

## **NASHVILLE TOWN COUNCIL MEETING THURSDAY, SEPTEMBER 25, 2008**

**ATTENDANCE** – Council members present – President Roger Kelso (arrived at 6:44pm), Vice-President Robert Kirlin, Councilmember Dale Cassiday, Councilmember Charles B. King (left the meeting at 8:50pm) and Councilmember Arthur Omberg. Also in attendance – Town Marshal Dorsett, Town Superintendent Roger Bush, Chief Administrator Phyllis Carr and Clerk-Treasurer Brenda Young.

### **REGULAR COUNCIL BUSINESS**

- 1) **CALL TO ORDER** by Vice-President Kirlin at 6:37pm.
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL** – by Clerk-Treasurer Young

### **REPORTS FROM DEPARTMENT HEADS**

#### **4) TOWN SUPERINTENDENT – ROGER BUSH CHIEF ADMINISTRATOR – PHYLLIS CARR**

##### **A. Road Salt Purchasing Program**

Chief Administrator Carr reported Town Superintendent Bush received a bid for road salt at \$197.09 per ton delivered. Town Superintendent Bush noted that the IACT price was \$191 per ton and the Town would have to pick it up. He further commented that last year it was \$87 a ton. Town Superintendent Bush advised they will need 120 tons of road salt. He offered an option of going in with the County, but they are not going to look for the bid until November, and the County is not sure they will be able to get salt at that time. Discussion on the shortage of road salt throughout the country.

President Kelso suggested cutting back on the amount of road salt and mixing it with more sand. Council suggested buying 40 tons of salt and mixing it four to one with sand. Town Superintendent Bush advised that the delivery trucks hold 25-30 tons, so they would have to go with one truck or two trucks. President Kelso suggested they go with one truck and mix it with the sand.

Councilmember Cassiday made a motion to purchase thirty tons of salt. Councilmember Omberg seconded the motion. All were unanimously in favor. President Kelso advised Town Superintendent Bush to have fine sand on hand to mix with the salt four or five to one.

##### **B. Kelley Hill Water Main Extension**

Neal and Shannon Hancock addressed the Council concerning their request to hook onto the Kelley Hill Water Main. President Kelso asked Town Superintendent Bush if he had the report from Strand regarding the recommendation of this issue. Town Superintendent Bush advised that Jim West from Strand has put together a preliminary report and he presented this information to the Council. After reviewing the preliminary report, President Kelso commented that it was not clear enough for him what the best options were. Discussion. President Kelso thought Town Superintendent Bush would have more information than an e-mail that doesn't really address any options. Town Superintendent Bush commented that when he last spoke with Council, they directed the engineer to look and see if option one was available, and if option one was not available the engineer should look at additional options and the engineer was still looking into option one. Councilmember Omberg asked how long Mr. West

had this and Town Superintendent Bush advised two months. Discussion. President Kelso commented he is not sure why it has taken this long to look at this issue and come up with some sort of solution to advance this along.

President Kelso asked Town Superintendent Bush if the Council did not ask for this area to be planned about two to three months ago and what was the result of that directive. Town Superintendent Bush advised he directed the engineer to review plan one which was upgrading Schooner and that is as far as it has gotten. President Kelso noted that was a pressure issue and asked what had been done about the planning to redo that part of the distribution line that would be servicing the lots in the Kelley Hill area. Town Superintendent Bush commented this portion was already done with the proposed Dan Miller extension. President Kelso asked for specifics. Town Superintendent Bush advised they could run a three inch line down the road and they already have a permit to do this to the Dan Miller property. President Kelso clarified that there is not a design as of yet to service all the lots in the area. Town Superintendent Bush answered that was true. Mrs. Hancock voiced her displeasure that it has taken thirteen months to get to this point and they still do not have water. Discussion.

President Kelso would like Town Superintendent Bush to plan how this water line will be laid out, how much the homeowners of this area will have to pay and get this off the table. Council noted that the project started as a private line, now they are changing it to a public line. Council directed Town Superintendent Bush to take charge of this project, get the details worked out and figure out the costs like any other project. Discussion. Town Superintendent Bush will have this plan to the Council, showing the three inch line with all the branches to each property, with costs by the next regular Council meeting. President Kelso also directed Town Superintendent Bush to provide options to correct the water pressure in this area.

### **C. Freeman Ridge Water Main Extension**

Town Superintendent Bush advised a line of credit has been secured and the Council needs to decide if they will put that money in the budget for next year. The bulk of the line of credit will trade out against the electric but the project itself will require a one percent increase on next years budget to balance the difference. Discussion of taking out Kirt's Station once it goes off-line. President Kelso suggested rather than incurring the cost of tearing out the station, just turn it off. Town Superintendent Bush commented that if they just turn it off and would not have to do the regular maintenance, they would not need the one percent increase.

Town Superintendent Bush advised they do not have a design of the project, but the next step is to get this from the engineers. President Kelso asked what the project time line will be. Town Superintendent Bush does not have this yet. Councilmember Omberg asked if they have a letter of agreement from the County. Town Superintendent Bush reported they have the minutes from the meeting he attended last year with Brown County Water to get permission to tie into the system. President Kelso asked Town Superintendent Bush to obtain a letter from the County stating they have permission to do the water main extension.

Council needs some certification that Town Superintendent Bush has acquired all the permits and easements. Town Superintendent Bush commented he will get a letter from Brown County Water and an authorization from the County to lay the line in the road all the way. President Kelso thought that part of that road may be University property and Town Superintendent Bush needs to check on all the particulars. Vice-President Kirlin asked for an estimated starting date for this project. Town Superintendent Bush commented that the best case scenario to start the project would be four to five

months. President Kelso suggested that April 1<sup>st</sup> would be the best late start and could probably be built in three months.

**D. Water Tank Painting Project**

Town Superintendent Bush advised that the contractor had issues with getting their insurance and now they are at a point where he does not want to take the water tanks off line in October. The engineer recommended they shoot for November and they have spoken with the contractor and he is fine with November. Town Superintendent Bush noted if something odd were to happen in November, then they would wait until spring to do the project and the contractor will hold the price and do both tanks. President Kelso suggested if the ambient conditions are not correct they should wait until spring. Discussion.

Town Superintendent Bush advised he will instruct the contractor not to use any heat or additives and if the temperature permits them to do it in a normal fashion they will do it in November and if not they will have the work done in the spring.

**E. Update Touch Pad System**

Town Superintendent Bush reported he calculated the number of errors and this number has dropped each month as the meter readers become more proficient with this system. President Kelso commented that he thinks it is marvelous that it is only taking two to four days to do the meter reading with the electronic hand-helds.

Clerk-Treasurer Young advised that the line of credit they have for the touch pad system has not been signed for yet. Once they start drawing it for the Freeman Ridge project, they will have to decide how much they want to take out for the touch pad system. Discussion.

**F. Task List**

Council noted there was nothing to discuss on this topic.

**G. Quotes**

Chief Administrator Carr advised there are no quotes but she would like to go back to the discussion on the sand and salt. The Town has a service agreement with Young Trucking and the cost of fill sand is \$8.50 per ton and it includes delivery.

**H. Service Agreements**

Nothing presented.

**I. Utilities Report**

Town Superintendent Bush reported that in July they had a really high water loss due to hydrant flushing. They experienced low chlorine in the system and that is why they flushed the system. Later they found out part of the reason why the chlorine was low in the system is because they were getting water from Indianapolis and they were using a different type of chlorine.

Vice-President Kirlin asked how often the hydrants are being tested. Chief Administrator Carr advised that this is supposed to be done quarterly and she will talk with Robin Willey to schedule this as he has been working on water leak repairs. Vice-President Kirlin commented that this is a very important task. Town Superintendent Bush noted that they have some hydrant repairs scheduled to be done very soon. President Kelso asked if any of the hydrants were inoperable. Town Superintendent Bush confirmed that as far as the fire department is concerned three are inoperable. Council wants Town

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Administration to mark the inoperable hydrants and notify the Fire Department in writing which hydrants are inoperable. Discussion of the hydrant testing process.

### RECESS

A recess was called from 8:05pm until 8:10pm.

### 5) 2009 BUDGETS

Clerk-Treasurer Young presented a packet of budget information which included the amended budget calendar and a budget draft. This draft has not changed considerably since the last time they met, however in the back of the packet of the folder there was a 1782 Notice from the DLGF for the 06 payable 07 budget. Clerk-Treasurer Young commented that this notice tells the Town what their tax rate was for 2007. The Town of Nashville tries to prepare their budget based on actual revenue and actual expenses according to Clerk-Treasurer Young. She noted the good news is that in 2007 the Town was very responsible, and cut their budget and because of that, they were able to fund the budget. Clerk-Treasurer Young also read from the 1782 Notice that the Town was under the working maximum levy by \$99 which is very great news.

Clerk-Treasurer Young also read from the 1782 Notice that the assessed value of the Town of Nashville for the year 2007 was \$125,855,300 which is up considerably from what they were given the year before. Clerk-Treasurer Young read the budget order from 2006 which was \$110,665,751. Clerk-Treasurer Young advised that the 2007 numbers will lower the tax rate for the citizens for the Town. Clerk-Treasurer Young advised that with the Cumulative Capital Development Fund, General Fund, Local Roads and Streets Fund and MVH Fund the tax rate for 2007 is .29 for the Town of Nashville for 2007. In 2006 the rate was .31 and in 2005 the rate was .30, for the Town. Clerk-Treasurer Young advised the Town of Nashville does not go over their budget and if they did it would be against the law and she has worked very hard to make sure they would not go over their budget.

Based upon these figures from the DLFG, Clerk-Treasurer Young advised the bottom line for the 2009 Town of Nashville's General Fund budget is \$480,052.00 although they have to publish \$519,940 in case more revenues come in; they want to be able to expend the additional amount if possible. She would like to advertise the MVH Fund at \$179,240.00 but only expects to receive around \$169,714.00. Clerk-Treasurer Young anticipates the levy in 2009 to be approximately \$372,722 that will be brought in by General and MVH tax dollars. She is recommending that they advertise the levy at \$430,000 and they will probably get \$372,000 plus the CCD Fund levy of \$10,446. Clerk-Treasurer Young advised the Council they could play with what they spend in the General and MVH Funds within that grand total, but she does not recommend the Council changing the grand total.

Councilmember Cassiday commented that he trusts Clerk-Treasurer Young's work and made a motion to approve the budget and have her to advertise the public hearing for the budget. Councilmember Omberg seconded the motion. Vice-President Kirlin asked how they might get more revenue in. Clerk-Treasurer Young explained to the Council extra revenues, more than what they have anticipated, could come in from cigarette taxes, or auto excise, property tax replacement credit, gambling funds etcetera. Discussion. All were unanimously in favor of the motion.

Councilmember Cassiday asked in light of what is going on in the economy right now, is the Town bonded in anyway. Clerk-Treasurer Young advised that the Town funds are all FDIC approved and all the current funds the Town has are in FDIC approved banking institutions and those are all guaranteed by the State of Indiana.

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Clerk-Treasurer Young reviewed the General Fund budget with the Council. Councilmember Omberg would like to start a cumulative fund to start funding outstanding vacation and sick days. This is something he feels that they have stuck their heads in the sand on for too many years. Clerk-Treasurer Young agreed that they are under funded in this area. President Kelso noted that he likes the idea, but as much trouble as they have had with liquidity, which way is better to manage the cash. Discussion.

Vice-President Kirlin asked about the line item for the Assistant Plant Operator #2 and Town Superintendent Bush commented that it has always been in there. Vice-President Kirlin asked if he was still planning on hiring for this position next year. Town Superintendent Bush advised that is the intent. Town Superintendent Bush advised that he has equipment at the plant not being maintained properly due to lack of staffing at the Plant and he himself has had to work at the Plant. Discussion of shifting man hours in the public works departments or hiring on a part-time worker. President Kelso suggested Town Superintendent Bush look at doing zero based budgeting from time to time. Discussion. Town Superintendent Bush will redo his budgets with a zero based budget and have it for the next Council meeting.

Vice-President Kirlin asked the Council if they would like to explore the possibility of cutting back the Town police department and contracting some of our police protection to the Sheriff's department during the night shifts to cut back on the police budget. Councilmember Cassiday, Councilmember Omberg and President Kelso were not in favor of this idea. Councilmember King was not present at this time of the meeting.

Vice-President Kirlin questioned the request for additional police payroll from the Town Marshal. Clerk-Treasurer Young commented that she did not use the figures that Town Marshal Dorsett had requested for the police payroll in the budget she submitted to the Council at the last meeting. However, she did include his request in the packet of information. The budget Clerk-Treasurer Young submitted had an overall \$750 across the board increase on salaries. Discussion of the payroll increases.

Vice-President Kirlin mentioned that he would like to budget around \$5,000 for Economic Development to put back in this community. Councilmember Omberg asked what Economic Development would do for the town. Town Superintendent Bush commented that it would help the utilities by having new businesses; they become new customers, as well as help the tax rate. President Kelso asked who the \$5,000 would go to. Vice-President Kirlin noted that he would like it to go through the Brown County Chamber of Commerce rather than through the county government. Discussion. Councilmember Cassiday made a motion to adjust the EDIT Fund by \$5,000 for Economic Development. Councilmember Omberg seconded the motion. All were unanimously in favor.

Discussion of creating a line item in the General Fund for unfunded payroll versus a cumulative fund. Clerk-Treasurer Young will create a new line item called Payroll Liability and will put \$1.00 and take \$1.00 out of the Building Maintenance line item. President Kelso would also like Council to consider upgrading the air conditioning system for the building that has been a problem since the building was constructed.

Councilmember Omberg asked about Officer Long's \$1,000 bonus once he completes the academy and wants to make sure this is reflected in the budget. Clerk-Treasurer Young will review the budget to see if this is included.

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Clerk-Treasurer Young asked Council to look at the Food and Beverage budget and asked if there was anything they would like her to change. Vice-President Kirlin said no, but did ask if the Outside Contract Labor increased because he thought it did. President Kelso noted this was not the cleaning services contract. Council commented that the cleaning services contract usually increases three percent and asked Clerk-Treasurer Young to check with the President of the Food and Beverage Commission for verification. Clerk-Treasurer Young advised that she will also review the contract on file and asked if she needs to change the budget, where does Council want her to take this out of. Council advised her to take it out of the Land line item.

Vice-President Kirlin asked where sidewalks are taken from in the budget. Clerk-Treasurer Young advised the sidewalk program is in the MVH Fund. This has been increased at Councilmember Omberg's request.

Clerk-Treasurer Young spoke about the current 2008 budget cuts based upon the certified levy for 2007. She advised they will need to cut \$6,991.68 in the General Building Maintenance line item and \$700.00 in MVH Street Resurfacing line item as well as \$34,105.32 in the MVH New Equipment line item. According to Clerk-Treasurer Young, these cuts need to be made to be financially responsible.

Councilmember Omberg asked that the department heads work on a vacation policy and this is to include Town Marshal Dorsett as well.

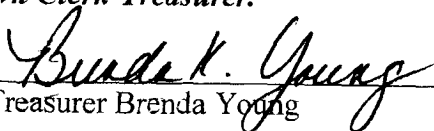
Clerk-Treasurer Young asked if Town Superintendent Bush is ready to discuss the Water and Sewer budgets on October 2, 2008. Town Superintendent Bush advised that he would like to start this budget in the direction that Council has sent him and see what he can provide at that point.


Vice-President Kirlin asked if this meeting was the last time to fine tune the other budgets. Councilmember Cassiday noted they already gave Clerk-Treasurer Young permission to advertise the budget. Clerk-Treasurer Young advised if they would like to fine tune the budget more, they will need to have that meeting on October 2, 2008. President Kelso asked if they could change it during the hearing process. Clerk-Treasurer Young said they could, but it would change all the forms. Council agreed they would not be changing the bottom line next week but they would like to meet on Thursday, October 2<sup>nd</sup>, 2008 as scheduled.

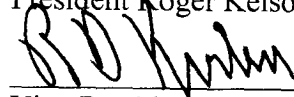
**ADJOURNMENT**

The meeting was adjourned by President Kelso at 9:25pm.

*The audio tape recording made at the Town Council meeting on 9-25-08 is retained in the office of the Town Clerk-Treasurer.*

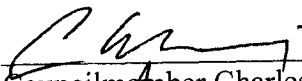
  
Clerk-Treasurer Brenda Young

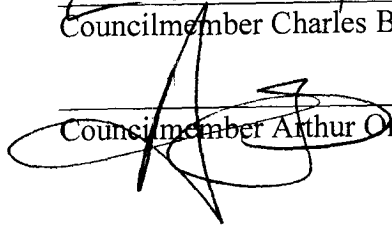
  
President Roger Kelso

  
Vice-President Robert Kirlin

  
Councilmember R. Dale Cassiday

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Councilmember Charles B. King

  
Councilmember Arthur Omberg