

**Memorandum of the Yorktown Town Council
Work Session
Tuesday, February 21, 2023, at 5:30 p.m.
Yorktown Town Hall**

In attendance:

Bryan Smith
Carolyn Gant
Nanci Perry
Rick Glaub
Marta Guinn
Nicole Rector
Jason Gasaway

Chase Bruton
Maura Hoff
Lance Turner
Saydee Peck
Erin Hurley
Kurt Walthour
Tim Caldwell
Members of the Community

The Clerk Treasurer explained the purpose of the monthly reports, and provided a brief overview of the budgeting process.

President

**Prepared by/Attest
Clerk Treasurer-Lance Turner**

**Minutes of the Yorktown Town Council
Regular Meeting
Tuesday, February 21, 2023, at 6:00 p.m.
Yorktown Town Hall**

Call to Order, Pledge of Allegiance, Roll Call:

Bryan Smith	Carolyn Gant	Nanci Perry	Rick Glaub	Marta Guinn	Nicole Rector	Jason Gasaway
Present	Present	Present	Present	Present	Present	Present

Approval of Claims-Marta Guinn motioned to approve claims totaling \$1,920,799.34. Jason Gasaway seconded and the motion passed 7-0.

Approval of January 17, 2023, Work Session Memorandum and Council Meeting Minutes-Nanci Perry motioned to approve the memorandum and meeting minutes. Marta Guinn seconded and the motion passed with no objections.

Comments from the Floor-No public comments were made.

Public Hearing – Additional Appropriations: The Department of Local Government Finance requested that the appropriations for the 2023 Community Assistance

expenditures be approved through a public hearing since they were not approved as part of the 2023 Budget. Council President Glaub opened the hearing at 6:06 p.m. Hearing no public comment, President Glaub closed the public hearing at 6:07 p.m.

Unfinished Business: None.

New Business: 1) Organizational Chart- Town Manager Chase Bruton proposed an organization chart that placed the utility clerk's office and the community assistance clerk under the supervision of the Clerk/Treasurer, reinstated the position of Assistant Town manager, and removed the Community Engagement Director. Marta Guinn moved to adopt the organization chart. Nanci Perry seconded and the motion passed with uncontested approval.

2) Appoint Assistant Town Manager-Mr. Bruton proposed the appointment of an Assistant Town Manager and also suggested that a clerical position would eventually be added for the Town Manager and Assistant Town Manager. Marta Guinn motioned to appoint Erin Hurley as the Assistant Town Manager. Bryan Smith seconded and the appointment was unanimously approved.

3) Ordinance 834 Amended 2023 Salary Ordinance-Marta Guinn moved to approve the amended salary ordinance to change the utility clerk wages, add the Assistant Town Manager position, and removed the Community Engagement Director. Marta Guinn moved to approve the amended 2023 Salary Ordinance. Nanci Perry seconded and the motion was approved without dissent.

4) Appoint Utility Clerk-Marta Guinn motioned to approve the hire of Deborah Bennett as the utility clerk. Nanci Perry seconded and the motion passed without opposition.

5) Yorktown Police Department Standard Operating Procedure Manual-Marshal Walthour proposed the adoption of the Standard Operating Procedure Manual that had been started by former Marshal Shane Ginnan and explained that officers would sign to acknowledge each year and following any updates. Nanci Perry moved to adopt the new Yorktown Police Department Standard Operating Procedure Manual. Bryan Smith seconded and motioned passed 7-0.

6) Resolution 2023-1 Disposal of Surplus Property-The Town Manager proposed that the items listed in Exhibit A including a 2006 FR450, a 2-wheel trailer, a Coca Cola vending machine, a tube tv, 2 scoreboards, sound equipment, multiple lion benches, a treadmill, approximately 60 bicycles, and police lights and equipment be salvaged, disposed of or donated, according to Indiana Code. Nanci Perry motioned to approve the resolution. Marta Guinn seconded and the motion was approved with no objections.

7) Resolution 2023-02 Designating ERC- Resolution 2023-02 appointed the Town Manager as the Employee in Responsible Charge as the primary contact for Indiana Department of Transportation projects that were eligible for federal funds. Jason Gasaway motioned to appoint Chase Bruton as the ERC. Carolyn Gant seconded and the motion passed with uncontested approval.

8) Police Merit Commission Appointments- The Yorktown Police Merit Commission Ordinance #823 was approved by the Town Council on March 14, 2022. The ordinance

was ratified by YPD on September 12, 2022 and went into effect, pursuant to IC 36-8-3.5-4(d) as of January 1, 2023. The Police Merit Commission is comprised of five members who shall be appointed as follows: Two persons, who must be of different political parties, appointed by the Council President; one person, appointed by the Common Council; and two people, who must be of different political parties, elected by the active members of the Yorktown Police Department. YPD employed the democratic process and have selected their members. Nanci Perry moved to appoint Dr. Jan Kornilow. Bryan Smith seconded and the motion was unanimously approved. President Glaub appointed Juli Metzger and Dr. John Anderson to the Merit Board.

9) Water Meter Order Approval-The Water Department needed to order 86 small water meters and 2 large meters for new residences at a cost of \$23,169.07 from Mueller Systems. Bryan Smith moved to approve quote # Q-122440. Marta Guinn seconded and Motion passed without dissent.

10) Jay-Crew Maintenance Agreements-Jay-Crew provided quotes for maintenance at the Yorktown Gateway at McGalliard Road and I-69, the Civic Green, and at the Sports Park. Following a discussion on the process for soliciting quotes over \$50,000 and bids for projects over \$150,000, Jason Gasaway moved to table the Jay-Crew agreement and solicit other quotes. Marta seconded and the motion carried without opposition.

11) Flower Pot Planting & Maintenance Agreement-Clean-Cut Lawn & Landscape offered a quote for flowers and maintenance of the large pots along Smith Street in downtown. Carolyn Gant motioned to table the agreement and solicit other quotes. Jason Gasaway seconded and the motion passed 7-0.

12) Insurance Renewal-The property/liability insurance policy with USI is up for renewal March 1, 2023. This includes property, auto, umbrella, worker's comp, and cyber coverages. The cost of \$187,166.00 will be paid from Water, Sewer, and Town Council Admin. Nanci Perry motioned to approve the renewal. Mart Guinn seconded and the motion passed with no objections.

13) Dump Truck Exhaust System Repair- The 2007 dump truck that was used for plowing had the exhaust system stolen while being serviced. Tim Caldwell has received a quote at a cost of \$10,980.65 to be paid from Street/MVH. Jason Gasaway moved to approve the cost of the repair. Marta Guinn seconded and the motion passed with uncontested approval.

14) Police Vehicle Purchase-The Yorktown Police Department is in need of a new vehicle for their fleet. Kelley Chevrolet provided a quote for the lights, sirens, markings, and a Chevrolet Tahoe at a cost of \$51,092.99 through the Indiana State Quality Purchase Agreements, the guaranteed lowest price in the state. This was a budgeted item and should be the only large purchase from the police department this year. The older vehicle in the pool will be used for the part-time officers. Nanci Perry moved to approve the purchase. Marta Guinn seconded and the purchase was unanimously approved.

15) Morrow's Meadow Traffic Flow-The Town Manager proposed making the east loop one-way to accommodate trailer traffic during popular events such as the Farmer's Market. The street will be widened at the entrance using #52 stone and asphalt. Directional arrows and Do Not Enter signs will be added. Marta Guinn moved to approve the one-way traffic

flow. Carolyn Gant seconded and the motion passed without dissent, Nanci Perry abstained.

16) Chamber of Commerce Memorandums of Understanding-Marta Guinn motioned to approve the Memorandums of Understanding for the 2023 Civic Green Summer Concert Series and the inaugural Mad Hatter event to codify the Chamber of Commerce responsibilities for the events. Bryan Smith seconded and the motion passed without opposition.

Water/Waste Water/Storm Water-No new business.

Departmental Reports-Assistant Fire Chief Chris Horner promoted the smoke detector and reflective address sign programs. Marshal Walthour reported that there would be changes in shifts from 3 p.m. to 2 p.m. to make an officer available for bus traffic detail to promote safety around school bus traffic. Town Manager Bruton highlighted activities from his first month including a radio appearance with Nanci Perry, attending the Yorktown Chamber of Commerce with Marshal Walthour, and meeting the Smoke the dog, who lives at the Yorktown Fire Department. Clerk Treasurer Turner reported difficulty in getting caught up on bank reconcilements and the annual financial reports due to turnover in the office and had sought help from Hartman and Williams. Mr. Turner presented a special claim to K&K Service & Supply in the amount of \$111.15 for purchases made by Josh Baker for hoses. Nanci Perry moved to approve the claim. Carolyn Gant seconded and the motion passed 7-0. Northwest has informed the Town of the change in how the sweep account will work. The options are to do nothing and lose the option of earning interest, switch to an Insured Cash Sweep Account and earn additional interest, or switch to a using an additional money market account that would have to be managed by the Town. The Clerk Treasurer recommended approving the change to the new ICS Northwest Sweep Account. Marta Guinn motioned to approve the change. Nanci Perry seconded and the motion was approved with no objections.

Comments were made by Town Council Members.

Adjournment: 6:49 p.m.

President

**Prepared by/Attest
Clerk Treasurer-Lance Turner**