

Ordinance 2024-20 Setting Forth Appointment of Board and Commission Members  
Ordinance 2024-21 to Repeal and Replace Chapter 93 of Code of Ordinances of the Town of Pittsboro, Indiana,  
Establishing the Department of Parks and Recreation  
Ordinance 2024-16 Amending Chapter 54 of the Code of Ordinances of the Town of Pittsboro regarding Solid  
Waste  
Ordinance 2024-22 Amending Chapter 70 of the Code of Ordinances of the Town of Pittsboro regarding Speed  
Limits  
Resolution 2024-18 Economic Development Agreement between the Town of Pittsboro, Pittsboro Redevelopment  
Commission (RDC) and OPUS Development Company LLC  
Ordinance 2024-23 Amending Chapter 94 of the Code of Ordinances of the Town of Pittsboro regarding sidewalks

**PITTSBORO TOWN COUNCIL MEETING**  
**33 EAST MAIN STREET, PITTSBORO**  
**TUESDAY, AUGUST 20, 2024 @ 7:00 PM**

**QUORUM:**

Jarod Baker  
Larry Compton  
William Majeske  
Randy Price

Jack Hughes, Attorney  
Shari L. Ping, Clerk Treasurer  
Police Chief Scott King  
Steve Maple, Building Commissioner  
Jason Love, Town Manager

OTHERS: Carl Carson, Asst. Police Chief; Robin Swalley, Parks & Rec Superintendent; Eric Wathen, ELW Consulting; Bill Zeunik, Fire Chief; Bev Austin, 2478 E US Hwy 136; Bob King, 295 S Woodridge Dr; Mike Silver, OPUS Representative; Adam Steuerwald, Barnes & Thornburg-ZOOM; Charlie Joyce & Greg Guerrettaz, Financial Solutions Group-ZOOM

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:**

President Jarod Baker welcomed everyone and brought the Council Meeting to order by establishing a quorum. Four (4) of the five (5) members are present, Terry Northern was absent. Jarod then asked the Council, staff, and audience to stand for the Pledge of Allegiance and to follow with a Moment of Silence.

**APPROVAL OF MINUTES:**

President Jarod Baker asked if there were any additions or corrections to the minutes from the July 16, 2024, meeting. Bill Majeske made the motion to approve the minutes, Larry Compton seconded. All ayes, motion passes 4-0.

**STAFF REPORTS:**

**TOWN MANAGER:**

Jason Love had nothing to report on until later. Jarod Baker asked Jason about getting the employees over for vaccinations. Jason said yes.

**POLICE CHIEF:**

Chief Scott King had nothing to report.

**CLERK TREASURER:**

Shari Ping went over the past due balance report. A couple of them have come in and paid since I printed the report. Jarod Baker would like these on the list shut off until they pay in full. We do not have a policy that allows them to make payments. All agreed. Jason Love said there was a more recent policy for shut offs.

Jarod Baker asked Shari if she wanted to go over the REACH Alert, she said no she hadn't had time to look it over. Jarod suggested we table this after everyone has a chance to look it over.

Shari Ping asked if we could schedule another Shred Day event on October 12<sup>th</sup> or October 19<sup>th</sup>. The cost is approximately \$500 for a two (2) hour event plus a fuel surcharge.

**BUILDING COMMISSIONER:**

Steve Maple reported that in the last 30 days, we have done 124 inspections, 21 permits – 3 new homes.

He has met with developers for a new subdivision.

Also received an application for annexation of approximately 268 acres of farmland from Billy Ray & Tracie Alexander, Lando Jay Warren, Greg Waters and Donald Blanton, Gene Blanton and Marlene Blanton.

**WEB DEVELOPMENT UPDATE (see attached report):**

Scott Smith sent the attached report but was unable to attend. He updated the Park page employees and board members, National Night Out on October 1, school is back in session, Halloween Trunk or Treat on October 26 in Scamahorn Park.

**TOWN COMMITTEE REPORTS:****BZA:**

Steve Maple reported on the four (4) requests for variances. 1) Alexander Contractors – storage behind the building; 2) Tom Faye – build a barn before the house, 3) Tom Faye – set back variance, 4) Tom Faye – a temporary drive to the barn variance.

**FIRE BOARD: (see attached report)**

Bill Zeunik, Fire Chief, sent the attached reports. He reported that they hired a Full Time Training Chief, Dennis Arjobragas, he will start in mid-September. We have posted a job opening for a fire marshal.

**PARK & RECREATION: (see attached report)**

Robin Swalley sent the attached report. Robin reported that Tom Pierle has been hired to replace the two (2) doors on the Legion Building. The new Pickleball court is finally finished. Been working with Jason Love on how we are going to lay out Hero Lane and 1<sup>st</sup> Responders Memorial. Working on the contracts for Tri-West Little League and Soccer. We would like to purchase ten (10) of the rolling trash cans. We had to purchase “No Climbing” signs to post on the trees and fence. We purchased a John Deere Gator from the maintenance dept. Jason Love gave an update on Hero Lane – we should start digging on it after the Labor Day holiday.

**ADVISORY PLANNING COMMISSION:**

Steve Maple reported they went over six (6) possible UDO changes. Basically, we went over them, told everyone to go home and think about it. Hopefully at the meeting next week we will be able to vote on them. We had an address assignment for 8415 Jeff Gordon Blvd.

**POLICE COMMISSION:**

Scott King reported that they cancelled the August meeting.

**REDEVELOPMENT AND ECONOMIC DEVELOPMENT COMMISSIONS:**

No meetings

**CONTRACTED BUSINESS:**

Eric Wathen, ELW Consulting, reported they will start the Community Crossing paving project the week after Labor Day. Eric gave an update on the North Lift Station. We are going to get a bill from them this month for stored material because we will submit a bill to the State in September. We can start the funding process to get that going. Eric reported that he has been working with Steve Maple to go through Jefferson Park and make sure all the infrastructure that the Town owns is in good shape so we can release the bonds. Eric gave an update on the Police Station/Government Center, and if it fits on the lot. Jason Love gave an update on the landowners for the right of way easement. Under \$16,000 for the easement. Jarod Baker asked about the purchase agreement for 41 E Main St. Jason hasn't heard anything yet.

**OLD BUSINESS:**

*Appointment Process for Boards & Commissions* – President Jarod Baker reported this is the 2<sup>nd</sup> reading of **Ordinance 2024-20 Setting Forth Appointment of Board and Commission Members**. It summarizes each board and commission in a table with the Number of Members, Qualifications of Appointee, Appointing Authority, Vacancy Procedure and Legal Authority. There was a question about the township representative and Jim Buddenbaum said it needed to be



done by the Circuit Court Judge. No other discussion. Jarod Baker made the motion to approve Ordinance 2024-20 as written, Bill Majeske seconded. All ayes, motion passes 4-0.

*Park Board Process & Procedures* – President Jarod Baker reported this is the 2<sup>nd</sup> reading of **Ordinance 2024-21 to Repeal and Replace Chapter 93 of Code of Ordinances of the Town of Pittsboro, Indiana, Establishing the Department of Parks and Recreation**. Jarod read Section 93.01 Use of Park Facilities. Discussion followed. Jarod Baker made a motion to approve Ordinance 2024-21, Randy Price seconded. All ayes, motion passes 4-0.

*Sanitation Update* – President Jarod Baker reported this is the 2<sup>nd</sup> reading of **Ordinance 2024-16 Amending Chapter 54 of the Code of Ordinances of the Town of Pittsboro regarding Solid Waste**. Jarod read Section 54.01 (A) – (C), Section 54.02 (A) – (E) and Section 54.03 (A) – (D). The increase would be \$4.50 per month to \$17.00. The Town will provide a 96-gallon toter if the homeowner does not already have one. A resident can purchase a second toter if they desire. A question came up about Section D on 54.03 regarding any person who burns such materials without a permit is subject to the provisions of 10.99. What is 10.99? Jason returned with Section 10.99 which refers to the general penalty which provides any person, firm, or corporation who violates any provision of this code, for which another penalty is not specifically provided shall upon conviction be subject to a fine not exceeding \$2500. A separate offense shall be deemed committed upon each day during which a violation occurs or continues. With no other questions, Jarod Baker made the motion to approve Ordinance 2024-16, Larry Compton seconded. All ayes, motion passes 4-0. This ordinance will go into effect on November 1, 2024.

*Updated Employee Handbook* – President Jarod Baker reminded everyone that we hired New Focus HR to work on a new updated version of our employee handbook. See the red line version with suggested edits. Shari Ping, Scott King, Jason Love and I have talked with Kathy from New Focus HR about our concerns. Jarod would like the Council members to review the handbook, and we will discuss it later.

*Speed Study* – President Jarod Baker reported that we have had some discussions that started with the Planning Commission which came to the Town Council for discussion on a speed study. Jarod Baker introduced **Ordinance 2024-22 Amending Chapter 70 of the Code of Ordinances of the Town of Pittsboro regarding Speed Limits**. School Zones should remain at 15 mph as well as Osborne Avenue since there is a lot of bus traffic on Osborne. Discussion followed regarding the different speed limits throughout the town. Jason Love will create a list of streets and the current speed limits. Table this until the next meeting.

#### **NEW BUSINESS:**

*Review GO Bond Wish Lists* – President Jarod Baker went over the wish lists from the Parks Department, Police Department and Utilities. Jarod suggested cutting out the radio and tasers from the Police and leave in vehicles only. Robin Swalley would like to see the parking lot finished. Jason Love would like to purchase a new chipper truck, an excavator and a triaxle truck with a trailer to haul the excavator. Jarod said we would be getting roughly \$400,000 and he would like to split the money like this: Police - \$100,000, Utilities - \$160,000 and Parks - \$140,000. Larry Compton agrees we should take advantage of this money, Randy Price thinks the split makes sense. Jarod Baker made a motion to approve the GO Bond spend plans, Randy Price seconded. All ayes, motion passes 4-0.

*OPUS Economic Development Agreement* – President Jarod Baker introduced **Resolution 2024-18 Economic Development Agreement between the Town of Pittsboro, Pittsboro Redevelopment Commission (RDC) and OPUS Development Company LLC**. by reading the outline of the proposed development north of the interstate. Jarod Baker wanted to thank Adam Steuerwald, Jim Buddenbaum, Charlie and Greg from FSG for their insight in getting this prepared for us. Jarod Baker made the motion to approve Resolution 2024-18, Bill Majeske seconded. All ayes, motion passes 4-0/

*Completing Sidewalks in Neighborhoods* – President Jarod Baker introduced the first reading of **Ordinance 2024-23 Amending Chapter 94 of the Code of Ordinances of the Town of Pittsboro regarding sidewalks**. Steve Maple asked if the Town Council decides when a sidewalk need repaired and not the Town Manager. The Town Manager will bring his recommendation to the Town Council. Discussion followed regarding vacant lots and if they need to put in sidewalks prior to building. Since there are several changes that need to be made to this ordinance, we will table it.



*Pay Raises* – President Jarod Baker turned to Jason Love, Town Manager to go over his pay raises. Jason announced that he had several employees come to him a week ago with other job opportunities to make more money. The handbook allows him to do merit raises to the top of their tier. Once that tier has been reached and they need to be moved into a different tier, it takes the Council's vote to move a tier. We now have multiple positions in the sewer laborer and maintenance laborer. The tiers do not line up. So, I'm just asking the Council to elevate those job positions to the next hourly tier today so we can just clean this up. They are complying with what I'm trying to accomplish. More discussion followed with making it effective with the next pay period.

**PUBLIC COMMENT:**

Bob King, 295 S Woodridge Dr –

- 1) wanted clarification on who owns the streets in Woodridge Commons. Does the HOA trump the Town rules? Jarod explained that no. What are the parking requirements on Town streets? Bob will come by Town Hall tomorrow and get a copy of our parking regulations on Town streets.
- 2) He asked Robin Swalley if they could leave a portable unit in the park during the winter months. The other restrooms are closed and if you are walking around the trail there is no place to use the restroom. Robin explained that they are looking into door locks on the Concession Stand that can be controlled by their phones which would make it easier to open and close.
- 3) He has contacted Jason Love several times and he is very responsive to his calls and texts. Jason good job!!!

**COUNCIL COMMENT:**

Bill Majeske asked about the notice to the residents regarding the toters and new price. Jason will order dark gray toters and put our decal on them prior to delivery. Discussion followed regarding purchasing prepaid tags from the Town Hall if you have excessive trash.

**ATTORNEY ITEMS:**

Jim Buddenbaum – had nothing to report on.

**DRAFTS & CLAIMS:**

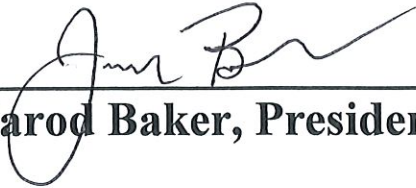
President Jarod Baker asked Shari Ping to read the dollar amounts from the Drafts & Claims for August 20<sup>th</sup>. Shari gave the totals from the Town, Sewer and GO Bond APVs. Jarod Baker made the motion to approve the drafts and claims, Bill Majeske seconded. All ayes, motion carries 4-0.

**ADJOURNMENT:**

President Jarod Baker reminded everyone there would not be a meeting on September 3<sup>rd</sup>. Jarod Baker made a motion to adjourn, Randy Price seconded. All ayes, motion carries 4-0.

Respectfully submitted,


Shari L. Ping  
Clerk Treasurer

  
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**Jarod Baker, President**

  
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**William Majeske**

  
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**Terry Northern**

  
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**Randy Price**

  
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**Larry Compton**

**Attest:**   
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**Shari L. Ping, Clerk Treasurer**

