

Linden Town Board Regular Monthly Meeting Minutes May 31, 2016@ Town Hall meeting room

Roll Call: Board Members Present: Wade Bennett, Paul Buckles, Andrew Traylor, Clerk/Treasurer Janet Heide

Town of Linden Board meeting called to order by Town Board President Paul Buckles at 7:00pm

Town Board President Paul Buckles presented solicitor permit from American Dream Homes. Town Marshal James Heisel recommended denial of permit. Town Board President Paul Buckles called for a vote denying solicitor application. Town Board Member Andrew Traylor vote to deny solicitor permit, Town Board Member Wade Bennett vote to deny solicitor permit, Town Board President Paul Buckles called vote to deny solicitor permit carries.

Clerk/Treasurer Janet Heide presented Internal Control Resolution 2016-2 for Board Members action. Town Board Member Andrew Traylor made motion to approve Internal Control Resolution 2016-2, Town Board Member Wade Bennett 2<sup>nd</sup> motion; Town Board President Paul Buckles called for a vote, motion carries.

Clerk/Treasurer Janet Heide presented Driver Policy 2016-1 for Board Members action. Town Board Member Andrew Traylor made motion to approve Driver Policy 2016-1, Town Board Member Wade Bennett 2<sup>nd</sup> motion; Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented proposed Holiday Calendar Policy 2016-2 and PTO Policy 2016-3 for Town of Linden. Town Board Member Wade Bennett made motion to table Policy 2016-2 and Policy 2016-3; Town Board Member Andrew Traylor 2<sup>nd</sup> motion, Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles presented Job Description Policies 2016-4 Town Marshal, Job Description Park Superintendent 2016-5, Job Description Water Superintendent 2016-6, Job Description Wastewater Superintendent 2016-7, Job Description Street Superintendent 2016-8, and Job Description Utility Clerk 2016-9 for Town positions.

Town Board President Paul Buckles requested meeting date for employee evaluations. Board agreed executive session Friday June 3<sup>rd</sup> 4pm. Clerk/Treasurer Janet Heide will post and advertise per open door law.

Clerk/Treasurer Janet Heide presented prior meeting minutes and draft minutes from public hearing. Clerk/Treasurer Janet Heide requested copies of grant paperwork. Town Board President Paul Buckles said Town Marshal James Heisel has paperwork. Town Marshal James Heisel will provide copies to Clerk/Treasurer Janet Heide. Town Board President Paul Buckles read aloud draft public hearing minutes. Town Board Member Wade Bennett made motion to approve draft public hearing minutes, Town Board Member Andrew Traylor 2<sup>nd</sup> motion; Town Board President Paul Buckles called for a vote, motion carries. Town Board President Paul Buckles read aloud prior meeting minutes. Town Board Member Andrew Traylor made motion to approve minutes, Town Board Member Wade Bennett 2<sup>nd</sup> motion, Town Board President Paul Buckles called for a vote, motion carries.

Town Board President Paul Buckles requested update on Stoddard Park tree trimming. Town Board Member Wade Bennett reported Mike Wilcox will be in tomorrow to trim tree. Town Board Member

Wade Bennett requested to approve payment of Wilcox Tree Trimming \$400.00 invoice when submitted after work is completed. Board agreed.

Town Board President Paul Buckles requested update on water plant fencing. Water Superintendent Earl Heide reported estimates are still coming in.

Town Board President Paul Buckles requested update on water tower. Water Superintendent Earl Heide reported Banning Engineer has sent information of requirements, and will place copies in Board Members mailboxes. Board requested Banning Engineering attend June 2016 meeting.

Town Board President Paul Buckles presented information on updating current Burning Ordinance. Town Board Member Andrew Traylor will research burning with state law.

Town Board President Paul Buckled received email from Valero reference Ice Miller response and requested Board Members meet with Steve Brock for clarification.

Town Board President Paul Buckles presented information from resident Kevin Lutes reference wastewater charges. Board agreed to table discussion.

Town Marshal James Heisel reported 409 East Water Street has removed the trailer in violation to Mobile Home ordinance.

Town Marshal James Heisel presented monthly report for Board signature.

Town Marshal James Heisel submitted claim from IMFI for computer repair.

Deb Fagan reported Community Garage Sale dates as June 24 and 25. Clerk/Treasurer Janet Heide will pay for advertisement and supply flyers.

Town Board President Paul Buckles read aloud letter from HCC Insurance Risk Department reporting year review of Police Department.

Clerk/Treasurer Janet Heide reported the I9 form for Town Marshal James Heisel is not on file.

Clerk/Treasurer Janet Heide submitted a letter from student career visit at New Richmond on water utility careers.

Linden Night Out Committee Chair Jessica Burget update date July 29<sup>th</sup> 6pm-8pm, and committee meeting is June 2 @6pm.

Resident John Cunningham asked for the trailer ordinance information and a copy of the current salary ordinance.

Clerk/Treasurer Janet Heide submitted voucher register for Board approval. Town Board Members reviewed claim voucher register. Town Board President Paul Buckles asked why fuel tanks are at Wastewater Plant. Town Board Member Wade Bennett made motion to approve voucher register and IMFI claim, Town Board Member Andrew Traylor 2<sup>nd</sup> motion; Town Board President Paul Buckles called for a vote, motion carries.

Clerk/Treasurer Janet Heide presented 2017 worksheet paperwork to each Board Member and Town Marshal James Heisel.

Town Board President Paul Buckles requested update on stop sign order. Street Superintendent Earl Heide reported still working on order.

Street Superintendent Earl Heide reported currently gathering street paving quotes.

Resident John Cunningham asked Street Superintendent Earl Heide who owned fuel tanks and how secure fuel tanks are. Street Superintendent Earl Heide stated Ceres Solution owns tanks and the tanks are compliant with law.

Wastewater Superintendent Earl Heide reported currently getting quotes for a grinder at intake inlet to grind up solids.

Town Board Member Andrew Traylor reported State of Indiana having street and sidewalk grants available and will research the requirements.

Town Board Member Andrew Traylor made a motion to adjourn meeting, Town Board Member Wade Bennett 2<sup>nd</sup>. Meeting adjourned 9pm

Linden Town Board Members action:

Board Member Name

Yea

Nay

Wade Bennett

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Paul Buckles

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Andrew Traylor

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Attested by:

Janet Heide, Clerk-Treasurer

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Transcribed June 4, 2016