

**Memorandum of the Yorktown Town Council  
Work Session  
Monday, November 20, 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

Erin Hurley  
Kristin Robinson  
Kyleigh Van Pelt  
Tim Caldwell  
David Boone  
Kurt Walthour  
Community Members

The topics discussed included personnel policy handbook updates and personnel matters.

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**President**

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

**Minutes of the Yorktown Town Council  
Regular Meeting  
Monday, November 20, 2023, 2023, at 6:00 p.m.  
Yorktown Town Hall**

**Call to Order, Pledge of Allegiance, Roll Call:**

<b>Bryan Smith</b>	<b>Carolyn Gant</b>	<b>Nanci Perry</b>	<b>Rick Glaub</b>	<b>Marta Guinn</b>	<b>Nicole Rector</b>	<b>Jason Gasaway</b>
Present	Present	Present	Present	Present	Present	Present

**Approval of Claims** – Nanci Perry motioned to approve claims totaling \$ 913,036.70. Marta Guinn seconded and the motion passed with no objections.

**Approval of October 16, 2023, Work Session Memorandum and Council Meeting Minutes** – Nanci Perry motioned to approve the memorandum and meeting minutes. Carolyn Gant seconded and the motion passed with uncontested approval.

**Public Comments Were Made from the Floor.**

**Yorktown School Foundation Presentation**

**JAA Presentation**

**Public Hearing – Petition to Vacate an Unimproved Platted Street.** President Glaub opened the public hearing at 6:40 p.m. Joe Rhettts of Defur Voran presented a summary of the petition. After receiving no other comments, President Glaub closed the public hearing at 6:43 p.m.

**Unfinished Business – Sports Park Repair Request.** After a brief discussion, Nanci Perry motioned to approve a \$10,000 payment towards the \$29,445.35 field renovation estimate. Carolyn Gant seconded.

Bryan Smith motioned to table requests for funds to repair the sports park. Jason Gasaway seconded the motion to table.

<b>Bryan Smith</b>	<b>Carolyn Gant</b>	<b>Nanci Perry</b>	<b>Rick Glaub</b>	<b>Marta Guinn</b>	<b>Nicole Rector</b>	<b>Jason Gasaway</b>
Yes	No	Yes	No	No	Yes	Yes

Payments from the Town for repairing the sports park was tabled by a 4-3 vote until next council meeting.

**New Business: 1) Ordinance 841 – Vacate Unimproved Platted Street.**

Nanci Perry moved to introduce the ordinance to vacate property between Lot 55 and Lot 56 of the Yorkshire Addition. Marta Guinn seconded and the motion was unanimously approved.

**2) Ordinance 842 Amending Yorktown Traffic Code –** Heritage Retirement Village Condominiums Association requested a stop sign at the intersection of Patriot Drive and Freedom Drive and a speed limit of 20 mph between Patriot Drive and Freedom Drive. Nanci Perry motioned to introduce the ordinance. Jason Gasaway seconded and the motion passed without dissent.

**3) Ordinance 843 – 2024 Salary Ordinance.** Nanci Perry motioned to introduce the ordinance. Marta Guinn made a motion to amend the Clerk Treasurer’s salary from \$2000 biweekly to \$2200 biweekly and the stipend for a Bachelor’s degree and a postgraduate degree to be biannually instead of annually. Nanci Perry accepted the amendment as proposed. Nicole Rector seconded and motion passed without opposition.

**4) Resolution 2023-14 Surplus Property Disposal.** Nanci Perry motioned to approve the resolution to dispose of two dump trucks and a pavement roller by public auction. Marta Guinn seconded and the motion passed 7-0.

**5) Town of Yorktown Organizational Chart Approval –** Marta Guinn motioned to adopt the organizational chart that added a Parks/ Fleet Superintendent. Carolyn Gant seconded and the motion passed with no objections.

**6) Personnel Policy Handbook Update –** Nanci Perry motioned to adopt the updates to section 5, Employee Time Off from Work, in the personnel policy. Marta Guinn seconded and the motion passed with uncontested approval.

**7) Holiday Closing Schedules** – Bryan Smith motioned to adopt the revised holiday closing schedules for 2023 and 2024. Carolyn Gant seconded and the motion was unanimously approved.

**8) Downtown Flower Pot Maintenance** – Nanci Perry motioned to accept the Westwind Farm & Fiber Proposal for maintenance of the downtown flower pots. Marta Guinn seconded and the motion passed without dissent.

**9) Fire Hydrant Purchase** – Marta Guinn motioned to approve the purchase of 5 fire hydrants at a cost of \$20,559.50 to be paid from Water Repair & Maintenance Supplies. Carolyn Gant seconded and the motion passed without opposition.

**10) Civic Green Horticulture Management** – Nanci Perry motioned to accept the contract from Certified Consultants. Marta Guinn seconded and the motion passed 7-0.

**11) Fire Department Radios Purchase** – Marta Guinn motioned to approve the purchase of 5 portable radios at a cost of \$30,309 to be paid from Fire Machinery & Equipment. Bryan Smith seconded and the motion was approved with no objections.

**12) 2024 Town Council Meeting Schedule** – Nanci Perry moved to approve the meeting schedule. Marta Guinn seconded and the motion passed with uncontested approval.

**Departmental Reports:** Fire Chief David Boone reported on assisting Santa by delivering presents to local children. Marshal Kurt Walthour stated that the newest patrol officer graduated from the Ball State 40-hour pre basic training and would attend the State Police Academy on January 2 for 16 weeks of training. Town Manager Chase Bruton discussed the Luminary Festival and promoted the Toys for Kids program.

**Comments were made by Town Council Members.**

**Adjournment: 7:06 p.m.**

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**President**

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