

**Lynnville Town Council  
April 7, 2020 Agenda**

**CALL TO ORDER - PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: February 18, 2020 and March 3, 2020**

**APPROVAL OF CURRENT BILLS: March 4, 2020 – April 7, 2019**

**DELINQUENT NOTICES: No shut offs due to COVID-19 this month**

**ADJUSTMENTS:**

Ben Connor - \$58.71 – Toilet running. New rubber gasket and wax ring installed

**TREASURY REPORT:**

Community Center	\$ 24,840.31
Fire Department	\$109,292.13
General	\$595,508.72
Park	\$135,946.86
Utilities	\$874,162.20

**NEW BUSINESS:**

Request rock for alley – David Goldenberg

Town Council Meeting Change Dates

June 2, 2020 – Primary Election – Change to June 1, 2020

November, 3, 2020 – General Election – Change to November 2, 2020

Grass on Road Ordinance

Park Office open

April 21, 2020 Park Board Meeting cancelled

OCRA Monitoring Results (soft audit)

**J. William Bruner, Attorney – Not Present**

**Lauri Stockus, Clerk-Treasurer**

**Tim Reibold, Fire Department**

**Steve Bailes, Water/Sewer Operator**

-Daily work logs for Steve, Gary

**Doris Horn, Town Council Member**

**Rachel Titzer, Town Council Member**

**Stacy Tevault, Town Council President**

**ADJOURNMENT**

**NEXT MEETING: May 5, 2020 @ Town Hall – 6:00pm**

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

April 7, 2020

South Whitehall

10900365432

# Town of Lynnville

April 7, 2020

Present: Stacy Tevault, Rachel Titzer, Doris Horn, Lauri Stockus

Absent: J. William Bruner, Attorney.

## Call to Order

## Moment of Silence – Pledge of Allegiance

**Approval of Minutes:** Doris makes the motion to approve the minutes for February 18, 2020 and March 3, 2020 meetings. Rachel Seconds the motion. Stacy abstains since she was not at the March 3<sup>rd</sup> Meeting. All in favor. Motion carries.

**Approval of Current Bills:** Doris makes a motion to approve current bills from March 4, 2020 - April 7, 2020. Rachel seconds the motion. All in favor. Motion carries.

Stacy adds another invoice to be paid which she issued to Lauri 4/7/2020. The concrete has been laid at the sewer plant for a total of \$11,500 by Lutz Concrete. Doris make the motion to add the bill for Lutz Concrete to be paid. Rachel seconds the motion. All in favor. Motion Carries.

**Delinquent Bills:** There are no shut offs for the month due to the corona virus.

## Adjustments:

One adjustment presented for Ben Connor in the amount of \$58.71. Toilet was running. New rubber gasket and wax ring installed. Doris makes the motion to adjust Ben Conner in the amount of \$58.71. Rachel seconds the motion. All in favor. Motion Carries.

## Treasury Report: Lauri Stockus Clerk-Treasurer

Community Center	\$ 24,840.31
Fire	\$109,292.13
General	\$595,508.72
Park	\$135,946.86
Utilities	\$874,162.20

Lauri makes an addition for the funds on digital meters, which is water/sewer combined for a total of \$158,086.96 available for the upgrade to digital meters in the future.

## New Business:

**Stacy Tevault:** Stacy introduces the proposal from Veolia to take over the management of the Town of Lynnville's utilities. Town Council has had a chance to go over the proposal and converse with Veolia several times. Mr. Bruner has had a chance to look this over the contract draft as well. Doris makes a

motion to allow the Town of Lynnville to enter into a 3-year contract with Veolia to manage the Water/Sewer plant. Rachel seconds the motion. All in favor. Motion carries.

Stacy will reach out to Veolia for them to prepare the final contract, which will have to be sent Mr. Bruner for approval. Stacy looks for Veolia to be in place by June 1, 2020. Town Council has spoken with the current Utilities Operator, Steve Bailes. He has indicated that he will stay on until Veolia takes over operations of the water/sewer plant at which time he will be resigning his position. Veolia has offered him a position with them but at this time we do not know what he will choose. The town will be looking at filling two positions for the Town because Veolia will be managing the water/sewer but not repairs and maintenance for roads, streets and town in general.

At this time, the town would like to hire one full-time employee and one year-round part-time employee. Town Council wants to make sure anyone currently working for the Town has the opportunity apply for these positions. Doris is going to reach out to Gary Holder and see if he is interested in the fulltime position and let Town Council know what he decides. If no one else is interested in the position, it will be posted accordingly.

David Goldenberg requests the Town to rock or pave the alley located "back 160 feet from Main Street west, not quite to the bridge/ditch." The alley is just north of Kluesmeier store. Stacy states that the town has a lot of alleys that have been abandoned but not vacated by the town. If the town is going to put any money into an alley, a thorough job must be done and not "pick and choose" which alleys are opened or vacated. If the town vacates an alley, then the property owners adjacent to the alley split the ownership 50/50. If it is decided to invest into the alleys, quotes for the work that needs to be done should be gathered, as well as having all the alleys surveyed. Rachel will reach out to David Goldenberg to let him know the Council is working on a decision at this point. Doris makes the motion to table this matter until Mr. Burner can give legal advice, Stacy seconds the motion. All in favor. Motion Carries.

Upcoming Town Council meeting dates that fall on Election days will be changed. The June 2, 2020 meeting falls on Primary Election day, this Town Council meeting will be changed to June 1, 2020. The November 3, 2020 Town Council meeting falls on General Election day, this meeting will be changed to November 2, 2020.

**Grass on road Ordinance:** Rachel asked Lauri to get the grass on the road ordinance from another town to use as a template to write one of our own. Stacy states that whoever is hired as the new town "superintendent" will be responsible for enforcing ordinances since Lynnville does not have a town marshal. Lauri will work on writing an ordinance and get it to Mr. Bruner for approval and the Town Council will look at it in the June meeting.

**Park information:** The Lynnville Park is not open for camping currently due to the coronavirus pandemic. The only people who are utilizing the RV Park are our long-term renters and they can stay as needed. It has come to light that the park office/gate has not been attended regularly in the recent past. Park activities such as kayaking and fishing have been remarkably busy lately. The park office needs to be staffed again. There should be someone at the gate, at a minimum, in the morning for a few hours and then again in the afternoon for the second wave of people who come in/go out. Also, Stacy states

that there is plenty of work to be done at the park to keep employees busy even if the gate is not busy. Someone will be in contact with Sarah to get a schedule made for the workers and forward a copy of the schedule to this Town Council.

The Park Board meeting for April 21, 2020 is canceled due to Coronavirus. Lauri will follow up with Mr. Bruner about the cancellation of the lease from our most recent decedent. Doris has been put into contact with some electrical union workers to work on the update of the electrical system at the park. Stacy gives the go ahead to get bids for the electrical work to be done. Rachel and Doris both mentions updating the water lines at the park as well at this time. Lauri states that this will take an appropriation because we do not have funds available in the budget and that will take some amount of time to get the appropriation done. This project may have to be done in stages. Stacy states that they will look at the appropriation of funds and the bid from Wilcox Earthworks pertaining to the water line work to be done at the park only has already been submitted. This bid needs to be resubmitted because it is from November 2019 and is only good for 30 days. Stacy brings up the fact that electrical boxes at the RV Park do not have any locks on them and it would be a good idea if the new boxes had better control access to utilities. Doris mentioned that more security cameras at the park are needed. Next, Doris mentions that now would be a good time to get estimates on getting the Recreation Building at the park painted since no one is using it currently. Miranda will work on getting the painting estimates. This was left open; no motion was made.

**OCRA monitoring results:** Lauri states that there were no findings, which means she got a perfect score!

**Fire department. Scott Whitfield:** Pertaining to the fire hydrant problem, two weeks prior to this Town Council meeting, there was a gas main leak at Casey's and the hydrant that the fire department needed to access was blocked by a pole that has been pushed over in front of the hydrant. This hydrant is on the list of items that need to be replaced. The fire hydrant behind the pole at Casey's needs to be addressed immediately. Steve may have to physically cut the poles down or have them removed for safety purposes. Scott also suggests paving the corner of 1<sup>st</sup> and Main street where semi-trucks frequently run over the meters and hit the hydrant. Stacy asks that we get a bid from Metzger's for paving the corner of 1<sup>st</sup> and Main. It is the Council's understanding at this time that Veolia will do the necessary actions to cover an ISO audit as explained by Scott (pressure and flow rate testing.) Next, Scott brings up an instance that happened in August 2019 with two fire department members having exposure to blood on a semi-truck accident. He states that the fire department is having a hard time getting a medical claim paid by workers comp. Stacy offers that Mr. Bruner might be of assistance since he is retained by the fire department as well. Lastly, Scott advises that they are still waiting for the grant for their new radios, usually this grant is distributed in May. This grant is through DNR and may be on hold due to the Coronavirus situation.

Stacy states that she signed off on the Don Eilert "minor subdivision", and that is taken care of.

The additional streetlights we have requested are on hold currently as they are not essential.

The concrete work was completed at the water/sewer plant.

Stacy mentioned that we need to start thinking about what the town wants to do about the Black Coal Race, which is scheduled for July 19, 2020, due to the uncertainty with Covid-19.

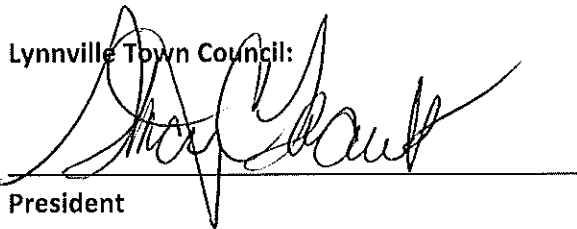
**Rachel Titzer:** Rachel presents information about the decorative flags for main street. All flags are sponsored for two seasons already, the town can proceed with the purchase of flags for spring and fall. The cost is \$102 each including the setup of printing. We will have to research how to mount the hardware onto light poles. Miranda has priced the straps out at several places. Unfortunately, due to the size of the poles (12"-15" in diameter) they are hard to find. The most promising option is from Grainger. Stacy would like Rachel to look into getting banners made for Tecumseh High School/Lynnville resident seniors or senior athletes from the class of 2020. Stacy makes the motion for Rachel to proceed with the flag project, including the town purchasing the mounting straps as well as the hardware needed to hang the flags.

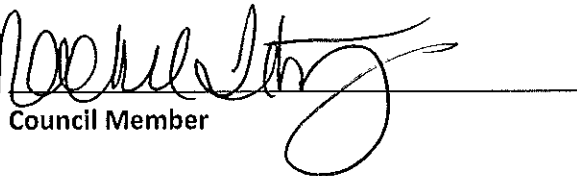
**Doris Horn:** Doris brings up the fact that we are having a lot of problems with people parking at the old town hall. Stacy responds that if people see people parking at the old town hall and have a problem with it that they should call Warrick County Sheriff's dispatch and report it since there is no town marshal. If there is damage being done to property, pictures should be taken as proof. Doris then mentions buying plants for the spring and summer time. She says that we normally buy our plants through Tecumseh High School, but she is unsure if they are going to be having a sale this year. She will investigate this further although there are other options such as Family Roots in the Dale/Holland area. Next, Doris requests a "Welcome to Lynnville" letter typed up with vital information to the town and put in with the new applications for utilities.

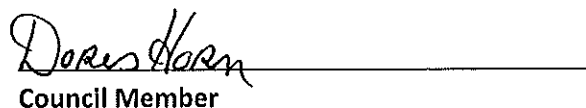
**Next meeting of the Town council will be May 5, 2020 in Town Hall at 6:00pm.**


Stacy entertains a motion to adjourn the meeting. Doris makes the motion to adjourn. Rachel seconds the motion. All in favor. Motion Carries. Meeting adjourned.

Lynnville Town Council:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Council Member

  
\_\_\_\_\_  
Council Member

  
Attest: \_\_\_\_\_  
Clerk-Treasurer

# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

TOWN OF LYNNVILLE

GOVERNMENTAL UNIT

AGENCY

APV Register Batch - April 7, 2020 Board Meeting

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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)
03/13/2020	197	ADVANCED DISPOSAL	PARK-SANITATION	320.91	320.91	1232	Monthly service
03/18/2020	241	SAM'S CLUB MC/SYNCB	PARK-OPERATING	949.82	949.82	1233	Cleaning supplies
03/18/2020	191	A T & T MOBILITY	PARK-PHONE / INTERNET	78.54	78.54	1234	Monthly service
03/20/2020	205	FIRST ADVANTAGE	PARK-INSURANCE	1991.00	1991.00	1235	Package renewal
03/23/2020	1	VECTREN ENERGY DELIVERY	PARK-NATURAL GAS	246.08	246.08	1236	Monthly service
03/23/2020	31	DUKE ENERGY INDIANA, LLC	PARK-ELECTRIC	23.73	23.73	1237	Monthly service
03/26/2020	99999	STEVE ORTH	PARKS -	123.25	123.25	1238	Lease refund - 103 Old Dam Rd
03/27/2020	60	USPS	PARK-POSTAGE	50.00	50.00	1239	Postage for Neopost postage machine
03/30/2020	31	DUKE ENERGY INDIANA, LLC	PARK-ELECTRIC	1232.99	1232.99	1240	Monthly service
03/30/2020	152	FRONTIER	PARK-PHONE / INTERNET	129.30	129.30	1241	Monthly service
03/30/2020	1203	LYNNVILLE UTILITIES	PARK-WATER / SEWER	272.54	272.54	1242	Monthly service
04/01/2020	202	J. WILLIAM BRUNER	PARK-PROFESSIONAL	167.00	167.00	1243	Monthly retainer
04/03/2020	288	JACOB MCMURTRY	PARK-OFFICE SUPPLIES	85.00	85.00	1244	Installation of new computers for Town Hall
04/07/2020	220	CITIBANK, N.A.	PARK-GROUND	159.93	159.93	1245	Grounds maintenance supplies
04/07/2020	3	OFFICE THREE SIXTY, INC	PARK-OFFICE SUPPLIES	45.65	45.65	1246	Toner
04/07/2020	102	AIGNER HARDWARE LLC	PARK-MISC. EQUIPMENT	79.03	79.03	1247	Blades and bits
04/07/2020	243	MENARD INC	PARK-BUILDING REPAIR /	119.87	119.87	1248	Cleaning supplies
04/07/2020	99999	LAURI STOCKUS	PARK-MISC	23.69	23.69	1249	Reimburse-meals at ILMCT training - 1/5
03/18/2020	241	SAM'S CLUB MC/SYNCB	TRAVEL	90.00	90.00	1419	ILMCT training - 1/5 total
03/19/2020	200	WEX BANK	FUEL FOR TRUCKS	83.26	83.26	1420	Monthly service
03/20/2020	205	FIRST ADVANTAGE	INSURANCE	2516.00	2516.00	1421	Package renewal
04/07/2020	130	CARROT-TOP INDUSTRIES,	MISC	69.88	69.88	1422	Military flags
03/23/2020	191	A T & T MOBILITY	PHONE / INTERNET / TV	99.62	99.62	1423	Monthly service
04/07/2020	10	HOESLI DIESEL SERVICE	MAINTENANCE	2721.55	2721.55	1424	Annual Vehicle Inspection - Rescue 41
04/07/2020	83	BARTON AUTOMOTIVE	VEHICLE REPAIRS /	437.16	437.16	1425	Repairs and maintenance to 2005 Dodge
03/27/2020	60	USPS	POSTAGE	50.00	50.00	1426	Postage for Neopost postage machine
04/07/2020	84	TAMAR FURRY WOLFE	EQUIPMENT /	3229.73	3229.73	1427	Desktop charger with warranty
03/30/2020	31	DUKE ENERGY INDIANA, LLC	ELECTRIC	173.85	173.85	1428	Monthly service
03/30/2020	152	FRONTIER	PHONE / INTERNET / TV	134.99	134.99	1429	Monthly service
03/30/2020	1203	LYNNVILLE UTILITIES	WATER / SEWER	26.27	26.27	1430	Monthly service
04/07/2020	288	JACOB MCMURTRY	OFFICE SUPPLIES	44.00	44.00	1431	Installation of new computers for Town Hall
04/07/2020	1202	LYNNVILLE VOL FIRE DEPT	OPERATING SUPPLIES	117.05	117.05	1432	Reimburse - food for meeting
04/07/2020	99999	LAURI STOCKUS	TRAVEL	23.69	23.69	1433	Reimburse-meals at ILMCT training - 1/5
03/30/2020	1602	PAYROLL	GEN-BOARD MEMBERS	1658.01	1658.01	1658.01	Gen Council
03/18/2020	241	SAM'S CLUB MC/SYNCB	COMMUNITY CENTER-	161.79	161.79	2185	State flag
03/30/2020	31	DUKE ENERGY INDIANA, LLC	COMMUNITY	202.05	202.05	2186	Monthly service
03/30/2020	1203	LYNNVILLE UTILITIES	COMMUNITY	26.27	26.27	2187	Monthly service
03/31/2020	99999	JEFF DAMING	COMMUNITY CENTER -	100.00	100.00	2188	Deposit refund for rental of Community
03/03/2020	66	CORE & MAIN LP	MATERIALS AND	73.64	73.64	3445	Misch supplies
03/06/2020	220	CITIBANK, N.A.	MATERIALS AND	12.99	12.99	3446	Broom

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03/13/2020	235	BFI WASTE SERVICES OF	SLUDGE REMOVAL	1476.48	1476.48	3447	Monthly service
03/13/2020	77	ROBIN MIRANDA MULLINS	PROFESSIONAL SERVICES	729.12	729.12	3448	Utility Clerk Duties - 2/27/2020-3/11/2020
03/17/2020	200	WEX BANK	TRANSPORTATION	175.10	175.10	3449	Monthly service
03/18/2020	191	A T & T MOBILITY	MISC EXPENSE	157.09	157.09	3451	Monthly service
03/18/2020	241	SAM'S CLUB MC/SYNCB	MATERIALS AND	437.24	437.24	3452	Paper and cleaning supplies for office
04/07/2020	502	ENVIRONMENTAL	PROFESSIONAL SERVICES	810.00	810.00	3453	Water testing
04/07/2020	80	General Rubber & Plastics of	MATERIALS AND	81.60	81.60	3454	Blower hose
03/19/2020	31	DUKE ENERGY INDIANA, LLC	PURCHASED POWER	749.96	749.96	3455	Monthly service
03/19/2020	152	FRONTIER	MISC EXPENSE	93.13	93.13	3456	Monthly service
03/20/2020	205	FIRST ADVANTAGE	INSURANCE	6758.00	6758.00	3457	Package renewal
03/23/2020	1	VECTREN ENERGY DELIVERY	PURCHASED POWER	2915.63	2915.63	3458	Monthly service
03/27/2020	60	USPS	MATERIALS AND	850.00	850.00	3459	Postage for Neopost postage machine
03/31/2020	77	ROBIN MIRANDA MULLINS	PROFESSIONAL SERVICES	760.00	760.00	3460	Utility Clerk duties
04/07/2020	85	DeBRA-KUEMPEL	PROFESSIONAL SERVICES	1421.06	1421.06	3461	Repair to PTAC
03/30/2020	31	DUKE ENERGY INDIANA, LLC	PURCHASED POWER	261.13	261.13	3462	Monthly service
03/30/2020	152	FRONTIER	MISC EXPENSE	294.74	294.74	3463	Monthly service
04/07/2020	1805	PATOKA LAKE REGIONAL	PURCHASED WATER	8422.73	8422.73	3464	Monthly service
04/01/2020	202	J. WILLIAM BRUNER	PROFESSIONAL SERVICES	537.28	537.28	3465	Monthly retainer
04/01/2020	57	MARCUS JOLLY	PROFESSIONAL SERVICES	1500.00	1500.00	3466	Traning for Stephen Bailes
04/07/2020	288	JACOB MCMURTRY	PROFESSIONAL SERVICES	220.00	220.00	3467	Installation of new computers for Town Hall
04/07/2020	152	FRONTIER	MISC EXPENSE	93.13	93.13	3468	Monthly service
04/07/2020	220	CITIBANK, N.A.	MISC EXPENSE	257.97	257.97	3469	Rust/paint stripper and pain
04/07/2020	3	OFFICE THREE SIXTY, INC	MATERIALS AND	286.26	286.26	3470	Copy paper
04/07/2020	66	CORE & MAIN LP	MATERIALS AND	711.12	711.12	3471	Supplies to repair leak - Cherry/3rd St
04/07/2020	85	DeBRA-KUEMPEL	PROFESSIONAL SERVICES	340.40	340.40	3472	T-stat installed in chemical room
04/07/2020	210	SAM WATHEN DESIGN LLC	TRANSPORTATION	46.40	46.40	3473	Shipping water samples
04/07/2020	224	SERVICE PUMP & MACHINE	PROFESSIONAL SERVICES	475.00	475.00	3474	Service call - blowers and belts
04/07/2020	287	WILCOX EARTHWORKS, INC	PROFESSIONAL SERVICES	1050.00	1050.00	3475	Repair to line break - Cherry/3rd
04/07/2020	2101	HD SUPPLY FACILITIES	CHEMICALS	805.97	805.97	3476	Glucose Acid Solution
04/07/2020	99999	LAURI STOCKUS	MISC EXPENSE	47.40	47.40	3477	Reimburse-meals at ILMCT training - 1/5
04/07/2020	88	MULZER CRUSHED STONE,	SEWER - DIGITAL METERS	412.31	412.31	3478	Crushed stone around new buildings
03/08/2020	31	DUKE ENERGY INDIANA, LLC	ELECTRIC	614.32	614.32	6230	Monthly service - street lights
03/18/2020	241	SAM'S CLUB MC/SYNCB	CCI	255.76	255.76	6231	Storage for 2019 paperwork
04/07/2020	249	KARLA KOLLEY	CLEANING REPAIRS /	100.00	100.00	6232	Monthly service
03/19/2020	31	DUKE ENERGY INDIANA, LLC	ELECTRIC	169.54	169.54	6233	Monthly service - 207 Main St
03/20/2020	205	FIRST ADVANTAGE	TOWN INSURANCE	3777.42	3777.42	6234	Unbrella renewal
03/23/2020	1	VECTREN ENERGY DELIVERY	NATURAL GAS	134.00	134.00	6235	Monthly service - 207 Main St
03/26/2020	1	VECTREN ENERGY DELIVERY	ELECTRIC	70.69	70.69	6236	Monthly service
03/27/2020	60	USPS	POSTAGE SERVICES	50.00	50.00	6237	Postage for Neopost postage machine
04/07/2020	257	PAXTON MEDIA GROUP	PRINTING / PUBLICATIONS	23.45	23.45	6238	Help Wanted ad - Deputy Clerk



# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

TOWN OF LYNNVILLE

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Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/ Memorandum (See Note (2) Above)
03/30/2020	152	FRONTIER	PHONE / INTERNET /	212.67	212.67	6239	Monthly service
03/30/2020	215	RICOH USA, INC.	PRINTING / PUBLICATIONS	32.62	32.62	6240	Monthly service
03/30/2020	1203	LYNNVILLE UTILITIES	WATER / SEWER	79.06	79.06	6241	Monthly service - 207 Main St
04/01/2020	26	ANNASTASHIA MARSHALL	PROFESSIONAL SERVICES	131.25	131.25	6242	Monthly service - 2 hours
04/01/2020	202	J. WILLIAM BRUNER	PROFESSIONAL SERVICES	66.00	66.00	6243	RE: Corn
04/02/2020	99999	MICHAEL MOSBY	DONATIONS	244.72	244.72	6244	Eagle Scout Project - Put and Take Food
04/07/2020	249	KARLA KOLLEY	CLEANING REPAIRS /	100.00	100.00	6245	Monthly service
04/07/2020	288	JACOB MCMURTRY	EQUIPMENT FOR OFFICE	85.00	85.00	6246	Installatin of new computers for Town Hall -
04/07/2020	31	DUKE ENERGY INDIANA, LLC	ELECTRIC	612.07	612.07	6247	Monthly service
04/07/2020	220	CITIBANK, N.A.	MVH-STREET/ALLEYS	31.92	31.92	6248	Concrete for road repairs
04/07/2020	99999	LAURI STOCKUS	TRAVEL	33.70	33.70	6249	Reimburse - meals while at ILMCT training
02/29/2020	307	INVOICE CLOUD - BILL PAY	MISC EXPENSE	318.44	318.44	15830	Monthly service
02/29/2020	1203	LYNNVILLE UTILITIES	MISC EXPENSE	202.44	202.44	15831	Payment reversal - Receipt #15951 \$38.66
03/12/2020	1602	PAYROLL	GEN-CLERK-TREASURER	1056.52	1056.52	15838	Gen Clerk Treasurer
03/12/2020	1602	PAYROLL	SALARIES WAGES	3741.93	3741.93	15839	Water Wages
03/12/2020	1602	PAYROLL	PAYROLL FEDERAL 941	4677.95	4677.95	15840	Net Entry
03/12/2020	1602	PAYROLL	PARK-HEAD	1546.93	1546.93	15841	Park Manager
03/17/2020	59	INTERNAL REVENUE SERVICE	PAYROLL FEDERAL 941	1399.12	1399.12	15845	W/H
03/06/2020	245	APPROVAL PAYMENT	PARK-OPERATING	135.29	135.29	15863	Monthly service
03/23/2020	2005	TRANSFEROF FUNDS	WATER BOND/INTEREST	29728.14	29728.14	15884	Transfer to Digital Meters - Water Fund has
03/16/2020	2005	TRANSFEROF FUNDS	PARKS -	225.00	225.00	15885	Check deposited to wrong account
03/25/2020	2005	TRANSFEROF FUNDS	CUSTOMER DEPOSIT	5409.11	5409.11	15886	Transfer extra funds to Digital Meter Fund
03/30/2020	1602	PAYROLL	SALARIES WAGES	5084.77	5084.77	15902	Water Wages
03/30/2020	1602	PAYROLL	PAYROLL FEDERAL 941	9396.05	9396.05	15903	Net Entry
03/30/2020	1602	PAYROLL	PARK-HEAD	5339.44	5339.44	15904	Park Manager
03/30/2020	59	INTERNAL REVENUE SERVICE	PAYROLL FEDERAL 941	2380.32	2380.32	15905	W/H
03/30/2020	904	INDIANA DEPT OF	PAYROLL STATE/LOCAL	719.65	719.65	15906	W/H
03/30/2020	904	INDIANA DEPT OF	SALES TAX	1925.14	1925.14	15907	W/H
04/01/2020	1602	PAYROLL	PROFESSIONAL SERVICES	50.72	50.72	15927	Bruner April ins payment
04/01/2020	2005	TRANSFEROF FUNDS	SALARIES AND WAGES	197.59	197.59	15930	Stephen Bailes April ins payment - 50%
04/01/2020	2005	TRANSFEROF FUNDS	SALARIES WAGES	138.31	138.31	15931	Stephen Bailes April ins payment - 35%
04/01/2020	2005	TRANSFEROF FUNDS	MVH-INSURANCE	59.28	59.28	15932	Stephen Bailes April ins payment - 15%
04/01/2020	18	LIFESHIELD-MULTI-PLAN	PAYROLL NET SALARIES	395.18	395.18	15933	Stephen Bailes April ins payment
04/01/2020	20	AFLAC	PAYROLL-AFLAC	288.26	288.26	15934	Monthly service
04/01/2020	2005	TRANSFEROF FUNDS	TRANSFERS	9500.00	9500.00	15935	April transfer to Bond and Interest Fund
03/31/2020	307	INVOICE CLOUD - BILL PAY	MISC EXPENSE	332.97	332.97	15938	Monthly service
04/02/2020	2005	TRANSFEROF FUNDS	PARK-UNAPPROPRIATED	10233.22	10233.22	15939	Funds were suppose to be combined in
		Checks: 1232- 15939		152632.34	152632.34		

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

4/7, 2020

[Signature]  
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 3 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 152632.34.

Dated this 7th day of April, 2020.

Stacy Jewett  
Rachel Jitler  
Doris Horn

[Signature]  
Rachel Jitler  
Doris Horn

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Governing Board

## March 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. *will do this in April*
  - b. Water Operating Fund (601) to Depreciating Fund (603), Digital Meters Fund (605) and any Operating funds over 90% of Annual Budget \$212,500. *will do this in April*
  - c. Stephen Bailes and Mr. Bruner insurance payment
3. Post following:
  - a. APV
  - b. Receipts
  - c. Appr. Transaction batches –transfers, additional and adjustments
4. Bank Reconciliation: February 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. Check all APV and Receipts for ‘File Attachments’ of corresponding info
9. Water Loss Report
10. URT-1 Monthly Report

### Payroll

1. Process payroll on 15<sup>th</sup> 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

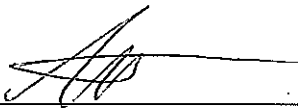
**Website**

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. Complete OCRA Monitoring (soft audit)
2. Complete Annual URT-1 – Utility Receipts Tax Return
3. Correct some of Fund balances for Budgeting
4. Research pricing for repair of water hydrants
5. Research pricing for digital meters

Completed by: \_\_\_\_\_



Reviewed by: \_\_\_\_\_

