

**Meeting of the Town Council of Huntertown, Indiana**  
**January 7, 2018 6:00 p.m.**  
**Huntertown Town Hall, 15617 Lima Road**

A meeting of the Huntertown Town Council was held on Monday, January 7, 2018 at 6:00 p.m. In attendance were council members Patricia Freck, Gary Grant, Brandon Seifert and Mike Stamets. Also present were: Clerk-Treasurer Ryan Schwab; Town Manager Beth Shellman; Superintendent of Utilities Mark Aurich; Huntertown Resource Officer Kevin Surface; Derek Frederickson of Engineering Resources Inc.; and Dave Hawk of Hawk Haynie Kammeyer & Smith; Also in attendance were seven (7) guests and one (1) reporter. Absent was council member Mike Aker.

Mike Stamets called the meeting to order at 6:03 p.m. with the Pledge of Allegiance.

**ELECTION OF PRESIDENT** – Gary Grant made a motion to nominate Brandon Seifert President of the Huntertown Town Council for 2019. Brandon Seifert accepted the nomination and seconded the motion. Votes: Patricia Freck – Nay; Gary Grant – Aye; Brandon Seifert – Aye; Mike Stamets – Nay. With a tie, Clerk-Treasurer Ryan Schwab opted to abstain from voting and not break the tie, thus the motion died. Schwab said he did not want to divide the council with a vote and also said the council's lack of support in including a raise for him in the 2019 salary ordinance was reason not to support either candidate for president. The motion died, 2-2-1.

Patricia Freck made a motion to nominate Mike Stamets President of the Huntertown Town Council for 2019. Mike Stamets accepted the nomination and seconded the motion. Votes: Gary Grant – Nay; Brandon Seifert – Nay; Patricia Freck – Aye; Mike Stamets – Aye. With a tie, Clerk-Treasurer Ryan Schwab abstained from voting. The motion died, 2-2-1.

No Further nominations were brought forth.

**PUBLIC HEARING** - Mike Stamets suspended the regular meeting at 6:05 p.m. and opened a Public Hearing for the designation of certain real estate in Section 20 of Perry Township as an economic revitalization area.

Rachel Black, Economic Development Specialist with the Allen County Department of Planning Services, addressed the public about the details of the Declaratory Resolution for RMI Properties, LLC/Riverside MFG., LLC that the council would vote on later in the evening. The total improvements to the property total \$2.8 million and would create 24 new jobs. Currently, the company has 138 employees. The abatement was for seven year.

Mike Stamets opened the floor to public comment. None were brought forth.

Mike Stamets closed the Public Hearing and reconvened the Regular meeting at 6:08 p.m.

**OATHS OF OFFICE** - Clerk-Treasurer Ryan Schwab administered the oaths of office for newly elected officials.

#### **COUNCIL ACTIONS**

Gary Grant made a motion to approve the minutes from the December 17, 2018 Town Council meeting. Brandon Seifert seconded. Motion passed, 4-0.

Patricia Freck made a motion to approve the General Claims dated January 7, 2019 in the amount of \$108,993.89. Gary Grant seconded. Motion passed, 4-0.

Patricia Freck made a motion to approve Huntertown Resolution 19-001, confirmatory resolution application of RMI Properties, LLC/Riverside MFG., LLC for the designation of economic revitalization area No H-17. H-17. Gary Grant seconded. Motion passed, 4-0.

Gary Grant made a motion to approve Huntertown Resolution 19-002; resolution approved the transfer of funds from the Town General Fund into the Town Rainy Day fund. Brandon Seifert seconded. Motion passed, 4-0.

Gary Grant made a motion to approve Huntertown Resolution 19-003, resolution approving an agreement for services of a town attorney for the calendar year 2019. Brandon Seifert seconded. Motion passed, 4-0.

Gary Grant made a motion to approve Huntertown Resolution 19-004, resolution approving an agreement for on-call engineering services during the calendar year 2019. Patricia Freck seconded. Motion passed, 4-0.

Brandon Seifert made a motion to approve Huntertown Resolution 19-005, resolution approving revisions to and adopting the Huntertown Personnel Policy and Procedure Manual. Gary Grant seconded. Motion passed, 4-0.

## NEW BUSINESS

Outside of items listed under Council Action, the following new business was brought forth:

- Resolution 19-006, resolution regarding extension of water & sewer service for Thomas-Chaffee Development LLC, Rolling Oaks – Section 8, Perry Township, was presented. Shellman noted that the connection application was introduced at the Utility Service Board meeting earlier the same evening. Since the USB did not take action, the Resolution would be put on hold until the USB takes action.
- Beth Shellman informed the council that engineers for the Northwest Allen County Schools elementary school project is asking the town to waive the requirement for the school to improve Hathaway Road along the length of the school's property line. Derek Frederickson described the current condition of the road and the need for improvements over the next five years. Frederickson said the length of roadway is about half-a-mile long and its estimated cost for improvements is \$100,000. Dave Hawk said the school corporation has a largely taxing authority and is in better financial standing to pay for the improvements. Brandon Seifert suggested that NACS and its engineering firm attend a future town council meeting to discuss the issue. Frederickson added that the school paid for improvements to both Hathaway Road and Bethel Road during the construction of Carroll Middle School. After no further discussion, no action was taken.
- Beth Shellman said that an LPA consulting contract between the town and Engineering Resources Inc. for upcoming Carroll Road projects was awaiting approval from INDOT. She will have more information at the next council meeting. No action was taken.
- Kevin Surface addressed an issue with commercial businesses using the town's facility to dump waste. Surface suggested creating an ordinance with a fine schedule for violators. He also said that the fines would be implemented after all communication was exhausted. After no further discussion, no action was taken.

## REPORTS

Gary Grant opened discussion about creating a Superintendent of Streets/Road position for the town. Discussion topics included the current Superintendent of Utilities' work load; Town Manager Beth Shellman's involvement in street/road planning; and updating the town's street/pavement management plan. After no further discussion, no action was taken.

Huntertown Resource Officer Kevin Surface had no report.

In addition to items under Council approval, Clerk-Treasurer Ryan Schwab had the following report:

- Outstanding checks from 2016, totaling \$712.55, have been receipted back into the town's General Fund account.
- Miscellaneous Appropriation transfers for 2018 were distributed to the council for review.
- The State Examiner has provided Indiana cities and towns with a memo related to Motor Vehicle Highway (MVH) funding. The directive noted that the town was to create an MVH-restricted sub-fund within the MVH account and that fifty-percent (50%) of each monthly distribution, starting in January, 2019, was to be placed into the new MVH-restricted fund. Those monies can only be used for the construction, reconstruction and preservation of road. Schwab said the town has the option to move current MVH dollars into the new restricted fund, through resolution, if it chooses. Beth Shellman said that the town was moving forward without making a transfer and was just going to place 2019 distributions into the new sub-fund. After no further discussion, no action was taken.

In addition to items under Council Action, Town Manager Beth Shellman had the following report:

- With approval of the Personnel Policy and Procedures Manual earlier in the meeting, she planned to meet with employees to go over the changes and have them sign a document saying they received a copy and understood its contents.
- She is meeting with representatives from NIRCC on Friday, January 11, 2019 to discuss Transportation Improvement Program (TIP) funds for Federal Aid construction projects the town would be eligible for in the 2020-2024 program cycle. Hathaway Road is being considered.

- She met with representatives from Allen County, NIRCC and Fort Wayne Trails regarding an 80-20 funding grant available for trail construction. With support of the council, she would prepare a Letter of Support from the town including a financial commitment from the town in the amount of \$125,000 to extend the Pufferbelly Trail across Gump Road all the way through the corporate limits, along Kell Road to the County line.
- The next Community Crossings Grant call for projects will occur sometime in January. Woods Road has been identified as a potential project. NIRCC has confirmed that new sidewalk and sidewalk replacement can be combined with a road project that is at least a mill and 1.5" overlay. The funding is for construction only, however, and would not cover and ROW needed for the project. Shellman also noted that sidewalks increase the cost and lower the overall score of projects INDOT reviews.
- One of her goals for 2019 is to meet with business owners to promote economic growth. She is also gauging interest in reactivating the Huntertown Chamber of Commerce.

Gary Grant noted an item on her report that she was attending a meeting at the Huntertown Fire Department on January 22, 2019 at 7 p.m. to meet with the new Township Trustee. Grant reminded her that the Town Council had its meeting the same night and asked if he could attend the meeting with her. Shellman agreed and noted that she told the FD that she might be late depending on the length of the Town Council meeting.

Superintendent of Utilities Mark Aurich had the following report:

- Facilities continue to run well.
- Phase 2 of the wellhead protection plan is due in 2020. He is updating Phase 1 and said the town should consider using Hydrophase to help complete phase 2.
- The new sludge holding tank at the wastewater treatment plant would be operation next week.
- While clearing storm drains, a gas leak was found at the intersection of Gump Road and Hedgebrook Drive. NIPSCO has been made aware of the issue and is working on a repair.
- He plans to offer a traffic safety power point for employees at the next Safety Training session.
- He took part in a meeting with Shellman and developer Ric Zehr to discuss the town's current standards and specifications for development. The developers have pointed out some issues they believe are overkill and expensive for the development community. Aurich said he agrees with some issues but said other issues presented have no wiggle room for change. He will continue to work with Shellman on the standards and specifications.

Town Engineer Derek Frederickson had no report.

Dave Hawk with Hawk Haynie Kammeyer and Smith had the following report:

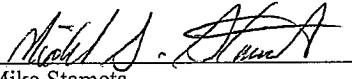
- He presented the council with an updated draft of an ordinance regulating the excavations within the public right of ways within the Town of Huntertown, Indiana. He noted some changes to an original draft and he is still reviewing the document with Derek Frederickson. He asked the council to look it over and offer any comments.

#### **PUBLIC COMMENT**

Mike Stamets opened the floor to public comment and none were brought forth.

Gary Grant made a motion to adjourn. Brandon Seifert seconded. Motion passed with a voice vote and the meeting adjourned at 7:13 p.m.

Attest:

  
Mike Stamets  
Acting President

  
Ryan Schwab  
Clerk Treasurer