

CUMBERLAND TOWN COUNCIL

May 20th, 2015 at 7:00 pm

Minutes

The meeting was **CALLED TO ORDER** and the **PLEDGE OF ALLEGIANCE** was led by Council President Joe Siefker.

ROLL CALL was taken by Clerk Treasurer, Erica Salmon. Present were Council President Joe Siefker, Vice President, Anna Pea; Council Members Brian Gritter and Nicole Bell. Mark Reynold was absent. Also present were Town Manager, Andrew Klinger; Director of Public Works, Steve Yagelski; and Attorney, Dan Taylor. Minutes were taken by Clerk Treasurer, Erica Salmon.

CONSENT AGENDA

Council Minutes, May 6, 2015

Invoices over \$5,000

\$7,073.03 to Bingham Greenbaum Doll, LLP for legal services

\$12,112.32 to Waymire APS for equipment for the new Police Vehicles. (Total amount over four invoices for two vehicles)

Motion and second to approve Consent Agenda
by Bell and Gritter. **APPROVED 4-0**

CITIZENS COMMENTS (*Maximum 5 minutes*)

Douglas Engle – 728 Buck Creek Road - Amity church will let us use their parking lot for the start of bicycle tour proposed at last meeting. Engle is considering June 13th as date for tour. Engle asked to know who needs a loaner bike. Time would be 10am, possibly 11. Pea asked if the tour was open to anyone in the town. Engle answered that the tour was just for decision makers for bike trails and amenities, although he was open to allowing others if they were interested. Siefker asked that an invitation be send out to all the members of all town boards.

STAFF REPORTS

Andrew Klinger, Town Manager

Klinger referenced written report and had nothing new to add. Town offices will be closed on Memorial Day.

Siefker asked if we could sanction contractor that caused damage to Pensy Trail. Owens answered that the contractor did do some repairs, but they do not meet the standards. That part of the trail is still under INDOT control and standards. Staff threatened to do an emergency repair and take contractor to court. Siefker asked if we can we require contractors to post a bond before they can work on the trail? Owens answered that permits go through Hancock County. Taylor said the current ordinance would allow for bonds to be required. Siefker commented on the blocking issue on buck creek. Storm water board agreed to funding . Last year asked the assessment to be active so the surveyor would have funds to maintain the legal drain. No maintenance on the creek since the 50s.

Erica Salmon, Clerk Treasurer

Salmon mentioned the PCard and purchasing policy being introduced later on the agenda.

Michael Crooke, Police Chief

Siefker presented checks from United Water in the amount of \$3,000 as donation to the scholarship fund.

PUBLIC HEARING

Public Hearing and Consideration of 2015-03

Andrew Klinger, Town Manager

Additional Appropriation for Street and Road Capital Projects

This has come before the council before, but there were technical issues with the public hearing and meeting notice.

Open on 7:25

No Comments

Closed at 7:26

Motion and second to approve Ordinance 2015-03
Additional Appropriation for Street and Road Capital Projects
by Gritter and Bell **APPROVED 4-0**

OLD BUSINESS

Consideration of Ordinance 2015-05

Andrew Klinger, Town Manager

Revising the 2015 Salary Ordinance

Klinger said there were three things we are trying to achieve to with ordinance revision. The first change is a fix Second is to balance staffing in street department. We would like to retain Tyler and would like to shift some of the seasonal money into a full time position. Third is an opportunity to change the structure of the utility billing department. Staff would like to promote a clerk to be a lead for customer service and clerical assistance to Steve. We want to pay that person a little bit more. This change is already funded in the budget.

Motion and second to approve Ordinance 2015-05
by Pea and Gritter **APPROVED 4-0**

Job Description - Utility Office Assistant

Andrew Klinger, Town Manager

Klinger said the job description will be complete before the next meeting.

NEW BUSINESS

Information Technology Services Contract

Andrew Klinger, Town Manager

Edge IT

IT service have been going very well over the last 9 months. The current contract has expired. Staff would like to add two additional hours to current contract for a total of 20 hours per month. \$2000 / month or \$100 per hour. Unused hours will roll over to the next month. Siefker asked that they work harder on Spam. Contractor has proposed a web filter and a new email filter. This will take a little bit of time to implement.

Motion and second to approve contract with Edge IT
by Gritter and Pea **APPROVED 4-0**

Consideration of Ordinance 2015-06
Amending the Cumberland Zoning Ordinance Adding
Section 00-15-153-13.14 Residential Architectural Standards

Christine Owens, Director of Planning

Residential standards are attached in the packet. The new standards include massing, proportion, and others to promote a sense of place and enhance property values. Incentives are included for those that go over minimums. Staff tested the standards against neighborhoods already in the town. Public Hearing was held. Planning Commission recommends the amendment. Pea added that there are incentives based on the theme. Pea thanked Owens and the planning commission for the work

Motion and second to approve Ordinance 2015-06
by Bell and Gritter **APPROVED 4-0**

Introduction of Credit/Purchasing Card Policy
approve Resolution 2015-02

Erica Salmon, Clerk Treasurer Motion and second to

The current credit card policy was updated to include us of Purchasing Card (P Card). The biggest changes will allow employees without direct purchasing authority to hold a card in their name, with approvals and limits set by a department head with purchasing authority. An updated general purchasing policy will be presented in coming meetings.

COUNCILOR COMMENTS

FUTURE AGENDA ITEMS

Utility Office Assistant Job Description
Approval of Credit / Purchasing card policy

ADJOURNMENT 7:45pm