

Town of Thorntown  
Town Council Meeting  
January 20, 2020  
7:00 pm

Council President, Bruce Burtner, opened the Council meeting of January 20, 2020, at 7:00pm. All in attendance joined in the Pledge of Allegiance.

Roll Call: All Council present (with the exception M. Garing needed to excuse himself during the meeting), Clerk Treasurer, Koren Gray; Utility Superintendent, Gary Moody; Community Development Director, Angie Moody; Planning Commission President, Shawn McClintock; George Gideon, Utility Board; were also in attendance. Town Attorney, Amy Nooning, was absent.

**Guests:**

Kevin Hill, our liability insurance carrier from NFP Property & Casualty, presented a quote for Cyber Security. This quote would take care of ransomware in the event our town computers were attacked. The cost is \$1199.00 per year.

Doug Wilhoite, our Computer Tech from LetsDoNet, shared some of his information regarding our security that is currently in place. He can add a malware addition to our computers at a cost of \$50/5 computers. He advised we need to be password safe and keep back up information on flash drives.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) - Gary announced the Utility Department is looking to purchase a new truck. His best quote is from Gene Lewis Ford at a price of \$23,498 for a 4x4 2020 Ford. The cost will be split between Electric, Water and Sewer utilities. This truck will replace the 2007 Chev. Sara made a motion to allow the Sewer Utility to pay for 1/3 cost of a new truck. Carol seconded the motion. Motion passed 4-0.

**Park and Community Development** (Angie Moody) – Angie announced she will have 2 new Park Board members, Aly Keith and Natalie Manthey Faudree. Angie Bascom will remain on the Board. The Park Board has ideas for 2020 including tennis court repair, a driveway to the small shelter house, camera repair, pickle ball court, and a fitness park.

-An Eagle Scout would like to do a project on the trail adding a bike repair station.

-The State Parks Department has a conference coming up

-No news on the data monitors being placed along Sugar Creek

-WAM – an inventory of items from the second story of Town Hall was presented. We have Resolution 2020-1 to declare this inventory as salvage. A copy of the inventory will be attached to the minutes. The Resolution was read by Sara. Sara made a motion to suspend the 2<sup>nd</sup> and 3<sup>rd</sup> readings. A second was made by Carol. The motion passed 4-0. Carol made a motion to accept Resolution 2020-1, A

Resolution Declaring Items Surplus and Authorizing the Disposition of Surplus Items. A second was made by Sara. The motion passed 4-0.

- Angie presented the Council a Certificate of Insurance and a Schedule of Compensation from Butler, Fairman & Seufert, Inc.

- Some trees will need to be removed along Plum Street. The cost was not included in the original pricing. Most of the work will be done by the Thorntown Utility Department. Angie will draft a letter to notify residents regarding the removal of the trees.

- In regard to the tow truck on the streets, weight limit on side streets are many times around 3 ton, but nothing found in writing for our town streets

- Baumgartner is coming to look at the areas that are retaining water after the paving project on Plum Street and surrounding areas.

- Angie and Sara attended the IMPA legislative dinner

- Angie would like to attend the Rural Alliance conference March 17-18-19. The early bird registration is \$150.00, and would like one night lodging at approx. \$150.00. Angie and Gary both attend. The utilities pay for Gary and one night lodging. Carol made a motion to allow payment for Angie's registration and one night lodging. A second was made by Sara. Motion passed 4-0.

- The monitoring wells are still testing

- Received a map regarding the boundary for the 2020 Census

- February 22, will be the Chili Cook-off

**Planning Commission** (Shawn McClintock) Shawn announced that Mark Garing has resigned from the Planning Commission, and Jack Pedigo has resigned as the Inspector. We will need to fill those vacancies. Amy will get information on the requirements for someone to be an Inspector.

- Still working on signage

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

- Nothing new to report

**Police Department** (Frank Clark) The Marshal reported that the Department had 3101 service calls and 51 arrests in 2018. In 2019, the Department had 3640 service calls and 66 arrests.

- The 2010 Charger is ready to go up for bid. Carol made a motion to allow the Charger to be sold. A second was made by Sara. Motion passed 4-0.

- Frank has a meeting coming up with a rep regarding the body cams

- New vests are on their way for the officers

**Fire Department** (Mike Martin)

- No representative in attendance.

**Clerk/Treasurer** (Koren Gray)

- A copy of the incorrect Appropriation Report and Fund Report have been provided as requested by the Council

- Keystone workshop was very informative and useful

- Have started working on Internal Controls Plan. It will be a work in progress. The goal is to have it completed before SBOA comes for an audit

- Planning to distribute Staff Emergency Forms. Each department head will have copies as well as the Clerk's office

-Advised MS Consultants brought us a box of candy before Christmas  
-Leaving after this evening's meeting to attend the SBOA Clerk Treasurer workshop and the AIM Conference in Indianapolis for January 21, 22, 23

**Unfinished Business:**

Town Logo – nothing new to share

A copier quote was presented from ICC Business Products to replace our copier. After discussion Koren will check back with ICC to see if we have to have the stand or if we can get a table top model. We will discuss again February 3.

Asset Inventory for the year end report – we will list our buildings and vehicles for this report. We will add to the inventory each year.

**New Business:**

Sara read Ordinance 2020-1 Amending Title 3 of the Town of Thorntown Code of Ordinances Relating to Holidays. We needed to add ½ day Christmas Eve and ½ day New Year's Eve. Carol made a motion to suspend the rules for the 2<sup>nd</sup> and 3<sup>rd</sup> readings, with a second from Sara. Motion passed 4-0. Carol made a motion to adopt Ordinance 2020-1. Sara made a second. Motion passed 4-0.

It was noted that the Salary Ordinance needs the Street Department stipend added at \$772.50/quarter for 3 employees. It was also noted that we will need to amend our Comp Time Ordinance to reflect that it applies to the Police Department.

Harold Cox, Utility Board President is requesting Ordinance 50.10.C, Disconnection for Late Payment, be revised to change the service reinstatement charge to \$25.00 from \$20.00.

Ordinance 10.25, Schedule of Fees and Fines also needs to be updated. We have updated information from the utilities and police. We need updated information from the Planning Commission after we get a new inspector.

**Comments/Concerns:**

George Gideon questioned expenditures coming from Electric and Water for Council members to attend the AIM Conference. Koren advised she would double check her information and make a correction if needed.

Shawn asked about where we stand on acquiring land for the lagoon. We are still working to get a seller.

Claims were signed.

Carol made a motion to adjourn at 9:22pm. A second was made by Sara. Motion passed 4-0.

Town of Thorntown  
Special Meeting  
Executive Session  
February 3, 2020  
6:00 pm

The Town Council of the Town of Thorntown met February 3, 2020, 6:00 pm, in Executive Session to discuss pending litigation as authorized under I.C. 5-14-1.5-6.1(b)(2)(B).

No other business was discussed.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk/Treasurer

Town of Thorntown  
Town Council Meeting  
February 3, 2020  
7:00 pm

The February 3, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The attendees joined in reciting the Pledge of Allegiance.

The following were in attendance: Bruce Burtner, Carol Keith, Sara Fairfield, Dave Williams, Mark Garing, Amy Nooning, Town Attorney; Clerk/Treasurer Koren Gray; Community Development Director Angie Moody; Planning Commission President Shawn McClintock; Marshal Frank Clark and Officer Robby Viergutz, Utility Superintendent Gary Moody, Utility Board President Harold Cox, and 9 community members. We also had representatives from three construction firms, Grady Bros., Baumgartner, and Calumet.

The Council President entertained a motion to accept the minutes of the January 20, 2020, meeting. A motion was made to accept the minutes as recorded by Carol Keith. A second was made by Sara Fairfield. Motion passed 5-0.

**Guests:**

Bids were opened from 3 construction firms for the 2019 Community Crossings Project. Baumgartner submitted \$239,814.50, Grady Bros. submitted \$217,843.84, and Calumet submitted \$209,000.00. Engineering firm BFS will review the bids and specs. The bid will be awarded at the February 17, meeting. All information is due to INDOT by February 24, 2020.

Tricia Riffin presented a request to vacate an alley between the addresses of 208 and 214 W. Main St. Sara Fairfield has checked with Gary Moody of the Utilities and this will be okay with the Utilities. A Public Hearing will need to be held and notification to neighbors of the intent. A Public Hearing needs to be held within 30 days.

Harold Cox, President of the Utility Board, discussed increasing the reinstatement fee from \$20.00 to \$25.00. This would require preparing a new ordinance. Harold will do some further research.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) - Not present for the 1<sup>st</sup> meeting of the month

### **Park and Community Development (Angie Moody)**

-Angie requested the Council appoint Aly Keith and Natalie Faudree to the Park Board. The Council agreed to the appointment. Sara made a motion to appoint Aly and Natalie. A second was made by Mark. Motion passed 5-0. Angie Bascom and Angie Moody will continue as Park Board members as well. Bruce welcomed all to the Park Board.

-Angie announced the Chili Cook-Off at the Sugar Creek Art Center February 22. There will also be an Adult Spelling Bee at the Thorntown Library February 15.

-Angie will be attending the State Park Conference, February 11, 12, 13

-The Park Board is planning to use some of the grindings from the Plum St. project to lay a drive to the small shelter house

-A letter has been drafted and is being presented to the Council to be sent to the residents along Plum St. that will be affected by the cutting of trees for the Plum St. paving project. Carol Keith made a motion to accept the letter as written. A second was made by Sara. Motion passed 5-0.

-Angie met with a representative from Baumgartner regarding the rainwater standing on West Plum St. after that street paving project. Not much can be done with the pavement situation. The old pavement was cracked, and the water drained through the cracks and there is no grass to help catch water. Possibly a perforated pipe could be installed at Plum and Vine or a catch basin at Pearl and Plum.

-May 2 will be Town Clean Up Day. Last year we used 10 dumpsters at approximately \$5800.00.

-We're still trying to get a meeting set up between Sandy and Steve Brock regarding the billing of the Storm Water fee.

-We're trying to get a meeting scheduled between IDEM and Midwestern Engineering regarding the requirements for our lagoon.

-Angie provided a calendar of events for the Art Center

### **WAM (Lisa Mohler)**

Lisa entertained discussion regarding the disposal of the salvaged items upstairs in the Town Hall. Mark made a motion to donate all the salvaged items to WAM. A second was made by Sara. Motion passed 5-0.

### **Planning Commission (Shawn McClintock)**

The Planning Commission has not met since our last Council meeting. Shawn does have a lead on a new inspector.

### **Storm Water Board (Bruce Burtner, Ben Strong, Sara Fairfield)**

-Nothing new to report

### **Police Department (Frank Clark)**

Frank has a meeting regarding body cameras coming up this week.

## **Fire Department (Mike Martin)**

No representative in attendance.

## **Clerk/Treasurer (Koren Gray)**

-A copy of the incorrect Appropriation Report and incorrect Fund Report have been presented as requested by the Council. The only thing that can really be looked at is the expenses and deposits month to date.

-The Clerk/Treasurer requested an expenditure of \$25.00 to attend a workshop in Peru on February 12. This is a workshop just for Clerk/Treasurers. Mark made a motion to allow the expenditure. A second was made by Sara. Motion passed 5-0.

-Koren explained a situation regarding the OnLine Holding account. Due to the complication of some of the issues Koren is suggesting hiring Suzy Bass to complete at least the first half of 2019 bank recs. This is being presented after a conversation with Keystone. Keystone advises Suzy is very good at bank recs. She can also remote in on the computer and make corrections. Mark felt that at this point we do not have a choice if we want to get our books brought up to date. Mark made a motion to hire Suzy Bass with a do not exceed of \$12,500 and the Council would like an update for the February 17, meeting. A second was made by Dave. Motion passed 5-0. The agreement between Thorntown and Suzy will need corrected if Suzy agrees.

-Additional AIM handbooks are \$75 each. We will be able to get digital access.

-Simply Safe – the Town Hall does not have any smoke/fire detectors in the building. We really need this especially since the upstairs will be in use. Derek put together a quote for us using the Simply Safe system. He has also included some safety features that can be added in the future. After some discussion the Council would like to get a quote from a vendor that would also do the install and monitor. Koren will work on getting a quote.

-New quote on a copier from ICC Business Products is \$4,184.00. This machine is black and white print with a stapler. Sara made a motion to purchase the copier. A second was made by Carol. Motion passed 5-0.

## **Unfinished Business:**

Town Logo – nothing new to share

Cyber Security insurance is tabled until February 17.

Sara read Salary Ordinance 2020-2, amending the Street Department stipend for the year 2019. The Street Department received \$772.50/quarter. Sara made a motion to suspend the rules regarding the 2<sup>nd</sup> and 3<sup>rd</sup> readings. A second was made by Carol. Motion passed 5-0. Carol made a motion to accept the amendment, Ordinance 2020-2. Sara made a second. Motion passed 5-0.

Comp Time Ordinance needs amended to Police Comp Time. We will table until after the Employee Handbook meeting on February 6.

Fee amendments for 10.25 Schedule of Fees and Fines will be tabled until after we receive updated fees from the Planning Commission. We also need to hire a new inspector before those fees are set.

**New Business:**

Safety.com has asked if they could include their website information on our Town website. The decision was made that, no, we do not want to advertise for another vendor.

**Comments/Concerns:**

Bruce asked BFS misc. questions regarding the price of bids and questions regarding scope of work on the 2019 CCG project.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer



Town of Thorntown  
Town Council Meeting  
February 17, 2020  
7:00 pm

The February 17, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Council: Bruce Burtner, Carol Keith, Sara Fairfield, Dave Williams, Mark Garing,  
Town Attorney Amy Nooning,  
Clerk/Treasurer Koren Gray,  
Parks/Community Development Director Angie Moody,  
Planning Commission President Shawn McClintock,  
Marshal Frank Clark and Officer Robby Viergutz,  
Utility Superintendent Gary Moody,  
Utility Board member George Gideon,  
Fire Department Fire Chief Mike Martin,  
One Choice Technology Corey Caylor,  
Dennis Dunlap – Employee Handbook,  
Butler, Fairman & Seufert - Mike Mang, Colin Sullivan

The Council President entertained a motion to accept the minutes of the February 3, 2020, meeting. A motion was made to accept the minutes as recorded by Mark Garing. A second was made by Sara Fairfield. Motion passed 5-0. Mark also made a motion to accept the minutes of the Executive Session held at 6:00 pm, February 3, 2020. A second was made by Sara. Motion passed 5-0.

**Guests:**

Calumet Construction was recommended as the construction contractor to win the bid for the 2019 Community Crossings Project. Their bid was \$209,000.00. Sara made a motion to award the bid to Calumet. A second was made by Mark. Motion passed 5-0. Since the bid is lower than originally projected, this will make our 25% match \$52,250.00. Carol made a motion to allow Bruce as the Council representative to sign the necessary paperwork. Sara made a second. Motion passed 5-0. Representatives Mike Mang and Colin Sullivan from BFS were present.

Corey Caylor, One Choice Technology, gave a presentation regarding maintaining our computers. They can provide phishing & malware programs. They can monitor our computers on a consistent basis. They can block specific sites. They would charge a flat monthly fee.

It was decided that Amy and Dennis needed to have a separate meeting before continuing with the next step with the Employee Handbook.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) - Gary advised he needs to purchase a root cutter nozzle that attaches to the wastewater machine. The cost is \$1080.00 and would come from the Wastewater Account. Mark made

a motion to allow the purchase. A second was made by Sara. Motion passed 5-0. Gary advised the new pick-up truck would be here mid-March. He also noted that the Stalcorp report is okay.

**Park and Community Development** (Angie Moody) – The Park Board will be meeting the week of February 24.

- The Park Board is proposing a Fitness Park at North Market St. It could possibly connect with the trail and could have a portable restroom.

- Angie is still working on scheduling a meeting with IDEM, Midwestern Engineering and the Town.

- The Eagle Scout is doing his fundraising for the bike repair station that he would like to put on the trail as his Scout project.

- Letters have been sent to the residents whose property involves the removal of trees along W. Plum St.

- Angie will be attending the State of the Community event sponsored by the Chamber of Commerce and Boone County EDC.

- Angie is meeting with someone regarding the town logo this week.

- Angie is still working to get a meeting scheduled with Steve Brock and Sandy Gates regarding the billing of the stormwater fee.

**After school program** (Glen Jewell, Lisa Mohler) – Glen or Lisa was not present. Angie noted they would be having a “garage sale” Wednesday, February 19, from 4:00-6:00pm.

- The after school group has met with the Health Department and have a list of improvements that need attention.

**Planning Commission** (Shawn McClintock) – The Planning Commission met last Monday, February 10. The Commission is recommending the hiring of Jerry Seymour as our Building Inspector. Jerry has previously been a Boone County Building Inspector for 8 years for residential. Mark made a motion to hire Jerry Seymour as our Building Inspector and reimburse him the cost of the certification fee he will incur to update his license. The Council is looking for Jerry to complete this certification within 6 months. A second was made by Sara. Motion passed 5-0.

- Currently the Building Inspector receives 75% of the permit fees as his pay

- It was reported that a residential home needs to be 1200 square feet, with set back off the street by 20 feet and the lot needs to be 50 feet minimum in width

- A pharmacy is also coming to town. It will be housed in the Witham Medical Building.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

- Nothing new to report

**Police Department** (Frank Clark) – Marshal Clark reported that the 3 new reserves are doing well in their training and are currently taking their first responder class.

- Robby Viergutz will be attending the Academy beginning March 9.

- Frank would like to declare the license plate reader as surplus and sell it. It costs approximately \$4000 per year for the subscription to use it. He believes it is a waste of funds.

**Fire Department** (Mike Martin) – Chief Martin is requesting to purchase a Cascade System with the Fire LIT Public Safety funds. The cost is approximately \$40,000. The cost will be split 50/50 with the Township. The Cascade System fills the bottles for the firemen. Our current system is 45 years old and does not have any security in case of explosion. The new machine is enclosed and is a safer machine. It also will fill 2 bottles at

a time where the current on will only fill one. Mark made a motion to allow the purchase of a new Cascade System. The motion had a second from Sara. Motion passed 5-0.

-Chief Martin also reported that the Dollar General Store still does not have the back door properly secured. The State Fire Marshal is dealing with the situation.

#### **Clerk/Treasurer (Koren Gray)**

-A copy of the incorrect Appropriation Report and incorrect Fund Report have been presented as requested by the Council. The only thing that can really be looked at is the expenses and deposits month to date.

-The new copier is here and is great!

-Bookkeeping 101 – the Clerk/Trea provided some handouts to the Council that she has received at one of the workshops. The information will be beneficial to the Council in making financial decisions.

-Koren provided the Council a print out report showing the basic taxes that will be received in 2020 and if they are monthly, quarterly, semi-annual or annual revenues.

-Suzy Bass has her research on the 2019 bank statements close to being finished. She will remote in to my computer and make some entries and will be here the first week in March.

-The ILMCT has a 4 day conference at Ball State in March. This is one of the events where the Clerk/Treasurers obtain some of their required 14 CEU's. Koren is requesting registration and lodging for this conference. The conference cost is \$450, lodging is \$94/night. Koren has applied for a scholarship for the conference. Notification of scholarship awards will be announced February 25. Sara made a motion for the town to pay whatever the scholarship doesn't so Koren can attend this conference. Carol made a second. Motion passed 5-0.

-There will also be conferences that the Clerk/Treasurer needs to attend in June and October.

-Koren will be taking a vacation March 15-22, and will not be in attendance for the March 16 meeting. Angie will have all of the information needed for the meeting.

#### **Unfinished Business:**

We have received additional paperwork with the legal description of the requested alley vacation between 208 and 214 W. Main St. Gary Moody will check with the residents to see if anything can be done to resolve their situation or if we want to continue with the vacating. We have 30 days from February 27, to hold a hearing on the matter.

Town Logo – Still in negotiations

Cyber Security insurance is tabled

Comp Time Ordinance needs amended to Police Comp Time. We will table until after further discussion regarding the Employee Handbook

Fee amendments for 10.25 Schedule of Fees and Fines will be tabled until after we receive updated fees from the Planning Commission. We also need to hire a new inspector before those fees are set.

Security/Fire system for Town Hall – table

Establish a Board of Zoning Appeals - table

**New Business:**

The Resolution 2020-2 was read. This Resolution declares the Sharp Digital Imager and a Konica Minolta as salvage. Carol made a motion to accept the Resolution 2020-2. A second was made by Dave. Motion passed 5-0.

The annual dues are now due for the Boone County EDC renewal. The cost is \$1000.00. Mark made a motion to accept the contract. A second was made by Dave. Motion passed 5-0.

The ImmenseImpact website renewal is also due, \$549.45. Mark made a motion to accept the renewal. Sara made a second. Motion passed 5-0.

It was presented to increase Lora Toney's payment to \$50.00 for the Town Hall cleaning. This is a \$10.00 raise from the previous \$40.00 per clean. The Utility Board approved the same increase to \$50.00. Sara made a motion to allow \$50.00 per cleaning. A second was made by Mark. Motion passed 5-0.

The Council needed to re-adopt the Indiana Unsafe Building Law. Mark read Ordinance 2020-3. Mark made a motion to suspend the rules requiring a second reading. The motion was given a second by Sara. Mark also made a motion to accept the Indiana Unsafe Building Law. Sara also made the second. Motion passed 5-0. The Ordinance will be published in The Lebanon Reporter.

**Comments/Concerns:**

Mark suggested that we put the Comments/Concerns section near the beginning of the meeting. Since our meetings are lengthy perhaps it will be helpful to the citizens if they could speak early rather than needing to wait through all of the business.

Carol discussed the comp time and the likelihood of the officers not being able to use it. She would like the Council to think about other options than the current language of our Comp Time Ordinance.

Frank advised that we have 4 Reserves total. He is working on them being able to log in to the computer system for logging calls.

Claims were signed.

Carol made a motion at 10:00pm to adjourn the meeting. A second was made by Mark. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
March 16, 2020  
7:00 pm

The March 16, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – Town Att./via phone	Mike Martin – Fire Dept.
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Shawn McClintock – Pres. Planning Comm.
Carol Keith - Council	Gary Moody – Utility Supt.	3 Community members
Dave Williams - Council	Frank Clark - Marshal	
Mark Garing - Council	Derek Babcock – Chief Marshal	
Koren Gray – Clerk/Treasurer - AB		

The Council President entertained a motion to accept the minutes of the February 17, 2020, meeting. A motion was made to accept the minutes as recorded by Sara. A second was made by Carol. Motion passed 5-0.

At this time Carol made a motion to open the Public Hearing regarding vacating the alley way between 208 and 214 W. Main St. A second was made by Mark. Mr. Riggins and Mr. Atkins, both property owners of 208 and 214 were present. Mr. Riggins advised the Council there is not adequate drainage in the area and water is seeping into his basement. He and Mr. Atkins would like the alley vacated and they will install a drainage pipe to run the water toward the street. Bruce asked if anyone opposes the closing of said alley. There was no response. Carol made a motion to close the alley between 208 and 214 W. Main St., with a second by Mark. Motion passed 4-1. Dave does not think we should close an alley in town. Amy will need to prepare an Ordinance reflecting the closure of the alley.

**Comments/Concerns:**

Mona Neese, a community member, asked the status of the Smith Building up town and is concerned about puddling in the elevator parking lot. Wouldn't this be a mosquito attraction in the summer?

Dave reported he has received information regarding the Smith Building. He also reported that fines are continuing and not been resented per Judge Vaughn. Can we place a lien on the property? Per Amy, yes this is an option. Bruce suggested that we leave this discussion for a future time.

**Guests:**

No guest speakers present

## **Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) - IMPA would like to extend our service contract to a 30 year contract to 2050 which is an additional 8 years. The Utility Board feels this will be okay but would like a representative from IMPA to make a presentation to the Town Council. Gary will set up a meeting with the IMPA and the Town Council prior to April 20.

- Stalcop is okay
- The truck will be here next week.

**Park and Community Development** (Angie Moody) – Park – still working on previous plans.

-Community Development: the 2019 CCG funds should be deposited into our account within 4 weeks.

- Trees have been taken down in Plum St. in preparation of the CCG project.
- Angie submitted a bill for \$250 for topping of some of the Plum St. trees
- Angie is still working on road inventory updates.
- Census reports have been completed
- INDOT has advised that SR 75 from SR 47 to the school will be repaved in the future
- Monitoring Wells – they want to put an additional 3 wells along Front St. The approval needs to be signed by Gary Moody as Superintendent of Utilities. Angie has not received any official reports regarding the existing monitoring wells.

**After school program** (Glen Jewell, Lisa Mohler) – Glen or Lisa was not present.

**Planning Commission** (Shawn McClintock) – The Planning Commission has completed the updates to the permits and fees

- Permits were issued for a trailer demolition and replace with a new home on South B Street, construction permits on South Pearl and West Main Streets.
- The Building Inspector is in need of a computer. There was discussion regarding pros and cons of desktop vs laptop. After discussion the purchase of some type of computer will be tabled so we can gather more information.
- We are lax on our code books for the inspector. Our books are dated 2015. New books come out every 3 years. A new updated set is approximately \$750. The inspector needs an Electric Code book. It is \$110.00. Sara made a motion to purchase the needed Electric Code book. Mark entered a second. Motion passed 5-0.
- Shawn advised that the yellow house property on Bow St. is probably not feasible for 3 homes.
- Shawn presented, on behalf of the Planning Commission, updated fees.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

- Bruce asked Amy if a Public Hearing needs to be held regarding the changing of language in the Ordinance. Amy is working with Jeremy Fetty on the matter.

**Police Department** (Frank Clark) – Presented quotes for the body cams. Frank is requesting the Axom cameras. The Axom cameras are the most durable and has a longer battery life than some of the others on the market. The Police Dept. would like to purchase 7 cameras. The cost is \$7970.80/ 5 yearly payments.

The total cost is \$39,854.00. Axom will provide the set-up and training. Frank is working on a policy in regard to record keeping, usage, etc. Mark made a motion to purchase the cameras and technology insurance plan and pay for them from the Town LIT share. The motion was seconded by Sara. Motion passed 5-0.

- Marshal Clark is writing a policy for the Covid-19 Crisis, basing it upon the Policy from the Boone County Sheriff's office. Limited exposure for non-emergency calls.

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray) – Bruce read notes that Koren left during her absence. She noted that all bank accounts except Sewer are now balanced. Koren did receive one of the scholarships of \$450 for the IMLCT conference in Muncie. The conference was great and more information was learned to help settle in the CT position.

**Unfinished Business:**

Comp Time Ordinance needs amended to Police Comp Time. We will table until after further discussion regarding the Employee Handbook - TABLED

Security/Fire system for Town Hall – A quote from B & R Fire Protection was added to the Council packet. B & R recommends commercial products. Pat Risner (B & R), is concerned if wireless will be satisfied with our building structure. TABLED

Establish a Board of Zoning Appeals - TABLE

**New Business:**

Wastewater Project: Angie advised the Lanpher's are willing to sell land and work with the Town for OCRA Grant monies. We need approval for Environmental Review (\$5,000) and Uniform Relocation Act Professional Services contract from Kleinpeter Consulting. The Grant deadline is November 2020, Grant award is April 2021, and funds would be available August 2021. We must use Grant funds to purchase the land. Mark made a motion to proceed, with a second from Carol. Motion passed 5-0. Sara made a motion for appraisals to be done as soon as possible, with a second from Mark. Motion passed 5-0. Bruce advised that we need to have two appraisals.

Procedure possibilities for Covid-19 – Amy shared updates with the possibility of closing the Town buildings. We should document when the buildings are cleaned. Sara made a motion to close to the public the Town Hall, Planning Commission & Community Development office, the Utility lobby (pending approval of the Utility Board), no non-essential meetings will be held. Carol made a second to the motion. Motion passed 5-0.

After much discussion, Sara made a motion to suspend building permits unless causing undue hardship. A second was made by Carol. Motion passed 5-0.

**Claims were signed.**

**Adjournment:**

Dave made a motion to adjourn the meeting at 9:00pm. Carol made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer



Town of Thorntown  
Town Council Meeting  
March 26, 2020  
7:00 pm

The Special meeting of the Council of the Town of Thorntown had a teleconference, March 26, 2020. The meeting was called to order by Council President, Bruce Burtner, at 7:00 pm.

The following were in teleconference attendance:

Council: Bruce Burtner, Carol Keith, Sara Fairfield, Dave Williams. Mark Garing was absent.  
Town Attorney Amy Nooning,  
Clerk/Treasurer Koren Gray,  
Parks/Community Development Director Angie Moody,  
Marshal Frank Clark

The Council of the Town of Thorntown met on March 26, 2020, 7:00 pm for the purpose of reviewing the Proclamation of the Municipal Executive No. 2020-01, and Ordinance #2020-5.

The Clerk/Treasurer read Ordinance 2020-5, Amending Ordinance 2019-11 Fixing Salaries and Wages of Town Officials and Employees during the year 2020 (Regarding Emergency Stay at Home Pay due to the Covid 19 Virus outbreak). Carol Keith made a motion to suspend the second reading with a second by Sara Fairfield. Motion passed 4-0 with verbal "ayes" by Bruce Burtner, Dave Williams, Carol and Sara. Carol made a motion to adopt Ordinance 2020-5, with a second from Sara. Motion passed 4-0 with verbal "ayes" from Bruce, Dave, Carol and Sara.

Bruce read Proclamation of the Municipal Executive 2020-01, Declaring a Local Disaster Emergency and Providing Directives in Response to the Coronavirus Pandemic. Carol made a motion to approve the Proclamation of the Municipal Executive 2020-01, with a second by Sara. Motion passed 4-0 with verbal "ayes" from Bruce, Dave, Carol and Sara.

Town Attorney, Amy Nooning, suggested that one person be approved to sign claims during this time of crisis. Sara made a motion to appoint the Council President, Bruce Burtner, as the Council member to sign claims during this time of crisis. The motion was seconded by Carol. The motion passed 4-0, with verbal "ayes" from Bruce, Dave, Carol and Sara.

Sara made a motion to adjourn the teleconference meeting at 7:38 pm. A second was made by Carol. Motion passed 4-0 with verbal "ayes".

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
April 20, 2020  
7:00 pm

The April 20, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance via a Zoom meeting:

Bruce Burtner - Council	Amy Noonig – Town Att.	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Shawn McClintock – Pres. Planning Comm.
Carol Keith - Council	Gary Moody – Utility Supt.	1 Community member
Dave Williams - Council	Frank Clark - Marshal	Mike Mang – BFS
Mark Garing - Council		Colin Sullivan - BFS
Koren Gray – Clerk/Treasurer		

**Guests:**

Mike Mang and Colin Sullivan, from Butler, Fairman & Seufert, Inc., were in attendance to share some updates and changes needed for the 2019 CCG Plum St. project. In front of Zoom, there will be a 20’ drive approach in asphalt with 6” sidewalk, the rest of the property will have 4” sidewalks. In front of trailer park property, it will be replaced with asphalt for parking and no sidewalk as parking on the sidewalk breaks it down. The project will allow for fall to avoid standing water. BFS advised that Calumet was targeting mid-May to begin the project and anticipating it would be a 5-day process. Sara made a motion to approve the changes with a second from Carol. Motion passed 5-0. Voting was taken all evening with each Council member verbally speaking yes/no.

**Comments/Concerns:**

None

**Approval of Minutes:**

All Council members had received their copies of the minutes from the March 16, and March 26 meetings. Mark made a motion to accept the March 16 minutes with a second from Sara. Motion passed 5-0. Carol made a motion to accept the March 26 minutes with a second from Sara. Motion passed 5-0.

**Reports:**

**Utility (Gary Moody) 3<sup>rd</sup> Monday) -**

- The new truck has been received
- Sue Schenck has asked if the town could put in a culvert in front of her house and two neighbors for drainage. The point of discussion was who is responsible, the homeowner or town? We need to research this matter further before making a decision. Angie will check with BFS to inquire about similar situations. Mark believes we need an actual policy for this type of situation. Will touch on the matter at the May meeting.

**Park and Community Development (Angie Moody) – Park –**

- Community Development:

- We need to set a new date for the Town Clean Up Day. June 27 is acceptable with Thorntown Towing and Ray's Trash. Carol made a motion to have the annual clean up day June 27. Second by Sara. Motion passed 5-0.

- Monitoring Wells – IDEM has advised that there is a “hot spot” between the Dollar General parking lot and the building to the south of the parking lot. There will be 23 more boring spots in total. IDEM said it would be a possibility to implement an ordinance requiring town residents to use town supplied water. This action may help with the continued monitoring requirements. Crawfordsville has a similar ordinance and would have the correct verbiage. We do have 2 properties that use well water.

- Angie is still trying to get an electric code book. There have been some issues in making proper contacts due to the Covid-19 issues.

**WAVE - We All Value Each-other**(Glen Jewell, Lisa Mohler) – Glen or Lisa were not present.

**Planning Commission** (Shawn McClintock)

– The Planning Commission has completed the updates to the permits and fees and has submitted them to the Clerk.

- A change could be made regarding sheds. Will be discussed May 11.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

- Bruce read Resolution 2020-3, A Resolution Approving the Amendment of a Resolution Adopting a Stormwater User Fee for the Town of Thorntown Stormwater Management District. Mark made a motion to suspend the 2<sup>nd</sup> reading. Second by Sara. Motion passed 5-0. A motion to accept the Resolution 2020-3 was made by Carol. Second by Sara. Motion passed 5-0. A Stormwater Hearing will be published to be held May 8, 9:00am, at the Town Hall. We will also plan a Zoom meeting for the public to attend.

**Police Department** (Frank Clark) – nothing new

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet. Any questions, please contact Koren

- Jerry Seymour, Building Inspector, has purchased a laptop to use for inspections and to use to renew his inspection certificate. He is possibly seeking reimbursement from the Town. Some members of the Council were upset that Jerry did not have permission of the Council prior to the purchase. Discussion followed asking for Jerry to sign paperwork prepared by our Town Attorney regarding the computer is town property and shall be used as such. Sara made a motion to allow Bruce to approve the paperwork regarding the computer. Second by Carol. Motion passed 5-0. Sara made a motion to allow reimbursement (after the receipt has been received and the computer paperwork has been signed) be made to Jerry. Second by Carol. Motion passed 5-0.

- Regarding employee handbook, our Workers Comp carrier has suggested that we name a certain place where our employees are to report in case of an accident. There was much discussion and the issue will be tabled until May 18.

**Unfinished Business:**

Comp Time Ordinance needs amended to Police Comp Time. We will table until after further discussion regarding the Employee Handbook - TABLED

Security/Fire system for Town Hall – B & R Fire Protection presented a quote for fire only at a cost of \$2967.00. The cost of fire and security is \$4175.00. The annual cost for the monitoring fee is \$588.00. Fire and security will give us a little credit on our liability insurance.

#### Establish a Board of Zoning Appeals – TABLE

Phishing Software –As a reminder Doug, Letsdonet, advised he could add extra phishing software to our Town computers and a minimal cost (5 computers for \$50). Koren keeps hearing more and more about security breaches. Carol made a motion to purchase and install the software. Second by Sara. Motion passed 5-0.

We have received 2 mowing bids for the fire department property. Bruce opened a bid from Brunel Lawncare at \$170 per mow. No trimming or landscape maintenance was mentioned. Professional Design Lawncare submitted \$175 per mow as he did last year. Professional Design Lawncare included trimming and maintenance of all landscape and weed control as necessary. Professional Design Lawncare included a certificate of insurance. Mark mentioned that we had no issues with Professional Design's work last year and made a motion to accept the bid of \$175 per mow. Second by Sara. Motion passed 5-0.

We have received 3 quotes regarding the survey of the proposed property for the additional wastewater lagoon. Cross Country Consulting LLC presented a Standard survey at a cost of \$2225.00, and an ALTA survey at a cost of \$2475.00. Hause Surveying and Engineering submitted an ALTA/NSPS survey at a cost of \$3300.00 Mike Kleinpeter (our grant writer) advised a Standard survey is acceptable. An ALTA survey is a little more detailed. Sara made a motion to award the survey project to Cross Country Consulting at a cost of \$2475.00. Second by Carol. Motion passed 5-0. Angie announced that grant applications are now due October 16, rather than November.

#### **New Business:**

We have liability insurance renewal information in the Council packet. It renews in May.

Judge Vaughn has asked if we could have a mail slot in the Town Hall door. He said the previous door had one and it is helpful to citizens in need of dropping of information. Whitaker Glass advised it would cost \$120 total for the mail slot and installation. Mark made a motion to get the mail slot. Second by Carol. Motion passed 5-0.

#### **Claims were signed.**

Bruce signed the APV Register. Other Council will sign after the Governor's Stay at Home order.

#### **Adjournment:**

Mark made a motion to adjourn the meeting at 9:03pm. Sara made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
May 18, 2020  
7:00 pm

The May 18, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held via Zoom. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance via a Zoom meeting:

Bruce Burtner - Council	Amy Nooning – Town Att.	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Shawn McClintock – Pres. Planning Comm.
Carol Keith - Council	Gary Moody – Utility Supt.	1 Community member
Dave Williams - Council	Frank Clark - Marshal	Mike Mang – BFS
Mark Garing - Council		Colin Sullivan - BFS
Koren Gray – Clerk/Treasurer		

**Guests:**

No guests were scheduled

**Comments/Concerns:**

There was discussion regarding opening our municipal buildings to the public. We should ask if they have been exposed to Covid-19 or if they have been out of the country. We will begin opening by appointment only.

Brandon Beesley asked if he could spray for dandelions at the fire department property. It would be at a cost of \$400 now and \$400 in the fall. Mark will talk with some local farmers to see if they would donate this process.

**Approval of Minutes:**

All Council members had received their copies of the minutes from the April 20 meeting. Carol made a motion to accept the April 20 minutes with a second from Sara. Motion passed 5-0.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

- Gary reported that the Stalcop report is fine
- Gary has spoken with Sue Schenck. She actually wants the ditch area to have a drain pipe and cover it with dirt, not just the driveway. The ditch is in the right of way. Gary drove through the neighborhood after a rain and many yards did have water standing. Bruce suggested hearing what the engineers have to say.

**Park and Community Development** (Angie Moody) –

- Park:
  - They will be disinfecting/sanitizing the park area and planning to open May 24
  - The Park Board has applied for a grant to add the Born Learning Trail to our sidewalk path in the park

-The Fitness Park has been tabled for now. The Park Board thinks that with the events of COVID-19 they will have a hard time doing fundraising and obtaining large sponsoring partners.

-Movie nights are scheduled for the 2<sup>nd</sup> Saturday nights in June, July, August and during Festival Weekend

-Anson Mills Day is July 25<sup>th</sup>. We will table a 2020 celebration due to the COVID-19 restrictions and hope to have a celebration in 2021

-Planning to repair and paint tables in the park

-A driveway to the small shelter is underway. Millings from the Community Crossings project will be used

-Angie has information to order 2019 Grant award BCSWM

- Community Development:

-2019 Community Crossings – the utilities have been marked and stumps removed. We are ready for Calumet. Unfortunately the Calment crew has been dealing with COVID-19 so the anticipated start date has been moved to mid-June 2020

-2020 Community Crossing Grant needs to be submitted in July 2020. Angie asked Ben to provide a report of possible available funds. His outlook shows approximately \$75,000. BFS will help with application, bid proposal and project management at \$25,000. A new requirement with INDOT is ADA Compliance. We are not up to full compliance. Angie is working with INDOT to get requirement information.

- Monitoring Wells – There have been 23 borings completed by Lynn Douglas. We are waiting on those results to know the next step.

-A bicycle route will include Thorntown. We have a letter for Bruce to sign offering our support of the U.S. Bicycle Route 37 through Thorntown.

-Reminder – Town Clean Up Day, June 27. Sara made a motion for the Town to pay for lunches for the volunteer workers. Carol made a second to the motion. Motion passed 5-0. Shawn announced he would make arrangements to donate drinks.

-Angie mentioned there was a website complaint regarding the unmown lawn on W. Grant St.

## **WASTEWATER PROJECT**

The appraisal is complete and the survey should be completed by Wednesday, May 20. Packets are ready for Environmental Review. There is a letter that Bruce will need to sign. Amy is requesting a regular basis conference call or email between the Town (Angie, Sara-Town Rep), Mark Sullivan, Mike Kleinpeter, and Steve Brock.

Sara made a motion to allow Bruce to sign both letters, USBR 37 and the letter for the Wastewater project. Dave made a second. Motion passed 5-0.

**WAVE - We All Value Each-other**(Glen Jewell, Lisa Mohler) – Glen or Lisa were not present.

## **Planning Commission** (Shawn McClintock)

-The Planning Commission met May 11, at the Art Center to better accommodate the social distancing order.

- There was discussion on Zoom moving from Main Street to Plum Street on a permanent basis.

-Permits continue to be issued.

-Angie brought up inquiries regarding requirements for swimming pools. We have current state guidelines. We believe all residents should receive a copy of the pool requirements. We can include a

letter in with the utility billing at a nominal cost. Carol made a motion to allow the expense. Sara made a second to the motion. Motion passed 5-0.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

It was announced the Storm Water Board approved Resolution 2020-1 regarding the Storm Water User fee. We can include the stormwater fees on the back side of the citizen letter regarding the swimming pools.

**Police Department** (Frank Clark) –

-Frank has been questioned regarding the usage of gators or side by sides. Could they be allowed the same as golf carts? Frank said the county allows them. Frank will check out the county ordinance and we will re-visit June 1.

-The body cams will be fully operational June 1

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet. Any questions, please contact Koren
- Quarterly estimates regarding our expenses and revenue were presented in the Council Packet
- Koren advised we did receive reimbursement of funds for the mowing of the East Bow St. property, and we did receive reimbursement from both parties regarding the Main St. alley way vacation
- Our new phishing software is working well as it locked me out of archived Keystone records
- The mail slot has been installed and has been in use

**Unfinished Business:**

Comp Time Ordinance needs amended to Police Comp Time. We will table until after further discussion regarding the Employee Handbook - **TABLED**

Security/Fire system for Town Hall – B & R Fire Protection presented a quote for fire only at a cost of \$2967.00. The cost of fire and security is \$4175.00. The annual cost for the monitoring fee is \$588.00. Fire and security will give us a little credit on our liability insurance. Bruce would like to see a quote from Koorsen from Lafayette. We can also obtain a quote from A & D Alarm in Lebanon.

Establish a Board of Zoning Appeals - **TABLE**

Cyber Security Insurance - **TABLE**

Bruce read Ordinance 2020-6 Vacating Alley. Carol made a motion to suspend the second reading. Sara made a second. Motion passed 5-0. Sara made a motion to accept Ordinance 2020-6. Mark made a second. Motion passed 4-1. Dave voted no.

Employee Handbook – Our workers compensation company suggested we name a specific facility for our employees to go for treatment. Carol made a motion to use Occupational Health on Mt. Zion Road, Lebanon. Mark made a second. Motion passed 5-0.

-The handbook is in process of an updated draft. Amy advised we will still need an HR Attorney to review our handbook. She said it will cost about \$750.00.

Permit Fees/Fines – the updated permit fees and fines have been presented to the Council. We are now ready for an ordinance for passage. We will also need to update the pages in the Code Book. Utility fees were updated previously but the pages were not updated in the Code Book.

**New Business:**

The Town liability insurance policy renews May 28. The renewal cost including terrorism is \$25,903.00. The cost without terrorism is \$25,467.00. Our agent, Kevin, said most people take the terrorism coverage. This terrorism covers in case of a physical attack. Mark made a motion to renew including the terrorism coverage. Sara made a second. Motion passed 5-0.

Amy advised we needed a plan in place for keeping the employment environment safe, screening of employees. Amy and Koren will be working on this. Amy said government reimbursement of expenses regarding the COVID-19 is available until the end of 2020.

**Claims were signed.**

Bruce signed the APV Register. Other Council will sign after the Governor's Stay at Home order.

**Adjournment:**

Sara made a motion to adjourn the meeting at 9:24pm. Mark made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer



Town of Thorntown  
Town Council Meeting  
June 1, 2020  
7:00 pm

The June 1, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held via Zoom. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance via a Zoom meeting:

Bruce Burtner - Council	Amy Noonung – Town Att.	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Shawn McClintock – Pres. Planning Comm.
Carol Keith - Council	Frank Clark - Marshal	1 Community member
Koren Gray – Clerk/Treasurer	Derek Babcock – Dep. Marshal	Colin Sullivan - BFS
Dave Williams – Council – absent	Mark Garing – Council - absent	

**Guests:**

No guests were scheduled

**Comments/Concerns:**

There was discussion regarding the Town Council meeting of June 15. We would like to hold the meeting in person if we can get a larger venue to accommodate social distancing. We will check on the Library and the Art Center. Notice will be posted at least 48 hours prior to the meeting.

**Approval of Minutes:**

All Council members had received their copies of the minutes from the May 18 meeting. Carol made a motion to accept the April 20 minutes with a second from Sara. Motion passed 3-0.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

**Park and Community Development** (Angie Moody) –

- Park:

- Park equipment has been cleaned disinfected
- Signs are being made recommending supervision of children dawn to dusk
- The Park Board is planning to add a Pickle Ball court
- The driveway project to the small shelter has begun

- Community Development:

- We are still looking for volunteers for Town Clean Up Day, June 27
- Angie provided information from INDOT regarding upcoming road projects in the area
- We are still waiting for the CCG 2019 Plum Street Project to begin
- CCG 2020 has a submission date of July 2020. At this time the Council feels we need to table applying for the Grant this summer due to the uncertainty of finances due to COVID-19.

- A listing of potential improvement areas was provided. There is no rush but we do need to keep these areas under our radar

- Boring by Lynn Douglas around the “hot spot” has been completed. 6 monitoring wells have been installed. A map has been provided showing the 6 additional wells.

## **WASTEWATER PROJECT**

We will need to do an Archeological Review on the potential site of the Wastewater Lagoon. A ballpark quote from Green 3 LLC was between \$7000 and 10,000. A firm quote from Archaeological Consultants of Ossian for a Reconnaissance Fee was \$1960.00. Carol made a motion to accept the bid of \$1960.00 and proceed with the project. A second was made by Sara. Motion passed 3-0.

**WAVE - We All Value Each-other**(Glen Jewell, Lisa Mohler) – Glen or Lisa were not present.

## **Planning Commission** (Shawn McClintock)

Nothing new to report. The June 8 meeting of the Planning Commission will be held at the Art Center.

## **Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Nothing new to report. The notice regarding the Stormwater Fee was including with the June utility bill.

## **Police Department** (Frank Clark) –

Nothing new to report

## **Fire Department** (Mike Martin – Fire Chief) – not in attendance

## **Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet. Any questions, please contact Koren
- Koren advised she will have a Clerk/Treasurer webinar/conference June 18, at a cost of \$100.00

## **Unfinished Business:**

Comp Time Ordinance needs amended to Police Comp Time. We will table until after further discussion regarding the Employee Handbook - **TABLED**

Security/Fire system for Town Hall – B & R Fire Protection presented a quote for fire only at a cost of \$2967.00. The cost of fire and security is \$4175.00. The annual cost for the monitoring fee is \$588.00. Bruce would like to see a quote from Koorsen from Lafayette. We can also obtain a quote from A & D Alarm in Lebanon. Koren will contact those companies and plan to have figures for June 15.

Establish a Board of Zoning Appeals - **TABLE**

Cyber Security Insurance - **TABLE**

Employee Handbook –

Koren advised an updated DRAFT of the handbook will be sent to the Council. There are still a few areas that need attention. We will plan to review items at the June 15 meeting.

Ditch drainage situation – Sue Schenck property – no decisions have been made at this time.

Permit Fees/Fines – the updated permit fees and fines have been presented to the Council. We are now ready for an ordinance for passage. We will also need to update the pages in the Code Book of Ordinances. Utility fees were updated previously but the pages were not updated in the Code Book. Sara read the first reading of Ordinance 2020-7, An Ordinance Amending Section 10.25, Schedule of Fines and Fees of the Town of Thorntown of Thorntown, IN Code of Ordinances. Second reading will be June 15.

**New Business:**

Koren presented the COVID-19 plan for keeping our employees and customers safe as they begin to enter our buildings. A copy will be attached to the minutes for the minute book. Sara made a motion to accept the plan. Carol made a second. Motion passed 3-0.

**Claims were signed.**

Bruce signed the APV Register. Other Council will sign after the Governor's Stay at Home order.

**Adjournment:**

Sara made a motion to adjourn the meeting at 7.45pm. Carol made a second to the motion. Motion passed 3-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
June 15, 2020  
7:00 pm

The June 15, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – Town Att.	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Shawn McClintock – Pres. Planning Comm.
Carol Keith - Council	Frank Clark - Marshal	2 Community members
Dave Williams - Council	Derek Babcock – Dep. Marshal	
Mark Garing - Council		
Koren Gray – Clerk/Treasurer		

**Guests:**

No guests were scheduled

**Comments/Concerns:**

Michael Wines wants to erect a 12 x 30 addition to his existing barn. He is asking if a variance is needed. The concrete slab was already in place when he purchased the property. The Council is tabling until July to research the variance.

Mona had a concern regarding a resident wanting to borrow money.

**Approval of Minutes:**

Sara made a motion to approve the minutes of the June 1, 2020, meeting. Carol made a second. Motion passed 5-0.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

Gary was on vacation but left some information to share with the Council. He received a quote from Clemens Construction for the town pot hole repairs at a cost of \$3,840.00. He did try to get 3 quotes but only received a quote from Clemens. Sara made a motion to accept the Clemens quote of \$3,840.00. Carol made a second. Motion passed 5-0.

**Park and Community Development** (Angie Moody) –

- Park:

- The Park is officially open
- Movie night will be June 13
- Supervision Recommended and Play at your own Risk signs have been installed
- Little League is functioning
- Tennis Court needs repairs but it is too expensive right now
- Base for drive to small shelter has been dug out by the Utility Dept.

- Community Development:

- Plum Street project may start the week of June 22
- SR 47 project is beginning to get underway, signs are in place
- Concern – cars parked on SR 47 during the project
- No results have been received to date

**WASTEWATER PROJECT**

- We are having a Zoom meeting every 2 weeks to keep in touch and keep the time line moving. (Involved in meeting are: Sara, Angie, Amy, Koren, Mark Sullivan, Mike Kleinpeter, and Steve Brock.)

- Angie is working on letters that have been requested as a part of this project.
- We are currently undergoing the archeological review
- We have a list of questions to be answered to apply for the SRF loan
- Sara passed out a timeline for the project
- Mark made a motion that Sara be appointed to sign documents regarding the Wastewater Project. Carol made a second. Motion passed 5-0. Sara will go to Mid-Western Engineering and sign needed documents.

**WAVE - We All Value Each-other**(Glen Jewell, Lisa Mohler) – not in attendance

Angie reported they are now seeking bids for the construction. They are still in clean up mode.

**Planning Commission** (Shawn McClintock)

The Planning Commission met June 8. 325 S. Vine Street needs to put a new foundation under their existing home

We need a building inspector to inspect our building projects that are being done by Jerry Seymour as he cannot inspect his own work.

There was an inquiry regarding needing a permit for erecting a fence. No permit needed at this time.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Bruce spoke with Sandy and the Stormwater fee will be included on the next utility bill.

Steve Brock advised that everyone that has sewer be billed for sewer whether they have water turned on or not. The billing will be taken care of by Sandy Gates, the Utility Clerk. Amy asked if this was already included in the sewer ordinances. Koren will check with Sandy.

**Police Department** (Frank Clark) –

Frank has followed up on the tall grass issues. All is okay now.

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet. Any questions, please contact Koren
- LIT Public Safety funds have been researched back to 2017 and now has total of funds for each unit, Police, Fire, and Town. The Fire and Town are Funds that can be saved and used for savings for the purchase of a new fire truck in the future.

The information going around is the Cigarette Tax and Liquor Tax may have an increase due to COVID and people being at home. MVH(gas tax) will be decreasing.

Koren will be asking Police, Fire and Park for a budget request for 2021. The budget process timeline has been provided in your packet. We need to have a meeting to discuss budget matters and not need to spend Council meeting time.

### **Unfinished Business:**

Comp Time Ordinance needs amended to Police Comp Time. We will table until after further discussion regarding the Employee Handbook - **TABLED**

Security/Fire system for Town Hall – Koren provided quotes from A & D Alarm, Koorsen Fire and Security. A & D didn't even look around the building and provided a quote of \$896. Koorsen provided a quote of \$5700.00 including a third security device. Our police department building does not have fire/smoke alarms. Koren does not believe any municipal building should be without fire/smoke. It is our job to make our environment for employees safe. Dave also suggested a buzzer system on the front door. Monitoring of the systems is a separate fee. Bruce requested that we set up a meeting with Koorsen and B& R to discuss the quotes and any additions we would like.

Establish a Board of Zoning Appeals – **TABLE**

Cyber Security Insurance – **TABLE**

Employee Handbook –

Everyone should have a copy of the latest revision in their email. Once we get the final draft we need to send our handbook to an employment attorney for review. Anything we still need to review is printed in red. After much discussion we still need work on the comp time policy and whether we want to use vacation, sick, personal or use PTO. Koren will meet with Frank for the Police Department and the Utility Service Board and get their input for the utility employees. We will table until July 20.

Ditch Drainage situation –

The Town Council does not believe the Town is liable for providing drainage to keep a personal property from holding natural water.

Permit Fees/Fines – Ordinance 2020-7 – second reading

The ordinance had a couple of typing errors and has been corrected. Sara read Ordinance 2020-7. Mark made a motion to accept Ordinance 2020-7. Carol made a second to the motion. Motion passed 5-0. The Ordinance will need to be published in the newspaper and sent to American Legal. Sara made a motion to add the fees/fines in a utility mailing so everyone will have the updated information. A second was made by Carol. Motion passed 5-0.

### **New Business:**

Bruce read Resolution 2020-3 declaring a list of broken or unusable items as surplus. Mark made a motion to approve the list. Carol made a second. Motion passed 5-0.

Bruce read Resolution 2020-4 declaring the 2007 K1500 Chevrolet Silverado as surplus. Mark made a motion to approve the Resolution 2020-4. A second was made by Carol. Motion passed 5-0.

Bruce read Resolution 2020-5 declaring the 2010 Dodge Charger as surplus. Mark made a motion to approve the Resolution 2020-5. Carol made a second. Motion passed 5-0.

**Claims were signed.**

**Adjournment:**

Sara made a motion to adjourn the meeting at 9:49pm. Carol made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
July 20, 2020  
7:00 pm

The July 20, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – Town Att. Via phone	Planning Board – Don Gray, Angie Moody
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	4 Community members
Carol Keith - Council	Frank Clark - Marshal	Dennis Dunlap
Dave Williams - Council	Derek Babcock – Dep. Marshal	Mike Kleinpeter
Mark Garing - Council	Harold Cox – Utility Board	Mark Sullivan
Koren Gray – Clerk/Treasurer	George Gideon – Utility Board	Brandon Watts

**Guests:**

Mike Kleinpeter, Kleinpeter Consultants; Mark Sullivan, Midwestern Engineering; were present to explain the time line for the Wastewater Project. This included the OCRA Grant, SRF loan, archeological review, appraisal process, etc. If we don't receive the grant there are other options to get the project completed. Mike will publish the information for the Hearing to be held August 3, during the regular Town Council meeting.

Dennis Dunlap, Dunlap Consulting, was present to review sections in the Employee Handbook: performance evaluations, overtime, comp time, drug policy, vacation, sick, personal time, using PTO as a lump sum. After much discussion by the Council, Dennis will make changes to the proposed handbook and return an updated draft.

**Comments/Concerns:**

Ms. Marilyn Sheets, Plum St., addressed the Council again as to flooding in front of her house when it rains. It did not flood before the Plum St. CCG project. Gary Moody will talk with Clemens Contracting and get some advice.

**Approval of Minutes:**

Carol made a motion to approve the minutes of the June 15, 2020, meeting. Sara made a second. Motion passed 4-0. (Mark was absent at this time.)

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

Jerry Smith would like to have the trash cans along Main St. replaced. They are too heavy. Angie provided a couple of options; one would be \$170 per can. Mark requested to **table** the issue until August 3, due to the time frame of this meeting.



**Park and Community Development** (Angie Moody) –

- Park:

- Pickle Ball Court has been installed
- Movie night had a great turn out
- Hopefully milling will start on Plum St. and those millings will be put on the drive to the small shelter house
- The park mower was in need of repair. Angie presented a billing of \$772.89. After Council discussion, Mark made a motion for the Town to pay 50% and the Park Maintenance Fund to pay the remaining 50%. The motion was given a second by Sara. Motion passed 5-0.

- Community Development:

- Plum Street CCG project is now underway
- State Road 47 project is under the direction of the INDOT. Milling should begin the first week of August. They are currently putting in the handicap ramps at intersections.
- We have an additional request for 2 more monitoring wells for North Pearl St. Sara asked Angie if she could get written notice as to who is requesting these wells.
- A pre-construction meeting has been held regarding the paving for State Road 75 in 2023
- Town representatives are meeting with IMPA. IMPA would like to extend our service contract with them
- Town Clean-up Day was good in spite of the rainy day. We did not have as many dumpsters this year as last. We had 4 full and 1 partial.

**WASTEWATER PROJECT**

This discussion was held with Mike Kleinpeter and Mark Sullivan earlier in the meeting.

**WAVE - We All Value Each-other**(Glen Jewell, Lisa Mohler) – not in attendance

**Planning Commission** (Shawn McClintock)

Don Gray advised there has been much discussion regarding swimming pools in town. Many pools do not have fencing as directed by ordinance/code. Who needs to follow up on those who do not have fencing? Mark stated it is the responsibility of the Police Department to enforce ordinances. Mark would like to know how many pools we have without proper fencing. Planning Board members will let Frank know if they notice a pool without proper fencing.

If you see a project in town and do not see a Permit, contact Angie. She has a list of those who have acquired building permits.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Bruce advised there was nothing new to report.

**Police Department** (Frank Clark) –

Frank reported a Reserve Deputy has been suspended due to an out of town incident. The incident is under investigation.

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet.
- We have received our spring taxes, \$143,138.83, which is more than the treasurer anticipated
- Funds such as Park Donation, LECE and a few others show a negative amount. The reason is those lines do not require appropriations from DLGF
- The treasurer advised the Council to review the Appropriation Report and to notice the percentage left of unused funds. Most lines are in line with 6 months of spending.
- Koren asked for a couple of options to meet with Ben to work on the 2021 Budget. August 11 and August 13, would be good options. Koren will follow up with Ben.

### **Unfinished Business:**

Sewer Fee Ordinance is in line with the present billing process.

Michael Wines property – request to add to existing barn – Amy said a notice needs to be sent to all neighbors. Michael will get a list of neighbors to Angie. **Tabled until August 3.**

Golf Carts/UTV/Side by Side – Various ordinances from other municipalities were sent via email to the Council and Frank. Mark made a motion to **table this discussion until August 3.** Sara made a second. Motion passed 5-0.

Security/Fire system for Town Hall –The Council has had quotes submitted for a fire/security system for the Town Hall. Sara made a motion to hire B & R Fire Protection to handle the project. Mark made a second. Motion passed 5-0. The CCD (Cumulative Capital Development) will be the source of payment.

Comp Time Ordinance needs amended to Police Comp Time – Amy will prepare an updated ordinance to be in line with our employee handbook

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Hearing to be held prior to the August 17 meeting.

Cyber Security Insurance – **TABLE** - Kevin Hill, NFP insurance rep will be at the Council meeting August 3.

Employee Handbook – work in progress

### **New Business:**

- Koren advised we are in need of a new garage door at the back of the bay. Permission was given to get 3 quotes.

**Claims were signed.**

**Adjournment:**

Mark made a motion to adjourn the meeting at 10:14pm. Sara made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
August 3, 2020  
7:00 pm

The August 3, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – Town Attorney	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	1 Community member
Carol Keith - Council	Frank Clark - Marshal	Steve Brock
Dave Williams - Council	Derek Babcock – Dep. Marshal	Mike Kleinpeter
Mark Garing - Council		Mark Sullivan
Koren Gray – Clerk/Treasurer		Brandon Watts

The Council President called to order the Public Hearing for the Wastewater Project. Mike Kleinpeter of Kleinpeter Consulting Group read the proposal for the Wastewater Project. Mr. Kleinpeter is our Grant Writer. OCRA (Office of Community and Rural Affairs) will award the grants December 17, 2020. Mark Sullivan, Midwestern Engineering, explained the new development for the wastewater lagoon and explained the ban notification from IDEM. Mark also noted that the land has had an archeological review and was negative for any historical artifacts. The lagoon needs 12 consecutive months not exceeding 90% capacity. There was much discussion regarding the actual project and funding. If we do not get awarded the grant in December we can reapply after the first of the year. The hearing was closed at 8:09. The hearing notice was published in The Lebanon Reporter July 23, 2020.

**Guests:**

No additional guests

**Comments/Concerns:**

Bruce asked Gary Moody if the repairing of pot holes will include the area on Bow St. and yes that area is included.

Carol Keith made note that water is standing on the sidewalk in front of McCall's on Plum Street. It will be checked.

**Approval of Minutes:**

Carol made a motion to approve the minutes of the July 20, 2020, meeting. Sara made a second. Motion passed 5-0.

## **Reports:**

### **Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

Gary advised that the utility department would like to eliminate vacation, sick, from the employee handbook. They would like all benefit days to be combined and listed as PTO. This is opposite from what was agreed upon at the June meeting. They will be able to carry over 5 unused days and those days must be used by March 31. Mark made a motion to accept Gary's request. Sara made a second. Motion passed 5-0. Koren will let Dennis know so he can put this information in the draft of the employee handbook.

### **Park and Community Development** (Angie Moody) –

- Park: no new news

- Community Development: Angie and representatives of the Utility Department met with IMPA in regard to extending our service contract with them. The reason for extending the service contract is due to IMPA and bond issuance.

-AIM is offering a Code Enforcements webinar. Angie is requesting to attend. Sara made a motion to pay for the webinar. Carol made a second. Motion passed 5-0.

-Angie is keeping in touch with INDOT and Calumet with regard to the street projects. INDOT will move the barricades up town so they can pave.

- Angie presented more pictures of trash cans for the downtown area. We need 10-12 cans. Sara made a motion to purchase 10 42 gal trash cans with a dome. Carol made a second. Motion passed 4-1. Bruce Burtner sided with nay. He does not think the town should have to purchase new cans just because the trash service thinks they are too heavy for their employees.

## **WASTEWATER PROJECT**

**WAVE - We All Value Each-other** (Glen Jewell, Lisa Mohler) – not in attendance

### **Planning Commission** (Shawn McClintock)

- Shawn absent. Angie said Shawn will be home August 17 and August 31. There was discussion of holding a hearing to begin the forming of the Board of Zoning Appeals. The Council did have questions as to whether the BZA is actually needed. Amy Nooning advised that the BZA is statutory and since we wish to handle our own planning we do need to proceed.

### **Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Nothing new to report.

### **Police Department** (Frank Clark) –

-Report sent via email

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

### **Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet.

- Sara, Bruce and Koren will meet with Ben August 11, 6:30pm to begin working on the 2021 budget

- Health insurance premium will increase between 8-11%

**Unfinished Business:**

Michael Wines property – request to add to existing barn –Angie has given a letter to Amy for review. The letter will be sent via mail to the neighbors. Anyone who has an issue should attend the Council meeting August 17.

Golf Carts/UTV/Side by Side – Various ordinances from other municipalities were sent via email to the Council and Frank. Mark made a motion to allow the UTV's with the understanding they need to follow the same rules as golf carts. Sara made a second. Motion passed 5-0. Amy will prepare an updated ordinance.

Comp Time Ordinance needs amended to Police Comp Time – Amy will prepare an updated ordinance to be in line with our employee handbook

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

Employee Handbook – work in progress

Waiting to receive quotes for a new garage door.

**New Business:**

No new business

**Claims were signed.****Adjournment:**

Mark made a motion to adjourn the meeting at 9:35pm. Carol made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
August 17, 2020  
7:00 pm

The August 17, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – Town Attorney – via telephone	Shawn McClintock – Planning Board
Sara Fairfield - Council – absent	Angie Moody – Parks/ Comm. Dev. Dir. - absent	George Gideon – Utility Board
Carol Keith - Council	Frank Clark - Marshal	Bryan Brackemyre - IMPA
Dave Williams - Council	Derek Babcock – Dep. Marshal	3 town citizens
Mark Garing - Council		
Koren Gray – Clerk/Treasurer		

**Guests:**

Bryan Brackemyre, IMPA, gave a presentation regarding the Town Electric Utility to extend their contract an additional 8 years. The current contract expires in 2042; the extension would expire in 2050. The purpose is to allow IMPA to show their customer base when they are seeking bonds to finance new resources. Mark Garing thinks the Utility Board should give a recommendation to the Town Council prior to approving.

Dustin Dickerson, Dickerson Custom Trucks, is requesting the Town to annex a parcel on State Road 75, south of the existing fire station. He would like to move his business to that location with a new build. We need to have the Utility Superintendent contact IDEM to see if they would allow this due to our sewer situation. We will look into the steps to do an annexation.

Michael Wines was present in regard to his variance request, 216 N. West St., Thorntown. Certified letters have been mailed to neighbors advising of the request. Mr. Wines did contact the utility department and this addition to his garage will not cause any problems with the utilities. The Town had no resident make a formal objection to the request. Mark made a motion to allow the variance. Carol made a second. Motion passed 4-0.

Kleinpeter Consulting and Amy Nooning had edited the contract for the grant writer for the wastewater project. The first payment will be due 45 days after the grant award. Mike Kleinpeter was not present and Council did not believe they had a printed copy of the contract. Mark made a motion to allow Bruce to sign the contract when presented. Carol made a second. Motion passed 4-0. Later in the evening, Dave realized he had printed a copy of the contract. Bruce signed the contract with Kleinpeter Consulting.

**Comments/Concerns:**

The utility truck sold and we have received the money. George asked if we put the funds into depreciation. Koren replied, no, funds were put into misc. revenue for water, electric and sewer.

**Approval of Minutes:**

Mark made a motion to approve the minutes of the August 3, 2020, meeting. Carol made a second. Motion passed 4-0.

## **Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

**Park and Community Development** (Angie Moody) – Angie absent but left some notes with the Clerk/Treasurer

- Park:

-The Park received a gift of paving the new drive to the small shelter house from Milestone! Milestone did the paving on SR 47

- Community Development:

-Angie has been keeping up with both road paving projects and will have a punch list at the end of both projects

-Still working on wastewater project – appraisal. We still need everyone to write letters in favor of the OCRA grant

-Looking to move the Turning of the Leaves Festival to the park

## **WASTEWATER PROJECT**

**WAVE - We All Value Each-other** (Glen Jewell, Lisa Mohler) – not in attendance

**Planning Commission** (Shawn McClintock)

-Nothing new to report

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Nothing new to report.

**Police Department** (Frank Clark) –

-Report sent via email

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet.

-Koren asked if the Council were going to have work sessions prior to Council meetings. A Special Meeting posting needs to be done 48 hours prior to a Special meeting. No decision made.

- Koren asked if we were paying our Building Inspector properly. With much discussion with the Council and the Planning Commission President, yes, we are paying according to the agreement when the Building Inspector came on board.

## **Unfinished Business:**

Golf Carts/UTV/Side by Side – Ordinance 2020-8, had the first reading by Koren and Mark. The second reading will be September 21.



Quotes for a garage door for the Town Hall building were presented. Quotes were received from Commercial Door of Indianapolis, The Popplewell Company, and Professional Garage Door Systems. The lowest bid was Commercial Door of Indianapolis at \$2345.00. Dave asked if the door sensors to keep the door from shutting on someone were included. Koren will check with the company. We will revisit September 21.

Employee Handbook – work in progress

Comp Time Ordinance needs amended to Police Comp Time – Amy will prepare an updated ordinance to be in line with our employee handbook once the handbook is adopted.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

### **New Business:**

Resolution 2020-6 was read. This resolution declares the police License Plate Reader as surplus. Carol made a motion to accept Resolution 2020-6. Mark made a second. Motion passed 4-0. A notice will need to be put in the newspaper advertising the sale of the LPR and the 2010 Charger. Amy and Koren will work on this. We need to look at dates to see if we can accept bids by September 21. Notice must be posted twice, one week apart, and the second posting must be 10 days before the closing of bid acceptance.

Koren reported Cyber Security insurance increased in cost since it was quoted to us in December 2019. We owe an additional \$902. With so many people working from home due to COVID-19, the cyber insurance has become a greater need and risk. The original quote was valid until February 16, 2020. Bruce made a motion to pay the additional premium. Carol made a second. Motion passed 3-1, with Dave voting nay.

Koren advised it is time to advertise for snow removal for October 1, 2020-September 30, 2021. The time frame allows us to accept bids up to September 21, and award the bid September 21. Paperwork from the previous year has been placed in the Council packets. Other than dates, does any other wording need amended? Council agreed all looks good. The ad will be placed in the newspaper on two separate dates.

The Boone County Solid Waste Management District will hold a Tox Drop Saturday, August 22, 2020, from 9:00am – 2:00pm at the Boone County Highway Dept.

**Claims were signed.**

### **Adjournment:**

Mark made a motion to adjourn the meeting at 9:19pm. Carol made a second to the motion. Motion passed 4-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
September 21, 2020  
7:00 pm

The September 21, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – Town Attorney	Doug Merrill
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Harold Cox – Utility Board
Carol Keith - Council - absent	Frank Clark - Marshal	Bryan Brackemyre - IMPA
Dave Williams - Council	Derek Babcock – Dep. Marshal	Mike Luciani – Boone County Auditor candidate
Mark Garing – Council - absent	Gary Moody – Util. Supt.	1 citizen
Koren Gray – Clerk/Treasurer		

**Guests:**

Bryan Brackemyre, IMPA, gave a small presentation regarding the Town Electric Utility to extend their contract an additional 8 years expiring 2050. We had the first reading of Ordinance 2020-9 Power Sales Contract. The second reading will be October 19.

**Budget Hearing:**

The Council President opened the Budget Hearing for the 2021 Budget. Koren Gray, Clerk/Treasurer noted changes to the budget. The Council President proposed a 5% raise for Town employees; we increased Professional Services to \$20,000, increased Publication of Legal Posting to \$500, increased Premiums on Official Bonds to \$600, and added an Education line at \$2,000. All other lines will remain the same as in 2020. Bruce asked if anyone had any comments or questions. With no response, the Budget Hearing was closed.

**Midwestern Engineering:**

Sara made a motion for us to take the fast track for the wastewater project. This means that we will work with the engineer in anticipation of being awarded the OCRA Grant. Bruce made the second. Motion passed 3-0. We will plan for Mark Sullivan of Midwestern Engineering to attend the October 5, meeting to complete the contract.

**Building Inspector:**

Jerry Seymour was not present but Koren advised on the state of the electric at the Town Hall. Our breaker box needs updated and our meter possibly needs updated. We also may need a meter installed on the second floor. We need for an electrician to come and look at our situation. The Council agreed for us to call Jim Smith, who has done Town electric work in the past. Koren will call him and schedule a visit.

**Utility Board:**

Harold Cox presented his resignation from the Utility Board effective December 31, 2020. The Council thanked Harold for his service. Harold will be missed.

### **Comments/Concerns:**

Dave advised that Cynthia's Beauty Salon had contacted him regarding the handicap parking spot in front of the salon. When INDOT did the highway paving project they actually moved the handicap spot a little farther west. This is an issue for the older clientele of the business. Angie will check to see if there are measurement guidelines from the corner of Market and Main and if that is why the parking spot has been moved.

### **Approval of Minutes:**

Since Carol and Mark were absent and Sara was absent from the August 17 meeting, the minutes could not be approved as we did not have quorum. August 17 minutes will be tabled for October 5.

### **Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -  
Nothing new to report

### **Park and Community Development** (Angie Moody) –

#### -Park:

-The Park Board won the MIBOR, Placemaking Grant. The Grant will be used to install the Born Learning Trail. This will be installed October 8 in conjunction with the Boone EDC Day of Service Event

-Through the grapevine there could possibly be a stimulus package for Parks. The Park Board is working on a wish list just in case this comes to fruition.

#### - Community Development:

-Angie advised the 2019 CCG Project is complete and we have \$3,632 left. We can complete some sidewalk work that was left off the original bid on Plum St., we have a location needing gravel, and a possible sign at the corner of Plum and Vine to keep people from parking on the new inlet. Sara made a motion to allow the additional jobs to be completed not to exceed an additional \$3,000. Dave made a second. Motion passed 3-0.

- Requested the Town restrooms be open for the weekend since people will be in town for yard sales and the Lions Chicken Bar-be-que.

-Halloween: Trunk or Treat will be held October 25<sup>th</sup>, from 4:00-5:15 pm at the school parking lot in Dover, the Library/Museum will hold the magic show, still considering the costume contest.

-The new trash cans are in place on Main St. They are light weight.

-2 additional monitoring wells have been installed

### **WASTEWATER PROJECT**

Angie reported that letters from the community were sent to Mike Kleinpeter, the Environmental Review has been completed. -Angie presented an invoice for \$5,000 for Kleinpeter Consulting for work on the Environmental Review. This \$5,000 does go toward the Town match.

**WAVE - We All Value Each-other** (Glen Jewell, Lisa Mohler) – not in attendance  
**Planning Commission** (Shawn McClintock)

-Shawn absent but Angie represented the Planning Commission. She reported they have issued several permits this past month. She asked the Council if letters needed to be sent to pool owners in violation of the fence requirement to be in compliance for next summer. The Council advised to discuss with the Town Attorney.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Nothing new to report.

**Police Department** (Frank Clark) –

-Report sent via email

Frank reported that our truck has some issues needing major repair. He wants to repair the vehicle and use for a spare. Frank presented 3 quotes on new vehicles. 2021 Tahoe - \$37,420, 2021 Explorer-\$35,188, and 2021 Dodge Pick Up -\$34,000. Frank would prefer the 2021 Tahoe. There is plenty of funds in the Police LIT Fund. Some equipment from the current Dodge truck will be able to be used on the new Tahoe. Sara made a motion to order the 2021 Tahoe. Dave made a second. Motion passed 3-0.

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet.

-The health insurance premium went up 6.7%. Todd Colvin did obtain a quote for us through IPEP/Anthem. This quote would be an additional \$31,000/year overall. At this time Sara proposed the possibility of also providing an HAS and a policy with a higher deductible, and keeping the current policy with an upcharge to the employee for the difference in the lower deductible cost and the higher deductible cost. Koren also ask if the Council would like to amend the Salary Ordinance and include all spouses. Koren also asked if the Council would consider allowing the Clerk/Treasurer to have individual coverage. Koren advised we have a very tight schedule. Payroll deductions for November insurance need to be done in October. If we do not make decisions by October 5, it will create a lot of extra work on the insurance rep and the Clerk/Treasurer. Also, the Utility Board needs to review the policy changes. Due to two Council members being absent the insurance will be tabled until October 5.

-Koren presented an invoice for American Legal for the Supplement 1 pages for the Code of Ordinances books. The cost was \$2822.00. New pages were distributed to Council and others who have books.

-Calumet has been paid for the 2019 CCG Plum St. Project. They are retaining approximately \$20,000 which is normal. Once all paperwork is completed we may receive a billing for this additional retainage.

-The fire and security has been installed. We had some issues with the internet service. We called Doug Wilhoite to come. He recommended we purchase a repeater (hot spot) rather than run wiring and it will also give Angie better internet service. The cost will be under \$150.00. Koren approved for Doug to install the repeater.

-We need to hire our Handyman to repair some holes in the Town Hall restroom. We had a bat in the office and those holes could be the entrance. Derek said it would be about \$50 plus supplies.

-Something to think about...should we pay the Sugar Creek Art Center for usage of their building for our Council meetings? Angie will talk with Karen Wright to see what would be appropriate.

-Sara mentioned before about having work sessions before a Council meeting so our Council meetings don't last so late. With the wastewater project and possible annexation this would be a good time to implement. The decision was made to give it a try. The Council will meet October 1, 7:00pm. Angie will see if the library has a vacant space.

-Koren advised she needed to call Suzy Bass for some budget help. Suzy is also scheduled for December 30, for year end and year beginning help. More than likely this will be a remote help session.

### **Unfinished Business:**

Golf Carts/UTV/Side by Side – Ordinance 2020-8, had the first reading by Koren and Mark. The second reading was September 21. Sara made a motion to adopt Ordinance 2020-8, The Use of Golf Carts. Dave made a second. Motion passed 3-0. The Ordinance 2020-8 will be published in the local newspaper.

Quotes for a garage door for the Town Hall building were presented August 17. Quotes were received from Commercial Door of Indianapolis, The Popplewell Company, and Professional Garage Door Systems. The lowest bid was Commercial Door of Indianapolis at \$2345.00. Dave asked if the door sensors to keep the door from shutting on someone were included. Koren checked with the company and yes the install includes activity sensors. Koren reminded the Council we needed to do some wiring in the garage to be prepared for the door opener. Sara made a motion to proceed with the new garage door with total expenses not to exceed \$3,000. . Dave made a second to the motion. Motion passed 3-0.

Employee Handbook – The August 4 draft of the Employee Handbook was reviewed by everyone. Bruce noted that under the Drug Policy is said there “would not be random drug testing”. He said it should read to the effect that if suspicion arises the employee may be tested. Koren will work with Amy on the proper language and then will get with Dennis. There are also a few spelling errors and punctuation areas to be addressed. The final draft will be forwarded to the HR Attorney for review. Copies of the final draft will be sent to the Council.

Annexation of property S. SR 75 – Nothing new to announce at this time.

Bids for the LPR and Dodge Charger will be read October 5. The bid notice was published in The Reporter September 17 and will run again September 24.

The Budget adoption is scheduled for October 19. If anyone has any questions or comments regarding the 2021 Budget, we need that information by October 5. The Budget must be adopted by November 2.

### **TABLED ITEMS FOR THE FUTURE**

Comp Time Ordinance needs amended to Police Comp Time – Amy will prepare an updated ordinance to be in line with our employee handbook once the handbook is adopted.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

### **New Business:**

Bids for snow removal were presented. We received one bid from Merrill Construction. The bid was \$110/hour. Mr. Merrill did submit the appropriate bid sheet. Dave made a motion to accept the bid. Sara made a second. Motion passed 3-0.

There has been a request for police monitoring speed in the area of W. Bow and Powell Streets. We had discussion regarding putting up a stop sign. Angie believes she has some information regarding erecting stop signs within town limits. We will table and revisit October 5.

**Claims were signed.**

**Adjournment:**

Sara made a motion to adjourn the meeting at 9:36pm. Dave made a second to the motion. Motion passed 3-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
October 5, 2020  
7:00 pm

The October 5, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Elise Neishalla – County Council
Carol Keith - Council	Frank Clark - Marshal	
Dave Williams - Council		
Mark Garing – Council		
Koren Gray – Clerk/Treasurer		

**Guests:**

Elise Neishalla – Boone County Council – Shared the plans for upgrades and repairs to several bridges and culverts in the County. This is a 7-8 year process. This project will be funded with a Debt Service Levy. Elise reported that Boone County has the lowest tax rate in the state of Indiana.

Midwestern Engineering: Contract tabled until October 19. Mark Sullivan was called during the meeting to be included on some discussion. We were discussing language regarding how payment would be made to Midwestern Engineering; the Option to Purchase Document has received by the landowners, and the possibility of annexing the wastewater lagoon property.

**Approval of Minutes:**

Carol made a motion to accept the minutes of the August 17, 2020, Town Council meeting. Mark made a second. Motion passed 4-0. Sara Fairfield abstained as she was absent August 17.

Sara made a motion to accept the minutes of the September 21, 2020, Town Council meeting. Bruce made a second. Motion passed 5-0.

**Comments/Concerns:**

Angie brought up discussion regarding Halloween Trick or Treat hours. Sara made a motion that trick or treating would be Saturday, October 31, from 5:00-8:00 pm. Bruce made a second. Motion passed 5-0.

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -

In Gary's absence, Angie reported the utilities are planning to flush hydrants the week of October 19<sup>th</sup>.

**Park and Community Development** (Angie Moody) –

-Park: The Park Board received a grant from B. C. MIBOR for the Born Learning Trail. The Boone EDC and MIBOR Realtors will be installing as part of the Boone EDC Day of Service, October 8.

- Community Development:

-Angie is working with Calumet on the extra plans with the extra funds from the Plum St. Project

-We have issued ROW permit to Comcast

-The American Legion would like to hang their sign over the stairway door, flush with the building. It previously hung on the front of the building facing Main St. The Council did not have an issue with re-hanging the sign on the east side of the building.

-Angie mentioned she has received 3 complaints regarding a trailer in the trailer park on Church St. Frank will speak with the owner of the property.

**WASTEWATER PROJECT**

Nothing additional to report.

**WAVE - We All Value Each-other** (Glen Jewell, Lisa Mohler) – not in attendance

**Planning Commission** (Shawn McClintock)

Shawn absent. Nothing to report.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Nothing new to report.

**Police Department** (Frank Clark) –

-Report sent via email

- Nothing additional to report

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray)

- Financial reports were included in the Council packet.

- Resolution 2020-7, to Abolish Dormant Fund was presented. This Resolution allowed movement of monies in the Excess Levy Fund from 2014 and 2015 to be moved into the General Fund. Mark made a motion to adopt the Resolution 2020-7. Sara made a second. Motion passed 5-0.

- JJ Keller is the company we used in 2020 to provide our Employment posters that are required to be hung in the workplace. Our renewal will be coming up soon. Koren proposed we renew for a longer period than one year. This company was very good in 2020 keeping me updated and provided updated posters during the COVID-19 adjustments. We do get a break in price for renewing for 3 or 5 years. Mark made a motion to renew for a 3 year term at a cost of \$147.30. Sara made a second. Motion passed 5-0.

-Koren did call Jim Smith Electrical and needed to leave a message. Jim left a return message he will get in contact with Gary Moody.

-The garage door is ordered and possible install will be the week of October 19.



- Amy Noonung, our Town Attorney, advised that a new government program has been introduced. We can now submit and be reimbursed for the payroll from March 1 – September 30.

### **Unfinished Business:**

Employee Handbook – Koren and Dennis spoke October 5, regarding the final misc. spellings, etc. Koren can fix those now. Handbook is ready to send to Sara Blevins, the HR Attorney.

IMPA - Bruce read the second reading of Ordinance 2020-9, regarding the IMPA contract extension until 2050. Bruce made a motion to adopt the ordinance. Carol made a second. Motion passed 5-0.

Annexation of property S. SR 75 – Angie reported that Gary contacted REMC and they are to get back with Gary.

Questions/Comments regarding the 2021 Budget – Bruce stated he wanted the Professional Fees to be increased to \$22,000 to accommodate the CPA and Town Attorney. He also wanted the budget appropriation for the Comm. Dev. Dir. to be lowered to \$26,500 rather than \$28,000 as he believes her pay will not extend the \$26,500. The Budget adoption is scheduled for October 19. The Budget must be adopted by November 2.

Health Insurance renewal – Sara made a motion to continue with the same coverage as we did in 2020, and the Town will pay 90% and employee 10%. Motion seconded by Carol. Motion passed 5-0. We may look into additional policies next renewal.

Regarding stop sign on Bow Street around Powell or Elm – Frank reported he is not sure a stop sign is needed according to the research the Police Dept. with the portable speed sign. The Council decided to go with Frank's recommendation.

Handicap parking in front of Cynthia's Salon – Dave advised that the handicap spot is closer to Cynthia's front door than he originally believed.

### **New Business:**

Bids for the LPR and Dodge Charger – no bids received at this time. Notice to bidders was published in the Lebanon Reporter September 17 and September 24. A copy of the notice is attached.

Ordinance 2020-10 – Amend Salary Ordinance, was read. This ordinance will allow spouses the opportunity to have Town health insurance regardless if they can obtain health insurance from their own employer. Sara made a motion to include spouses on health insurance coverage. Dave made a second. Motion passed 3-2 with Carol Keith and Mark Garing voting nay. Sara made a motion to suspend the rules for a second reading. Mark made a second. Motion passed 5-0. Sara made a motion to adopt Ordinance 2020-10, Amending the Salary Ordinance to allow spouses health insurance coverage. Dave made a second. Motion passed 4-1 with Mark Garing voting nay.

The snow removal contract was signed by Council President, Bruce Burtner.

## **TABLED ITEMS FOR THE FUTURE**

Comp Time Ordinance needs amended to Police Comp Time – Amy will prepare an updated ordinance to be in line with our employee handbook once the handbook is adopted.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

**Claims were signed.**

### **Adjournment:**

Mark made a motion to adjourn the meeting at 9:31pm. Carol made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
October 19 2020  
7:00 pm

The October 19, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning	Mark Sullivan –Midwestern Engineering
Sara Fairfield - Council –via phone	Angie Moody – Parks/ Comm. Dev. Dir.	Mike Kleinpeter – Kleinpeter Consulting
Carol Keith - Council – via phone	Frank Clark - Marshal	Harold Cox – Utility Board
Dave Williams - Council	Shawn McClintock – Planning Comm.	
Mark Garing – Council	Gary Moody – Utility Supt.	
Koren Gray – Clerk/Treasurer - absent	Derek Babcock – Dep. Chief	

**Approval of Minutes:**

Mark Garing made a motion to accept the minutes of the October 5, 2020 meeting. Sara made a second. Motion passed 5-0. Sara and Carol both were on vacation and participated via telephone through most of the meeting. Later in the meeting they needed to disconnect due to poor service.

**Guests:**

Mike Kleinpeter – Kleinpeter Consulting was present to lead in discussion regarding the Wastewater Project. Bruce opened the Wastewater Hearing at this time. This Hearing was published in The Lebanon Reporter October 3, 2020. Mike explained the purpose of the Wastewater Project and the financial needs for the project. Mike is our Grant Writer and helping us to procure proper documentation for submitting an OCRA Grant. The deadline for submission is November 20, 2020. Mike read Resolution 2020-9, Resolution Authorizing Application Submission and Local Match Commitment. The local funds needed for this project are \$1,371,485. \$66,000 from the Sewage Utility Operating Funds and \$1,305,485 from the State Revolving Loan Funds as matching funds for said program, all to be contingent upon receipt of WDW funding from the Indiana Office of Community Rural Affairs. Mark made a motion to accept Resolution 2020-9. Sara made a second. Motion passed 5-0. Mike advised that there are 5 things that must be received to apply for the OCRA grant: 1) Local match, 2) Environmental Review, 3) Survey, 4) Land Acquisition (Option to Purchase), 5) Preliminary Engineering Report. At this time all are completed except #4. The Town is still in negotiation with the land owners. Angie shared a draft proposal from Gary and Jackie Lanpher regarding the land purchase. Mark made a motion to draft a letter of intent to be given to the Lanpher’s making a commitment to purchase an additional approximate 6 acres adjacent to the approximate 9 acres needed for the wastewater project. Purchase of the additional acreage is a requisite from the landowner. Dave made a second to draft the letter of intent. Motion passed 5-0. Attorney Amy Nooning will work with the Lanpher’s to draft the letter of intent. Sara made a motion to allow Town Council President, Bruce Burtner, to sign the letter of intent once it is completed. Mark made a second. Motion passed 5-0.

Mark Sullivan, Midwestern Engineering was present as a representative of the engineering firm. Mark read Resolution 2020-8, SRF Loan Program Preliminary Engineering Report (PER). Sara made a motion to accept Resolution 2020-8. Mark made a second. Motion passed 5-0. Mark and Mike both interjected timeline dates. If the Town signs the engineering contract with Midwestern Engineering in November, bidding should

be ready to go in February. The Council agrees with the engineering contract but would like to wait to sign after the Option to Purchase is signed. Mark advised soil borings would need to be completed and is hoping the ground does not freeze before this step can be completed. Mark mentioned SRF sent out questions to Bruce and himself. Mark will take care of those questions.

The Public Hearing was closed.

Harold Cox, President of the Utility Board, announced that Mike Hankins has submitted his resignation from the Utility Board effective October 16, 2020. Harold would like to recommend Max Allen to take Mike's seat on the Board. Dave made a motion to accept the nomination of Max Allen. Mark made a second. Motion passed 5-0. Harold advised that Koren could swear in Max.

#### **Comments/Concerns:**

Mark Garing spoke about the upcoming election and that the Town Council has 2 seats open as of January 1. He mentioned each candidate that is on the ballot.

Dave made a comment that the research he has done regarding a Solar Park or Solar Field generates approximately 3% of emergency used in the country. Dave is not in favor of soliciting for a Solar Park/Field.

#### **Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) Thorntown Utility can provide service to the property south of the current Fire Department building for Dickerson Custom Trucking. Gary advised the electric service is estimated at \$26,000, 2 grinding pumps at \$25,000-30,000, and water feed at \$65.00. He also mentioned a possible renovation of Thorntown Elementary. This reno could be involved with the water update. Dave asked if 10" piping would be enough for both, Dickerson and Thorntown Elementary. Gary said yes it should be plenty. The electric would be installed over SR 75.

- Leaf pick up will begin October 20 and continue through November.

#### **Park and Community Development** (Angie Moody) –

-Park: The Born Learning Trail is complete. The ribbon cutting ceremony will be held October 26<sup>th</sup>. The Tom Johnson Memorial park in Thorntown is the only park in the state of Indiana to have such a trail.

- Products purchased from the Grants awarded are now being received.

- Tables at the park have been painted

- Some vandalism has occurred at the Park therefor the restrooms are being closed a little earlier now

#### - Community Development:

- The Plum Street punch list is almost completed

- Michael Wines has obtained his building permit for the addition to garage

- KPW had decided to continue with the Halloween Parade/contest. They will make proper arrangements

- WAVE – the plumbing on the second story has started

#### **WASTEWATER PROJECT**

Nothing additional to report here.

**Planning Commission** (Shawn McClintock) Shawn, on behalf of the Commission, requested that the Town waive permit fees for the WAV as they are a non-profit. The Town would end up paying the Building Inspector since there would not be any previous fees collected. Mark made a motion to waive the permit fees for WAVE. Bruce made a second. Motion passed 5-0.

The Commission has discussed Air BNB's. Shawn advised in his research that the law allows anyone to operate an Air BNB. Some towns require a permit to operate the Air BNB.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Nothing new to report.

**Police Department** (Frank Clark) – Frank reported that he is working with the Boone County Health Department regarding a trailer located at 401 W. Church St. He has also addressed a couple of cars parked along Market St.

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray) not in attendance

- Financial reports were included in the Council packet via email

#### **Unfinished Business:**

Bids for the LPR and Dodge Charger – Bruce did receive a bid for the 2010 Charger. It was received on time. The bid was for \$1031.00, however, the minimum bid was set at \$2000.00. The Council rejected the bid as it did not meet the minimum requirements. Mark made a motion to reject the bid. Bruce made a second. Motion passed 3-0. Sara and Carol disconnected at this time.

- Bids were not received for the LPR, however, the Boone County Sheriff's Department is interested and are working with Marshal Clark.

Employee Handbook – nothing new at this time

Annexation of property S. SR 75 –nothing new to address at this time

Handicap parking in front of Cynthia's Salon – nothing new to address at this time

#### **New Business:**

**Budget Adoption** – The Professional Services appropriation was increased from \$20,000 to \$22,000 and the Community Director appropriation was changed from \$28,000 to \$26,500. Sara made a motion to accept the 2021 Budget, Ordinance 2020-11. Carol made a second. Motion passed 5-0.

## **TABLED ITEMS FOR THE FUTURE**

Comp Time Ordinance needs amended to Police Comp Time – Amy will prepare an updated ordinance to be in line with our employee handbook once the handbook is adopted.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

**Claims were signed.**

### **Adjournment:**

Mark made a motion to adjourn the meeting at 8:35pm. Dave made a second to the motion. Motion passed 3-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

Town of Thorntown  
Town Council Meeting  
November 16, 2020  
7:00 pm

The November 16, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Noonng – via phone/Zoom	Mark Sullivan –Midwestern Engineering
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	Larry Truitt – Council Elect eff 1-1-21
Carol Keith - Council	Frank Clark - Marshal	
Dave Williams – Council - absent	Don Gray – Planning Comm.- via Zoom	Mike McKenzie – Utility Board nominee
Mark Garing – Council	Gary Moody – Utility Supt.	Shawn McClintock – Council Elect eff 1-1-21
Koren Gray – Clerk/Treasurer	Derek Babcock – Dep. Chief	

**Approval of Minutes:**

Sara Fairfield made a motion to accept the minutes of the October 19, 2020 meeting. Carol made a second. Motion passed 4-0.

Sara made a motion to accept the minutes of the Special Meeting, November 11, 2020. Mark made a second. Motion passed 4-0.

**Guests:**

Mark Sullivan – Midwestern Engineering – Mark was present for the signing of the Agreement for Engineering Services for Wastewater System. Sara made a motion to accept the Engineering Agreement. Carol made a second. Motion passed 4-0. Sara made a motion to allow Bruce, as the Council President, to sign the Agreement. Carol made a second. Motion passed 4-0.

**Comments/Concerns:**

None

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday)

Gary discussed making frames for the new trash cans along Main St. The trash cans are light weight and blow over in windy conditions. The Council agreed for Gary to complete the frames.

**Park and Community Development** (Angie Moody) –

-Park:

-Still installing items purchased with grant funds

- Community Development:

-Plum St. project – gravel laid, grass seeding complete, and the big rock has been moved

-We need to update the Road Asset Inventory. BFS will help. Mark Garing wants to add the N. Market Streets situation to the inventory.

- We need an ADA compliant plan
- We have 23 monitoring wells in town – we have no new results
- Still working with INDOT on the punch list for the Main St. project
- A draft of the Town Logo was presented. The logo is being donated by artist Anita Gordon.

Everyone liked the logo with a couple of minor language and font changes.

- A new pharmacy sign will be erected at the corner of Main and Pearl streets
- Angie is still planning to have Way-finding signs for the town

## **WASTEWATER PROJECT**

Nothing additional to report

### **Planning Commission (Don Gray)**

-The Commission is addressing swimming pool violations and plan to send homeowners not in compliance a letter.

- The Commission is looking into folks living in RV's. Should we have a policy?
- Amy mentioned the membership requirements for the Planning Commission.
  - Planning Commission is comprised of 7 members
  - 3 members should be elective or appointed town employees
  - 4 members should be citizens not holding an elected or appointed office/employment

(with the exception of the BZA)

- Must be a Town resident
  - No more than 2 members of the same political party
- The Planning Commission currently has 1 position for a citizen that remains vacant.

### **Storm Water Board (Bruce Burtner, Ben Strong, Sara Fairfield)**

Nothing new to report

### **Police Department (Frank Clark)**

-The Police Dept. had two major pursuits in the past couple of weeks. One pursuit ended in injury to our Marshal

- The Police Dept. implemented new procedures due to the arising cases of COVID

### **Fire Department (Mike Martin – Fire Chief) – not in attendance**

### **Clerk/Treasurer (Koren Gray)**

- Financial reports were included in the Council packet
- The Clerk/Treasurer announced we have received our 1782 Notice which means the DLGF has approved our 2021 budget
  - B & R Fire/Security recommended we have a battery backup for our new system. Doug Wilhoite purchased and installed for us
  - The garage door has been installed and looks great
  - The Salary Ordinance and Holiday schedule will be presented at the December 7 meeting. They must be approved by December 31.
  - Koren advised the Council of the virtual workshops she has participated in for October and November.
  - The Clerk/Treasurer will be taking over the Website. Training is scheduled for November 17.

### **Unfinished Business:**



Employee Handbook – Sara Blevens, the HR attorney, has reviewed our handbook and added a few legal type remarks. The Handbook is now ready to implement January 1, 2021. Sara made a motion to accept the Employee Handbook. Carol made the second. Motion passed 4-0.

### **New Business:**

Town Attorney, Amy Nooning – Legal Services contract for 2021 was presented to the Council. The service fee will be \$16,000 annually. The fee will be paid in quarterly installments. Mark made a motion to accept the Legal Services contract. Sara made a second. Motion passed 4-0.

Ordinance 2020-12 – Amend Park Board – The state statute states that all board members must reside in the town limits. Our previous ordinance said all members must live in the county. Due to a complaint it is necessary that we amend/update our ordinance. Bruce read the first reading of Ordinance 2020-12. The second reading will be December 7. Angie reported that the Park Board meets on the 4<sup>th</sup> Monday not the second Monday of the month. Koren also noted that the Park Board should be submitting minutes to the Clerk/Treasurer to be uploaded into Gateway.

Building Inspector contract – An Agreement for Permitting and Building Inspections Services was presented to the Council. Our Building Inspector is considered a sub-contractor. The Town Council President is ultimately the authoritative figure over the Building Inspector. Everyone should review and we'll discuss more next meeting.

The quote for updating the electrical and bringing to code was presented to the Council. The quote was from Jim Smith who has done all of the electrical for the Town for several years. Mark and Bruce requested that we have a total of 3 quotes. Gary Moody volunteered to get the quotes since he knows what needs to be quoted.

Bruce brought up the police use policy. He has one without a date and there is another dated May 2017. This will be reviewed to make sure we are following the correct policy.

### **TABLED ITEMS FOR THE FUTURE**

Annexation of property S. SR 75 –nothing new to address at this time

Handicap parking in front of Cynthia's Salon – nothing new to address at this time

Comp Time Ordinance needs amended to Police Comp Time – Amy and Koren will work on this update and present in January.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

### **Claims were signed.**

### **Adjournment:**

Carol made a motion to adjourn the meeting at 8:51pm. Mark made a second to the motion. Motion passed 4-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

DRAFT

Town of Thorntown  
Town Council Meeting  
December 7, 2020  
7:00 pm

The December 7, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – via phone/Zoom	
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	
Carol Keith - Council	Frank Clark - Marshal	
Dave Williams – Council – absent (was able to listen via Zoom)	Robby Viergutz - Deputy	
Mark Garing – Council		
Koren Gray – Clerk/Treasurer		

**Approval of Minutes:**

Sara Fairfield made a motion to accept the minutes of the November 16, 2020 meeting. Carol made a second. Motion passed 4-0.

**Guests:**

George Gideon – Utility Board – Brought the Street Department quarterly stipend to the attention of the Council. Currently the Street Department stipend is being paid from electric, water and sewer utilities. The Utility Department believes this payment should be made from the Town not the utilities. The Clerk/Treasurer advised that the MVH (Motor Vehicle Highway Fund) could pay the Street Department stipend. Sara made a motion to pay the Street Department stipend for 2021 from the MVH Fund. Mark made a second. Motion passed 4-0. Since the Town will take responsibility for the Street Department stipend they will also receive a 5% raise effective January 1. The new rate will be \$811.12 and will be reflected in the Salary Ordinance for 2021.

George also advised the Utility Board would like to recommend Mike McKenzie as the replacement for Harold Cox who will resign effective December 31, 2020. Mark made a motion to accept the recommendation of Mike McKenzie. Sara made a second. Motion passed 4-0.

**Comments/Concerns:**

None

**Reports:**

Utility (Gary Moody) 3<sup>rd</sup> Monday)

**Park and Community Development** (Angie Moody, Natalie Faudree) –

-Park:

- The Park Board reviewed the many things they have accomplished this year including but not limited to the Born Learning Trail, the drive to the small shelter house, and painting the picnic tables. Some of the updates to the park were accomplished due to grants the Park Department received.

-The Park Board also presented a drawing of a parcel adjacent to the Big 4 Trail along N. Pearl St. The Park Board is requesting the Town Council allow the Park Board to make a dog park in this area. It is Town owned property and is 1.64 acres. Sara thought we should check on the Town's liability of such a park. Angie said signage "Use at Your Own Risk" would be present. Sara also is concerned about the homeowners in the neighborhood. She recommends a letter be sent to them regarding the dog park. The letter should be certified.

- Community Development:

-Angie has the info for the Road inventory. BFS will help us with the Road Inventory at a cost of \$500. This Road Inventory will update the North Market Streets issue. The post office said changing to suffix to Lane rather than Street would not be an issue. Carol made a motion to pay BFS \$500 for updating the Road Inventory. Mark made a second. Motion passed 4-0.

- BFS updated PASER ratings and has helped submit information to LTAP prior to December 1, annual deadline.

- Angie presented a response letter for our non-compliance violation from IDEM explaining our wastewater plans. This letter was signed by Bruce as the Council President.

-Emily from IMPA would like to come in February to discuss a Solar Park. The Utility Board will be included in this meeting.

- The appraisal/survey for the additional 6 acres is still in process.

## **WASTEWATER PROJECT**

December 17, 2020, is the award day for the OCRA Grant.

### **Planning Commission (Don Gray)**

Nothing reported

### **Storm Water Board (Bruce Burtner, Ben Strong, Sara Fairfield)**

Nothing new to report

### **Police Department (Frank Clark)**

-Frank advised the new Tahoe will be here after the first of the year

### **Fire Department (Mike Martin – Fire Chief) – not in attendance**

### **Clerk/Treasurer (Koren Gray)**

-Financial reports were included in the Council packet

- We have received the \$50,000 Police Salary reimbursement offered by the Indiana Finance Authority. It is not reflected in the current financial reports.

-Midwestern Engineering normally hosts a client appreciation dinner but is not holding the dinner this year due to the COVID. However, they have made a donation to the Boone County Community Foundation in honor of the Town of Thorntown.

-The printed and bound Employee Handbook was shown to the Council. The handbook will be dispersed at a later date.

## **Unfinished Business:**

Ordinance 2020-12 – Amend Park Board –The second reading took place at the December 7, Council meeting. The meetings will be held on the 4<sup>th</sup> Monday and has been updated in the second reading. Sara made a motion to accept Ordinance 2020-12. Carol made a second. Motion passed 4-0.

Building Inspector contract – An Agreement for Permitting and Building Inspections Services was approved by the Council. Amy discovered where she would like to add a word and make a couple of spelling corrections. Mark made a motion to accept the changes and the Building Inspector agreement. Carol made a second. Motion passed 4-0.

### **New Business:**

Resolution 2020-14, Police Car Usage was presented and read by Bruce and Sara. Sara made a motion to accept the Resolution 2020-14. Carol made a second. Motion passed 4-0.

Salary Ordinance 2020-13 was presented and the first reading was read by Bruce. The second reading will be read December 21.

The Holiday Schedule for 2021 was presented. The schedule is the same as 2020. It is also listed in the 2021 Employee Handbook. Mark made a motion to accept the Holiday Schedule. Carol made a second. Motion passed 4-0.

The 2021 meeting schedule was set. The Town Council will meet the 3<sup>rd</sup> Monday of every month and the 3<sup>rd</sup> Monday of the even numbered months (February, April, June, August, October, December). Sara made a motion to accept the 2021 meeting schedule. Mark made a second. Motion passed 4-0.

A Letter of Engagement from Ice Miller regarding the Sewage Works Revenue Bonds was reviewed by the Council. Heather James will be our representative. Heather has worked with Amy Nooning and Steve Brock on prior projects. Sara made a motion to accept the Letter of Engagement. Carol made a second. Motion passed 4-0.

Nepotism forms are in the Council packets. Each Council member should sign both forms and return to the Clerk.

CARES ACT Funding, Resolution 2020-13, was read by Sara. This Resolution explains how the reimbursement funds are to be handled. Sara made a motion to adopt Resolution 2020-13. Mark made a second. Motion passed 4-0.

Claims were signed.

### **TABLED ITEMS FOR THE FUTURE**

Annexation of property S. SR 75 –nothing new to address at this time

Handicap parking in front of Cynthia’s Salon – nothing new to address at this time

Comp Time Ordinance needs amended to Police Comp Time – Amy and Koren will work on this update and present in January.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

**Adjournment:** Sara made a motion to adjourn the meeting at 8:52pm. Carol made a second to the motion. Motion passed 4-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer

DRAFT

Town of Thorntown  
Town Council Meeting  
December 21, 2020  
7:00 pm

The December 21, 2020, meeting of the Council of the Town of Thorntown was called to order by Council President, Bruce Burtner, at 7:00 pm. The meeting was held at the Sugar Creek Art Center, 127 S. Pearl St., Thorntown, IN. The Council and citizens joined in reciting the Pledge of Allegiance.

The following were in attendance:

Bruce Burtner - Council	Amy Nooning – via phone/Zoom	Mike McKenzie – Utility Board
Sara Fairfield - Council	Angie Moody – Parks/ Comm. Dev. Dir.	
Carol Keith - Council	Frank Clark - Marshal	
Dave Williams – Council	Gary Moody – Utility Supt.	
Mark Garing – Council	Max Allen – Utility Board	
Koren Gray – Clerk/Treasurer	George Gideon – Utility Board	

**Approval of Minutes:**

Sara Fairfield made a motion to accept the minutes of the December 7, 2020 meeting. Carol made a second. Motion passed 5-0.

**Guests:**

Anita Gordon, Town Logo artist, was present. Anita was thanked for creating our logo. Bruce read the Memorandum of Understanding. This memorandum resolves that Anita is the talented artist who designed our logo. The Town may use the logo however they wish in promoting the town. Anita donated this artwork to the Town of Thorntown. The memorandum was signed by Council President, Bruce Burtner, and Artist, Anita Gordon.

The newest Utility Board member, Mike McKenzie, was present to be sworn in by Clerk/Treasurer, Koren Gray. Shawn McClintock and Larry Truitt will be the newest Council members as of January 1, 2021. They were also sworn in by the Clerk/Treasurer.

**Comments/Concerns:** None

**Reports:**

**Utility** (Gary Moody) 3<sup>rd</sup> Monday) -While doing the Christmas lights it was discovered that approximately 6 bricks were loose atop the Smith building. Gary advised that perhaps if those bricks were removed maybe we could remove the barricades on Main St. Would we need the building inspected to be able to provide a safe atmosphere and remove the barricades? Angie will contact Kevin Smith first about the bricks. We will discuss further January 18.

**Community Development** (Angie Moody) – Angie made note the Town received the OCRA grant for the wastewater project. She thanked everyone who was involved in making this happen. Mark Sullivan, Midwestern Engineering is already working on the design.

- BFS and the Community Crossing Grant 2019 have been closed and all paperwork filed.

-A Road Inventory map has been submitted to INDOT

- It has been announced that to be eligible for a Community Crossing Grant in the future the Town needs to be ADA and Title VI compliant. We have received some information to join Indiana ADA and Title VI. Angie will check with BFS to see if this organization would be helpful. Angie will participate in a virtual workshop at a registration of \$25.00.

-Angie has been in contact with INDOT regarding some ramps they installed this past summer. We feel some of these ramps could be a trip hazard.

**Park Board** (Natalie Faudree, Ali Keith, Angie Bascom)

-Angie Moody announced they would be tabling the Dog Park for a little while. We did check, and our liability insurance would cover a Dog Park at an extra premium.

- Angie M. has spoken with Apex regarding a new camera service for the Park. The Park Board will be moving forward and use the balance of their 2020 appropriation for part of the cost.

At this time Sara Fairfield discussed a grant opportunity of \$250,000. It is an OCRA grant, COVID Response Program Phase 3. If awarded we can give eligible local businesses up to \$10,000 each to help with loss of income during the pandemic. Kleinpeter Consulting would help in applying for the Grant at a fee of \$2000. The due date is January 29. Kleinpeter would receive a percentage of the Grant. We will need a hearing in February. Carol doesn't think we can pass up an opportunity to help our businesses. Sara made a motion to proceed with the application. Carol made a second. Motion passed 4-0. Dave Williams abstained from the vote as he is a local businessman.

## **WASTEWATER PROJECT**

Nothing to report

**Planning Commission** (Don Gray) - Angie spoke on behalf of the Planning Commission advising Eric Smith will be joining the Planning Advisory Commission.

**Storm Water Board** (Bruce Burtner, Ben Strong, Sara Fairfield)

Gary mentioned Sam Pursel has a low spot that holds water. He would like for us to look into it. Mr. Pursel would like to build a garage in this respective area in the future.

**Police Department** (Frank Clark) -Nothing new to report

**Fire Department** (Mike Martin – Fire Chief) – not in attendance

**Clerk/Treasurer** (Koren Gray) - Financial reports were included in the Council packet

-We have Resolution 2020-15, A Resolution Encumbering Funds, to encumber \$29,683.42, of LIT Police Public Safety funds for the purchase of the 2021 Tahoe. The Resolution was read by Bruce. Carol made a motion to encumber the funds. Sara made a second to the motion. Motion passed 5-0.

- We have received our \$50,000 for reimbursement of Police salaries March 1 – September 30, 2020. We will need to do an additional appropriation for the expenditure of it. We need to create a line to pay out our police comp time. We could apply some to the 2021 salaries. Appropriating some to the 2021 salaries would free up some General Fund money. We need to think about how we would like to appropriate the funds.

- State Board of Accounts has contacted me regarding our audit for 2018-2019. We will be having a virtual meeting December 22. I have asked Dave to join as a Council Rep since he is here in town.



- We are still waiting on the second half of the Property Tax disbursement.
- Suzy will be helping me December 30, with some of the year end duties.

**Unfinished Business:**

Building Inspector contract tabled for January 21<sup>st</sup>.

We had the second reading of Ordinance 2020-13, Salary Ordinance. Carol made a motion to accept the Salary Ordinance as written. Sara made a second. Motion passed 5-0.

**New Business:**

A Special meeting will be needed to elect new officers for 2021. New Council officers must be elected by January 15. The Council will meet January 4, 2021, 6:00 pm, at the Town Hall. Meeting notice will be posted on the website and in town.

**Acknowledgements:**

Mark Garing remarked it has been an honor and privilege for 5 years to serve on this Council. Carol agrees. Both believe everyone should try being on the Town Council.

Mark and Carol were thanked for their service. Also, Mike Hankins and Harold were thanked for their service on the Utility Board.

Claims were signed.

**TABLED ITEMS FOR THE FUTURE**

Annexation of property S. SR 75 –nothing new to address at this time

Handicap parking in front of Cynthia's Salon – nothing new to address at this time

Comp Time Ordinance needs amended to Police Comp Time – Amy and Koren will work on this update and present in January.

Establish a Board of Zoning Appeals – The Planning Advisory Board needs to set up a Public Hearing.

**Adjournment:** Sara made a motion to adjourn the meeting at 8:42pm. Carol made a second to the motion. Motion passed 5-0.

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Bruce Burtner  
Council President

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Koren Gray  
Clerk-Treasurer