

Minutes of the Wingate Town Council Meeting Held January 9, 2024

ROLL CALL

The Wingate Town Council Meeting began at 6:00 P.M. Council Members Kyle Campbell, Andrew Lorenz, & Justin Warren were present.

Also present and reporting on behalf of the Town, Town Maintenance Supervisor, Jay Busse of Busse Excavating, Troy Ellis of UMAC, Town Marshal Jared Kirby, Darren Forman the Fire Chief Coal Creek Fire Department, and Janet Alexander and Suzy Bass of Local Government Services.

ELECTION OF OFFICERS

Andrew Lorenz nominated Kyle Campbell for Board President. Justin Warren seconded the nomination. There were no other nominations. The nominations were closed. The nomination of Kyle Campbell was put to a vote. All members voted aye. The motion carried.

Kyle Campbell assumed the duties of Council President.

APPROVAL OF MINUTES

The minutes of the meeting held December 12 were presented for approval. Andrew made a motion to approve the minutes as presented. Justin seconded the motion. The motion was put to a vote and the motion was carried.

DEPARTMENT REPORTS

Town Maintenance Supervisor

Jay Busse presented his new contract dated January 9, 2024. This is a three-year agreement for \$2,200 per month. The contract price will increase each January by 5%. The services provided under the contract include the following:

Spring/Summer Duties:

Mow And Trim All Town Properties As Needed.

1. Spray for weeds when needed (Town will supply weed killer)
2. Grade alley ways and put gravel down as needed (Town will supply gravel)

Fall/Winter Duties:

1. Plow snow (start at 3 inches) and spread salt (Town Provided)

2. Develop a snow removal plan with Town Board
3. Keep town buildings clear of ice and snow
4. Assist with Town Clean Up Day
5. Help with CCMG grant application

Year-Round Duties:

1. Attend monthly Town Board meetings
2. Keep streets free of debris and trash (limbs, trees, litter, etc....)
3. Clean Catch Basins
4. Help with Utilities per town clerk
5. Assist with waterline repairs and breaks (will be billed at an additional rate), sewer repairs (will be billed at an additional rate), storm drain repairs (contact someone to repair and assist)
6. Be on call for emergency situations
7. Clean up limbs at the park when mowing, will report any damage to the park to the town
8. Work with Utilities Manager
9. Assist Town Clerk
10. Assist town residents with complaints and concerns

Extras

11. Hot patch in summer months
12. Blighted property (Price will be based on what needs to be done)

A discussion was held. Council President Kyle made a motion to approve the proposed contract. The motion was seconded by Justin. The motion was put to a vote and the motion was carried. The Council signed two copies of the contract, one for Jay and one for the Town.

Jay provided a list of projects that he requested the Council prioritize in 2024 including: Jay explained that the prices shown are estimates. He did confirm that the price shown for the replacement of the septic tank at Troy Teeter's property on Wabash is actual.

1. Install 1 Inch Water Main South From The Water Tower With No Shut Off. Galvanized Line, Multiple Repairs. \$7,800.00
2. Septic@ Troy Teeter on Wabash. \$1,900.00. Troy will pay for the labor.
3. Lead And Copper Inventory For 2024 (this project has been contracted out)
4. Replacing the Flush Hydrant On West High St And Crawfordsville Rd. \$3,800.00 X 2
5. Storm Drains, Jetted And Repaired Around Town. \$4,000.00 Plus

6. Install 1 Inch Water Main On South McClure From Wabash To Dead End. \$12,650.00
7. Valve Markers With Labels For Location In Winter. \$1,300.00
8. Storm Drain On East Wabash At McClure St. \$5,500.00
10. Smoke Testing On Sewers To Help With Infiltration. \$5,500.00
11. All New Street Signs Brought Up To State Code For 2024.
12. Cleaning out the Fence Row At Sewer Plant – in the Fall
13. Drainage Issues At The Park – no estimate – he is talking to the County about this.

Discussion was held regarding replacing the septic tank on Troy Teeter's property item #2 and a discussion about when would be the best time to address item #1 Install 1 Inch Water Main South From the Water Tower. Jay explained that he would like to time this repair with the draining of the Water Tower when Leary rewaxes the interior. A discussion was held. Janet Alexander commented that some of the projects listed might be eligible for the Readi 2.0 project. The deadline for submission is February 14th.

Jay has been sending information to Sherri Winters, the contractor who is preparing that report for the Town. He believes she will have a report ready by February.

Jay also has been communicating with Robert Reynolds, the accountant at London Witte Group who is preparing our capital asset inventory. Robert will be coming to meet with Jay February 13th before our council meeting to finalize the report.

Kyle Campbell made a motion to replace the Septic Tank at 216 Wabash St. Justin Warren seconded the motion. The motion was put to a vote and the motion was carried.

UMAC

Troy Elless reported on the Water Tower inspection report from December 13th which was provided to each Board Member. He also reported on the lagoon testing November numbers were not bad. He does not have December's numbers back. He also said that several of the Lead and Copper surveys have been returned.

Town Marshal

Town Marshal Jared Kirby reported that he has responded to thirty three calls for service in December. He provided a report for the month of December. He also has continued to research leasing the Flock Camera's. Two cameras minimum are required to tie into the County system costing \$2,500 – \$2,700 each per camera per year. He is talking to the Chief Deputy Sheriff about cost sharing. Kyle requested that Jared schedule a demonstration for the March meeting. The check for the car has not been cashed. He is also pricing decals for the new vehicle.

Coal Creek Fire & Rescue – Fire Chief Darren Forman

Fire Chief Darren Forman reported on the number of runs that took place during 2023. He stated that they received 130 total calls for service. In December they received eleven (11) calls. Eight (8) from New Richmond addresses and three (3) from Wingate. Two of the eleven were fire rescue calls, nine (9) were EMS. They averaged 5-6 responders per call.

Clerk Treasurer’s Office Report

Janet Alexander reported on the following items of Town business.

ADA Compliance The Council approved a quote provided tonight from Municipal Civil Corporation for \$2,500. Kyle made a motion to approve the proposed contract. Justin seconded the motion. The motion was put to a vote and the motion was carried.

Billing and Disconnection Policy for Utility Customers -Janet asked the Board to review the standing memo from the prior Board regarding utility policy on disconnection. The Memo was reviewed by the Board. A discussion was held. Suzy explained that Kathy Pipher will be in the office on the 15th until 5:00 p.m. She will also be here on shut off day. Kyle made a motion to approve the disconnection memo. Justin seconded the motion. The motion was put to a vote and the motion was carried.

Project Updates

Codification – American Legal Update –sent an email stating that they are reviewing our existing codes. Janet said she does not expect to hear from them before May.

Readi – 180 Park Project – Janet explained that there was a zoom meeting today and she learned that the officials had decided to disallow the Courthouse improvements as matching funds for Wingate. The grant requires 1:1 matching funds. Wingate has committed \$16,700; The Community Foundation has committed \$41,801.75 which totals \$58,502. So, our share of the Readi Funds will likely be \$58,502 for a total of \$117,004.00.

Readi 2.0 Deadline Feb 14 - I have just received information about the next round titled Readi 2.0 the deadline for submission of applications is February 14th.

Proposed Additional Appropriation In order to fund the financial commitment made for the Park Improvement Readi grant and to ensure that we will be able to pay for the radio meter reading equipment using the American Rescue Plan Funds, the following additional appropriations will be advertised, and an ordinance will be presented at your next meeting to appropriate these funds.

The Board was given a report showing what was already appropriated for 2024. Kyle approved the advertisement of the additional appropriation.

FUND NAME	FUND NO.	LINE ITEM	CATEGORY	REQUESTED
<i>Rainy Day Fund</i>	<i>2450</i>	<i>2450001200</i>	<i>Operating Supplies</i>	<i>\$2,000.00</i>
<i>Park Donation Fund</i>	<i>2300</i>	<i>2300001230</i>	<i>Operating Supplies</i>	<i>\$684.00</i>
<i>Riverboat Sharing Fund</i>	<i>2235</i>	<i>2235001200</i>	<i>Operating Supplies</i>	<i>\$5,986.0</i>
<i>American Rescue Plan</i>	<i>2401</i>	<i>2401001200</i>	<i>Operating Supplies</i>	<i>\$41,482.82</i>
<i>Opioid Unrestricted</i>	<i>2256</i>	<i>2256001200</i>	<i>Operating Supplies</i>	<i>\$441.00</i>

Credit Card Policy – Janet explained that the Town has two credit cards issued. One to the Marshal and one to Kathy Pipher. The card that Kathy has will be transferred to Kyle once the banking is sorted out. There is a policy that was adopted by the prior board.

Nepotism - At the end of the year the Town Council members will be required to sign two affidavits stating that they did not hire or contract with any close relatives pursuant to the Town Ordinance.

Website update – January 22 – Janet told the Town Council that she has scheduled an appointment with Indiana Office of Technology to discuss them hosting our website. She is also looking into Indiana email addresses for the Town. She will have more information to share at the next meeting.

Park Annexation She also stated that she would be reaching out to Stu Weliever regarding annexing the Park land into the Town.

FINANCIAL REPORTING

The financial reports for the month of December 2023, including the Fund Report, Appropriation Report, Bank Statement, and Bank Reconciliation, & a Utility Adjustment in the amount of \$349.19 were presented. Andrew Lorenz made a motion to approve the financial reports as presented. Justin Warren seconded the motion. The motion was put to a vote and the motion was carried. The members were asked to sign or initial each page presented.

The Accounts Payable Docket dated January 9, 2024, for \$44,532.02 was presented for approval. Kyle made a motion to approve the claims payable docket as presented. Justin seconded the motion. The motion was put to a vote and the motion was carried. The members signed the claims payable docket.

OLD BUSINESS

There was no Old Business presented.

NEW BUSINESS

There was no New Business presented.

OTHER BUSINESS

There was no Other Business presented.

PUBLIC COMMENT

President Kyle Campbell asked if anyone from the community present had any comments.

- Darren Forman stated that if the Town wants to order any additional Christmas lights, he needs to have our order no later than St. Patrick's Day.
- Troy Teeter stated that he wants the Town to improve the basketball goals in the Park. He was told that there is a fundraising effort on-going to improve the park.

Andrew Lorenz commented on the need for a Preliminary Engineering Report concerning the Wastewater Treatment plant. Justin made a motion to direct Janet to obtain quotes for a Preliminary Engineering Report Andrew seconded. The motion carried.

ADJOURNMENT

As there was no further business to be conducted by the Town Council there was a motion to adjourn to 7:04 P.M. The next regular meeting of the Town Council is scheduled for 6:00 pm February 13, 2024.

Respectfully submitted,



Kyle Campbell

Town Council President & Acting Clerk Treasurer