

Ordinance 2024-41 Amending 2024 Salaries and Other Compensation for Officials and Employees
Ordinance 2024-36 Amending 2025 Salaries and Other Compensation for Officials and Employees
Ordinance 2024-42 Authorizing the Town to Issue One or more Series of its Economic Development Revenue Bonds
and Approving and Authorizing Other Actions in Respect Thereto (OPUS Development Company, LLC Project)
Ordinance 2024-43 Amending Schedule I of Chapter 72 of the Code of Ordinances of the Town regarding
Prohibited Parking.

**PITTSBORO TOWN COUNCIL MEETING
33 EAST MAIN STREET, PITTSBORO
TUESDAY, NOVEMBER 5, 2024 @ 7:00 PM**

QUORUM:

Jarod Baker

Terry Northern

William Majeske

Larry Compton

Randy Price

Jim Buddenbaum, Attorney

Shari L. Ping, Clerk Treasurer

Jason Love, Town Manager

Scott King, Police Chief

OTHERS: Andy Kult, Comer Law; Bev Austin; Shelly Smith, 10915 N Co Rd 550 E; Michael & Erica Baumer, 10548 N Co Rd 150 E

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

President Jarod Baker welcomed everyone and brought the Council Meeting to order by establishing a quorum. All five (5) members are present. Jarod then asked the Council, staff, and audience to stand for the Pledge of Allegiance and to follow with a Moment of Silence.

PUBLIC HEARING: ANNEXATION OF CHARLES D. SMITH FAMILY FARM

- President Jarod Baker opened the Public Hearing by going over the rules of the hearing. Notice was published in the October 3rd edition of *The Republican*. There were no public comments. Jarod closed the Public Hearing. There were no Council Comments. The purpose of this hearing is for the annexation of approximately 661 acres north of I-74 owned by the Charles Smith family. The land is currently zoned agricultural in the county. They are requesting the same zoning upon annexation. There was no public comment. Jarod Baker closed the Public Hearing.
- Jarod Baker announced that at the November 19th meeting, the Council will go over the Fiscal Plan and ordinance for this annexation.

OLD BUSINESS:

Ordinance 2024-35 – ARPA Spending Plan – President Jarod Baker suggested we table this ordinance until the November 19th meeting. He explained that FSG suggested that we have our expenditures under contract or final quotes received by December 31st. Jason Love is getting quotes for fencing around the Quail Creek and Brixton lift stations. Scott King is working on quotes for an update to the camera system. Chris York is coming up with a list of improvements to the Wastewater Treatment Plant (WWTP). Larry Compton made the motion to table, Bill Majeske seconded. All ayes, motion carried 5-0.

Amendment to 2024 Salary Ordinance – President Jarod Baker announced that Jim Buddenbaum made the suggested edits and Scott King is good with the numbers for the Police Department under Section 6. Jarod Baker made the motion to approve **Ordinance 2024-41 Amending 2024 Salaries and Other Compensation for Officials and Employees**, Bill Majeske seconded. All ayes, motion carried 5-0.

Ordinance 2024-36 – 2025 Salary Ordinance – President Jarod Baker explained that we started looking at this during our last meeting and realized we needed to make adjustments on the 2024 Salaries before we could proceed. Jarod

asked if there were any questions regarding **Ordinance 2024-36 Amending 2025 Salaries and Other Compensation for Officials and Employees**. Discussion followed regarding INPRS and the state requirements. This is noted in the Employee Handbook and not the Salary Ordinance. Longevity was discussed as well. Jarod Baker made the motion to approve Ordinance 2024-36, Terry Northern seconded. All ayes, motion carried 5-0.

TIF Appropriations (based on 2024 RDC Spending Plans) – President Jarod Baker went over the amounts being appropriated – 1) SDI TIF - \$16,922 to the Police Department, 2) Fleece TIF - \$175,000 to Water Operating. Jarod Baker made the motion to approve the RDC Spending Plans, Bill Majeske seconded. All ayes, motion carried 5-0.

NEW BUSINESS:

Introduce/First Reading of Bond Ordinance for OPUS Development – President Jarod Baker introduced **Ordinance 2024-42 Authorizing the Town to Issue One or more Series of its Economic Development Revenue Bonds and Approving and Authorizing Other Actions in Respect Thereto (OPUS Development Company, LLC Project)**. This is the first reading only. The second reading will be done during the November 19th meeting.

Nepotism Resolution – President Jarod Baker explained that each year a Nepotism form needs to be signed by all elected officials and anyone in a supervisory position.

Parking Restrictions on Progress Way and Anthony Drive – President Jarod Baker introduced **Ordinance 2024-43 Amending Schedule I of Chapter 72 of the Code of Ordinances of the Town regarding Prohibited Parking**. Jarod Baker made a motion to suspend the rules and forgo the second reading, Larry Compton seconded. All ayes, motion carried 5-0. Jarod Baker made a motion to approve Ordinance 2024-43 with suggested edits, Bill Majeske seconded. All ayes, motion carried 5-0.

SBOA Audit/Steps to Resolve Areas – President Jarod Baker explained that we just completed a State Board of Accounts audit (see attached).

- On page 6 of the Audit Results and Comments-One area of concern was around reconciling its investment accounts through Trust Indiana nor were the accounts included in our financial records. Also, the bank reconciliations included several immaterial outstanding checks, deposits in transit, and adjustment items that were more than two years old. Per Indiana Code 5-13-6-1(e) states “All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories”.
- Also on page 6, Capital Assets section-A capital assets listing was not presented for audit for 2022 or 2023. Capital assets reported by the Town in the Annual Financial Report were \$28,282,128. “Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset”. We met with Larry Tippin, CPA, a former SBOA rep who’s retired and does capital assets for other municipalities. He provided us with the attached Agreement for Financial and Accounting Consultation Services. Jim Buddenbaum went over it and made some suggested edits. He is offering his services for \$75/hour and estimates no more than 25-30 hours to compile a capital assets list for us. Jarod Baker made the motion to authorize Shari Ping to sign the agreement, Bill Majeske seconded. Motion carried 4-0. Larry Compton had stepped out for a minute and was not available to vote.
- On page 7, Annual Financial Report – The Investment Fund Statement portion of the AFR was not completed on the Indiana Gateway for Government Units financial reporting system. Investments in Trust Indiana totaled \$398,432 and \$419,059 as of December 31, 2022, and 2023 respectively. Discussion around adding the Trust Indiana funds into our Keystone system followed. Shari Ping will find out if that is possible and proceed to add them to our Keystone system if it is possible.
- On page 7, Internal Controls over Financial Transactions and Reporting – We adopted an internal control ordinance in 2019. Shari Ping will start checking all deposits before Kate or Melanie take them to the bank to be deposited.

PUBLIC COMMENT:

COUNCIL COMMENTS:

Jarod Baker

- He will be sharing with the Council members tomorrow an updated Employee Handbook. He asked the Council to look it over and be ready to discuss it at the next meeting.
- He wanted to give an update on the cybersecurity training. The insurance company offers some training that is free, however, it is very complex and way over our heads of what we need. He met with our IT company last week and received a quote just before the meeting. It is a very simplistic form of cybersecurity that meets what we need. The cost would be \$50 a month, and everybody would receive an email notification once a month of a specific training course which would last three to five minutes. Discussion followed.
- He shared that he received an email invitation to attend a Marker Dedication of Twenty Revolutionary War Patriots Interred in Hendricks County on Sunday, November 10, 2024. He asked if any of the Council members would be interested in attending, Larry Compton, Randy Price and Terry Northern said they could attend along with Jarod.

DISCUSSION ITEMS FOR JASON LOVE, TOWN MANAGER & SHARI PING, CLERK TREASURER

Shari Ping

- I received a phone call from the daughter in law of an elderly lady who sets out one (1) bag of trash each week. She doesn't want a 96-gallon toter so can she still set one bag of trash out? Discussion followed and it was decided that the Sanitation Superintendent should make that call. Jason Love feels Ray Walker, our Sanitation Superintendent should be out there selling and managing the trash business. We are in a position to add to our routes and Ray could be out there soliciting more homes. Terry Northern has had several people adjacent to where he lives ask to be added to our trash service.
- Heavy trash was discussed again. We are not in the position to offer this at this time.

Jason Love

- I received an application for voluntary annexation from Randy Sue Burger, 8650 N Co Rd 425 E, with a zoning of agricultural.

ATTORNEY ITEMS:

Jim Buddenbaum gave an update on the meeting with Charlie Porter at 5:30 today. There is an issue with how long he is going to be using the lot to sell his remaining cars. He wants to keep it until the end of April. Do we close on the property now and let him to continue using the lot or do we wait until April to close? Discussion followed. Jarod Baker would like to commence with soil samples to get the results and no decision until the election results have been determined on the state level. Jarod also thinks we should sit down with FSG and make plans for the payment of building the new government center, do we use the GO Bonds or another form of loan.

APPROVAL OF DRAFTS & CLAIMS:

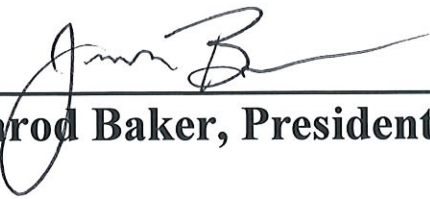
President Jarod Baker asked Shari Ping to present the drafts and claims for November 5, 2024, which includes all payments made since our October 15th meeting. Shari gave the totals for Town, Sewer and GO Bond APVs. Jarod Baker made a motion to approve drafts and claims as presented by Shari, Bill Majeske seconded. All ayes, motion carried 5-0.

ADJOURNMENT:

Jarod Baker reminded everyone of the meeting on November 19th. He made a motion to adjourn, Terry Northern seconded. All ayes, motion carried 5-0.

Respectfully submitted,

Shari L. Ping, Clerk Treasurer



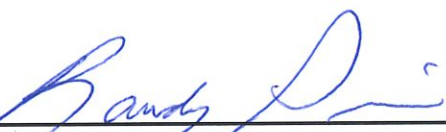
Jarod Baker, President



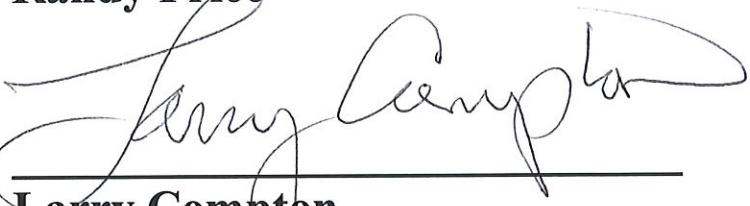
William Majeske



Terry Northern



Randy Price



Larry Compton

Attest: 

Shari L. Ping, Clerk Treasurer