

**Waterloo Town Council Meeting
October 13, 2020**

A meeting of the Waterloo Town Council was held on October 13 at 6:00pm at the Historic Depot.

Members present were:

Katherine Hobbs	Jess Jessup
Josh Caudill	Ken Surber
Pam Howard/Town Manager	Renee Duszynski/ Clerk Treasurer
Andrew Kruse/Town Attorney	

The following business was discussed, and action taken: Unless specified all votes were unanimous.

Public Budget Hearing Called at 6:00 p.m.

Town manager Pam Howard explains we are beginning the adoption process for the annual budget. This evenings portion is part one, of a two-step process. We will adopt the final budget on October 27 at 6:00 pm at the Depot. Caudill states this police budget is better inline and more realistic. Jessup states this budget reflects the town with the money spent. Howard and Duszynski met with all department's heads to plan and review their budgets. The departments are cutting back on spending, and is reflected in the budget. The town has met several times to review the budget over the last month. Jessup adds that our meetings are public, and everyone is welcome to come.

Duszynski states Amber Neilson from Baker Tilly called, she was checking to see how everything was going. She explained that at the meeting the council will read the resolution out loud for a first reading. Duszynski explains forms one through 4. Jessup asks if this information will be on Gateway for the public to view. Duszynski replies yes that after the budget it adopted on the 27th it will be posted within 5 days. Jessup reads Form 4 Budget Ordinance.

Duszynski states that the Form 1 did not reflect the decrease in police salary by 1% for this year in the advertised column but shows it in the adopted column. Jessup explains that everyone who received a 1% raise last year will get 2% raises this year, and everyone that did not get a raise last year will get 3% raise. There will be a \$10,000 raise for the Clerk Treasurer in 2021. Caudill states that this is to get Duszynski in the same pay scale as other clerks in the area.

Howard states MVH is budgeted to pay \$37,000 for streetlights, which is normally paid out of the general fund. MVH will continue to pay for those until we can get the general fund back in order. MVH did great with the budget.

Surber states he has been on the council for 5 years and this is the best budget he has seen. He adds Howard and Duszynski did a great job with the budget. Howard states we need to get the general fund back where it needs to be. Although we will be holding money tight it will give the town breathing room for years to come.

Duszynski adds the adopted budget will be up on Gateway 5 days after the 27th of October. This must be adopted before November 9th.

Budget Hearing Concluded at 6:19 p.m.

Regular council meeting called at 6:19 p.m.

Communications from the Town Manager:

Howard states she sent out the Waterloo Town Talk newsletter. She decided to go with Post Net in Auburn instead of The Printing Place in Angola. She was very pleased with this choice. She saved approximately \$150. She also stated that we are thinking about opening an account with Post Net. Howard would like feed back from the departments stating what they would like to see in the newsletter. She also states she loves that the departments want to be involved in the newsletter.

The railroad Wayne St will be closed October 23-29 due to repairs. This will cause a detour.

All of the performance reviews are done except Marhsal Oberholtzer. Howard states that it will be done this week. Howard is pleased that all the department heads are coming in and getting them done in a timely manner.

Our parks are being destroyed by someone. Someone tore up new soft concrete at Veterans Park. Veterans Park was paid for by the people not the town. The fish feeder at the pond, signs and the concrete have all been ruined there as well. At Thomson Park the toddler section is now busted. Howard reiterates again that the people in our community pay for these things out of their own pocket, not the town. Jessup suggest posting a video online stating, the people in our community pay for the parks not the town. Howard states she asked Oberholtzer about it, and he suggested we put up a fence and lights. Howard states she also talked to Heffelfinger, he said he would go talk to the kids. The kids seem to really enjoy Heffelfinger. It will give them a great role model to look up to. She states that she hates to post vandalism, but it needs done. People need to know what is going on.

A & Z has a 2-year contract for on call engineering services that needs renewed. Kruse did not find anything that needed or should be changed. Jessup asks how this is different from previous years. Howard states it is the same. Jessup asks if there is a termination in this? Kruse states that there does not need to be a termination in this. Either you use their service as needed or you do not, it does not state that you are required to use them. Motion for approval made by Surber (Caudill 2nd) passed.

New Business:

1. Minutes/ Claims- Duszynski asks for the minutes to be tabled until the next meeting due to some typing errors and to correct the format of them. Jessup asks if the internet at the Depot is for the information board for the train or for riders to use. Duszynski is not sure if the internet is required for the board. Howard states that they do use the internet to track the trains on their iPad. Howard also explains the depot pays more for internet since it is registered as a business account. Jessup would like to do away with the internet at the Depot. Duszynski states she is looking into changing the internet, they currently have a tri-pack with cable, internet, and phone. She explains that is not all needed for the depot. She needs to check to see if there is a contract. Motion to approve claim from Caudill (Surber 2nd) passed.

2. Fund Report- Duszynski states there is \$132,000 in the general fund as of September 30. She states that the town typically spends around \$70,000 a month from the general fund. That must last October, November, and December. The town will still receive two more payments from local income tax which are around \$30,000. This is still not enough to cover our spending through the month of December. All Departments were asked to put spending at a freeze. The general fund is cutting it close to going negative by December of this year. Caudill states the police cruiser engine is under warranty and it was already approved. He also states that the police

stopped dog cage project and cleaning their walls. Jessup states we must have reserves in all the funds in case of emergency.

3. Health Insurance: Duszynski states she met with Dan Helton the currently insurance agent, and shares information he gave her. Jessup asks if this goes into effect January 1st. Duszynski states that the renewal date is December 1. Howard asks what someone would do if they have a procedure done before January 1st. It is explained that deductibles go by calendar year, so if the company is switched there is a form to fill out so that the employee does not have to start over. Jordan Martin from Star Financial explains their policies. They would move us to local PHP. This policy has the same deductions as the current plan. The out of pocket max is \$1,500, that is \$4,500 less than current insurance. He states that he matched the plans up as close to apples to apples as possible. Jessup asks if we have a break down of Health, Dental, and Vision on one paper, Duszynski states we do not, but she can make one. Duszynski will also get a copy of Dan Helton's quote as well. The current United Health care will go from \$20,138 to \$20,468.35 per month. PHP will cost the town a little more but the out of pocket for employees is less. The coverage between United Health Care and Star is close to the same Martin, states. Duszynski states what Martin proposed is good. We will benefit and employees would save a lot of money. Dan Helton's quote is the same for the PHP portion, however he would use a different company for dental, vision, and life. The company that Star uses for those is The Standard Company, which costs less than the company that Helton quoted. However, Helton did not provide the details of the benefits to compare side by side. Jessup asks for totals of all the companies, Duszynski will provide. Town employee Andrew Cinton asks for breakdown of coverage, that will also be provided. Oberholzer asks of you can keep your same doctor if switching to PHP. Martin confirms that is correct. Duszynski states Martin has done a great job keeping in touch and helping us find the best deal. Whitley and Noble County both work with their company. Duszynski states Dan Helton gave us the options to stay with United Health Care, switch to Anthem, or do the same plan Jordan proposed. Platinum PHP is the best plan, cheaper and has better benefits. Out of pocket currently is \$6,500 for individual and \$13,000 for family. We would be increasing the bill and getting less benefits with United Health Care. With Anthem we would not be gaining anything. Caudill asks Duszynski to reach out to all employees. Their feedback is welcome. Insurance needs done before December 1st.

4. Insurance Trustees Cyber Quote: This would give extra coverage, Selective is no longer providing cyber security. Insurance Trustees found someone else who would cover it, and that is who this quote is from. Jessup clarifies this is liability in case, we get hacked, but does not cover any of our lost revenue. Jessup would like to know how to get coverage that would cover the town if we were unable to process payments for several days or need to replace equipment. Duszynski explains that deposits and checks can still be processed manually if computers go down. Caudill states he went through ransomware at work, and it was rough. Proper ransomware protection is a must. Duszynski states she believes it covers the entire town. Officer Steve Brady states police data is on a server located in the county. Caudill states we need to make sure it meets the needs of the town. Duszynski will reach out to Insurance Trustees with questions.
5. MetalX- Howard states that she had a meeting with Brian Brown and Danny Rifkin. They admitted its expensive to get rid of the waste. He asked if the town would allow them to disconnect from the town sewer. Joel Bowers, the environmental lawyer from Barnes & Thornburg, stated that there should be a contract that would state that MetalX would be responsible for obtaining their own permit through IDEM. They also need to include how they will dispose their sanitary and industrial waste. Howard asks what happens when they walk away. The town becomes responsible. Jessup asks what happens if there is an accident, who cleans it up? Howard states that they would be responsible. Jessup also states that we would

want a bond for the insurance policy. Jessup explains the bond. Howard states they are hauling industrial waste and it is very expensive. They also have a plant in Delta, Ohio they could easily just pick up and move and leave us with the mess. Jessup states we need to look at worst case scenario. There is a lot of acreage involved in the property. Howard states she does not know what the right answer is, but we need to investigate for the future.

6. NIPSCO- Howard states they are coming in to change bulbs within the next 2 years. They are going to put in LED bulbs, and there are two options 3,000 Watts or 4,000 watt. Howard states that we would choose the 4,000 watt. Motion to approve the 4,000-watt bulbs made by Caudill (Surber 2nd) passed.

7. Industrial Park Sign- Howard states she had a meeting with Justin Smith about getting a new sign. They went and looked at the sign. Nucor will donate the beams for the new sign. There are 5 companies out there and we would ask them to pay for their slide in spots. The names would be interchangeable for future changes. This would cost companies about \$3,500. Howard states the sign would be \$15,000. We would only have to pay for the Waterloo Industrial sign piece. Jessup asks about zoning restrictions. Howard explains the current zoning regulations for the industrial park. Kruse asks who owns the property of sign location. Jessup asks to find out who owns the land. Kruse asks who oversees zoning. Howard states she does.

8. Water & Sewer Update- Jeff Rowe Baker Tilly said changing books to reflect 2018 corrected numbers is not necessary. We would have to pay more to have them updated, and it will not affect the current 2020 numbers or projections in the future. Duszynski states that he also confirmed that if SBOA has audited 2018 and the consultants had been through everything and we can trace the adjustment to the water department being a payment for the sewer bond then we can move the money back. Jessup states he is confident money got moved to the wrong account. Duszynski states that she needs a motion to document the move for the amount of the sewer bond payment that was made from the water fund. Jessup, motions to move money into correct account (Surber 2nd). Motion passed.

9. Halloween- Howard states Treats Before Dark will be held October 31 at Thomson Park from 3pm to 5pm. The teachers will pass out candy in Depot parking lot. The town would like Trick or treating will be from 5pm to 7pm following the Treats before Dark. Hobbs makes a motion for trick or treating from 5pm- 7pm (Caudill 2nd) Motion passed.

Other Business:

Duszynski states we switched payroll companies. We must upload payroll 24 hours before. The money has to be transferred into the payroll account 24 hours before that. Due to the banks being closed on Monday pay will go into accounts Thursday.

Duszynski explains her salary was cut short this year due to former clerk treasurer Renata getting paid for the first week into January 2020. Jessup comments that this is a situation that does not come up very often so he can see how the mistake was made. Duszynski was shorted \$1,073. Renata was overpaid \$1,073.

Duszynski will check with state board of accounts to see what they suggest doing and will give an update.

Oberholzer states the radios are two generations outdated. He asks about using the CARES act money for the radios. Duszynski explains you must purchase the radios first then you pay or may not get reimbursed. Howard adds that she attended a webinar and AIM advised to not use the CARES money for anything other than payroll. Oberholzer also states they are replacing cameras with a grant. Officer Steve Brady explains grant they are applying for. The Marshals Departments received a donation from Squire Pallets for the cost of the grant writing. Motion to approve the grant writing application from Caudill (Surber 2nd) passed.

I, Renee Duszynski, the duly qualified Clerk/Treasurer, do hereby certify that the above and foregoing is a true and exact excerpt of minutes of the meeting of the Waterloo Town Council, Waterloo, Indiana, at which a quorum was in attendance and acting throughout, and held October 13, 2020, as such appears in the official minutes of said Waterloo Town Council, in my custody.
Meeting was adjourned at 7:53 p.m.



David Bolton, President



Renee Duszynski, Secretary