

March 16, 2021

The Trail Creek Town Council met in regular session on Tuesday, March 16, 2021 at 7:00 p.m., at the Town Hall, 211 Rainbow Trail, Trail Creek, Indiana. Meeting was done via zoom.

Minutes A motion was made by Mr. Silcox to approve the meeting minutes from February 2021 as written, motion was seconded by Mr. Pizarek and then was unanimously carried.

Approval of Fund Ms. Denham reported that fund # 278 (Community Cross Match Grant) is in the negative and will be adjusted for next month. Also, she reports that this month we will need to approve both the January and February 2021 report due to the 2020-2021 rollover. A motion was made by Mr. Silcox to approve January 2021 Fund Report, motion was seconded by Mrs. Gralik and then unanimously carried. A motion was made by Mr. Kubik to approve the February 2021 Fund Report, motion was seconded by Mr. Silcox and then unanimously carried.

Approval of Claims: Clerk, Joshleen Denham shared the APV for payables for the month of February 2021 Mr. Pizarek asked about the rental trailer? Ms. Denham explained that the bills usually will get paid in thirty days. She explained that it takes time to receive the invoice and then make sure the ST-105 (Tax Exemption is applied) and that the billing is correct. Once that is done it will show up on the APV register for council approval. A motion was made by Mr. Silcox to approve the bills and motion was seconded by Mr. Pizarek and was then unanimously carried.

Correspondence: None

MS4: Ms. Kate Doyle in attendance to report:

- Sight Stabilization is being done in the LaPorte area. She indicated that if the town should ever need this, we should contact Rick Brown with MS4.
- Social Media: Between February and March the hits on social media went up 7,191.
- Non-Reverting Fund: In 2019 MS4 spent \$51,536.00 in projects utilizing that fund. In 2020 they spent \$ 69,790.00. Attorney Herrbach asked about the landscaping for Pritz Park, Ollic's Bark Park that was discussed in 2019-2020 utilizing those non reverting funds? Ms. Doyle responded saying that the funds may not be available at this point, however she will investigate it. Covid and the shutdown has delayed this project.

Attorney: Bill Herrbach in attendance to report:

- Letter sent to Mr. Ron Papke regarding his use of advertising signs in his front yard and on Michigan Blvd. This is an ordinance violation. One employee vehicle with the advertisement of the business is acceptable.
- Woodruff Property: Letter sent to homeowner regarding waste and abandoned vehicles. Owner has a tenant living in the property and has asked the town for 60 days to vacate the tenant. Attorney Herrbach will follow up with homeowner.

Engineer: John Doyle, Town Engineer in attendance to report:

- 2021 Street Improvement Project; indicates the INDOT grant had been submitted. Ms. Denham indicated last month that the deadline for the LTAP approval was missed. The town should be ready to go for the 2nd call.
- Driveways: There are two driveways in town he is working on permits for on Dey and Welnetz

Park: No Report

Planning and Zoning: No Report

Building Report: Mr. Steve Thomas, Building Inspector on the call to report.

- Roofing season has begun, there have already been 4-5 permits issued.
- Mr. Thomas asked if the council had the opportunity to review the building permit minimum from \$1000.00 to \$500.00. Mrs. Heath indicated that we would put that on the agenda for April and discuss then.

Police Department: Marshal Dick in attendance to report:

- Advisory Board met this last Saturday and Mrs. Heath had the opportunity to join. Meeting minutes will be added to the meeting packets as meetings are done.

Some items discussed and recommended were:

1. Increase Part Time officer pay from \$23.00 to \$25.00 per hour. Marshal Dick found that one local agency has moved pay up to \$28.00 per hour to retain part time employees. Mrs. Heath reported that Trail Creek has more part time work available so that is why they did not recommend \$28.00 per hour. Council had a short discussion regarding the pay increase and then asked clerk-treasurer Joshleen Denham if this was in his budget? What would the increased amount be? After some discussion it was decided to hold off on the increase for now and instead investigate hiring another full-time officer.
2. A motion was made by Mr. Silcox to start the application process for a full-time officer, motion was seconded by Mr. Pizarek and then unanimously carried. Marshal Dick indicated he would get with the clerk to get that ad run. He also wanted to let council know that South Bend Police Department has also started an academy. This would allow the trainee to travel home every day, saving the town money on gas, lodging and per diem. Mr. Kyle Kubik asked how long it takes to get the officer on the road? Marshal Dick indicated that starting with application process, plus the academy which is 15 weeks then another 6 weeks of field training. Due to the pandemic the Plainfield academy is booked solid. Attorney Herrbach indicated that it is important to be competitive in our salaries. Mrs. Heath asked Marshal Dick for some numbers on the part time increase for the year and some comparisons on salaries with surrounding towns.

Street Department: Chris Ott not in attendance; Ms. Denham, Clerk Treasurer reported:

- Leaf pick-up will be starting in Mid-April although no official date has been set.

- Street Department has one truck tore down for the leaf pick up and one dump truck available in case it snows.
- Extra Dogipot is available, and council agreed that it should be put up at Congdon Park for dog excrements.

NIRPC: No Report

Old Business:

- Ordinance # 1-2021; Setting terms for council members. Attorney would like to assign districts as well as setting terms for members. Below are the districts and terms set out by council and beginning 2021
 1. Council President; Jennifer Heath: 4 year term / District # 4
 2. Vice President; Scott Silcox: 3 year term / District # 5
 3. Council Member; Peter Pizarek: 4 year term / District # 1
 4. Council Member; Kyle Kubik: 3 year term / District # 3
 5. Council Member; Sharon Gralik: 4 year term / District # 2

Attorney Herrbach to make above changes to the ordinance and will be on agenda for April 2021.

- Reith Riley Retainage: A motion was made by Mr. Silcox to pay the remaining retainer in the amount of \$11,821.92 to Reith Riley, motion was seconded by Mrs. Gralik and then unanimously carried.

New Business:

- Electrical Inspector Appointment: A motion was made by Mr. Kubik to appoint Mr. Jim Switzer as the 2021 Electrical Inspector, motion was seconded by Mrs. Gralik and then unanimously carried.
- February 2021 Administrative Assistant (Rhea Bruder) Personal Cell Phone Use Reimbursement. A motion was made by Mr. Pizarek to approve the \$60.00 reimbursement, motion was seconded by Mr. Kubik and was then unanimously carried. Ms. Denham indicated the phone ordered for her has been in use for almost 2 weeks and will be paid for by the town moving forward.

Public Comment:

- Mr. Peter Wesson; 209 Plum Street would like to put in a new garage but wondered about the ordinance for setbacks. Mr. Wesson to contact the town hall to get the cell phone number for the building inspector, Mr. Steve Thomas.

Clerks Comment: Ms. Denham reported that the Annual Financial Report has been submitted and the town hall IF time permits will be working to update the website.

Council Comment:

- Power Issues within the town: Both Mr. Pizarek and Mrs. Heath mentioned the increase in power outages within the town. It was decided that the attorney will send a letter to NIPSCO Governmental Affairs Department to get a schedule for tree trimming over the lines which may be causing the power loss.

- Attorney Herrbach discussed the American Rescue Act; he will have more information at the next meeting on what the restrictions are for spending.
- Council Member Peter Pizarek asked when we will be meeting in person again. It was decided by council that we will have to wait and see what the governor and the covid numbers look like the closer we get to the April 2021 meeting.

Mrs. Heath closed the meeting reminding everyone to get vaccinated and to continue wearing a mask.


Mr. Pizarek adjourned the meeting at 8:02 pm, motion was seconded by Mr. Silcox and then was unanimously carried.

APPROVED:



Jennifer Heath, Council President

Scott Silcox, Council Vice President

ATTEST: 
Joshleen M. Denham, Clerk-Treasurer
April 20, 2021

Approved & changed
4-20-21