

**Town Council Meeting
Monday, April 13, 2020
6:00 P.M. Town Hall**

Edinburgh Town Council met in a regular session on Monday, April 13, 2020 at 6:00 P.M. at the Town Hall, 107 South Holland Street, Edinburgh, Indiana.

President Simpson called the meeting to order and led the Pledge of Allegiance.

Members answering roll call: *Due to the COVID-19 public emergency and per Executive Order 20-09, members may have attended electronically (e).* Councilwoman Debbie Buck, Councilwoman Miriam Rooks (e), Vice President Dawn Graham (e), Councilman Ryan Piercefield, and President Jeff Simpson. Also present were Town Attorney Dustin Huddleston, Clerk-Treasurer Scott Finley (e), and Town Manager JT Doane.

Minutes – Council meeting of March 23, 2020. Councilwoman Buck made a motion to approve the minutes as submitted. Councilman Piercefield seconded. Motion carried.

Claims – The council received two claim dockets in their council packets. The first was an end-of-month docket for February totaling \$227,299.30 and the second was the regular docket for the period totaling \$308,360.49. Mr. Finley said he had signed off on the claims in those dockets and handed them over to the council for approval.

Councilman Piercefield made a motion to approve the claims as submitted. Councilwoman Buck seconded. Motion carried.

Resolution 2020-10 COVID-19 Extension – Mr. Doane said this resolution extends the processes and safety precautions set forth by the council due to the COVID-19 public emergency through April 27, 2020. These measures could still be extended if necessary.

Town Attorney Dustin Huddleston said he would also prepare an extension resolution for the next meeting as well in case it is necessary.

Councilwoman Buck made a motion to approve Resolution 2020-10. Councilwoman Graham seconded. Motion carried.

Resolution 2020-11 Appointment of Signatory in CT Absence – Mr. Doane said the SBOA recommended that the town have a plan in place in case the Clerk-Treasurer was unable to perform his or her duties during the public emergency. He recommended having two council members listed on the resolution.

Mr. Finley said this is statutorily similar to what would happen if the Clerk-Treasurer position was vacated and the town could not find a replacement. There are a few options the town could take. A council member could be appointed, at no additional pay, to perform those duties, an outside financial service provider could be contracted to perform the duties, or the town could contract with another city or town. He explained that this would just be for signatory process. All processes like claims, bank recs, payroll, etc. would be handled by the administrative office staff. A council member would then sign off on those processes.

Mr. Huddleston said that is correct. The resolution states that if the Clerk-Treasurer is unable to perform his duties for more than 5 consecutive days, these processes would take effect.

Councilman Piercefield made a motion to amend Resolution 2020-11 to include President Jeff Simpson and Vice President Dawn Graham in the blanks. Councilwoman Buck seconded. Motion carried.

Councilwoman Buck made a motion to approve Resolution 2020-11 as amended. Councilman Piercefield seconded. Motion carried.

Resolution 2020-12 Requesting Proposals to Lease Property – Mr. Doane said the medical building owned by the town has had a tenant leave. There is still one tenant in the building. The council has two options but requesting proposals is the staff recommendation for the process.

Mr. Huddleston said this property has been leased for many years. Statute requires a public process before the property can be leased. The first option is to have appraisals done for the rental value of the property and a public notice is posted to obtain bids for the property. Option two, the resolution presented, bypasses the appraisal process and the council sends out public notice and list parameters for the lease. The resolution says the bottom bid for the lease will be \$925 per month.

Discussion was held regarding the history of the property and other options for the property.

Mr. Doane said this process is holding up the sale of Dr. Sweets practice because a lease needs to be in place first.

Councilwoman Graham said she recommends proceeding with the current recommendation and revisiting it at a later date.

Mr. Huddleston said the Clerk-Treasurer would then send out public notice for request for proposals.

Councilwoman Buck made a motion to approve Resolution 2020-12 Requesting Proposals to Lease Property. Councilwoman Graham seconded. Motion carried.

Resolution 2020-9 Electric Bucket Truck – Mr. Doane said this has been discussed at previous meetings. The department is now ready to place the order.

Mr. Huddleston said the resolution identifies this as a special purchase and the bidding process can be bypassed.

Councilman Piercefield made a motion to approve Resolution 2020-9. Councilwoman Buck seconded.

CR 900 Electric Utility – Mr. Doane said the town's electric utility needs to be moved before the paving of County Road 900. He presented a quote from Brownstown for supplies to move the utilities for \$35,885.91.

President Simpson asked if this was the only quote.

Mr. Finley said per the small purchase policy, this amount would require a minimum of two quotes.

Mr. Doane said he would talk to Electric Superintendent Kevin Rubush about obtaining a second quote.

Cemetery Parking Lot – Mr. Doane said the old cemetery office has been removed by Robertson Paving. Robertson submitted a quote to pave the parking area for \$11,400.

President Simpson asked if we needed another quote for this project.

Mr. Finley said according the small purchase policy, we would need another quote.

Councilman Piercefield said he thinks we delay a lot of projects with the low threshold for small purchases.

Discussion was held regarding the small purchases policy.

President Simpson asked if we could approve the project at a maximum of the Robertson bid.

Councilwoman Buck made a motion to allow Mr. Doane to award the bid for the cemetery parking lot project to the low bidder after obtaining a second quote not to exceed \$11,400. Councilman Piercefield seconded. Motion carried.

Edinburgh Recycling Depot Agreement – Mr. Doane said the recycling depot opening has been postponed due to the public emergency. However, an agreement is still necessary between the town and the county. This agreement would then go before the county board for approval.

Councilwoman Buck made a motion to approve the recycling depot agreement. Councilman Piercefield seconded. Motion carried.

Councilman Piercefield made a motion to allow President Simpson to sign the agreement on behalf of the council. Councilwoman Buck seconded. Motion carried.

April Employee Appreciation Lunch – Mr. Doane said the April Employee Appreciation Lunch needs to be postponed due to the public emergency. He would like to give employees the half day off as stated on the holiday schedule and reschedule the lunch for May 22, 2020.

County Emergency MOU – Mr. Doane said Johnson County sent out an MOU for the town to complete. It has been completed and reviewed by Mr. Huddleston. It will be forwarded to the county after approval.

Councilman Piercefield made a motion to approve the County Emergency MOU. Councilwoman Buck seconded. Motion carried.

Wessler Agreement – Stormwater Project – Mr. Doane said this agreement is for the stormwater project on Prosser and has been reviewed and revised by Mr. Huddleston. Wessler will provide a study and details to submit for the grant.

Councilwoman Graham made a motion to approve the Wessler Agreement. Councilwoman Buck seconded. Motion carried.

Councilwoman Graham made a motion to allow President Simpson to sign the agreement on behalf of the council. Councilman Piercefield seconded. Motion carried.

INDOT/Railway Discussion – Mr. Doane said he met with L&I Railroad and INDOT recently. He found that there is funding available for crossing arms but the earliest available is 2025. He will begin getting a list of railroad crossings. The town match would be 10%. If the town were to close any crossings, the railroad would compensate the town. The town had looked at closing the crossing at Naomi Street in the past. He said he will keep the council informed on this issue.

Mr. Doane said there is federal funding available for COVID-19 related costs for small businesses. Vice President Graham signed documents related to those funds and OCRA gave the green light to submit the application. He asked if the council would like to utilize Kenna for this grant.

Councilwoman Graham said it sounds like this is a pretty easy grant to apply for and does not believe we need to utilize Kenna's services.

Community Center Director SaraBeth Drybread said it is an easy grant to apply for. She has been contacted by several local businesses needing help with rent and utilities. OCRA is aware that the need for these funds is very fluid. She said she is happy to help with the application.

Mr. Doane said he would like to create a task force to review applications for the funding. So far, he, Daniel Teter, and SaraBeth Drybread would be on that task force. An application for funds would be drafted and then reviewed by the task force.

Councilwoman Buck said she would like to be a part of the task force.

Discussion was held regarding the decision-making process.

Mr. Doane said heavy trash will run this week. A list of acceptable items has been sent out to all residents.

Council Comments

Councilman Piercefield asked where we were at with the police cars.

Town Marshall Doyne Little (e) said the VIN's have been created and we are waiting on them to ship. We will have to wait for Chrysler to reopen.

Councilman Piercefield asked about the Bobcat Equipment.

Water Superintendent Bill Jones (e) said we have received quotes from Bobcat and Caterpillar. The purchases have been put on hold for the time being.

Councilman Piercefield thanked Wastewater Superintendent Rebecca Frakes for the work she has done at the wastewater department during this public emergency.

President Simpson thanked all the departments for their work during these difficult times and the council appreciates all the work they are doing.

Mr. Finley said he is asking all departments to hold off on large purchases at this time. With the property tax deadline being pushed back, it is possible we will not receive our full tax draw in June. He said he will be working with Chief Herron on some additional appropriations for the Fire and EMS. The process has been streamlined online but does require public hearings which are difficult to hold at the moment.

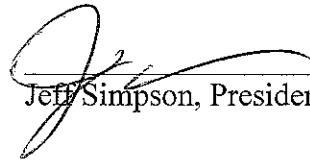
Mr. Finley said the town codebook is now online and linked on the town website for citizens and staff to review.

Departmental Comments

Ms. Drybread said the website will have a COVID-19 resource tab for citizens and local businesses in need. She asked that the council direct people or businesses with questions to the website or to her.

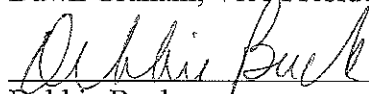
Being no further business or comments, Councilman Piercefield made a motion to adjourn the meeting. Councilwoman Buck seconded. Motion carried.

EDINBURGH TOWN COUNCIL

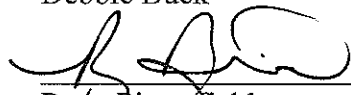


Jeff Simpson, President

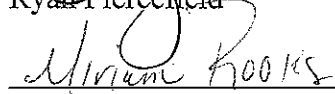
Dawn Graham, Vice President



Debbie Buck

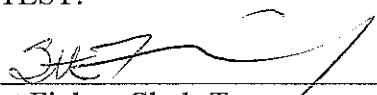


Ryan Piercefield



Miriam Rooks

ATTEST:



Scott Finley, Clerk-Treasurer