

# Town of Hamilton

900 S Wayne St – PO Box 249

Hamilton, In 46742

January 6<sup>th</sup>, 2020- Town Council Meeting  
7:00pm

## **1. Clerk Treasurer Hester Stouder called the meeting to order at 7:00 pm.**

Roll call: Councilors Mary Vail, Gerry Martin, Nancy Renner, Danny Lingo and Steve Blum were present. The Clerk Treasurer, Hester Stouder was present to record the meeting. Assistant Town Attorney Darrick Brinkerhoff and Town Manager Brent Shull were both present. Attached is a list of audience members.

**Election of Officers** – Clerk Treasurer Hester Stouder opened the floor to take nominations for office of President. Councilman Gerry Martin nominated Mary Vail. Danny Lingo seconded the nomination. With no other nominations brought before the board, a motion was made by Danny Lingo to close the nominations. Steve Blum seconded the motion, motion carried. All members present voted in favor of the nomination, with Mary Vail abstaining. Mary Vail will serve as the boards President.

Mary Vail then opened the floor to take nominations for Vice President.

Steve Blum nominated Danny Lingo for Vice President. With no other nominations, Danny Lingo motioned to close the nominations. Nancy Renner seconded the motion, motion carried. Nancy Renner also seconded the motion for Vice President. All members present voted in favor of Danny Lingo as Vice President.

**Reading and approval of the December 30<sup>th</sup>, 2019 minutes** – Councilman Steve Blum motioned to approve the minutes as presented. Danny Lingo seconded the motion, motion carried.

## **ISSAC LEE – STEUBEN COUNTY EDC**

EDC director Isaac Lee came before the board to give a recap of 2019. He provided packets of information to the board highlighting the years achievements and goals going forward. They have been happy to increase the number of people and pay in the workforce and continue to find new ways to put Steuben County on the map for development and growth. The EDC has added Mike Landrom to their staff to specifically help in the area of workforce development. He is helping to bridge the gap between young students and the workforce. They are hosting multiple workshops to allow students hands on experience with hammers, power tools and similar items. As well as showcasing the different manufactures in a “Made in Steuben County” event. These are very well received and have helped students see other options for those who may not be attending college.

The EDC looks forward to 2020 and expanding their outreach.

The Council thanked both Mike and Isaac for their time and said the Town would be more than willing to help with outreach and any programs that continue to help Hamilton and the entire County.

**Clerks Report** - *The clerk has submitted financial EOM/EOY statements and payroll to the Council.*

- A. Claims – There were no new claims to approve.
- B. Delinquent Accounts – Danny Lingo motioned to approve the delinquent accounts, Steven Blum seconded the motion, motion carried.

#### **4. Reports**

A. *Town Manager* – Town Manager Brent Shull provided the contract from ERI for the Beach project and bid packets for contractors. ERI's total cost for services is \$40,800.00 with an additional \$2000 for suggested reimbursable expenses.

Councilman Steve Blum motioned to approve the contract with ERI for the Beach project, Gerry Martin seconded the motion, motion carried with unanimous approval.

They estimate to bid the project mid-February and will start the project in early September to avoid interfering with the public beach in the summertime. They estimate the project could take up to 4 months.

The Flagpole and base that was previously approved by the Council will be up before Memorial Day. The American Legion has expressed an interest in paying for base that will display various emblems.

Brent will be discussing the extension of the sidewalk with the owner of Captain Pete's and will see if he would like to cover the expense of getting the sidewalk from the end of the project to his store.

Brent previously informed the board of a temporary easement INDOT was going to pay the Town \$1,000 for so they can upgrade the sidewalks along Wayne Street. Dan reviewed the agreement and saw no reason to object. Brent needs the Council's formal approval so he can sign the agreement. Councilman Steve Blum motioned to approve Brent to sign the agreement. Danny Lingo seconded the motion, motion carried.

Due to Jim Ingledue's passing, the Town will need to fill his vacancy on the RDC board. The position is appointed by the Council President. Council President Mary Vail recommended Tom Werling who she knows well and has over 17 years' experience with construction and development. He is knowledgeable and would be a great addition to the board. Without any objections or other recommendations, Council President Mary Vail appointed Tom Werling to the RDC.

*Please see attached report*

B. *Street Department* – Leaf collection is done for the year and the department is ready for the plowing season. Christmas lights and decorations have been taken down. The new mower has been picked up and the County has been contacted regarding the drain near Gnagy Park and Fish Creek Trail.

*Please see attached report*

C. *Police Department* – Marshal Jerney Warner recommends Christopher Thomas as a new reserve. Danny Lingo motions to approve Mr. Thomas based on the Marshals

recommendation. Nancy Renner seconds the motion, motion carried with unanimous approval.

Marshal Warner also recommended Officer Tom Frederick be moved into the position of Detective. The board had no objections, Councilman Steve Blum motioned to approve Officer Tom Frederick as the departments Detective. Mary Vail seconded the motion, motion carried.

*Please see attached report.*

D. *Water Department* – Macallisters completed the preventative maintenance on the generator and will be coming back to make needed repairs. The cost of \$1759.65 is within Brent’s spending authority, he just wanted the board to be aware of what was going on.

Peerless has taken the pump and motor out on the High Surface Pump #3 to make needed repairs. Due to this being down, the department will need notified if there is a fire so they can adjust for the high usage.

Peerless will be installing the new SCADA system in the next 2 weeks.

*Please see attached report.*

## **5. Old Business –**

A. Discussion of the Water Department position – Town Manager Brent Shull said the Town did receive one qualified applicant for the position. However, the requested rate of pay (\$60,000 annually) was out of our pay range.

The Town’s assistant Superintendent, Brad Haskins did try and pass the exam that Would qualify him to legally run the Town’s water plant. Because he was unable to Pass the test the Town will need to decide how they want to move forward.

Town Manager Brent Shull said one of the test administrators, Sherri Winters, contacted him encouraging the Town to give Brad more time. Current Contractor Ben Kraft also felt like Brad deserved more time to try and pass the test. Saying he knows his job, the system and plant well.

With the recommendation to allow for more time, the Council agreed to wait the 4 months remaining in the contract with Ben Kraft, for a total time period of 6 months for Brad to retake the exam. With the Council ultimately wanting a full-time superintendent, they will revisit the topic at the end of the 4-month period.

Due to Brads working knowledge of the plant and his job, Ben Kraft will look to reduce his time spent with the Town each day. He will work with Brent, Brad and Bill to find out the minimum requirements for him to keep the Town legal and will adjust his contract accordingly.

B. Region 3A Board Appointment – Councilman Steve Blum motioned to re-appoint Town Manager Brent Shull to the board. Danny Lingo seconded the motion, motion carried.

No other old business was brought before the Council at this time.

**6. New Business** – Town Manager Brent Shull brought merit-based raises before the board for each department. Starting with the Street department, he recommended \$1.00 per hour for each employee. Saying they both continue to do their job well and even with Mark's absence of almost 8 weeks, Tom was able to run the department without hesitation. Gerry Martin motioned to approve the pay increase as recommended for Mark and Tom. Nancy Renner seconded the motion, motion carried.

Brent moved on to the water department, saying he felt Brad Haskins should see an increase of \$1.50 per hour, acknowledging the additional responsibility he has taken on while they have been without a Superintendent. He then recommended Nikki for 0.75 per hour, citing she received 0.25 in the beginning of 2019. This was due to Salary Ordinance caps that didn't allow her to receive the 0.25 increase in 2018. Steve Blum motioned to approve the increases for the Water Department as recommended. Nancy Renner seconded the motion, motion carried.

Brent recommended each full-time member of the Police Department receive \$1.00 per hour pay increase. Also noting they will wait for the new Police Vehicle to arrive before the other 2 officers start to take their vehicles home.

Councilman Steve Blum motioned to approve the \$1.00 per hour for each full-time officer as recommended. Nancy Renner seconded the motion, motion carried.

Clerk Treasure Hester Stouder asked the Council to consider a pay increase for her deputy Clerk, Jenna Steigerwald. She recommended an increase up to \$15.00 per hour, after the Council's 5% increase brought her up to \$14.41 per hour.

The Council discussed how hard Jenna works and what she has done since being hired in 2016. Due to her not having previously received a merit-based raise, the Council would like to consider moving her to \$15.50 per hour, keeping her in line with other communities pay scales and focusing on retention.

Without further discussion, Steve Blum motioned to approve the rate of \$15.50 per hour, Danny Lingo seconded the motion, motion carried.

Mary Vail then brought up Town Manager's Brent Shull's review and recommendations for pay increases. She previously emailed the board various percentages from 1-5%. The board discussed the various amounts and felt like 3% was appropriate and would help to make his pay scale more competitive with surrounding communities. Steve Blum motioned to approve a 3% pay increase. Gerry Martin seconded the motion, motion carried with unanimous approval.

**Public Comments/Questions concerning ADA or other items of Business –**

With no other comments or items of business, the motion to adjourn was made by Nancy Renner and seconded by Danny Lingo, the meeting adjourned at 8:16 pm.

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Hester Stouder, IAMC - Clerk Treasurer

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Mary Vail –Council President