

**Town of Georgetown  
Regular Meeting  
July 20, 2020  
6:30 P.M.**

**Pledge of Allegiance**

**Roll Call:**

Council members present: Chris Loop, Gary Smith, Kathy Haller, Billy Haller and Ben Stocksdale. Also attending: Kristi Fox, Bob Woosley, Julia Keibler, Jessica Alexander and Sergeant Travis Speece.

**Approval of Minutes**

Kathy Haller made a motion to approve the Regular Town Council Meeting Minutes on June 23, 2020. Seconded by Ben Stocksdale and approved 5-0.

**Old Business**

**Investment Proposals/Presentations**

We have bid out the investment account contract. We are currently with German American. Bids were received from German American, First Savings Bank, Edward Jones and First Financial Bank.

The contract has been bid out because of the ultra-low rate environment that we are currently in. The Town can not take a lot of risk in the investments and must use secure instruments with shorter term maturities. As a result, yields are not what they were a year ago. We were paying a fee every year to have the money managed and so we have bid out different proposals. The Town Council did receive the proposals ahead of time to have a chance to look them over.

With German American we were paying .02% per year to have the money managed. With the CD's, 75% of the investments were not to exceed two years to maturity and 25% could go up to the five-year range.

Bids

First Financial Bank

First Financial mirrored what German American does now with a fee reduction from .02% to .15% per year. There is some savings there.

## Edward Jones

Edward Jones mirrored what German American did the same type of investment structure but with no ongoing annual fee. There are no commissions on buying or selling of investments.

## First Savings Bank

First Savings offered an interest yield that would be spread out with no annual fee, as well as, no commissions but we would be dealing with interest rate/checking money market with the potential to buy CD's. There were not any municipal or secured CD's. With the operating account there are 50 basis points and without the operating account we would lose 10 basis points.

Ben Stocksdale is working with Edward Jones and therefore will not be voting or making any recommendations. He brought this to the Town Council because the Fed is not going to raise rates probably for the next two to five years. There is pressure for rates to stay low and for the Town to manage this money carefully. The lower the fee structure we can pay the better. There are no penalties to change companies.

These funds are from the trust that was created when the water utility was sold.

## German American

German American had a proposal with the current yield at 2.67% and that is going to drop after this month. We bought about a million dollars' worth of short-term CD's yielding .02% which is covering our cost. The rates will continue to rapidly drop.

Chris Loop made a motion select the investment proposal from Edward Jones and we keep our current yields and move them over from the investment account at German American. Seconded by Billy Haller and approved 4-0. Ben Stocksdale abstained from voting. Last month Ben Stocksdale disclosed his affiliation with Edward Jones and a statement was signed by the Town Council and Ben Stocksdale.

## **HR Quotes/Presentations**

### HR Affiliates

Jennifer Wheatly is the President of HR Affiliates. They are a full-service consulting and outsourcing firm in Louisville. They are able to provide professional services. It is recommended in the proposal to do the handbook and to also do an HR assessment. She would spend time with us doing a head to toe review, to give us a picture of where we are from an HR standpoint. Then we can decide what we really need. They can provide support and will be asking a lot of questions. There will be a lot of talking and then an audit will be provided

along with a full report. It will provide the findings, as well as, recommendations and prioritizing of things to do to be compliant.

The handbook would be a simple project which would be compared to a templet of best practices. They would work with us to make sure it is compliant for state and local laws and talk with us about what we want the handbook to feel like from a culture perspective. Policies would be discussed and changes as well. They would help develop an up-to-date employee handbook.

The firm has worked with other governments and board of directors in Louisville and Indiana.

They charge \$140.00 an hour for consulting services. There is a discount to \$125.00 an hour if they have to come back for five or six hours. They offer a discount rate because we are a nonprofit. The \$140.00 an hour applies if they are used on an as needed basis but if we wanted to come back and say that we needed, for example, five hours a month of support then the rate would be discounted to the \$125.00 an hour.

The assessment usually takes four hours on site talking with us and probably some phone calls. They will ask for a list of things ahead of time to review.

### Integrity HR

John Newbanks from Integrity HR is the development director. Their mission is to provide the same level of help to smaller firms as larger firms receive. He would like to perform an HR review to outline where we are, where we have been and where we want to go. There is very hard data that can be followed that provide measured outcomes. Their report is usually 30-40 pages and go through about four hours of interviews. Everything is currently done offsite because of social distancing.

The report will help to prioritize what is really needed and helps come up with a bank of hours, that you feel comfortable with, to arrive at a desired solution. Change at the right time is needed and you will have a firm grasp of where you want to go and how you want to get there. The report is not meant to get anyone into trouble but is an actual here is what we are doing, here are best practices and here is our recommended course of action.

HR outsourcing can be added to relieve pressures that are felt right now. An HR review usually takes six to eight weeks and that can be done first. After 90 days they will look at what they are doing and meet to discuss if the hours are working as needed. If they are charging 15 hours a month but are only working five hours a month then they can reset us to five hours a month going forward.

The HR review will be 30 hours a quarter to be flexible and not have to go month to month. Clients seem to do better with a review first.

The initial cost of the full HR review is around \$4,500.00 and then there is one that is more limited and costs \$3,495.00. The handbook was not priced out.

Once the HR review is done, they can look at the handbook or do it concurrently. The pricing would be +/- \$4,500.00 for the handbook. Thirty hours for 90 days at \$200.00 an hour. All of their team members are certified and work together as a team. There will be two or three people working together with us. They have worked with other municipalities including Floyd County.

Billy Haller made a motion to select HR Affiliates for their proposal of the handbook review and human resource assessment. Seconded by Ben Stocksdale and approved 5-0.

## **New Business**

### **Sewer Report Review**

Doug Baldessari from Baker Tilly presented findings of a financial study completed on the Sewer Works. There have been a lot of changes over the past few years so it is important to take a look at the finances. (A copy of the report has been supplied to each Town Council member.)

Over all the cash balances are healthy. There is an expectation that revenues will grow and that expenses will drop. What they found is that expenses increased but some of those were one-time expenditures that were normalized out. Other expenses were worked through as to what the actual expenses were going to be. SRF requires a coverage test because without tap fees we would need to be at 1.25 coverage. We were not there 2019.

Collections and treatment were better than expected and tap fees were as well. Over all the revenues look really good. The larger users looked really good last year but with Covid that will be affected.

Operating expenses were higher than expected. Mainly because of contractual services and legal fees. The debt service for 2019 was only for a partial year. Starting in 2020 we will be paying for a full year.

Projected expenses showed that most had an increase of 3% after items were normalized. They did assume that chemicals would be reduced along with contractual services and repairs and maintenance. This brings the figures back in line with where the rates need to be. We do not have to raise rates based on where we are right now. We will need to watch expenses closely.

Over all we are in good shape but we really need to watch things.

There are 3 developments under construction and we continue to see growth. That will mean more revenue. There are also many sewer utilities that have comparable rates to ours. We have done very well with our rate management.

The SRF would like to see financials that do not include tap fees because they have been burned by that in the past. A rate of 1.25 is required.

We need to watch our expenditures and there are several vendors that have been identified. Our chemical use for compliance is being monitored for cost effectiveness. 2020 will be a good test for the sludge processing.

### **River Hills**

Melanie Douglas thanked the Town Council for appointing her to River Hills. Board meetings have been cancelled and rescheduled. There have only been a couple of full board meetings. The August meeting will probably be cancelled and rescheduled in September. There will probably be another board meeting in November.

The executive of the organization, Jill Scheguesser, has left and is now working for the Wheatley Group as a consultant. She is still actively engaged with River Hills because she is an expert of the EDA or Economic Development Association. Cory Cochran is the new director. Melanie Douglas has been nominated to sit on the Finance and Personnel Committee.

There has been additional money allocated because of the CARES Act. If there are infrastructure projects to do for the Town, the planning documents need to be ready. SRF will likely use stimulus money for the next round and we need to be on the preplanning list (PPL List). EDA has had additional money for communities, as well as, for economic development and regional planning. River Hills will be adding two new employees to help process EDA applications for the community.

If there are any needs contact Melanie Douglas so that she can take it back to River Hills and give to a grant administrator.

River Hills has received funding from OCRA and the CARES Act. 80% grant money is still available.

We currently have preliminary plans for Lakeland Estates, a sewer customer. The project is approximately \$300,000. We also have preliminary engineering plans for Richland Drive to remove all of the holding tanks out of everyone's yard.

### **Clerk Treasurers Report**

Budget deadlines are coming up and we need to pick one or two days to have the budget workshop. We are meeting with the DLGF on August 10, 2020 and need to be prepared.

A budget workshop meeting has been scheduled for July 28, 2020 at Town Hall. The meeting will be held at 5:00 P.M. Kristi Fox would like to include Lakeland on the agenda if possible.

The public hearing will be at the regular September meeting. The adoption meeting will be set for the regular October meeting.

The advertising for the Town Marshall position had been approved for \$350.00. The costs were greater even after reducing down the wording of the ad. The Tribune was \$240.00 for one week. The Democrat and Clarion was \$54.50 for one week for one of them. The price would need to be doubled for both papers. The Tribune does include the ad on Monster. The ad has not been posted to the law enforcement bulletin board.

Chris Loop made a motion to approve up to \$800.00 for the ad for Town Marshall to be placed in the Tribune and Clarion and accept applications for up to 45 days. Seconded by Ben Stocksdale and approved 5-0.

### **Sergeant Travis Speece**

The application for a patrolman has been updated and is on the website. He will wait for a couple of weeks to push out the application because he doesn't want to confuse anyone with the Town Marshall position being open.

A quote was received to increase the internet speed at the Police Department. The new camera systems are lagging because the current internet speed we have. The total bill with an increase would be \$167.97. The service is currently through Spectrum. The plan has never been updated. The new plan would mirror the current plan at Town Hall. The current plan is for internet and includes a T.V. package. Sergeant Speece will need to find out if T.V. can be cancelled from the plan.

Julia Keibler will need to find out what is being paid for internet at the shop and if that includes T.V. it will need to be cancelled.

All of the department I.D.'s need to be updated for Sergeant Speece and the reserves. A quote for \$1,799.00 was received. The Police Department would be able to make I.D.'s for themselves and for all Town Employees and Council Members. There is software that comes with it and can be used for security. Chris Loop decided to table this until the next meeting.

Online training will be created this month with First Forward. It is a free online law enforcement website. There will be one or two trainings per week and it is all credited to the Law Enforcement Academy towards their mandatory annual training.

### **Public Works**

Nothing to report.

## **Town Attorney**

### **R-20-11 A Resolution Regarding Resolution R-20-03**

On the prior Resolution we put down that the proceeds should be deposited to Public Works Fund which does not exist. It needed to be changed and so a Resolution was prepared that the backhoe proceeds need to be deposited into the General Fund.

Chris Loop made a motion to approve Resolution R-20-11. Seconded by Ben Stocksdales and approved 5-0.

For the next meeting there is an Ordinance adopting and implementing internal controls which was discussed last month. With the internal controls video that everyone watched, this will be us adopting the SBOA internal control measures. There will also be an Ordinance regarding animal control. We will be taking Floyd County policy and crafting it into Georgetown's. The animal shelter has started drafting a 2020 version but it has not been presented to Floyd County yet.

The person who won the Blazer has picked it up and the paperwork has been completed.

## **Town Engineer**

The Waste Water Treatment Plant has been completed and we are making a request for the soft costs to be reimbursed. We have almost \$73,000 remaining in the account and this will close everything out and it will be wrapped up.

Estate Circle drainage project has all of the easements needed. The contractor was scheduled to start working this week or next week. They should be mobilizing soon and it is being coordinated with the homeowners. Temple & Temple are the contractors on the project.

The Main Street Sidewalk and Wall Project has been completed. The damaged piece of the wall has been repaired. Someone clipped the wall. The sod does not look good and we will need to discuss in the fall some other options. Beyond that it looks fantastic and have even received a very nice thank you from one of the property owners. Phase II bidding will take place soon.

The CCMG Roadway paving has been closed out and it is finished. We had to return monies because we came in well under budget. They did come back out and fixed Canal where there was damage done by Family Dollar. Their insurance company was to reimburse the Town.

There is a Plan Commission meeting coming up along with a BZA meeting. There is a variance request for the duplexes on Frank Ott Rd.

The Zoning Ordinance has been reviewed and Bob Woosley has provided back comments. There will need to be a meeting with Floyd County to finalize everything.

Lakeland Estates will be ready for bidding as soon as the agreement is wrapped up. It is ready for the CARES Act money as well. If we have an opportunity to get a grant that would help everyone out, the Town and residents.

Every couple of years we are requested to do an update for the INDOT Mileage Certification. We need to certify our road mileage. Many of the items we have corrected in the past but they are still showing up and are incorrect. New paperwork will be filed with them. Bob Woosley did sit down with Don Lopp to discuss items. On Canal Lane there is a small piece by Davis Court that the States mapping says it is a County Road. Bob and Don agree that this is a Town road. On Henriott Road between State Road 64 and a portion before you get to Frank Ott Road is showing up as a County Road. This is in the Town. It was also agreed that the rest of Henriott Road should be a Town Road. The last thing was on Baylor Wissman Road it shows that it is a County Road and it should remain a County Road. There is a question as to whether any of this in an interlocal agreement. Bob Woosley is going to bring all of this to the State to be corrected.

There are some patches on Catalpa of asphalt that are messed up. It will have to be fixed eventually. There were pieces there that were failing and were pulled out and patched.

There was an interlocal agreement in January 2016 that had the roads Baylor Wissman, Canal, Henriott from Frank Ott to Crabapple and Frank Ott from Estate to Catalpa. It was drafted by Kristi Fox. Chris Loop mentioned that it was not passed.

6906 High Point Way is the property in Copperfield that has suffered flooding. Bob Woosley would like permission to begin Phase I of the improvements. There will probably be two or three phases total. There is structural flooding on the property getting into his lower level. We rarely have that happen in town but in this case, it is a significant issue. It would come from funding that has already been set aside in Stormwater. Chris Loop gave permission to proceed.

7233 Corydon Ridge Road is experiencing constant standing water on the right of way on the road. There is a constant wet area in his yard. There is a waterline nearby and also sewer lines. It has been tested and it shows some signs of e coli. We do not know the source of the e coli. Before digging up the line, Jamie Schillmiller is going to take a large amount of dye and place it into the wet well. If there are traces that come out of the ground at that location then it will indicate if we have a leak at that location.

Handouts were given for the Georgetown Park. It shows the basketball courts which are larger than what is there now. It was decided to put in regulation size courts. They are the same exact courts that were put in at Hammersmith Park. The plan is to get this out possibly this week or next week and then open bids at the next meeting in August. A decision does not need to be made now but there will be some options about the coatings. It does add a nice pop of color to the park.

The parking lot improvements for Old Town Hall are being worked on but are not ready to be bid yet. We need to see what INDOT is going to do with the crossing.

Koetter has only been paid \$24,000.00 so far. The remaining balance still needs to be paid. The Explored has not be paid for yet. Both of those will come out of Gaming.

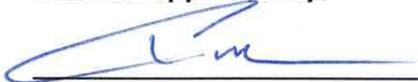
**Claims Docket**

Chris Loop made a motion to approve the claims docket. Seconded by Billy Haller and approved 5-0.

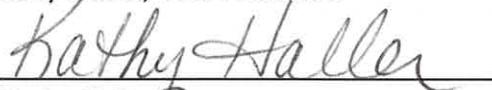
**Adjournment**

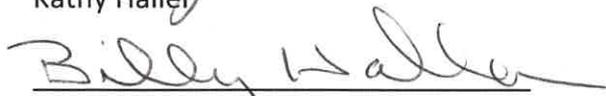
Gary Smith made a motion to adjourn the meeting. Seconded by Kathy Haller and approved 5-0.

**Minutes approved by:**

  
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Christopher Loop, President

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Gary Smith, Vice President

  
\_\_\_\_\_  
Kathy Haller

  
\_\_\_\_\_  
Billy Haller

  
\_\_\_\_\_  
Ben Stocksdale

**Attest:**

  
\_\_\_\_\_  
Julia Keibler, Clerk Treasurer

