

Town of Lynnville

March 2, 2021

Present: Stacy Tevault, Rachel Titzer, Doris Horn, J. William Bruner, Lauri Stockus, Tim Reibold, Marcus Jolly

Absent: Gary Holder, Sarah Kolley, R. Miranda Mullins

Approval of Minutes: Doris makes the motion to approve the February 2, 2021 and February 16, 2021 minutes as presented. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Approval of Current Bills: Doris makes the motion to approve the February 17, 2021 – March 2, 2021 bills as presented. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Delinquent Bills: Shut off date March 10, 2021. The lessee delinquents have been given to Jana to send violation of lease. Rachel makes a motion to shut off water for all delinquent accounts not paid by shut off date. Doris seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Adjustments: Due to estimation of meters this month, adjustments will have to wait until next month

Treasury Report: Lauri Stockus Clerk-Treasurer

Community Center	\$ 26,801.19
Fire	\$171,884.87
General	\$554,928.99
Park	\$160,639.69
Utilities	\$877,194.15

*****Amount saved for Digital Meters \$209,543.00**

New Business:

Resignation

Stacy: Gary Holder resigned his position effective February 25, 2021. He did not give notice or put it in writing. Gary and Sarah where both asked to put their resignations in writing but nothing was received by either one of them. Stacy asked Mr. Bruner if there was anything else the Town should do in these cases. Mr. Bruner said to document the event when and how they resigned to keep in their files. Lauri said she already did this for each of the employees on the day they resigned. Mr. Bruner said this is sufficient in case something comes up in the future.

New Kayak Launch and Parking – Tabled from last meeting

Stacy spoke with Brett on the scaffolding for storage of the kayaks. From the research he has gathered, scaffolding will cost \$100-\$150 per 8ft section. If they do not have the built-in steps, they will hold more kayaks. Rachel makes a motion to allow Brett Kruse to purchase the scaffolding for kayak storage as long as each section costs no more than \$150 per 8ft section. Doris seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Estimates for New Playground Border – Tabled from last meeting

Doris set up an appointment for Metzger to come to Lynnville Park to give an estimate on having border put around new playground but nobody showed up. She has text and called Metzger several times to at has not received any call back. Doris makes a motion to approve Lutz Concrete estimate of \$6,500 for the boarder around the new playground at Lynnville Park. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Ordinance #2021-2 Additional Appropriation

Additional Appropriation of \$54,301.00 for Boat, Side-By-Side and Golf Cart. Doris makes a motion to approve Ordinance #2021-2. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

Notice to Taxpayers Ordinance #2021-3 Additional Appropriation – Lynnville Bike Park Project

Notice to taxpayers of the Town of Lynnville of Additional Appropriations to make a donation of \$5,000 from the Town of Lynnville and \$5,000 from Lynnville Park for a total of \$10,000. The donation will go towards a non-motorized bicycle trail. Originally the trail was going to be 6 miles for \$115,880 but when the grant application was submitted. The grant has since been amended to a \$250,000 grant to include 16 miles of trails including a bicycle park and all levels of trails. The donation will go toward the matching funds portion of the project.

Town of Lynnville Annual Report has been completed and submitted to Gateway

Lauri stated the Town, Park, Utilities, and Fire Department annual financial reports have all been completed and submitted to the State via Gateway. Lauri is still working on the annual report for USDA but it should be completed and ready to submit by the end of the week. Anybody who would like to see the report may go into Gateway's public site or contact Town Hall.

Gary Holder – Town Superintendent:

Gary Holder has resigned his position. Robert Siegfried will also be resigning his position at the end of March. Robert is doing what he is able to keep the town going until other arrangements can be made. Meters will be estimated until we can get someone hired. Interview for the park will be held March 9th and 10th. At this time there have not been any applications for the Town Superintendent position. Help wanted add has been placed on town website but will be advertised in the newspaper as soon as possible. The Town Superintendent position is a fulltime with no insurance but vacation, sick and personal days are offered. Stacy said there might be a possibility to reach out to so prior meter-readers for interest in temporary help at an hourly rate. Doris and Rachel agreed this would be an acceptable idea.

Marcus Jolly – Veolia:

Digital Meters

The digital meter process is with Commonwealth at this time. Information has been gathered from several companies about what is offered concerning GIS formats and programs able to tie into the existing system, Keystone. After speaking with Mr. Bruner, the size of the project should be a bid process. Marcus will contact Aaron from Commonwealth to follow-up to make sure the project is moving forward as quickly as possible.

State inspections went well. There were no issues. If they haven't yet they will be sending a report of the inspection.

Everything at the plant is running well with no major issues.

The ordinance on water and sewer taps and inspections should be reviewed. There have been some issues with not being consistent in the process. There is a flat fee for sewer and water taps the resident is to pay. There have been some instances in the past when somebody has built a house the contractor did tap and other times employees put in the tap. There were other variations on the process also such as the size of pipes for all new construction. The tap is to be inspected by the town and if there is an inspection fee the resident needs to pay that fee. It also needs to be decided if the meter or the meter and the setter are provided to the resident. The main thing is to be decide on the process and be consistent each time no matter what was done in the past. An idea for new construction would be a checklist from start to finish of the process with all the requirements and measurements, what to look for during inspection. This could be used to make nothing is overlooked and the resident knows what to expect. Marcus will meet with Lauri to go over the ordinance to see if anything should be added, changed.

One of the contractors in Lynn Ridge covered up one of the manholes during construction. Gary was supposed to speak with them to have it uncovered but not sure if that happened. If it is covered the water at the property should be shut off until it is uncovered due to safety. Lauri said she spoke with Gary about this and she was told by Gary him and Bob took care of it. Lauri was asked to check or have someone check to make sure it is uncovered.

Tim Reibold – Fire Department:

A time for delivery of the boat needs to be set for inspection and to take possession. It was decided the next Park Board meeting would be a good time since they will all be together already. Scott said he would contact the vendor and schedule delivery.

Banners for Main St are ready to be put up also. They are going to try to get them up this weekend.

The department has made 24 runs for the year.

Mr. Bruner – Town Attorney:

Update on Nuisance Complaints

A notice was sent to 12623 E County Rd 1025 S but no response has been received.

A notice was sent to 104 Beaver Ln but no response has been received. Lauri stated she received a response at Town Hall. The other notices were sent to the wrong address so he did not receive them. The lessee said he will take the metal building down as soon as the weather warms up and was already planning on taking it down. The lessee does not live at this property. Stacy, Doris and Rachel all agreed they would give him until the end of March to have nuisance repaired. Mr. Bruner asked to contact the lessee since she made the original complaint. Doris stated she will go to the property to take pictures and contact the lessee since she has spoken with him in the past and made the original complaint.

Received a request from Lauri to write a policy on virtual Town Council and Park Board Meetings. After reviewing the statute is still in legislation and has not passed yet. Once the statute is passed, he will put the policy together for review.

Mr. Bruner questioned if anybody has any updates on the Spurgeon project because he has not been contacted by the rate consultant yet. Stacy said last she heard they were doing some surveys. The last time Craig from USDA was in Lynnville to finalize some grant documents he said things were moving forward but nothing since then. Mr. Bruner said he would email Eric Parsley from Commonwealth for update.

Doris said she found some ordinances from other towns and cities, which prohibit trailers and other non-permanent dwellings from being brought into the town limits to be used as permanent housing. She said she would like Mr. Bruner to draw up an ordinance like this for the Town of Lynnville. Stacy said she doesn't have a problem with this but it should be very specific. It should be decided if there no trailers at all or if there should be an age cut-off, if it is for single wide or double wide, if a flat roof or pitched roof. She would like also like the ordinance to address existing trailers that have been abandoned, removed after a specific amount of time instead of deteriorating while sitting empty. Mr. Bruner said this could be put in an ordinance because it deals with health and safety. Doris said she will send the information she has to gathered to Mr. Bruner so he can put something together by the next Town Council meeting.

Lauri Tevault – Clerk-Treasurer:

Continuing Education Webinars completed in January and February by Lauri and Miranda

Notary with testing (L); New Legislation (M); Tour of SBOA Website (M); Forms prior to Audit (M); Purchase and Disposal of Real and Personal Property (L&M); Capital Asset Training (L&M); Monthly & Annual Uploads and Accounting for CARES (L&M); SBOA January Meeting – AFR and 100R (L&M)

Monthly Work Report

Update of employee descriptions, created employee job position in budget, created/updated monthly reports for all departments, Annual Financial Report completed for all departments, balance sheets completed for General and Park Funds for USDA grant and wrote Ordinance 2021-2.

Rachel had a resident wonder why she received a bill the month she moved into the apartment. It was close to the end of the month and she was concerned she received the bill for the person who had the apartment before her. Lauri said that is not the case, the flat fee of \$37.25 is paid to start the account. This is the base fee with no consumption. Rachel asked about pro-rating. Lauri let her know this charge is not pro-rated, every account pays the flat fee but the water usage is pro-rated. The meter is read the date the resident gives Town Hall as the last day of residence. The new resident fills application with the same day being their 1st day of residence. The new resident pays the flat fee to start account and consumption starts accumulating in new residence account.

Doris Horn:

The long-term campers requested to stay until the end of school so her son can finish the school year. Rachel and Stacy both decided have to move by Memorial Day weekend. Doris agreed this sounded reasonable.

Updates on water lines have started. As they were digging up the old lines, they have come across many areas where the old lines are cracked and leaking. They think the lines have been leaking for quite some times, with the new lines the later consumption is expected to go down significantly.

Be-Hive Printing 24x36 yard sign prices for 24x36 Easter event are 4 24X36 @ \$150 or 8 24x36 @ \$240. Stacy and Rachel agreed if Bee-Hive can get the signs back within a week that would be fine but if they couldn't Doris can call Custom Signs or another company with a faster turn around time to get it done within a week. Doris will call Bee-hive tomorrow to make sure the signs would be done within a week.

Rachel Titzer:

The extra mulch on the skids at Lynnville Park will be picked up on Friday.

Met with Dianne Harris, they will be working on repairing the Veteran's Wall. They have called in someone to repair the top of the wall where it has cracked. They will also be redoing the pavers on the ground where many of the pavers and bricks have shifted. They will also be advertising to add names of more veterans soon. The Council members expressed their appreciation for all the work David and Dianne Harris do for the Town of Lynnville. The work very hard and volunteer so much for the betterment of the community.

Stacy Tevault:

While walking through the trails and along Lynnville Lake for Bike Trail Project it was brought up there are major beaver issues around the lake. This has been brought up in the past but it has gotten out of hand. Stacy would like to contact Dean Sullivan to take care of the beavers causing quite a bit of damage to Lynnville Park. Dean has his nuisance license and beaver is in season until the 15th of this month. If a motion is passed that the beavers are a nuisance, which they are due to all the damage they are causing, he would be able to trap them as needed. Doris makes a motion to allow Dean Sullivan to trap beavers that are a nuisance as needed at Lynnville Park. Rachel seconded. Rachel in favor. Doris in favor. Stacy in favor. Motion carries.

New playground equipment options need to be discussed for Lynnville Park, arrangements need to be made to see what is available in the budget for this type of purchase and what is available for purchase.

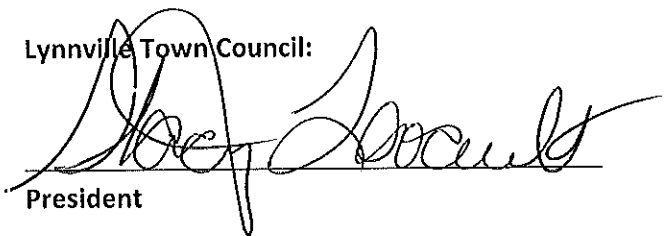
Lutz Construction has been informed they received the bid for installing the playground border.

There are 4 job openings at this time. 2 full time, 1 part time, and 1 seasonal part time, spread the word.

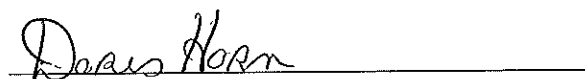
Next Meeting will be March 16, 2021 6:00pm @ Lynnville Park

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

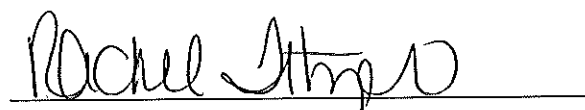
Lynnville Town Council:



President



Council Member



Council Member

Attest: 

Clerk-Treasurer