

Minutes

Town Council Meeting

October 30, 2008

Camden Town Office

The Camden Town Council met October 30, 2008 at 6:00pm in the town office with the meeting called to order by President Peter Wagoner. Present were Members Andy Kelly & Richard Fite and Clerk-Treasurer Pat Casserly. Ken Smith, Municipal Civil Corp, was invited and joined the meeting at 6:30 to discuss financing for capital projects.

A brief review of the town's financial picture was given by the Clerk-Treasurer. Items for the Council to take into consideration when planning future expenditures included the impact of the Circuit Breaker on the town's future tax draws, impact of declining home values on assessed valuation, increase number of citizens facing foreclosure and the need to maintain investments to insure funds are available in the event general tax revenue is not disbursed in a timely manner. The water and wastewater utilities also face an increase drain on their funds from higher cost associated with maintaining the services. Members were given copies of the town's Fund Report and Appropriation Report for their review.

Mr. Wagoner opened discussion on the employee manual stating he has met twice in two hour sessions with the two full time employees to review the manual and gather their input.

The council's decisions on points in-question are as follows:

1. The material data sheets will be collected and placed in binder by Mr. Snavelly.
2. Hand wash stations are available in the community building for use in the event of exposure to blood born pathogens. Mr. Snavelly and Mr. Mears agreed it was not necessary to install washing facilities at the water treatment plant, sewer ponds or lift station. They will make a quick trip to the community building if necessary.
3. If work related training plus travel time accumulate to more than 8 hours in a day, pay will be for the full travel time and training time. If the training requires an over night stay, the employee will be paid straight 8 hours for the day. The

employee will be responsible for tracking his time.

4. Employees will be allowed to use firearms around sewer ponds for rodent control purposes only.
5. Mr. Snavelly has been instructed to purchase a properly sized chain saw and humidifier (for the water treatment building). The town should not use employee's equipment just as employees are not allowed to use town's equipment.
6. Employees are required to wear seat belts.
7. Work schedules will allow flexibility to come in early or later in the day to better cover the work that needs accomplished. Mr. Snavelly & Mr. Mears may not always be working the same times.
8. Hours of work will no longer include a paid lunch time. Employees may come in early, stay later or take a shorter lunch break. The employees indicated they intend to start work 30 minutes earlier (7:30), cut back to a 30 minute lunch and work the remaining 2.5 hours straight time on weekend water testing.
9. Comp time will be figured using PTO time and holidays as time counted towards time worked. Overtime will be calculated on time worked over 40 hours per week instead of the current calculation of time over 8 hours a day or 40 hours per week. Credit for benefit hours is allowed only if the time is available. If all benefit time is exhausted, it can not be used in calculating overtime.
10. An alarm call or customer emergency call after regular work hours will be compensated for actual time or a minimum of one hour pay, whichever is greater.
11. Vacation days may be taken in ½ day increments. A week's notice will be required if a full-week vacation is planned. Mr. Mears has worked for the town 8 years and has 3 weeks vacation. The proposed vacation schedule would reduce his vacation time to 2 weeks. The council approved "grandfathering" Mr. Mears vacation time to the three weeks.
12. Employees will have 35 short time disability days and 10 sick/personal days as of January 1, 2009. This is a change of an accumulation of 45 sick/personal days. There will be no accumulation or carry over of these days.

As of now, there are no changes in medical insurance. The employees were told there may be changes in the future but the manual has no bearing on the insurance.

Future capital projects were discussed and advice was offered by Mr. Smith on possible funding sources. Ideas included:

1. Improving the downtown business district with new street light. Permission was given for Mr. Smith to apply for a planning grant to address the issue. The program could be expanded to include sidewalk improvements ½ blocks on either side of Main Street. The planning grant can be for as much as \$30,000 with the town's share being \$3,300. As a safety aspect, the extension of sidewalks, with the use of grant funds, will be researched for Monroe Street from Main Street north to the senior citizen housing area.
2. Extension of Highway 75 North to HHC and the extension of town's utilities. The need to coordinate all interested parties in this project is becoming necessary. The county has secured \$1.2 M for design work and has applied for \$6 M in earmark funds from Senator Evan Bayh and Congressman Joe Donnelly. The town would want to provide four miles of utilities that is expected to cost \$4M.
3. Leaf Vac. The town applied for a \$17,000 grant from NWSWD for the machine and expects to soon learn if the grant was awarded. This would be the third grant received from NWSWD for town projects. Mr. Snavely plans to sell the current machine for \$5,000 to \$7,000 which would be applied toward the cost.
4. Street resurfacing and tree removal. The clerk-treasurer asked for a determination on street work before the end of the year so funds could be encumbered, if any are available. Tree removal was not encouraged because of limited funds.
5. Water related project:
 - a.) Replace old fire hydrants and add two new units. Mr. Smith will look into a grant from USDA to replace old hydrants and install two new ones.
 - b.) Water alarm. The water tower alarm sends out false alarms and needs fixed. Mr. Smith will see if he can determine the cause.
 - c.) Antenna on the water tower. The council is reviewing a management agreement with the company that provides maintenance on the tower to determine if they are interested in an agreement for installing communication antennae on the water tower. This project is seen as a way to increase water revenue.
6. Town pick-up and police car. Both are 1996 vehicles and may need to be replaced. Mr. Smith said surplus equipment might be available from the federal government. He will send web site information to the clerk-treasurer. A Criminal Justice grant could be used for the police car equipment. No grants are available to purchase either vehicle. The council will consider buying the pickup in 2009 and a police car in 2010.

The clerk-treasurer asked the council about charging for an after hours service call. A customer had a water leak in their basement and needed water shut off after regular business hours. Due to the nature of the emergency, the council waived the charge. Another customer, who moved out of town several months ago, left an unpaid bill. The customer has been taken to court three times but has no assets to attach. The council voted to write off the charge if it is approved by the SBA by a motion from Mr. Fite, seconded by Mr. Kelly.

Meeting adjourned at 7:48.

Camden Town Council

Peter F. Wagoner, President

Richard Fite, Vice-President

ATTEST:

Andrew Kelly, Member

P.A. Casserly
Clerk-Treasurer