

TOWN OF GENEVA COUNCIL

March 12, 2019 at 6:30 P.M.

The Council President asked those present to please rise for the Pledge of Allegiance.

President, Agnes Schoch, called the meeting to order. Roll call showed Council members Richard Clutter, Gary Hendershot, Arlen Mitchel, Agnes Schoch, Deputy Clerk-Treasurer and Town Attorney present. Clerk-Treasurer and Councilman Jim Timmons were absent.

PRESENT: General Public: Rob Johnson, Mark Schoch, Tony Lothridge, Gabe Schwartz, Elizabeth Jones, Andrew Briggs and Lars Eller.

On a motion by Richard Clutter, seconded by Jim Timmons, and passed unanimously, the Council approved the minutes from the February 12th and 18th meetings.

The Council reviewed the Planning Agreement with the Adams County Plan Commission that was passed at the February meeting. It will be mailed to the Plan Commission tomorrow.

On a motion by Richard Clutter, seconded by Arlen Mitchel, and passed unanimously, the Council approved the 2019 Heavy Trash Program as presented by the Clerk Treasurer.

Job Descriptions were reviewed by the Council. The Council questioned the wording in the Water Superintendent and Waste Water Superintendent's job descriptions. At this time the Council will request wording of the superintendent's "supervision" duties be clarified before approval. SRO's job description was reviewed. The concern expressed was that the officer does not become a truant officer. They were advised by the Town Marshal that this is part of the contact with the school and will be discussed in the next contract negotiations. Is was asked if Rob's current job be put in two separate descriptions. Question was raised concerning the Clerk Treasurer position. Is it full or part time? It was suggested to review the 2019 Salary Ordinance. When approved, the descriptions will be distributed to the employees and signed by the employee as having received it.

Lars Eller from Farmers & Merchants Bank was introduced by Andrew Briggs. The transition has gone well and encouraged everyone to please stop by the bank.

On a motion by Arlen Mitchel, seconded by Richard Clutter, and passed unanimously, the Water Utility Ordinance 2019-1 was introduced. Discussion was held concerning references in the ordinance that will be corrected before next meeting.

On a motion by Richard Clutter, seconded by Gary Hendershot, and passed unanimously, the Sewage Utility Ordinance 2019-01 was also introduced.

It was announced that flyers are available to sign up for weather alerts from Adams County Emergency Management as well as alerts on the new Town's website which will be available soon.

Mike Baer, Geneva Chamber Executive Director, informed the Council that things have been going well. Membership packets were sent out and more than half have been returned for membership. Other plans presented were Youth Council activities, flower planting, job description, financial reporting and combined Chamber meetings with Berne. On April 4th, there will be a luncheon for the Chamber members as well as the Senior Citizens.

Gabe Schwartz, Fire Chief, Fire Department monthly report was given. There were 10 First Responder runs and 8 fires. Training was on Safety Data Sheets and Hazardous Scene Procedures. The new fire truck is here. A formal ceremony is set for April 6th. Every fireman will/has received training on the new truck. This is a must before they can operate the new truck. March 30th, the GVFD is having a fund raising breakfast from 6AM till food runs out.

Marshal Rob Johnson reported for the Police Department. Two officers provided traffic control during the major water leak along 27. Letters have been sent out to golf cart and ATV owners reminding them of renewing the permits for 2019. The Marshal reported that there was one applicant for the vacancy in the department. Concern was expressed concerning coverage till vacancy is filled. Marshal explained the 12 hour shift – 8 hours on, 4 hours on call. The final meeting for the grant to purchase safety vehicles and fire gear will be this week.

Report by Work Force Manager,

Streets/Maintenance & Storm Water: Road Salt Supply – the town's salt supply is getting somewhat low, however we should be ok. We have learned that because of the way the Town "bids" the salt annually, we are not allowed to purchase from the same supplier throughout the season if we find ourselves running short. We have, in years past had plenty but this year has been an extraordinary year for weather. The order for the 2019-2020 season has been placed and would be delivered towards the end of the year (2019). Bid packages have been mailed out to 10 paving contractors who were randomly selected:

A. Landon	Portland, IN
Excavating	
Asphalt	Fort Wayne, IN
Maintenance	
Service	
B & J Paving	Fort Wayne, IN
Brooks Construction	Fort Wayne, IN
E & B Paving	Fort Wayne, IN
Global Paving	Fort Wayne, IN
Michael's Asphalt	Warsaw, IN
Pavement Solutions	Middletown, IN
Wagner Paving,	Laura, OH
INC	
Wayne Asphalt	Fort Wayne, IN

Also Public Notice for the projects was placed in 5 newspapers in the area to be ran a total of 3 times in each paper. Storm Water Project north of Pyle Street, we are still waiting on Choice one to get their surveying, drawing, design part done so that our Attorney can do his part to create an easement

Waste Water Utility:

Replacement parts for Lift Stations are starting to become hard to "find" as the lift stations are getting some age on them. We have had to do some research and are working with electrical contractors to find suitable replacement parts that will "work". In 2018, phase one of the "monitors and sensors" towards making the plant more automated was completed by installing the monitors and sensors in the clarifier tanks. Phase 2 is budgeted for 2019. As the monitors and sensors were discussed last year, this is a specialized service/product and there are not many vendors that provide this. Last year we went back and forth with a vendor from NE Indiana and at the end we were unable to secure a quote, so after being discussed in the public meeting, Council chose to accept the only quote we had from Service Electric of Allen Co. for \$25465.00. . **On a motion** by Gary Hendershot, seconded by Richard Clutter, and passed unanimously, the Council approved the bid for the second phase of the water plant., As this is specialized and as this was an issue in 2018 to find competitive quotes, I am asking Council to consider and act on this quote for phase 2 for the waste water plant from Murphy & Dickey for \$7967.00 and Cornerstone Controls for \$8616.00. **On a motion** by Gary Hendershot, and seconded by Richard Clutter, and passed unanimously, the Council approved the bids. The Hardy Addition Sewer line replacement is on hold due to waiting on the castings for the concrete manhole structures. Originally the supplier advised that we would be able to get these items within a week of ordering, so we held off because of the weather. Now we are being told it will be the end of March.

Water Utility: A meeting was held with the owners of the Ringold Trailer Court concerning the 16 customers on that property and issues with delinquencies. Currently some of the meters are either located inside the trailers or under the trailers inside of the skirting, either way inaccessible without owner present. Our goal is to get the meters outside for each trailer for access. Meetings were held between the Clerk, Utility Clerk Workforce Manager, 2 Council members and Town Attorney concerning revision of Water and Sewage Ordinances. The new meter at Limberlost Diner was completed. Trent Shaffer has received his Provisional License to operate the Water Utility. Trent has one year to become a licensed operator.

Other: The Town has received a letter from a Geneva resident that wishes to purchase property owned by the Town adjacent to his property. **On a motion** by Arlen Mitchel, and seconded by Richard Clutter, and passed by majority vote, the Council approved to begin the appraisal of the property. After concerns were voiced by those present, **on a motion** by Arlen Mitchel, seconded by Richard Clutter and passed unanimously, the motion was tabled. The Council was informed of desired renovation to the downtown Memorial Park as well as Affolder Park.

The Deputy Clerk Treasurer presented the month end reconciliation. **On a motion** by Richard Clutter, seconded by Arlen Mitchel, and passed unanimously, the Council approved the Bank Reconciliation.

On a motion by Richard Clutter, seconded by Gary Hendershot, and passed unanimously, the Council approved to pay the claims against the Town.

Meeting adjourned.



Agnes Schoch, President



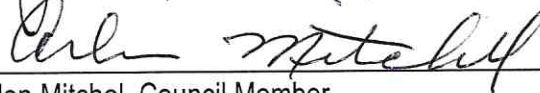
Richard Clutter, Vice President



Gary Hendershot, Council Member



James Timmons, Council Member



Arlen Mitchel, Council Member

Attest: 

Jane Kaverman, Clerk-Treasurer

TOWN OF GENEVA COUNCIL
March 22, 2019 at 6:30 P.M.

The Council President asked those present to please rise for the Pledge of Allegiance.

President, Agnes Schoch, called the meeting to order. Roll call showed Council members Richard Clutter, Gary Hendershot, Arlen Mitchel, Agnes Schoch, Clerk-Treasurer and Town Attorney present. Clerk-Treasurer and Councilman Jim Timmons were absent.

PRESENT: General Public: Rob Johnson, Trent Shaffer, Curt Chaffins and Jim Langham

Dave Baumgartner, Town Attorney open the three bid packets that we received.

Ranger Materials did not submit a complete bid. The bid had missing information on the jobs and portions of the job omitted. The slurry coating bid came in at \$3.80 per square foot.

Asphalt Maintenance Service bid came in at total of \$141,615.15. In the project #9 bid, the chip in seal application for Diamond Drive was omitted. The slurry coating bid came in at \$4.05 per square yard.

Pavement Solutions bid was a complete bid for everything that we want. There total bid was \$134,789.00. The slurry coating bid came in at \$3.00 per square yard.


After very little discussion, it was ready for motion to approve.

On a motion by Richard Clutter, seconded by Gary Hendershot and passed unanimously, the Council approved to accept the bid from Pavement Solutions, in the amount of \$134,789.00. The Community Crossing Grant will cover 75% of this cost \$101,091.75 and the Town of Geneva will be responsible for \$33,697.25

Zip drives were given to council members by Clerk Treasurer, Jane Kaverman with updated job descriptions as well as the Employee Handbook.


EPC CF1 information was given to council so it could be reviewed prior to the April Council meeting.

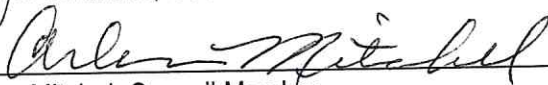
On a motion by Gary Hendershot, seconded by Arlen Mitchel, the Council Meeting adjourned.



Agnes Schoch, President


Richard Clutter, Vice President


Gary Hendershot, Council Member


James Timmons, Council Member


Arlen Mitchel, Council Member

Attest: 
Jane Kaverman, Clerk-Treasurer