Town of Williams Creek

Minutes – Town Council meeting Monday, June 12, 2017
Hollyhock Hill Restaurant

Attendance:

Present:

Maureen Burger, Town Council President
Matt Neff, Town Council Member
Allen Kasper, Town Marshall
Bob Parrin, Clerk-Treasurer
Michael Wernke, Town Council Member
Ted Dawson, Town Council Member
Lynn Yates, Town Attorney

Absent:

Craig Skelton, Town Council Member

Others present:

Richard Dickenson
Patty Hefner
David Fishman
Dennis Dann

Agenda and discussion:

1 . M. Burger called the meeting to order at 7:30pm.   A quorum was reached with four council members present.

2. M. Burger asked for comments and a motion to approve the meeting minutes of April, 2016. There being no comments, on a motion by T. Dawson, seconded by M. Wernke, a unanimous vote approved the minutes.

3. R. Parrin reviewed the May 31, 2017 financial report previously distributed to Council members. Cash balances were unusually high in several funds due to extraordinary items. These were the Security System donations at $170k, the Community Crossings matching grant of $42k and the Town's match of $42k. Other cash balances are sufficient for normal operating expenses.

4. R. Parrin reviewed the SBOA audit results for 2012-2016. There were four findings.

- The Town was unable to produce the last salary ordinance required by IC 36-5-3-2b. Corrective action: Council to pass salary ordinance for FY2018 at October meeting.

- The Town does maintain optical images of the fronts of checks, an image of the back of checks is not maintained. Corrective action: R. Parrin to inquire with Chase Bank about receiving images of both sides.

- About 30% of the time, the Town did not deposit funds received by the next business day. This is due to the part time nature of the Clerk-Treasurer position. Corrective action: The Clerk Treasurer will increase efforts to deposit checks by the end of the next business day.

- It was found that while check receipts were properly recorded, a formal receipt was not immediately prepared and given to the person making payment. Written receipts were given at a later date by the Town Council President. Corrective action: As this was only applicable to Capital Campaign donations, any future campaigns will take into account this guideline.

- There were two minor items for discussion only.

On a motion by M. Neff, seconded by M. Wernke, the audit report was accepted by the Council on unanimous vote.

5. R. Parrin advised the Council on the budget calendar for FY 2018. He will prepare a draft budget for Council review at the August meeting. There is one significant change by the Indiana legislature this year. Towns are no longer able to pay for law enforcement costs out of the MVH fund. R. Parrin will define the impact on other funds for 2018.

6. A. Kasper reported on recent activity.

- He and M. Burger advised the status of equipping the Town patrol car with Narcan, a drug for the emergency treatment of opioid overdose and the training of all deputies. The Town is waiting for its supply of the drug. M. Burger to follow up.

- There was discussion of enforcement of the golf cart ordinance after a recent incident in Town. This led to a discussion of the ability of Meridian Hills deputies to enforce Town ordinances. The current Public Safety Resolution was reviewed.

  It was concluded that a more comprehensive Mutual Aid Agreement be established with the Town of Meridian Hills. It might be advisable to have an agreement with IMPD as well. The following action plan was agreed.

  - M. Burger to contact the TOMH Council president about formalizing an agreement.
  - A. Kasper to deputize TOMH deputies as TOWC deputies
  - Draft a mutual aid agreement with Meridian Hills: A. Kasper and L. Yates.
  - R. Parrin to advise if TOMH are co-insured on the TOWC liability insurance policy.

7. Report from Safety and Security Committee (Burger, et al)

- M. Burger and M. Neff briefed the group about the security system project. The Town is now considering a real time wireless alternative to the previously specified surveillance system. On advice from the Town Attorney, the Council agreed to continue working with Siemens on the new system. Currently, Siemens is testing a camera and router combination for the Town's consideration. Two test sites will be in operation at Forest/Morningside and Westwood/High by June 16 for evaluation of video clarity and data transmission requirements. If acceptable, this system will have significantly lower capital cost.

- M. Burger advised that Project Green Light is on hold with IMPD.

- At the request of residents, R. Parrin proposed traffic mirror installation at the intersections of High/Hillcrest and 79th/Morningside. The Council agreed to install a 36" mirror on the existing post at High/Hillcrest at an estimated cost of $500.

8. Report from Revenue Stream Committee (Wernke and Burger)

- M. Wernke is moving forward with another Community Crossings Grant application for road repair.

- The resurfacing of Morningside Dr. from 79th to Forest will be completed in the coming weeks. Hillcrest will be deferred pending completion of the construction traffic for the new home at 7922 Hillcrest.

9. Reports were made by the Sense of Place committee.

- The Town is in the process of a full review of the Town's Administrative Code(1992). The Council has been solicited for update ideas to be submitted to L. Yates.
- R. Parrin is working with DPW to address drainage issues at 79th/Morningside, Forest/Morningside, 7909 Ridge and 155 Forest.

10.. New business:

- P. Hefner raised the issue of the continued loss of mature trees in Town. The Council agreed that a right-of-way planting program should be considered. R. Parrin to inquire with the City about its blanket order with tree suppliers and advise P. Hefner.

There being no further business, on a motion to adjourn by M. Neff seconded by T. Dawson, the meeting was adjourned.

The next meeting of the Town Council is scheduled for Monday, August 14, 2017 at 7:30 PM at Holly Hock Hill restaurant.

Minutes recorded by R. Parrin, Town Clerk-Treasurer.