

Lynnville Town Council
December 1, 2020 Agenda

CALL TO ORDER - PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: Tabled

APPROVAL OF CURRENT BILLS: November 18, 2020 – December 1, 2020

DELINQUENT NOTICES: Shut off date December 10, 2020List for Park Lessees given to Sarah for violation of lease****

ADJUSTMENTS:

1.	520 Old Petersburg Rd	\$5.92	Power wash house
2.	113 E 2 nd St	\$51.96	Water leak (REPAIRED)
3.	152 Maple St	\$52.29	Water leak on customer side (REPAIRED)
4.	300 W 1 st St	\$	Bad meter for about extended amount of time

TREASURY REPORT:

Community Center	\$ 32,163.51
Fire Department	\$114,782.38
General	\$573,477.47
Park	\$181,028.10
Utilities	\$936,681.98

****Amount saved for Digital Meters \$160,486.99**

NEW BUSINESS:

- Engineering Agreement for Spurgeon project – Eric Parsley
- Salary Ordinance #2021-1 approval

Gary Holder, Town Superintendent

- “To-Do List” updated
- Work Report

J. William Bruner, Attorney

- Update on Nuisance Complaints
 - 426 Oak St - Abandoned trailer
 - 217 Doerner Rd
 - 104 Beaver Ln

Lauri Stockus, Clerk-Treasurer

Tim Reibold, Fire Department

Doris Horn, Town Council Member

- Gutter-guard estimates

Rachel Titzer, Town Council Member

Stacy Tevault, Town Council President

ADJOURNMENT

NEXT MEETING: December 15, 2020 – 6:00pm Virtual ZOOM Meeting

ANY AND ALL BUSINESS TO PROPERLY COME BEFORE THE LYNNVILLE TOWN COUNCIL

Town of Lynnville

December 1, 2020

Present: Stacy Tevault, Rachel Titzer, Doris Horn, J. William Bruner, Lauri Stockus, Scott Whitfield, Gary Holder

Absent: Sarah Kolley

****Virtual Meeting****

Call to Order

Moment of Silence – Pledge of Allegiance

Approval of Minutes: Tabled

Approval of Current Bills: Doris makes the motion to approve the November 18 , 2020 – December 1, 2020 bills as presented. Rachel seconded. All in favor. Motion carries.

Delinquent Bills: Shut off date December 10, 2020. The lessee delinquents have been given to Sarah to send violation of lease. Doris makes a motion to shut off water for all delinquent accounts not paid by shut off date. Rachel seconded. All in favor. Motion carries.

Adjustments:

520 Old Petersburg Rd - \$5.92 – power wash house

Doris makes a motion to approve adjustment. Rachel seconded. All in favor. Motion carries.

113 E 2nd St - \$51.96 – water leak (Repaired)

Doris makes a motion to approve adjustment. Rachel seconded. All in favor. Motion carries.

152 Maple St - \$52.29 – water leak on customer’s side of meter (Repaired)

Doris makes a motion to approve adjustment. Rachel seconded. All in favor. Motion carries.

300 W 1st St - \$1,220.04 - Bad meter for extended amount of time

These residents have been to several meetings asking for this problem to be looked into. A former employee was supposed to take care of this, but it was not corrected. All Town Council members agree, this problem was not taken care of properly and in a timely manner this adjustment will not be counted for 1-time adjustment. Doris makes a motion to approve adjustment. Rachel seconded. All in favor. Motion carries

Treasury Report: Lauri Stockus Clerk-Treasurer

Community Center	\$ 32,163.51
Fire	\$114,782.38
General	\$573,477.47
Park	\$181,028.10
Utilities	\$936,681.98

****Amount saved for Digital Meters \$160,486.99**

New Business:

Engineering Agreement for Spurgeon Project

Eric Parsley: Engineering Agreement for services related to Spurgeon Project from design through construction for \$372,000. This agreement covers:

2 design phases

Engineer's work during construction

Bidding services

Additional services (soil boring, operation maintenance, etc.)

Inspector for 6-month period during construction

This amount matches the estimate for connection fee to the Town of Spurgeon. The only difference is an increase in the permit allowance fee. The Town of Spurgeon as already been informed of the increase and understands and agrees their connection fee is to cover all fees incurred during this project. Mr. Bruner and Eric were in contact to get some minor verbiage changed/added/corrected in the agreement this afternoon. Doris makes the motion to approve the Engineering Agreement for the Spurgeon Project contingent on the changes and Mr. Bruner approving the final agreement. Rachel seconded. All in favor. Motion carries.

Salary Ordinance #2021-1 Approval

"Ordinance #2021-1

An Ordinance Establishing Salaried for Certain Town Officials and Employees of the Town of Lynnvilve, Indiana for the Year 2021" There is wording related to Town Marshal and compensation for equipment usage in the ordinance in case an agreement is reached for the Town of Lynnvilve to hire a Town Marshal. Doris makes the motion to approve Ordinance 2021-1. Rachel seconded. All in favor. Motion carries.

Gary Holder -- Town Superintendent:

"To-Do List" Update

Tractor was delivered. He used it already to start the riprap project on Peach St. Gary asks where they wanted riprap to go. This project would go from EMS station to Jones driveway. Lauri let Gary know she had pictures and maps of the area to be riprapped. Gary is told there are several other areas around town to be riprapped also, he will need to get with Lauri for the locations of those areas.

Work Report

Gary's work report was read aloud by Stacy. "Handrails at Town Hall" was read as completed but Gary said it was not done correctly and needs to be redone. Ordered riprap and rock, surveyed roads for damage with Doris and Wilcox. Stacy let Gary know there was a pot-hole on W. 4th St which needs fixed. Doris let Gary know on East side of Peach St to Hwy 68 the ditch is washing away. This area is to be repaired and riprapped as soon as possible. Stacy wanted to remind Gary the work orders and "To-Do" list come from Town Hall. The "Chain of Command" for all projects and work orders from Town Council members go through Town Hall to be put on lists. As long as the chain of command is used properly so Town Council members don't give projects or jobs to workers outside the chain of command this should help prevent confusion and make sure everybody is on the same page. This should also prevent work getting backed-logged and it should also prevent thing from being forgotten and order which things should be completed. Stacy commented on this is the way things should be operating from now on. Stacy asked Rachel and Doris if they have anything to add and if they both agreed. Both agreed this is the way to operate from now on.

Doris told Gary to meet her in morning to finish putting up decoration in town and at the Community Center

Marcus Jolly - Veolia

Scott Whitfield – Fire Department:

The Fire Department is planning to put the holiday banners up Thursday or Friday.

The Fire Department has about 118 runs so far this year.

Scott requests somebody from the Town Council contact Dwayne concerning the purchase of the boat for the Park. It has been built and ready for quite a while now. A Council member should call him to explain in detail why he hasn't gotten paid and is holding the boat. The reason is the grant money has been approved and all the paperwork has been filed and completed but the Federal Government hasn't sent any of the funds to the USDA to distribute yet. As soon as the Federal Government sends the money the Park will be able to send the funds to Dwayne. Doris said she would call and explain this to him.

Mr. Bruner – Town Attorney:

Update on Nuisance Complaints

217 Doerner Rd – Certified letter came back No Address-Incorrect address. A correct address request was sent to Sarah on 2 occasions but no address has been received yet. To move forward Mr. Bruner said he would need a correct address the post office will deliver. Lauri said she would email Sarah again with the request for correct address.

131 Maple St – Half the trailer is gone but the resident is still living in the part that is left and has made mention of living in the garage once the entire trailer has been removed. Can see the wood-burning stove being used sometimes also. Is this a situation to contact the Health Department. Doris would like someone to call the police when smoke is seen coming out of heater since there is a warrant for arrest on property owner. Stacy commented the police might not be pursuing this type of warrant due to Covid threat. Mr. Bruner said he would check into this with a police officer to see if there was anything more that can be done. Mr. Bruner also recommended Doris call the Health Department on this issue. Doris said she would take pictures of the property for next couple days to keep a progress report of/if any work gets done on the property. Stacy said to email any pictures taken to Town Hall so records can be kept them for Town records also. Doris agreed.

Doris asked Mr. Bruner about passing an ordinance preventing residence from putting mobile homes on property. The Building Commission regulates, approves and denies structures being built or placed on properties. Stacy said there is no ordinance in place at this point and asked Mr. Bruner to work on drawing up. They would like the ordinance to prevent single-wide, flat-roof, single-wide trailers and allow only pitch-roofed manufactured homes within the town limits only. Doris mentioned she believes Elberfeld, in has this type of ordinance.

Lauri Tevault – Clerk-Treasurer:

The Town of Lynnville's 2020 Pavement Asset Management Plan was completed, submitted and accepted by LTap. The 5-Year Objective improvement plan was also completed, submitted and accepted which is another report in LTap. The certification letters were received this week with NO ERRORS.

Completed and sent audit for Eric Parsley at Commonwealth for the Spurgeon Project.

Completed and sent audit for Baker Tilly for 2016 – 2019 for Spurgeon Project.

Completed our part and Marcus completed his part then sent all the information to Aaron at Commonwealth for the 2019 Town of Lynnville Water Audit and Validation.

Stacy thanks Lauri for all the hard work and keeping the town going through all the employee illness Covid and other 2020 issues this year. Lauri has worked tirelessly and gotten the town through them. Rachel and Doris agree.

Doris Horn:

Gutter-Guard Estimates

Doris said she called F-N-S Construction to send a written estimate but Town Hall has not received it. Doris received an informal quote but not the official estimate with specifics for the project. Doris will call them tomorrow to have the estimate sent to Town Hall.

Community Center Window Coverings

Doris would like to get estimates on blinds for the windows in Community Center. Stacy suggested having the windows tinted instead of blinds. Doris doesn't think the type of windows in Community Center can be tinted. Town Hall will check to see if tinting is even possible. If not possible look into window coverings that are more up-to-date/modern than blinds.

Purchase paint to have Melody Garrison paint the insides. Rachel asks if looking to have the kitchen painted or the whole building. Doris would like to have the whole building. Stacy suggested to just have the kitchen painted at this time because if there is an emergency or furnaces go out there won't be money to fix. Rachel agreed. The rest will be revisited at a future date.

Calling Wilcox to get a start date on the project at the Park putting in water lines. The Park is now closed and would like to get all the work done.

Taking Gary to finish Holiday decorations at Community Center.

Proposal to buy new Town truck. The truck the Town Superintendent uses barely has any padding left in the seats and there is a crack in the windshield. Stacy reminded Doris the Town bought a new truck in 2019 but the Town Superintendent decided he did not want to drive it because he doesn't like the size of the truck. Veolia only needed a vehicle to get to lift stations and was scheduled to use old truck until Gary decided he would keep old truck. Insurance and contracts were rewritten to accommodate the change. Instead of purchasing a new truck the Town Superintendent should drive the new truck purchased for the town and Veolia drives the old truck.

There is a dead tree that needs to be taken down on one of the empty lots in Meade Valley on Rosebud Ln. John Leslie looked at it but decided it is a bigger job than he is comfortable with doing himself because it's too close to the house. Whitledge Tree Service should be called to have them come take it down as soon as possible.

Rachel Titzer: Nothing to add

Stacy Tevault:

Just a reminder, Acropolis and Sweet Treats ala Mode food trucks in Lynnville on December 12th. Heather Ricketts is in charge of this, so if anybody would like more information contact Heather.

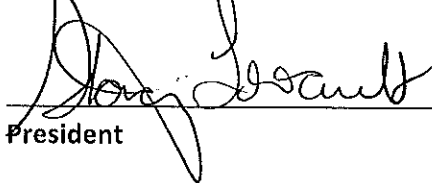
Next meeting is a Park Board Meeting which will also be a ZOOM meeting. Sarah will need to be informed and will be expected to attend virtually. By conducting the meeting virtually, she will be able to attend from anywhere. Stacy asked Lauri to make sure Sarah is set up before the meeting so she can attend meetings at least with her phone.

Employee reviews or meetings with each individual employee need to be scheduled as soon as possible, preferably before the end of the year. Each employee will need to sign a job description documents of what is expected from them for their job and address any concerns they have as well. We would also make sure each employee knows how to get on any/all ZOOM meetings. There are many items gone over in Town Council and Park Board Meetings which impact the employee's jobs or updated information they should know about discussed in these meetings. The employees can stay better informed if they attend the ZOOM meetings.

Next Meeting will be January 5, 2020, 6:00pm Virtual ZOOM Meeting

Stacy entertains a motion to adjourn the meeting. Doris makes the motion to adjourn. Rachel seconded. All in favor. Meeting is adjourned.

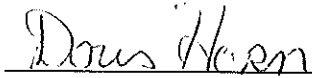
Lynnvile Town Council:



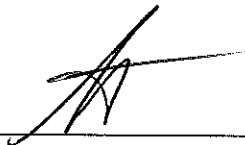
President



Council Member



Council Member

Attest: 

Clerk-Treasurer

ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

TOWN OF LYNNVILLE

GOVERNMENTAL UNIT

AGENCY

APV Register Batch - December 1, 2020 Town Board Meeting

Page 1 of 2 Pages

Installed by the TOWN OF LYNNVILLE-2018

General Form No. 364 (1997) APVREGISTER_SUM.FRX

NOTES:(1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed.
(2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/ Memorandum (See Note (2) Above)
11/23/2020	99999	JAMIE CARVER	PARK - DEPOSIT REFUND	100.00	100.00	1440	Rec building rental deposit - REFUND
11/23/2020	99999	DORIS KEMPA	PARK - DEPOSIT REFUND	100.00	100.00	1441	Rec building rental deposit - REFUND
11/24/2020	31	DUKE ENERGY INDIANA, LLC	PARK-ELECTRIC	24.03	24.03	1442	Monthly Service
11/24/2020	1	VECTREN ENERGY DELIVERY	PARK-NATURAL GAS	122.56	122.56	1443	Monthly Service
11/24/2020	1402	QUADIENT, INC	PARK-POSTAGE	24.87	24.87	1444	Quarterly Service
11/24/2020	99999	ALAN STAPLES	PARK - DEPOSIT REFUND	100.00	100.00	1445	Rec building rental deposit REFUND
11/25/2020	113	ACTION PAINTING	PARK-BUILDING REPAIR /	3260.00	3260.00	1446	Power wash and paint Rec building
11/25/2020	99999	KAREN REIBEL	PARKS -	35.00	35.00	1447	Over-payment of Lease payment -
11/30/2020	254	CNA SURETY DIRECT BILL	PARK-INSURANCE	105.00	105.00	1448	Gatekeeper bond - Jana Taylor
11/30/2020	1203	LYNNVILLE UTILITIES	PARK-WATER / SEWER	494.65	494.65	1449	Monthly service
12/01/2020	49	TIMOTHY J LILLOP	PARK-OPERATING	192.00	192.00	1450	48 Bundles of Fire Wood
12/01/2020	73	RACHEL TITZER	PARK-OPERATING	17.94	17.94	1451	RV Adapters x 2
12/01/2020	102	AIGNER HARDWARE LLC	PARK-OPERATING	40.96	40.96	1452	Supplies
11/24/2020	1	VECTREN ENERGY DELIVERY	NATURAL GAS	80.83	80.83	1531	Monthly Service
11/24/2020	1402	QUADIENT, INC	POSTAGE	24.87	24.87	1532	Quarterly Service
11/30/2020	1203	LYNNVILLE UTILITIES	WATER / SEWER	41.28	41.28	1533	Monthly service
12/01/2020	130	CARROT-TOP INDUSTRIES,	OPERATING SUPPLIES	159.02	159.02	1534	Flags - USA, IN x 2, Marines, Navy
12/01/2020	151	NICHOLS FIRE & FLEET INC.	VEHICLE REPAIRS /	1383.32	1383.32	1535	Various Fittings
12/01/2020	1202	LYNNVILLE VOL FIRE DEPT	MISC	413.15	413.15	1536	Christmas Party
12/01/2020	99999	SCOTT WHITFIELD	MISC	57.00	57.00	1537	Reimburse -decorations
11/24/2020	1	VECTREN ENERGY DELIVERY	COMMUNITY	83.49	83.49	2214	Monthly Service
11/30/2020	1203	LYNNVILLE UTILITIES	COMMUNITY	41.27	41.27	2215	Monthly service
12/01/2020	114	S-n-C Construction of Southern	COMMUNITY CENTER-	3130.00	3130.00	2216	Remodel Kitchen at Community Center
11/24/2020	1	VECTREN ENERGY DELIVERY	PURCHASED POWER	1753.12	1753.12	3690	Monthly Service
11/24/2020	97	VEOLIA NORTH AMERICA, INC	CHEMICALS	1147.81	1147.81	3691	Sodium Hypochlorite 12.5%
11/24/2020	1402	QUADIENT, INC	PROFESSIONAL SERVICES	49.74	49.74	3692	Quarterly Service - Postage Meter
11/30/2020	1203	LYNNVILLE UTILITIES	CUSTOMER DEPOSIT	43.41	43.41	3693	Meter deposit - Final bill
11/30/2020	99999	BERTHA HOPPER	CUSTOMER DEPOSIT	56.59	56.59	3694	Meter deposit less final bill
12/01/2020	23	GRIPP, INC	PROFESSIONAL SERVICES	715.00	715.00	3695	WWTP Service 9/14/2020
12/01/2020	98	STRAEFFER PUMP & SUPPLY,	PROFESSIONAL SERVICES	210.00	210.00	3696	10/22 Service Call
12/01/2020	102	AIGNER HARDWARE LLC	MATERIALS AND	8.99	8.99	3697	Clamp Light
12/01/2020	110	DEIG BROS. LUMBER &	PROFESSIONAL SERVICES	2948.71	2948.71	3698	Repair Leak @ 314 Church St 10/22/2020
12/01/2020	502	ENVIRONMENTAL	PROFESSIONAL SERVICES	810.00	810.00	3699	Water Testing 11/17/2020
11/24/2020	1	VECTREN ENERGY DELIVERY	ELECTRIC	71.11	71.11	6394	Monthly Service
11/24/2020	90	CONSORT CORPORATION	DONATIONS	1238.42	1238.42	6395	Winter Main Street Banners
11/24/2020	1	VECTREN ENERGY DELIVERY	NATURAL GAS	67.52	67.52	6396	Monthly Service - Town Hall
11/24/2020	1402	QUADIENT, INC	POSTAGE SERVICES	24.87	24.87	6397	Quarterly Service
11/30/2020	53	ZURICH AGENCY SERVICES,	TOWN INSURANCE	500.00	500.00	6398	Commercial Crime - renewal
11/30/2020	254	CNA SURETY DIRECT BILL	TOWN INSURANCE	725.00	725.00	6399	Clerk-Treasurer Bond - Lauri Stockus
11/30/2020	1203	LYNNVILLE UTILITIES	WATER / SEWER	77.06	77.06	6400	Monthly service

ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

TOWN OF LYNNVILLE

GOVERNMENTAL UNIT

AGENCY

NOTES:(1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed.
(2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

Page 2 of 2 Pages

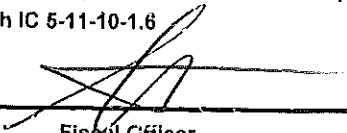
Installed by the TOWN OF LYNNVILLE-2018

General Form No. 364 (1997) APVREGISTER_SUM.FRX

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/ Memorandum (See Note (2) Above)
12/01/2020	73	RACHEL TITZER	LIT DISTRIBUTION	505.31	505.31	6401	Paint for Gazebo
12/01/2020	111	HUTSON INC	GROUNDS REPAIR /	78.10	78.10	6402	Tractor part
12/01/2020	114	S-n-C Construction of Southern	BUILDING REPAIR /	150.00	150.00	6403	Shutters Installed
12/01/2020	202	J. WILLIAM BRUNER	LIT DISTRIBUTION	997.00	997.00	6404	Monthly Retainer
11/25/2020	1602	PAYROLL	GEN-BOARD MEMBERS	3074.58	3074.58	16909	Gen Council
11/25/2020	1602	PAYROLL	SALARIES WAGES	3288.08	3288.08	16910	Water Wages
11/25/2020	1602	PAYROLL	PAYROLL FEDERAL 941	7315.82	7315.82	16911	Net Entry
11/25/2020	1602	PAYROLL	COMMUNITY CENTER-	63.35	63.35	16912	Community Center-Repairs/Maint
11/25/2020	1602	PAYROLL	BUILDING / GROUND	58.85	58.85	16913	Fire-Building/Grounds
11/25/2020	1602	PAYROLL	PARK-GROUNDSKEEPER	2997.60	2997.60	16914	Park Manager
		Checks: 1440- 16914		39007.28	39007.28		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6

12/1 2020


Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF LYNNVILLE

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 2 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 39007.28.

Dated this 1st day of December 2020

Stacy Lewitt
Rachel Inzer
Doris Horn

Doris Horn
Doris Horn

Signatures of Governing Board

Installed by the TOWN OF LYNNVILLE-2018

Fund Report

All Funds

From 12/01/2020 Thru 12/31/2020

Grouped By Bank
Ordered By Bank, Fund

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
**Bank 0							
101 GENERAL	113705.65	50437.93	72791.49	91580.19	0.00	228.10	91352.09
201 MVH - MOTOR VEHICLE HIGHWAY	257999.77	270803.85	252709.56	276094.06	0.00	0.00	276094.06
202 LRS - LOCAL ROADS AND STREET	13774.58	13429.02	10130.23	17073.37	0.00	0.00	17073.37
203 MVH-50% RESTRICTED	0.00	15357.27	1007.00	14350.27	0.00	0.00	14350.27
217 DONATION	460.01	2460.00	2716.57	203.34	0.00	0.00	203.34
218 BALL PARK DONATIONS	240.00	0.00	240.00	0.00	0.00	0.00	0.00
251 RAINY DAY FUND	35291.14	1665.61	0.00	36956.75	0.00	0.00	36956.75
401 CCI - CUMULATIVE CAPITAL IMPROVEMENTS	33815.94	1197.42	10000.00	25013.36	0.00	0.00	25013.36
446 LIT - LOCAL INCOME TAX	156987.02	49481.00	94033.79	113936.54	0.00	1502.31	112434.23
SubTotal Bank 0	612274.11	404832.10	443628.74	575207.88	0.00	1730.41	573477.47
**Bank 1							
601 WATER CASH OPERATING-DAILY DEPOSITS	137664.63	203725.29	221209.16	124158.46	0.00	3977.70	120180.76
602 WATER- BOND AND INTEREST	28728.14	1000.00	29728.14	0.00	0.00	0.00	0.00
603 WATER-DEPRECIATING	66313.84	13800.00	23145.00	56968.84	0.00	0.00	56968.84
604 WATER-CUSTOMER DEPOSITS	45009.11	3600.00	8109.11	40500.00	0.00	0.00	40500.00
605 WATER-DIGITAL METERS	49838.89	39337.25	809.42	88366.72	0.00	0.00	88366.72
606 SEWER CASH OPERATING-DAILY DEPOSITS	340728.47	322056.82	240677.80	422822.49	0.00	715.00	422107.49
607 SEWER-BOND/INTEREST	84694.61	30000.00	54148.14	60546.47	0.00	0.00	60546.47
608 SEWER-DEPRECIATING	66514.32	26150.00	16772.86	75891.46	0.00	0.00	75891.46
609 SEWER-DIGITAL METERS	69213.28	7200.00	4293.04	72120.24	0.00	0.00	72120.24
611 TECUMSEH SCHOOL LINE	350.00	0.00	350.00	0.00	0.00	0.00	0.00
SubTotal Bank 1	889055.29	646669.36	599242.67	941374.68	0.00	4692.70	936681.98
**Bank 4							
701 PAYROLL	2993.14	213154.54	211769.82	4377.86	0.00	0.00	4377.86

Installed by the TOWN OF LYNNVILLE-2018
Fund Report

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
SubTotal Bank 4	2993.14	213154.54	211769.82	4377.86	0.00	0.00	4377.86
**Bank 5							
231 COMMUNITY CENTER	25565.63	11860.46	5262.58	32163.51	0.00	0.00	32163.51
SubTotal Bank 5	25565.63	11860.46	5262.58	32163.51	0.00	0.00	32163.51
**Bank 6							
208 FIRE TERRITORY EQUIPMENT	26287.68	13370.31	35162.68	4495.31	0.00	0.00	4495.31
209 FIRE PROTECTION TERRITORY	113300.60	80039.30	83052.83	111886.41	0.00	1599.34	110287.07
SubTotal Bank 6	139588.28	93409.61	118215.51	116381.72	0.00	1599.34	114782.38
**Bank 8							
610 SEWER CONSTRUCTION	2511.00	86566.80	105118.88	2511.00	0.00	18552.08	-16041.08
SubTotal Bank 8	2511.00	86566.80	105118.88	2511.00	0.00	18552.08	-16041.08
**Bank 9							
204 LYNNVILLE PARK	166109.31	225266.78	210347.99	181279.00	0.00	250.90	181028.10
205 LYNNVILLE PARK	10233.22	0.00	10233.22	0.00	0.00	0.00	0.00
SubTotal Bank 9	176342.53	225266.78	220581.21	181279.00	0.00	250.90	181028.10
*** GRAND TOTAL ***	1848329.98	1681959.65	1703819.41	1853295.65	0.00	26825.43	1826470.22

ORDINANCE #2021-1

**AN ORDINANCE ESTABLISHING SALARIED FOR CERTAIN TOWN OFFICIALS AND EMPLOYEES OF
THE TOWN OF LYNNVILLE, INDIANA FOR THE YEAR 2021**

WHEREAS, pursuant to the provision of IC 36-1-4-15, the compensation of all Town Officials and Employees may be fixed by the Town Council,

WHEREAS, the Town of Lynnville operates and maintains a Water and Sewer system,

WHEREAS, IC 8-1.5-3.3 provides that the Town Council may control municipally owned utilities,

WHEREAS, the Town Council is the park authority and manages the Lynnville Park pursuant to IC 36-10-5-2, and

WHEREAS, the members of the Town Council and the Clerk-Treasurer perform services which are connected with the operation of the municipally owned utilities and the Lynnville Park,

NOW BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LYNNVILLE, INDIANA, AS FOLLOWS:

SECTION I

That compensation shall be paid in accordance with the following:

	Annually	
	2020	2021
Lynnville Town Council	\$6,713.04	\$6,713.04
Lynnville Park Authority	\$1,900.00	\$1,900.00
Lynnville Park Advisors	\$1,900.00	\$1,900.00
Clerk-Treasurer		
Salary	\$42,073.43	\$42,073.43
Lynnville Park	\$1,100.00	\$1,100.00
Town Attorney	\$8,004.00	\$8,004.00
Town Marshal		\$8,500.00
Warrick County Sheriff		
equipment usage		\$1,000.00
Veolia	\$80,000.00	\$121,800.00

	Hourly	
	2020	2021
Deputy Clerk-Treasurer – Full time	\$31,200.00 – \$33,280.00	\$31,200.00-\$33,280.00
Town Superintendent – Full time	\$30,000.00 - \$33,280.00	\$30,000.00-\$33,280.00
Town Groundskeeper – Part time	\$11,440.00 - \$14,300.00	\$11,440.00-\$14,300.00
Seasonal Laborer – Part time 20-25 Hours	\$7,920.00 - \$9,900.00	\$7,920.00 - \$9,900.00
Lynnville Park Manager – Part time	\$19,250.00 – \$26,208.00	\$19,250.00-\$26,208.00
Lynnville Park Groundskeeper – Full time	\$24,000.00 - \$27,040.00	\$24,000.00-\$27,040.00
Lynnville Park Gatekeeper – Part time		
10 - 15 Hours -		\$3240.00 - \$3800.00
15 - 20 Hours -		\$4860.00 - \$5400.00
20 - 25 Hours -	\$6480.00 - \$7000.00	\$6480.00 - \$7000.00

SECTION II

Compensation for employees shall be paid on the 15th and the last working day of the month. If a payday falls on a weekend, a holiday or other day the Town Hall is closed, compensation shall be paid on the last working day before the regularly scheduled pay day except as provided for in this Section

Employees shall submit time sheets to the Clerk-Treasurer by 9 A.M. 2 working days before payday. If time sheets are not received on time the employee may have to wait until the next regular pay day to receive his/her compensation.

SECTION III

Compensation for the Town Council, Clerk-Treasurer and Town Attorney shall be paid once per month. Compensation for the Park Authority members and paid once per quarter.

SECTION IV

Paid employee holidays for 2021 shall be as follows:

New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
President's Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021

Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday, November 25, 2021
Christmas Day	Friday, December 24, 2021

SECTION V

Eligibility for paid holidays. Compensation is based on an average work day up to eight (8) hours of compensation for each holiday listed in SECTION IV and the holiday must fall on a regularly scheduled work day. Part time Lynnville Park are not eligible for paid holidays.

SECTION VI

Unpaid holidays for 2021, although the Town Hall will be closed, are as follows:

Election Day	Tuesday, November 2, 2021
Day after Thanksgiving	Friday, November 26, 2021
Christmas Eve	Friday, December 24, 2021
New Year's Eve	Friday, December 31, 2021

SECTION VI


Any and all ordinances or parts of ordinances in conflict herewith are hereby repealed insofar as the conflicting portions thereof are concerned.

Passed and adopted by the Town Council of the Town of Lynnville, Indiana, this 1st day of December, 2020.

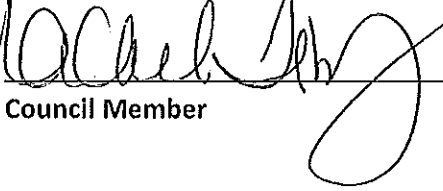
Lynnville Town Council:




 President



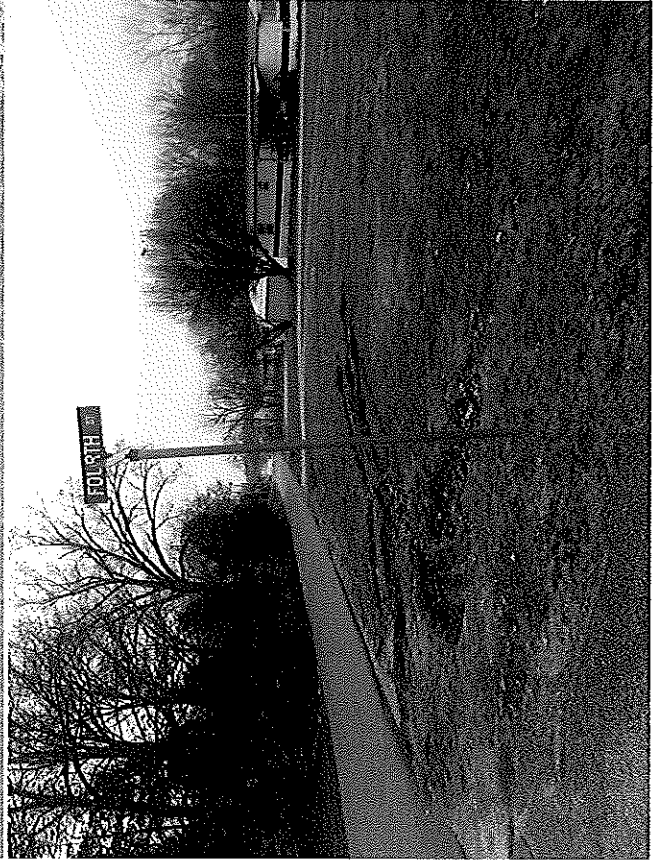
 Council Member



 Council Member

Attest: 

 Clerk-Treasurer





12/1/2020 – Received from Doris Horn

Driver: Tesfazigi Gebrzegi of Texas. Got stuck in my yard on 11/18/20 around 2:30am and was blocking the road at 4th & Petersburg Rd, Lynnville, IN. The Warrick County Sheriff deputies responded and blocked the road until wrecker could get the semi out and they have the accident report.

Insurance: Gain Insurance, 1520 Cypress Ave., Los Angeles, CA

Phone#: 323-987-2333

Warrick County Sheriff: Officer Ryan Nance
Boonville, Indiana

Case Report: 20-030227

My name is: Robin Nuhring, 455 Old Petersburg Rd., Lynnville, IN 47619

Phone: 812-922-5632

November 2020 Month End Routine

Fund

1. All money collected deposited before last business day
2. Transfer funds:
 - a. Sewer Operating Fund (606) to Bond and Interest Fund (607), Depreciating Fund (608), Digital Meters Fund (609) and any Operating Funds over 90% of Annual Budget \$362,000.
 - b. Water Operating Fund (601) to Depreciating Fund (603), Digital Meters Fund (605) and any Operating funds over 90% of Annual Budget \$212,500.
 - c. Mr. Bruner retainer and insurance payments – Total \$667.00
 - i. LIT - \$616.28
 - ii. Payroll from LIT for AFLAC - \$50.72
3. Post following:
 - a. APV
 - b. Receipts
 - c. Appr. Transaction batches –transfers, additional and adjustments
4. Bank Reconciliation: October 2020
 - a. Balance Fund accounts to bank statements
 - b. Print reports on corresponding colored paper
5. Print month end reports and save:
 - a. Fund Report
 - b. Appropriation Report
 - c. Revenue Report
 - d. Accounts Payable Register-Town Board signs at meeting
6. Make back up of Fund data labeled “MM-YYYY Month End”
7. Create Treasurer Report for Council
8. Monthly Water Loss Report
9. Monthly Receipt Tax Report (URT-1)
10. Monthly Utility Usage Report
 - a. Sewer Usage
 - b. Water Usage
11. Check all APV and Receipts for ‘File Attachments’ of corresponding info

Payroll

1. Process payroll on 15th and last day of the month
2. Print month end reports and save:
 - a. Docket Allowance-Town Board signs at meeting
 - b. Tax Distribution
 - c. Tax summary Detail
3. Complete Federal withholding - electronic
4. Complete State and County withholding – electronic
5. Make a backup of Payroll data labeled “MM-YYYY Month End”

Utility

1. Print Cash Summary Report
2. Complete and pay IN Sales Tax
3. Print Sum Aging Report

4. Make a backup of Utility data labeled "MM-YYYY Month End"

Gateway

1. Submit:
 - a. Bank reconciliation with statements –check images not needed
 - b. Fund Report
 - c. Approved Board Minutes

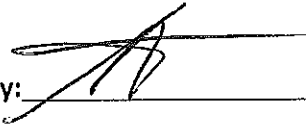
Website

1. Add any events for month
2. Add Town Council Meetings dates and times
3. Add billing due dates
4. Send approved Town Council Minutes to be uploaded

Other

1. Completed and submitted Occupational Employment Report
2. Complete Salary Ordinance information
3. Complete L-Tap Report
4. Complete part Water Audit and Validation information request
5. Completed CEI Water Audit Questionnaire
6. Completed Data request for rate study

Completed by:



Reviewed by:

