

**NASHVILLE TOWN COUNCIL MEETING
THURSDAY, NOVEMBER 18, 2021**

Council members present at Town Hall: President Jane Gore, Vice-President Nancy Crocker, Councilmember Tyra Miller and Councilmember Dave Rudd. Council member present via Zoom: Councilmember Anna Hofstetter. Also in attendance at Town Hall: Clerk-Treasurer Brenda Young, Deputy Clerk-Treasurer Debbie Ferry, Municipal Operations Consultant Dax Norton, Administration Manager Phyllis Carr, Town Attorney Jim Roberts, and Records Clerk Sandie Jones. Also in attendance via Zoom: Police Chief Ben Seastrom.

COUNCIL BUSINESS – 6:30 pm

1) OPENING THE MEETING

A. CALL TO ORDER by President Gore at 6:31 pm.

B. PLEDGE OF ALLEGIANCE

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

C. ROLL CALL by Clerk-Treasurer Young.

D. APPROVAL OF AGENDA

Councilmember Rudd made a motion to approve the agenda as presented. Councilmember Miller seconded the motion. All were unanimously in favor.

2) APPROVAL OF THE CONSENT AGENDA

A. CONSIDER APPROVAL OF THE DRAFT UNAPPROVED MEETING MINUTES – 10-13-2021 PUBLIC HEARING

B. CONSIDER APPROVAL OF CLAIMS (ACCOUNTS PAYABLE VOUCHERS)

C. CONSIDER NAEC REQUEST TO USE NAEC EDIT FUNDS

Councilmember Rudd made a motion to approve the consent agenda. Councilmember Miller seconded the motion. All were unanimously in favor.

3) PRESENTATION

A. HUMAN RIGHTS CITIZENS ADVISORY COMMITTEE

Human Rights Citizens Advisory Committee President Domonic Potorti gave a presentation to the Town Council reporting on their work the last nine months. He advised that they had researched other communities with a Human Rights Commission and explained the Need, Scope, Function and Structure of a Human Rights Commission. Mr. Potorti encouraged the Town Council to create a Human Rights Commission for Nashville/Brown County.

President Gore and Councilmember Rudd commented that this committee was very thorough in their research. President Gore noted that it seems that they are proposing to be an advisory board and will offer education. Mr. Potorti explained that a local Human Rights Commission would give a face to help people place complaints with the State Human Rights Commission. They will also provide education and community awareness. The State Human Rights Commission has offered to help with education and awareness.

Vice-President Crocker would like to take some time to review the work done by the Human Rights Citizens Advisory Committee and get additional input from the community. She commented that she is

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proud of the group and noted they have gone above and beyond the Council's expectations. Councilmember Hofstetter echoed these words.

Mr. Potorti asked the Town Council Members to contact any member of the Committee if they have any further questions.

4) CLERK-TREASURER REPORT

A. FUND BALANCE REPORT

Clerk-Treasurer Young advised that the fund balance report was previously sent out the Town Council for their review. She noted that the State is requiring them to change fund numbers to be consistent with State assigned numbers by the end of this year. Next year they will have to change the fund numbers from three to four digits, once again as a directive from the State.

Clerk-Treasurer Young presented two manual claims to be approved: Spot Light Strategies for opioid posters and brochures in the amount of \$380 and TAFT Stettinius & Hollister, LLP for professional services rendered in the amount of \$6,300. Councilmember Hofstetter noted they still have grant funds to pay for the opioid posters and brochures.

Councilmember Rudd made a motion to approve the two claims. Vice-President Crocker seconded the motion. All were unanimously in favor by roll call vote.

Clerk-Treasurer Young announced that the Town's 2022 Budget has been approved by DLGF.

B. FIXED ASSETS REPORTING

Clerk-Treasurer Young advised that they have to have their fixed asset data reviewed and input in the system by the end of the year. This is a big project and earlier this year they had looked at hiring a firm to do the work. She advised that it is too late to hire someone now and asked the Town Council to allow for overtime to get the work done. Discussion.

Councilmember Rudd made a motion to approve the overtime or whatever they need to get the project done. Vice-President Crocker seconded the motion. All were unanimously in favor by roll call vote. Councilmembers Rudd and Hofstetter as well as MOC Norton volunteered to help with the project.

C. STATE BOARD OF ACCOUNTS AUDIT

Clerk-Treasurer Young reported that the State Board of Accounts is currently doing an audit of their records through 2020. They have paused the audit at this time and will come back within the next 30-60 days.

D. ADDITIONAL APPROPRIATIONS

Clerk-Treasurer Young advised that she has applied to the State for the additional appropriations. The public hearing has been advertised for Wednesday, December 8, 2021 at 5:30 pm.

5) HIRING FREEZE

Vice-President Crocker commented that they had previously discussed having a hiring freeze. She suggested a hiring freeze unless the Council approves of the hiring of all employees. Councilmember Hofstetter asked Vice-President Crocker to elaborate on this. Vice-President Crocker explained that she has been very involved with the budget and wants to make sure no hiring gets done without Council's awareness and approval.

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Police Chief Seastrom announced that he has three officers that may be leaving within the next month. He was given permission by the Police Merit Commission to hire their replacements. Discussion of replacement of employees.

Vice-President Crocker made a motion that no hiring be done unless the Council approves it. Councilmember Hofstetter seconded the motion. Discussion. All were unanimously in favor by roll vote.

6) MONTHLY DEPARTMENT REPORTS

A. TOWN ADMINISTRATION

• TOWN ATTORNEY BID OPENING

Administration Manager Carr reported the Town Attorney position was advertised in the local newspaper for two weeks. They have received one bid from Jones Law Offices. She opened the bid and advised it included a resume and the following rate schedule: \$750 monthly retainer, additional Town Attorney services \$150 per hour, paralegal services \$20 per hour, law clerk services no charge, travel fees at State rate, minimum charge increments 25 per tenths of an hour.

President Gore noted that Attorney Wanda Jones was present if the Council had questions. Vice-President Crocker asked what Attorney Jones's background was as far as government. Attorney Jones advised that she represented the City of East Chicago for a number of years and has a good handle on municipal issues. She has had an office in Nashville for 14 years.

Town Attorney Roberts offered to transition smoothly the position with a newly contracted attorney. He noted that he has known Attorney Jones for 14 years and commented that she is a sharp attorney.

President Gore advised that the bid process closed at 6:30 pm tonight and they only had one bid. Vice-President Crocker commented that she understood they did not need a sealed bid from a provider. Town Attorney Roberts advised that this is a contractual services contract, and they can reopen the bid process. President Gore explained they are taking this bid under advisement tonight, but the Council will need to hire an attorney by the end of the year. Discussion.

Councilmember Hofstetter made a motion to reopen the bid process to December 16, 2021. Vice-President Crocker seconded the motion. Discussion. Roll call vote: Vice-President Crocker, Councilmember Hofstetter, and Councilmember Miller voted in favor of the motion. President Gore and Councilmember Rudd voted against the motion. The motion passed 3-2. Administration Manager Carr will have the advertisement placed in the Brown County Democrat.

• COMMUNITY CROSSINGS GRANT

Administration Manager Carr advised that the Town received Community Crossing Grant Funds in the amount of \$287,782.50. To proceed with the grant, she asked that the Council pass Resolution 2021-15 allowing the Town Council President to sign paperwork pertaining to the grant.

Vice-President Crocker made a motion to adopt Resolution 2021-15 and read aloud by title only. Councilmember Hofstetter seconded the motion. All were unanimously in favor by roll call vote.

• ONE WAY ALLEY ON PITTMAN HOUSE LANE

Administration Manager Carr asked the Council if they can make Pittman House Lane from Van Buren to Old School Way a one way alley going east. She explained this will help with pedestrian safety. Discussion.

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Vice-President Crocker made a motion to make Pittman House Lane a one way alley eastbound from Van Buren Street to Old School Way. Councilmember Rudd seconded the motion. Town Attorney Roberts will draft an ordinance making the change to the road direction and will have it ready for the December meeting.

- **GREEN SIGNS FOR ALLEYS**

Administration Manager Carr advised that some alleys have green signs rather than the nicer wooden signs. They would like to put the smaller green signs on the alleys as these areas are narrower. She presented pricing from \$30 to \$33 per two sided signs. Vice-President Crocker commented that our nicer wooden street signs should be reflective so they can be seen in the dark. Discussion. Administration Manager Carr will have Administrative Assistant Fisher inquire as to adding reflective lettering to the wooden signs.

Councilmember Rudd made a motion to have the smaller green signs in the alleys. Councilmember Miller seconded the motion. All were unanimously in favor by roll call vote.

- **STREET LIGHT REPAIRS**

Administration Manager Carr reported that she received the estimate for the street light stonework repairs. She explained that the light posts in front of the PNC Bank, Candy Emporium and Miller's Ice Cream need the most work. The other light posts will have the broken concrete chipped out and replaced. Mark Millhoff has given a quote of \$1,400 for materials and labor to do all the repairs.

Councilmember Rudd made a motion for Mr. Millhoff to do the work for \$1,400. Vice-President Crocker seconded the motion. All were unanimously in favor by roll call vote.

- **OLD PUMP HOUSE**

Administration Manager Carr advised that she received a call today from someone wanting the old pump house that was located on the Village Green. She explained that a couple of other people wanted this building, but the Council never came to a decision. Discussion.

Vice-President Crocker noted this is not an historic building. She said to offer it to Mr. Wolters, then the Rotary and then to the third person.

- **ADMINISTRATIVE ASSISTANT**

Administration Manager Carr reported that Mary Beth Fisher has submitted her retirement notice. She will be leaving January 28, 2021. Administration Manager Carr would like to put an ad in the newspaper for this position so that Ms. Fisher can train the new person.

Councilmember Hofstetter would like to look at the job description and possibly make changes to job duties. President Gore advised they already hired a company to redo the Town's job descriptions. Clerk-Treasurer Young explained that is all a part of the Employee Handbook the company is working on. Discussion.

Councilmember Rudd made a motion to allow for rehire of this position. Vice-President Crocker seconded the motion. Discussion. All were unanimously in favor by roll call vote.

B. POLICE DEPARTMENT

President Gore advised that Police Chief Seastrom had submitted his monthly report to the Council.

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Police Chief Seastrom advised that he had been given permission by the Police Merit Commission to start the hiring process to fill the three officer positions that will be leaving the Town. He explained that two officers have accepted offers and another officer has said they will be leaving by the end of the year. They currently have six full-time officers but three are leaving. The salary ordinance allows for 6 full-time officers. Discussion.

Police Merit Board Vice-President Jim Hays advised that putting off hiring for 30 days will put the Police Department in a bind. He asked the Council to give Police Chief Seastrom the approval to start the hiring process. They will not actually hire an officer until the other officers leave the department.

Vice-President Crocker made a motion to hire officers after they get written resignation letters from the current officers. Councilmember Rudd seconded the motion. Discussion. Vice-President Crocker withdrew her motion.

Vice-President Crocker made a motion to give permission to replace the three officers leaving. Councilmember Rudd seconded the motion. Roll call vote: President Gore, Vice-President Crocker, Councilmember Rudd, Councilmember Miller voted in favor of the motion. Councilmember Hofstetter voted against the motion. The motion passed 4-1.

Police Chief Seastrom reported it has been a busy couple months and they are prepping for the Christmas Parade on December 4, 2021.

C. CONSULTANT

• UTILITY SERVICE BOARD REPORT

MOC Norton reported that the Utility Service Board will have their next meeting on December 8, 2021 to finalize the 2022 Water and Sewer budgets. Those budgets will then be presented to the Town Council at the December 16, 2021 meeting.

MOC Norton announced that USB President Roger Kelso has resigned from the board as he has taken on another job. President Gore advised that she is working on finding another person to replace Mr. Kelso.

• SANITARY SEWER PROJECT

MOC Norton advised that the Council has a contract with MS Consultants to begin design of the sanitary sewer project. They have received two million dollars in grant funds for this project but will need to find additional funds. The State Park project is moving along, and part of the work is up Town to complete. MOC Norton asked for the Council's notice to proceed with the design of the project. Councilmember Rudd commented that the whole project is important to the Town, and they should do the work. President Gore would like a breakdown of the costs of the project. Discussion.

Councilmember Rudd made a motion to approve funding the design work. Vice-President Crocker seconded the motion. All were unanimously in favor by roll call vote.

MOC Norton received word that the design fee for the sanitary sewer project is \$360,000. This includes environmental reporting and design work. Councilmember Rudd withdrew his previous motion.

Councilmember Rudd made a motion to move forward with the environmental reporting and design phase. Councilmember Miller seconded the motion. All were unanimously in favor by roll call vote.

• **INFRASTRUCTURE BILL**

MOC Norton reported that the Federal infrastructure bill has passed and will bring a substantial amount of money to the State. The State Revolving Loan Fund will receive funds to pass out to cities and towns for water infrastructure improvements. The Town will need to make sure they are first in line for funding. They will need to be shovel ready to get the funding. Discussion. MOC Norton will be keeping an eye on all available funding and timelines.

D. TOWN ATTORNEY

Town Attorney Roberts reported that he has been working with Administration Manager Carr on the increased BZA fees for sign applications. He will create an amendment to the Town's fee schedule ordinance to say our fees will be consistent with those determined by the County Area Plan Commission.

7) UNFINISHED BUSINESS

A. DISCUSS NOISE ORDINANCE

Vice-President Crocker advised that she has started a discussion through email about the noise ordinance. She has gotten behind due to some personal reasons but is ready to start back up. Lengthy discussion regarding the need for an enforceable noise ordinance. Councilmember Miller would like to hold a committee meeting in person.

B. 2022 COUNCIL APPOINTMENT REMINDER

President Gore reported that the Council has in their packet a list of board and commission appointments that will be needed for 2022. They will need to make these appointments at the closeout meeting December 30, 2021. She encouraged people to apply for the boards and commissions. Records Clerk Jones advised that she has a live link for the Council to review as to who has applied for which boards.

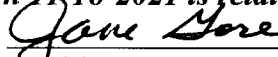
C. CONTINUED NOISE ORDINANCE DISCUSSION

Several audience members spoke about the noise violations from music at Hard Truth Hills and loud motorcycles driving through Town. Discussion. The Council instructed Police Chief Seastrom to enforce the noise ordinance and deal with any complaints.

8) ADJOURN

Vice-President Crocker moved to adjourn the meeting. Councilmember Rudd seconded the motion. All were unanimously in favor. President Gore adjourned the meeting at 8:58 pm.

The audio recording made at the Town Council meeting on 11-18-2021 is retained in the office of the Town Clerk-Treasurer.



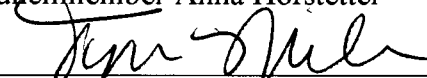
President Jane Gore

BY REMOTE ACCESS VOTE

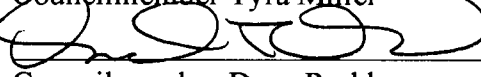
Vice-President Nancy Crocker

BY REMOTE ACCESS VOTE

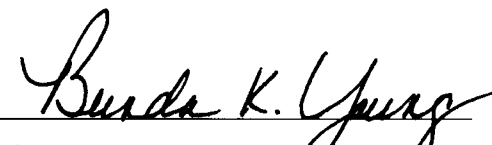
Councilmember Anna Hofstetter



Councilmember Tyra Miller



Councilmember Dave Rudd



Clerk-Treasurer Brenda K. Young