SHELBURN TOWN COUNCIL
SHELBURN TOWN HALL
May 14, 2024 at 6:00pm

The meeting was called to order at 6:02pm with council members Aaron Lewis, Jared Miller, Alex Norris, and Noah J. Southwood in attendance.

The minutes from April 16, 2024 and April 24, 2024 were approved and signed by the board.

A motion was made by Council Member Alex Norris to have Foreman Robert "Joel" Miller take a practice test for his water license, seconded by Noah J. Southwood. All in Favor.

Council President Noah J. Southwood made a motion to adopt the Fire Contract between the Town of Shelburn and The Shelburn Fire/Rescue Department, Inc. effective May 14, 2024, Seconded by Council Member Aaron Lewis. Vote passed 3-0. Council Member Alex Norris abstained due to being the Fire Chief.

Council President Noah J. Southwood made a motion to adopt Resolution No. 2024-05-14-01 A Resolution Authorizing an Expenditure from the American Rescue Plan Funds Under the Town of Shelburn Standard Allowance," which approves the purchase of "New Firefighter Personal Protective Equipment for the Shelburn Fire/Rescue Department, Inc. with the amount to not exceed $25,000." Seconded by Council Member Jared Miller. Vote passed 3-0. Council Member Alex Norris abstained due to being the Fire Chief.

Town Marshal Matthew Price reported that there were 17 notices sent to residents within city limits that had unsafe buildings or were violating grass ordinances. One was sent by regular mail, and one was sent by certified mail requiring signatures. For the properties with grass violations, they have 10 days to abate, or an ordinance violation would be written. For properties with unsafe buildings, they would have 30 days to begin the teardown process with the project needing to be completed in 90 days. Marshal Price will update the council at next month's council meeting on the progress of these properties that were sent notices.

Council Member Aaron Lewis made a motion to have a Town Clean Up Day on April 27, 2024, as well as to approve the invoices from Red Dog Dumpster for providing dumpsters, totaling $1800, seconded by Council Member Alex Norris. All in Favor. The approval of the date was voted on as a request from SBOA during the audit and they have requested to make sure we always vote on it prior to the event in the future.

A motion was made by Council Member Alex Norris to amend Ordinance 2023-12-28-02 "An Ordinance Fixing the Wages of Town Marshal and Employees of the Town of Shelburn Sullivan County, Indiana for the Year 2024." Changing the hourly wage for Utility Foreman (Joel Miller) from $20.15 to $24.00 and changing the hourly wage for Water Laborer #1 (Shawn Akers) from $18.02 to $23.00. This change will take effect next pay week which will begin on Friday May 17, 2024. This amendment will give Employee Shawn Akers $8.00 in raises since his start date 9 months ago on September 15, 2023, and an increase of $8.75 in raises over the last 4.5 years since 01/01/2020.

The discussion of the IDEM Inspection Report and that need for a generator plan for the Water Wells was on the agenda again for the fifth consecutive month. In previous meetings we have heard from Adam Sitka of Wessler Engineering who also created a proposal for a project that will cost an estimated half a million dollars. At today's meeting, Council President Noah J. Southwood presented a proposal from Midwestern Engineers for the same project with an estimated cost of $600,000. A discussion of where the finances would be coming from and if this project could possibly be done for a more affordable price began. Clerk-Treasurer Melissa Copeland stated she does not feel the council should sign any proposal or agreement until they know where and how the project will be funded. Council President Noah J. Southwood decided to hand over the project to the other three council members saying he was done and they could handle it moving forward. Council Members Alex Norris, Aaron Lewis, and Jared Miller agreed to take on the task of working with IDEM, Dustin, Joel, and the Clerk-Treasurer to move forward working together to hit the minimum requirements for IDEM and hopes to have some other options over the next few months. IDEM has stated that if the council continues to work towards a resolution, that will satisfy their current requirements.

At the previous Town Council meeting Noah J. Southwood mentioned he doesn't feel that the Town of Shelburn needs to have a Facebook Page and was unhappy with comments people were leaving on the page's posts. A discussion began about ways to keep the Facebook page so that people were still connected to the town on Social Media but not have to worry about negative comments. Council Member Noah J. Southwood said that "Melissa could post whatever she wants" he just doesn't feel others should be able to post whatever they want in comments. A motion was then made by Council President Noah J. Southwood to turn off all comments on the Town of Shelburn Facebook Page, seconded by Council Member Jared Miller. Vote passed 3-1. Council Member Aaron Lewis voted not in favor.

The council asked Clerk-Treasurer Melissa Copeland to reach out to Kristen at New Focus and ask her to update the New Employee Handbook removing the "Town Council Liaison" language and change it to Town Council that way the decisions will continued to be made by the council, as well as add in some sort of driving policy pertaining to driving violations involving drugs or alcohol. She will try to get that ready to vote on at the next council meeting.

Council President Noah J. Southwood appointed himself to the Shelburn Redevelopment Authority to replace Jesse Kasinger and to finish out his term.

A motion was made by Council Member Aaron Lewis to approve the amended Thrive West Central Contract from a Comprehensive Plan to a Utility Master Plan. Seconded by Council Member Alex Norris. All in Favor.

Clerk-Treasurer Melissa Copeland stated that someone had found keys to the water office/town hall and community building a few weeks ago and asked if any employees had reported losing their keys. The only employees that have keys to both locations are the Clerk-Treasurer, the Billing Clerk, the Town Marshal, and the Janitor/Custodian. 3 out of 4 of those people were present at the meeting and their keys were accounted for. The janitor/custodian was not in attendance. Council Member Aaron Lewis made a motion to go ahead and get the locks changed at the Town Hall/Water Office and Community Building to make sure that the buildings are secure. Clerk-Treasurer Melissa Copeland asked the council to please investigate why an employee would not report their keys lost and how they were able to continue doing their job every week without keys allowing them access to the buildings.

Clerk-Treasurer Melissa Copeland brought forward an email from Town Marshal Matthew Price that was sent to her on April 12, 2024, stating that he had seven invoices that were overdue from Ray O'Herron and that he "may have forgotten to send them to me." The invoices were dated 9/27/2023, 09/28/2023, 09/28/2023, 10/23/2023, 12/11/20023, 12/12/2023, 12/20/2023 making 4-7 months late, totaling an amount of $1,604.09. Clerk-Treasurer Melissa Copeland spoke with the SBOA Auditor who was still in the office auditing at the time, and his suggestion was that the town DOES NOT pay these 2023 invoices. Clerk-Treasurer Melissa Copeland also stated she does not feel comfortable paying these invoices and that this is not the first time that the Town Marshal has given her invoices that were 60+ days past due causing her to be put in an uncomfortable situation. She explained when this happened in 2023, she asked the council to please speak with their employee so that it did not happen again, and she is now asking this council to please resolve this situation immediately so that it does not happen again in the future. Council president Noah J. Southwood asked the Town Marshal to please make sure all invoices were addressed to my office via my email address instead of Marshal Price's email. Council President Noah J. Southwood also made a motion that he would like to see if Ray O'Herrin could change their invoice dates from 2023 to 2024 so that they could pay the invoices with 2024 money. Seconded by Council Member Jared Miller. All in Favor.

Council member Aaron Lewis made a motion to accept the Claims Docket and the Accounts Payable Docket. Seconded by Council Member Aaron Lewis. All in Favor.

Alex Norris. aw

At 8:51pm a motion was made by Council Member Aaron Lewis to adjourn the meeting, seconded by Jared Miller. All in favor.

Noah J. Southwood, President

Aaron Lewis, Vice President

Jared Miller

Alex Norris

Attest:

Clerk Treasurer, Melissa Copeland