

**NASHVILLE TOWN COUNCIL MEETING  
THURSDAY, OCTOBER 17, 2019**

**ATTENDANCE:** Council members present – President Jane Gore, Vice-President Alisha Gredy, Councilmember Nancy Crocker, Councilmember Anna Hofstetter, and Councilmember Dave Rudd. Also in attendance – Utility Manager Sean Cassiday, Administration Manager Phyllis Carr, Municipal Operations Consultant Dax Norton, Clerk-Treasurer Brenda Young and Deputy Clerk-Treasurer Debbie Ferry.

**COUNCIL BUSINESS – 6:30pm**

**1) CALL TO ORDER** by President Gore at 6:30pm.

**2) PLEDGE OF ALLEGIANCE**

President Gore asked all in attendance to rise and recite the Pledge of Allegiance.

**3) APPROVAL OF AGENDA**

President Gore advised they will move the IT Managed Services presentation under Audience communications. She would also like to add Jim Hays to Audience communications. Councilmember Crocker made a motion to approve the agenda as amended. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

**4) REVIEW OF MEETING PROCEDURES**

President Gore advised if anyone in the audience wants to address the Town Council there is a three-minute limit per person.

**5) APPROVAL OF THE MINUTES – 9-19-19 MEETING, 9-19-19 & 10-08-19 EXECUTIVE SESSIONS**

Vice-President Gredy made a motion to approve the minutes of the 9-19-19 meeting and the 9-19-19 & 10-08-19 Executive Sessions. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

**6) ACCOUNTS PAYABLE VOUCHERS**

Councilmember Crocker advised that she reviewed the accounts payable vouchers today.

Vice-President Gredy made a motion to approve the October 2019 accounts payable voucher register. Councilmember Crocker seconded the motion. All were unanimously in favor. Councilmember Hofstetter noted that she will review the vouchers next month.

**7) COMMUNICATIONS**

**A. AUDIENCE**

**• RIGHT-OF-WAY REQUEST – SALVATION ARMY – PARADE OF LIGHTS  
– DECEMBER 7, 2019**

Administration Manager Carr presented the right-of-way request from the Salvation Army for the Parade of Lights and Winter Festival. Nate Tuttle, a representative for the parade, explained that this year will be the eighth annual Christmas light parade. The main purpose of the parade is to collect toys for children to be given out for Christmas. He asked to have the parade and to hold a Winter Festival on W. Main Street from Van Buren Street to Jefferson Street. Administration Manager Carr explained that this is the same area that is blocked for the We Care Gang event in September. She advised that the request is to have the street blocked for day events from 10am to 3pm and then reopen the street. After Winter

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Festival, the Parade of Lights will be held later that evening.

Councilmember Crocker commented that she is not against the Winter Festival event, but she is concerned because those businesses in the blocked off area are stuck in the middle. She has heard from business owners in this area that say they lose business when the road is blocked. Councilmember Crocker wondered if there would be another area of town to hold the event such as Jefferson Street by Franklin Street. Discussion. President Gore suggested that they allow the Winter Festival event to be held on West Main Street this year and look at another area next year.

Councilmember Hofstetter noted that in a previous Town Council meeting it was discussed that they could consider charging fees for parades. President Gore advised they have not put the fees in place yet.

Councilmember Rudd made a motion to approve the right-of-way request. Vice-President Gredy seconded the motion. Councilmember Hofstetter commented that she agrees with Councilmember Crocker and would like to amend the route to be more courteous to the businesses affected by the event. President Gore explained that the event organizers have already received their permits to hold the event on West Main Street and maybe next year they can have the event in a different location. Discussion. All were unanimously in favor of the motion.

### • IT MANAGED SERVICES

Clerk-Treasurer Young advised that the Town's current IT managed services contract is ending on October 25, 2019. Municipal Operations Consultant Norton explained from a ransomware perspective, communities such as Nashville are heavily targeted. Therefore, this security is very important to have. He suggested the Town contact Michael Boland to get information about his company to providing IT managed services. Municipal Operations Consultant Norton noted the proposal is substantially more money than the Town has been paying for these services.

Mr. Boland introduced himself to the Town Council and advised they have been on-site and spent several hours with Records Clerk Jones to review the Town's current set up and decide what is needed to protect the Town. He advised his company will lock out the computers from malware and hackers, they will monitor suspicious activity and keep them at bay.

Municipal Operations Consultant Norton advised that Records Clerk Jones had asked for a reduced rate on the quote receive on October 9, 2019. Mr. Boland commented that he agreed to lower the contract rate by 8% and has worked out another system to do a cyber security evaluation. Mr. Boland explained they offer a tiered option and the first option is \$450 per month minus the 8%. He noted this will provide more coverage than what the Town has with their current provider. Discussion.

Councilmember Rudd made a motion to approve the IT managed services contract with Boland Data Protection for six months. Councilmember Crocker seconded the motion but asked that Municipal Operations Consultant Norton and Records Clerk Jones explore alternative services and make sure this is the best option. Discussion. Municipal Operations Consultant Norton suggested the Town look into an IT audit in the future. All but Councilmember Hofstetter voted in favor of the motion and the motion passed.

### • JIM HAYS

Jim Hays asked if school buses are to stop at crosswalks. Utility Manager Cassiday advised they are supposed to stop at crosswalks, and this has been discussed at the school. Mr. Hays commented that the

new leaf crosswalks are nice but difficult to see. Utility Manager Cassiday talked about the colors used on the crosswalks and that they could have been brighter. Councilmember Crocker would like to have had a larger leaf pattern as well.

## **BOARDS AND COMMISSIONS REPORTS**

### **1) BROWN COUNTY VOLUNTEER FIRE DEPARTMENT REPORT**

BCVFD Chief Nick Kelp reported that the department has been really busy with over 50 runs last month. They are over halfway done with their fish fry fundraiser and have had lots of workers with many working 8-10 days at the tent.

BCVFD Chief Kelp advised that the department is down to ten firefighters and this is a scary situation. The department also had a work comp claim on him due to smashing his thumb while working a fatal wreck.

### **2) REDEVELOPMENT COMMISSION**

#### **A. STELLAR COMMUNITIES DISCUSSION**

President Gore reported that the Nashville Redevelopment Commission is planning an open house on November 4, 2019 to see if they can generate some interest in putting ideas together to apply for the Stellar Communities program. She explained they are wanting to see if there are people interested in pursuing this program.

Clerk-Treasurer Young advised that the meeting room will be in use for election training on November 4, 2019. President Gore will talk with the Nashville Redevelopment Commission President about changing the date or the location of the open house. President Gore noted that applying for the Stellar program would be a joint venture between the Nashville Redevelopment Commission and the Brown County Redevelopment Commission.

### **3) TOWN PARK COMMISSION REPORT**

#### **• PEDESTRIAN TRAFFIC ONLY ON PITTMAN HOUSE LANE**

Administration Manager Carr advised that the Town Park Commission talked about abandoning Pittman House Lane from Sycamore Lane to Johnson Street for pedestrian traffic only. She explained this is a small part of the alley that connects to the Lincoln Pinch park.

Administration Manager Carr advised they would have to go through a process to abandon the road. President Gore noted that Town Attorney Roberts would have to prepare all the documents to abandon this part of the alley. Discussion.

Councilmember Rudd made a motion to close that part of the alley and turn the work over to Town Attorney Roberts. Councilmember Crocker seconded the motion. Andrew Tilton asked if it is necessary to abandon the road, couldn't they just put up a post to stop vehicular traffic. Municipal Operations Manager Norton commented that if the Town owns the adjacent property to the alley, they don't need to go through the abandonment process. They could install a collapsible bollard in the alley and remove it as needed. Municipal Operations Manager Norton advised that the closing of the street to vehicular traffic could be done with an ordinance rather than going through the abandonment process. Councilmember Rudd amended his motion to say that the small portion of Pittman House Lane should be closed to vehicular traffic. President Gore would like to have legal review of how to restrict vehicle traffic.

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Councilmember Hofstetter made a motion to table the discussion until they get legal counsel on the topic from the Town Attorney. President Gore advised all the other motions are withdrawn. Councilmember Crocker seconded Councilmember Hofstetter's motion. All were unanimously in favor.

Vice-President Gredy reported they have purchased two dog waste receptacles for Lincoln Pinch park and the Village Green area.

Vice-President Gredy advised they are close to having all the bottle caps needed for the park benches. Councilmember Hofstetter commented that they plan to order eight benches. They will have to figure how to anchor the benches and decide where they will be placed in the park. Councilmember Hofstetter advised they will be offering sponsorship for each bench at a cost of \$350. The bench will have a plaque identifying the sponsor of the bench. For those that want to sponsor a bench they can contact Administration Manager Carr.

Vice-President Gredy reported that the Town Park Commission members will be submitting their park plans to Commission Vice-President Alexis Caudell by Sunday. She will then take the final plans to the architect for an official sketch of the park.

Utility Manager Cassiday asked the Council what their thoughts are on making the Village Green area and Lincoln Pinch park non-smoking. Municipal Operations Manager Norton asked if the Town has a no smoking area and noted several towns and cities have comprehensive non-smoking bans. Discussion. Councilmember Crocker commented that they should look further into this issue.

Vice-President Gredy reported that the Commission will be decorating the Village Green for Christmas this year. She asked for volunteers to help with this project.

### **4) TREE BOARD REPORT**

Administration Manager Carr advised that the Tree Board met this morning. Six Bradford pear trees will be removed November 5, 2019 and the new trees will be picked up on November 11, 2019. Councilmember Crocker asked if they will be installing trees between her property and the newly paved church parking lot as Tree Board President Gould had suggested. Administration Manager Carr will look into this.

### **5) ANY OTHER UNFINISHED BUSINESS OR COMMENTS THAT MAY COME BEFORE THE COUNCIL**

Nothing presented.

### **NEW BUSINESS**

#### **1) SANITARY SEWER UTILITY MASTER PLAN**

Municipal Operations Consultant Norton advised that most utilities have a comprehensive sewer utility master plan especially concerning potential growth. President Gore reported that she has shared the plan with the other Town Council members for their review. She asked the Council members if they had questions about the plan and noted they should have had this type of master plan all along. Discussion.

Councilmember Rudd made a motion to approve the sanitary sewer master plan agreement as presented. Vice-President Gredy seconded the motion. Councilmember Hofstetter asked if Utility Manager Cassiday had looked into other companies besides MS Consultants and if not, should they do so. Utility Manager Cassiday answered that he did not look into other companies but believes they will all come in

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around the same rate. Councilmember Hofstetter commented that she will go along with her peers, but she would like to have other options in the future. All were unanimously in favor.

### **2) ANY OTHER NEW BUSINESS TO COME BEFORE THE COUNCIL**

Nothing presented.

### **OLD BUSINESS**

#### **1) ORDINANCE 2019-06 AN AMENDMENT TO THE DEFINITION OF “SIGN” IN THE TOWN OF NASHVILLE’S ZONING ORDINANCE**

President Gore advised the sign amendment ordinance went before the Area Plan Commission and they recommended that the Town Council not adopt the ordinance as written. She explained that the ordinance will go back to the Development Review Commission for rewording.

### **2) ANY OTHER OLD BUSINESS TO COME BEFORE THE COUNCIL**

Nothing was presented.

**RECESS** A recess was called from 7:39pm – 7:47pm

### **REPORTS**

#### **1) MUNICIPAL OPERATIONS CONSULTANT – DAX NORTON**

Municipal Operations Consultant Norton advised that he is still working on the Council’s strategic direction plans and he would like to meet with the Town Council in mid-November for their next work session. He would like to focus on Economic Community Development activities and what does Economic Development mean for Nashville as well as Historic Preservation.

Regarding Economic Development, Municipal Operations Consultant Norton reported that he and Councilmember Crocker attended the first annual Made in America conference. They met a couple that have a Made in Indiana store and they will meet with them the first of November to see if they can open their store in Nashville. Councilmember Crocker commented there were some amazing companies at the conference, and she is working to get some of these companies to locate in Nashville as well. Discussion.

#### **A. MEDIATION AGREEMENT REGARDING IDEM REPORTS**

Municipal Operations Consultant Norton spoke about a preventative maintenance plan for the utilities. He advised that most utilities have a preventative maintenance plan but the Town does not have one at this time. He presented a PMP agreement to the Council from MS Consultants. Discussion.

Vice-President Gredy made a motion to approve the PMP by MS Consultants pending legal counsel review. Councilmember Rudd seconded the motion. All were unanimously in favor.

### **2) CLERK-TREASURER – BRENDA YOUNG**

#### **A. MAIN STREET CHRISTMAS**

Clerk-Treasurer Young reported that they have lots of volunteers that have been working hard on the Main Street Christmas. They will be decorating in town the weekend before Thanksgiving and have six trees that will be decorated on the Courthouse lawn. She noted that earlier this year, she and Town Council purchased a sleigh to be decorated for the holidays as well.

Clerk-Treasurer Young advised that the fifth annual Christmas Tree lighting will be held at the Brown County History Center on November 29, 2019 with music beginning at 5:30pm and the tree lighting at

6pm. The Main Street Committee plans to purchase wooden nickels to be handed out at the tree lighting event. Also, they have hired the Acre Brothers to play music and will purchase new lights, cords and ribbons as needed to update the Christmas wreaths. Clerk-Treasurer Young commented that Main Street Committee will spend approximately \$1,000 on the Main Street Christmas this year.

### **3) UTILITY MANAGER – SEAN CASSIDAY**

#### **A. COUNCIL INQUIRIES**

Utility Manager Cassiday reported he has passed out his monthly report to the Town Council and mentioned that letters have been sent by Duke Energy advising that they have a planned power outage. The outage will be the night of Sunday, November 24<sup>th</sup> until the morning of November 25<sup>th</sup> to replace power poles. He noted that Duke did this last year as well. Utility Manager Cassiday explained that the Police Department will have to do some extra patrols and the sewer department will have to run a generator to power one of the lift stations during the outage.

President Gore spoke about the sanitary sewer master plan and noted they will need to hire a full-time labor tech. Utility Manager Cassiday advised he has two applicants that he is considering. Councilmember Crocker suggested they get the full master plan in place before they hire someone. President Gore and Councilmember Rudd explained that IDEM has already recommended that they need to have more workers. Discussion.

### **4) ADMINISTRATION MANAGER – PHYLLIS CARR**

#### **A. CUSTODIAN POSITION – CONTRACTOR OR EMPLOYEE**

Administration Manager Carr reported that she sent the custodian contract out for bid to three people and received only one bid. She opened the sealed bid from Arthur Omberg and read aloud the following bid: cost per pay period \$895, \$24 per hour for extra duties such as cleaning gutters, mowing and small repairs with prior approval from Town Administration. If unable to clean the building due to weather, illness or vacation he agrees to have \$50 deducted from the contract per occurrence. If they would like Town Hall cleaned two times a week rather than three times a week, they may subtract \$95 from the cost per pay period. Administration Manager Carr advised the pay would be two times a month. She noted that the bid is to clean both the Town Hall and the Police Department. Discussion.

Councilmember Crocker made a motion to accept the contract with Arthur Omberg to clean Town Hall building and the Police Department building four times a week. Vice-President Gredy seconded the motion. Discussion. President Gore, Vice-President Gredy, Councilmember Crocker and Councilmember Rudd voted in favor. Councilmember Hofstetter abstained from the vote. The motion passed 4-1.

#### **B. BUSHES UNDER THE LEAF SCULPTURE – REQUEST FOR REMOVAL**

Administration Manager Carr reported that Councilmember Crocker spoke with Mr. Conner and he suggested that river rock be placed under the sculpture. Administration Manager Carr will discuss this with the Town's landscaper Todd Baker.

#### **C. COUNCIL INQUIRIES**

Administration Manager Carr reported that they looked into having irrigation installed at the final two corners of the Village Green; the church corner and the Candy Emporium corner. Todd Baker submitted a proposal to do the work for \$9,247.07. Currently the flowers and plants on these two corners do not get watered. Councilmember Rudd and Councilmember Crocker want to wait on this.

Administration Manager Carr advised that five of the hanging baskets that hang throughout town have

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rusted through. She thinks they have five baskets at the treatment plant to replace the rusted ones. Mr. Baker commented that the other baskets will likely only last one more year before needing to be replaced. Administration Manager Carr will check into pricing on the baskets and bring the information before the Council for their approval. Discussion

**5) ANY OTHER BUSINESS THAT MAY COME BEFORE THE COUNCIL**

Municipal Operations Consultant Norton reported that Indiana State smoking law does not prohibit smoking in outdoor areas. The Town would have to pass a local ordinance if they wanted to prohibit smoking in outdoor areas such as the Town's parks.

**6) ADJOURNMENT**

Councilmember Rudd made a motion to adjourn the meeting. Councilmember Crocker seconded the motion. President Gore adjourned the meeting at 8:28pm.

*The audio recording made at the Town Council meeting on 10-17-19 is retained in the office of the Town Clerk-Treasurer.*

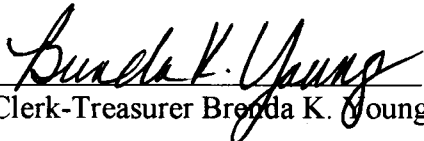
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President Jane Gore

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Vice-President Alisha Gredy

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Councilmember Nancy Crocker

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Councilmember Anna Hofstetter

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Councilmember Dave Rudd

  
Clerk-Treasurer Brenda K. Young