff members. The first challenge of one million steps is currently underway and there have been a lot of staff walking around and getting in their step for the first healthy challenge.

Misc. – April and Erica worked on budget targets. April completed reviews of department heads and Renee.

Planning and Development

A new owner has purchased 12120 Beckley in Cumberland Heights. The owner has sought permits and will be rehabbing the home. Given this, Christine has dismissed the unsafe building order for the site.

Buck Creek Trail work continues on Buck Creek Road and CR 100 N. Rain over the last couple weeks has slowed work some. The contractor is hoping to move south of CR 100 N around the middle of July.

Christine is compiling information on vacant commercial buildings on E. Washington St. She is getting a list together.

Exec Assistant/ Coordinator of Special Projects

Renee started the Honor's park nomination process by posting it on Facebook and the webpage.

Renee attended the PAC meeting to discuss the summer events and Honor's Park.

Renee made plans to sit down with Joni to tweak the Honor's park ceremony so it is less funeral-like.

Renee, April, Ben and Joe met at the GAP building to discuss the renovation of the Gap building.

Renee contacted the HVAC Company to request the quote for new heating and air for the Gap building

Renee assisted Chief with a video regarding the history of Cumberland and the trail that will air on Nine Star's cable channel. April thanked Renee for helping out with this.

Renee continues to update the town website.

Renee scheduled the installation of the new smart board.

Renee and April sat down with Sarah to discuss layout of the Farmer's Market people for the Cumberland Arts Goes to Market.

Superintendent of Streets and Parks

Streets

Ben completed submitting all data necessary for a Mobile 311 App. It should be launched end of summer or this fall.

Ben has submitted the ADA sidewalk repairs applications. The work is scheduled for September.

Staff has patched several areas of Town. There are a few more areas to complete before crack sealing.

Ben is cross checking the town code with stop sign locations to make sure all stop signs that are installed are recognized by the town code.

Parks

Staff has finished removing the ball diamond at Lions Park.

Ben has been monitoring rain falls and flooding along the trail to work on developing a policy and procedure for when the buck creek trail will need to be closed for safety.

Public Works

Staff is continuing weekly Mosquito treating and has started treating areas heavier where the mosquito population appears to be worse.

Director of Utilities

Water

There have been 200 new GEM Water Utility connections through June since the purchase.

GEM Sanitary

Stone Ridge Lift Station pump will be installed on July 31.

Through June 2017, there are 205 new connections to the GEM Sewer Utility since its purchase.

Cumberland Sanitary

SBR Blower #1 has been installed and is being used on a daily basis. Post EQ Basin Blower #1 has been overhauled and re-installed. Blower #2 will be pulled and overhauled in the next couple weeks. SBR Blower #3 has been delivered. We are currently waiting for the electrical contractor to get the new controls installed.

Autumn Woods Section 3 has received its construction permit.

Wellness Update – Jill gave a brief description of the event and who won the raffles prizes. The kickoff was a success. All employees who were here on Friday, attended the kick-off. There were several health vendors who attended and participated. She gave information of the first health challenge called the One Million Step Challenge. She thanked the council and Erica for supporting Cumberland Wellness. President Pea thanked her for heading this up.

OLD BUSINESS

Consideration of Ordinance 2017-07, Amendment of Employee Handbook Regarding Holiday Pay, April Fisher, Town Manager – Recommendation is to approve the amendment of the Employee Handbook on Holiday Pay.

Motion and Second to approve Ordinance 2017-7 Holiday Pay
By Gritter and Siefker. **APPROVED 4 – 0**

NEW BUSINESS

Consideration of Resolution 2017-11 Appointment of Appraisers for Valuation of Gem Utilities, Steve Yagelski, Director of Utilities –

This consideration is to appoint the following appraisers; Kent Elliott of Banning Engineering, Fredrick Gulmire of Capital Asset Solutions, and William Schreiner of Schreiner Valuation Resources

Motion and Second to approve Consideration of Resolution 2017-11 Appointment of Appraisers for Valuation of Gem Utilities, Kent Elliott/Banning Engineering, Fredrick Gulmire/Capital Asset Solutions, and William Schreiner/Schreiner Valuation Resources.
By Siefker and Gritter. **APPROVED 4 – 0**

Consideration of Services Agreements for Utility Appraisers Banning Engineering, Steve Yagelski, Dir. of Utilities – The intent of this consideration is to approve the service agreements for Utility Appraisers Banning Engineering, Capital Asset Solutions and Schreiner Valuation Resources, with insurance changes being made to Banning Engineering and to allow the Town Council President to sign the documents.

Motion and Second to approve Service Agreements for all 3 Utility Appraisers with insurance changes being made to Banning Engineering and to allow Town Council President to sign the agreements.
By Siefker and Gritter. **APPROVED 4 – 0**

Administration of Oath for Utility Appraisers, Erica Salmon, Clerk Treasurer

Fredrick Gulmire and William Schreiner took the oath administered by Erica Salmon.
(Kent Elliott will be sworn in on Monday morning)

Introduction of Ordinance 2017-13, Adopting Inspection Fees for Sanitary Services, Dan Taylor, Town Atty – This ordinance establishes a \$50 inspection fee for sanitary services. The Sanitary Board has approved the fee and is asking consideration. This is the first reading.

Introduction of Ordinance 2017-14, Amending Water Code and Adopting Inspection Fees for Water Code, Dan Taylor, Town Atty – This ordinance establishes a \$50 inspection fee for Water utilities and makes conforming changes to the Water Code. This is the first reading.

Introduction of Ordinance 2017-15, Amendment of Salary Ordinance, Dan Taylor, Town Attorney – Approve changes to Holiday Pay that change has to incorporated in to the Salary Ordinance in the Employee Handbook. This is a first reading.

Consideration of GIS General Services Contract, Ben Lipps, Streets Supervisor – GIS General Service packets were provided to town council to review. This consideration comes to you to consider allowing Town Council President or Town Manager to execute the GIS General Services agreement and not to exceed \$7,200.00.

Motion and Second to approve GIS General Services Contract not to exceed \$7200.00,
and to allow Town Council President or Town Manager to execute contract.
By Gritter and Siefker. **APPROVED 4 – 0**

Approval of Cumberland Arts Goes to Market Emergency Plan, Renee Garard, Special Projects – Information and mapping provided to Town Council to review. Handicap parking and signage will be at entrance of parking lot. A list of contacts and phone numbers will be distributed on morning of event on Saturday, August 19th. Seeking Town Council approval of Chief Crooke’s Emergency Plan for the Cumberland Arts Goes to Market and for Town Council President to have authority to shut down event.

Motion and Second to approve Cumberland Arts Goes to Market Emergency Plan and to allow the
Town Council President to have the authority to shut down event.
By Gritter and Siefker. **APPROVED 4 – 0**

COUNSELOR COMMENTS

(none)

FUTURE AGENDA ITEMS

Executive Session for Town Manager Review after Town Council Meeting
Ordinance 2017-13, Adopting Inspection Fees for Sanitary Services
Ordinance 2017-14, Amending Water Code and Adopting Inspection Fees for Water Code
Ordinance 2017-15, Amendment of Salary Ordinance
Amendment to Travel policy
Time Capsule Proclamation
Police Department Radios and Body Cameras

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.