

January 8, 2024, 7:00 P.M.

Starting her 47<sup>th</sup> year as Clerk-Treasurer, Mary was sworn in on January 4, 2024 by Angela Buckley, Rush County Clerk for a three-year term, Mary Richardson installed Denny Richardson, Jo Temple, and David Miller as Council Members for three years with the terms expiring on December 31, 2026.

Mary commented that the election forms the Council and Clerk-Treasurer received are auto-generated for four years. The Rush County Clerk is researching how to document the three-year term.

A motion was made by Jo Temple and seconded by David Miller to appoint Denny Richardson as Council President for a three-year term. Approval was unanimous. A motion was made by David Miller and seconded by Denny Richardson to appoint Jo Temple as Council Vice President for a three-year term. Approval was unanimous.

Denny Richardson was given the gavel and led in the Pledge of Allegiance to the Flag. Others in attendance were Paul Sembach, Utilities Supervisor-Operator, and Geoffrey Wesling, Town Attorney.

A motion was made by David Miller and seconded by Jo Temple to approve the December 11, 2023 council special meeting and regular meeting minutes. Approval was unanimous.

A motion was made by David Miller and seconded by Jo Temple to approve the Allowance of Payroll Accounts Payable Voucher and the Register of Accounts Payable Vouchers as revised. Approval was unanimous.

General Fund	\$18,533.47	Sewage Utility Operating Fund	\$14,228.57
Park Fund	\$68.06	Payroll Fund	\$6,203.99
Water Utility Operating Fund	\$18,294.41		
Water Meter Deposits	\$200.00	Total	\$57,526.49

Mary noted that the State Board of Accounts charge to the general fund must not have been received in time for the December Rush County tax settlement. The amount will probably be deducted with the spring settlement. Mary also mentioned that Glenwood did not have large enough grants to require review during the examination. But she suggested the Council keep in mind that the SBOA exam fee can be offset from project funds. An estimated amount of the exam can be considered in the project cost and retained until the exam occurs.

#### Unfinished Business

There was no discussion regarding the water utility improvement project pending Rush County, Fayette County, Rushville, and Connersville groups' decisions to help fund the water design required for funding commitment.

Jeff Fish, Commonwealth Engineers, discussed the planned drinking water "breakpoint chlorination" project. Only one quote was received for certified operations support. Another company said they will provide a quote. Jeff and Paul Sembach discussed what is needed for the project. Jeff would like to begin the project right after the February council meeting. A special meeting might be scheduled to discuss the project and contract for the certified operations support.

Since no notice of substantial completion of the sidewalk project was received, Mary submitted a 2023 4<sup>th</sup> quarter report to INDOT. The December claim from Strand shows the total construction engineering fees approximately \$8000 less than appropriated. She will watch for the January billing to determine the final cost.

Mary provided copies of three letters to send to property owners driving over sidewalks or parking on the sidewalk. Since Denny said there are a lot more that are cutting the curb sharp and driving over the sidewalks, she has not sent any letters pending the Council's decision on this situation.

With the holidays, David and Denny have not yet arranged for the no parking signs to be placed on town properties.

David said he is working on obtaining the bus stop signs.

The police patrol situation was tabled.

Jo said she will follow up with the IDEM representative to determine if all the water sanitary survey issues have been resolved.

The Council discussed the heavy corn dust that blew from grain bins as far away as two blocks. Some went inside under doors. Several complaints were received.

The Council also discussed complaints received regarding the noise in town. The Council discussed a potential noise ordinance but there may be restrictions based on a state highway in town. Also, Glenwood does not have the means to have monitoring equipment or have a certified person on staff. Mary offered to ask the questions with other towns on how they handle the noise.

### New Business

David reported that INDOT has told a property owner on SR 44 that the State is not responsible for cutting down dead trees adjacent to the highway.

Mary provided the Council with a recent INDOT map reflecting their right of way on SR 44 in Glenwood. She also requested a larger map from INDOT showing their right of way for the entire stretch of SR 44 through Glenwood. Mary said she would provide David with another INDOT contact.

Mary requested the Town purchase the glenwood.town.com domain at a cost of approximately \$44 every two years. The reason is to prevent someone else from purchasing it and using it for fraud. The only difference from Glenwood's domain is the period. A motion was made by David Miller and seconded by Jo Temple to purchase the glenwood.town.com domain from Go Daddy. Approval was unanimous.

The Park Board cancelled the January meeting. They are waiting for Denny to get bids to repair the community center ceiling. Denny has reached out to two contractors with no response. He will follow up and the matter can be resolved prior to the next Park Board meeting.

Jack Rummel's term as a Park Board member has expired. A motion was made by David Miller and seconded by Denny Richardson to reappoint Jack Rummel as a Park Board member for a four-year term expiring December 31, 2027. Approval was unanimous.

### Reports

Mary discussed the cross-county situation with the firm putting together the Rush County Comprehensive Plan. Since Glenwood will be a section of the plan, she received permission to encourage Fayette County residents in Town of Glenwood to complete the survey and attend the Glenwood workshop. She will put this information on the town's website and requested Jo to add it to facebook. The Glenwood workshop is January 24, 2024, 5:00 PM at the Community Center.

Mary collected the Nepotism affidavits from the Council Members.

Mary reported that she talked to Debbie Richardson, Rush County Clerk, about destroying old records. Debbie's office recently destroyed records back to 1960 and went over the process and forms with Mary. The company that does the shredding brings tubs to transfer items from boxes. Two tubs will hold records from 24 boxes if packed tightly. Mary said she plans to work on this process in 2024 and does not think the cost will be as much as she anticipated.

Mary stated she requested Glenwood question specifically relate to water and stormwater but the question is very generic with the question "Glenwood's infrastructure is in good condition". Hopefully more detail will be explored at the Glenwood workshop.

Mary reported she received another form to hunt at the lagoon. She will make a hotel arrangement. Mary is considering attendance at the ILMCT Academy in March to help ensure she gets her training hours in this year. If she goes, it will probably be for just one.

Mary reminded everyone that the E-Verify form is needed for all contractors. It was previously determined that only one per year is necessary. Mary noted that the State Board of Accounts has added this to their exam so other towns may start requiring the form. Also, the workman's comp and liability insurance needs to be obtained prior to a job performed.

Mary stated that a \$157.50 money order was received in early December and dropped in the bank's night deposit box. But the money order was never deposited. Mary stated that the process has worked well for years, but it is not a good process. The posting clerk or the clerk-treasurer takes the deposit to Rushville or Connersville because there is no bank in town. The payment postings are posted in the evening with the deposits taken to the bank before it opens. There is no other feasible or cost-efficient way to process the checks. Mary said there is a copy of the money order but the Council discussed that the person that purchased the money order should not pay the cost for replacement. A motion was made by Jo Temple and seconded by David Miller to write off the money order. Approval was unanimous.

Paul Sembach provided his written and oral report. The water loss did go up from 13.70% in Sep to 18.29% in Oct, then 20.63% in November. He will monitor the situation for any potential issues.

#### Other Business

A motion was made by Jo Temple and seconded by David Miller to adjourn the meeting. Approval was unanimous.

Mary M. Richardson, Clerk-Treasurer