

ST. JOHN TOWN COUNCIL REGULAR MEETING  
St. John Municipal Building Main Meeting Room  
10955 W. 93<sup>rd</sup> Avenue, St. John, IN  
July 28, 2011

Mr. Forbes called the meeting to order at 7:01 P.M. and led the Pledge of Allegiance. Roll call was taken with the following members present: Michael Forbes, President; Mark Barenie, Vice-President; Gregory Volk, Member; Ken Gembala, Member; Stephen Hastings, Member; David Austgen, Attorney; Steve Kil, Town Manager and Sherry Sury, Clerk-Treasurer. Also in attendance were Fred Frego, Police Chief; Fred Willman, Fire Chief and Chip Sobek, Parks Superintendent.

**Presentation: The ARC** – Ms. Becky Cogley, Development Director of The Arc (formerly Arc Bridges) summarized what services the agency provides, their four locations and that they provide services and skill development for adults with developmental disabilities. She stated that she is attending the meeting to raise awareness of the agency and mentioned that there are St. John residents that currently receive services from Arc. They have workshops for children, offer internships, and help find employment for recipients of their services.

**Approval of Minutes: May 12, 2011 Regular Meeting; June 2, 2011 Special Meeting; June 2, 2011 Regular Meeting; June 16, 2011 Executive Session; June 16, 2011 Special Meeting & June 27, 2011 Special Meeting** - Mr. Barenie motioned to approve the above meeting minutes. Seconded by Mr. Volk. Motion unanimously passed.

**New Business**

**Resolution #11-07-28, declaring Un-Collectible Bad Debit in the amount of Fifty Six Thousand Three Hundred Twenty Three Dollars and Twenty-seven cents** - Discussion ensued, the initial amount on meeting agenda listed was \$56,323.27 and adjusted due to correction is Fifty Six Thousand Four Hundred Fourteen Dollars and Ninety-one cents. Mr. Gembala motioned to approve Resolution #11-07-28 in the amount of \$56,414.91. Seconded by Mr. Volk. Motion unanimously passed.

**Consider annual payment for the St. John Fire Department Training Site in the amount of Ten Thousand Dollars (\$10,000.00)** – Mr. Forbes stated that this is an annual donation. Mr. Barenie motioned to approve the annual payment for the St. John Fire Department Training Site in the amount of \$10,000.00. Seconded by Mr. Hastings. Motion unanimously passed.

**Resolution #11-07-28A, a resolution adopting the fiscal plan for Cline Avenue Partners, LLC** - Mr. Gembala motioned to approve Resolution #11-07-28A, a fiscal plan. Seconded by Mr. Volk. Motion unanimously passed.

**Ordinance #1537, an ordinance annexing certain real property, by Cline Avenue Partners, LLC** - Mr. Gembala motioned to adopt Ordinance #1537. Seconded by Mr. Barenie. Motion unanimously passed.

**Acceptance of PILT Payment from Sanitary District in the amount of \$79,962.00 and authorize same as the 2011 Payment of the Loan from the WWTP Account** - Mr. Barenie motioned to authorize the acceptance and the payment. Seconded by Mr. Volk. Motion

**passed with a vote of 5-0.** Discussion ensued regarding the pay downs on the loan, remaining balance, term of loan, and options available; will be reviewed in a future meeting.

## **Reports & Correspondence**

### Town Council

Mr. Gembala stated that he is happy to see the Public Works Department is now CPR trained including the office staff.

Mr. Barenie asked Mr. Kil and Ms. Sury to provide for the next meeting the number of permits that have been budgeted and how much money has been brought in so far. Discussion ensued. He also asked the status of the direct payroll deposit.

Ms. Sury stated that direct deposit is on their list; they need to purchase the software program, and summarized the preliminary work (including training) that needs to be completed first before implementation. She explained that the deadline will be Monday mornings for submission by all the departments for the employee payroll time sheets and the processing timing needs of the bank. Discussion ensued and Ms. Sury referenced the higher priority items her office is presently handling at this time such as the budget, loan and bond payments, the TAW payment and balancing the newly enacted PayGOV activity. She stated that she hopes to have direct payroll deposit in place by year end. Discussion ensued. **Mr. Barenie motioned to authorize the purchase of the direct deposit software from Keystone. Seconded by Mr. Gembala. Motion unanimously passed.**

Mr. Hastings complimented the Town's emergency services; he witnessed them in action when his neighbor's son received lifesaving aid.

Mr. Forbes mentioned the Haunted House and asked Ms. Sury if she contacted Standard Bank about their participation. She stated that she had earlier confirmation that they would assist but needs to reconfirm. Ms. Sury stated that her staff does not want to participate this year because it is really hard on them. Last year they had to add comp time that they have not been able to take, they lost vacation time, and the schedule was hard on them due to working night hours and having to return the next morning to work in the office.

Mr. Forbes stated that he does not know where that leaves them as they need competent people to count the money. Ms. Sury suggested that they get commission members or family members to volunteer. Discussion ensued and Ms. Sury stated that the work flow in the Clerk's office necessitates the employees to be in the office performing their assigned duties and not alternate their work time at the Haunted House.

Mr. Barenie stated that he has a couple of suggestions he wants to discuss offline. Mr. Gembala asked if the volunteers must be bonded. Ms. Sury stated that there are two people collecting the money every night per shift, a bank volunteer and a clerk from her office. Mr. Austgen stated that it is advisable the person collecting the money be bonded. Mr. Barenie suggested doing it through a team approach or bonding. Mr. Austgen stated that as long as there is supervisory bonded personnel or official designee overseeing they are okay. Mr. Barenie asked Ms. Sury how the workload in her office from last year at this point is different from this year. Ms. Sury provided an overview of the ongoing activity in her office including the loss of staff that handled the majority of the Haunted House shifts. Mr. Forbes stated that they

need people out there they can trust and that are accountable. He asked that if anyone has any ideas to let him know and stated that the first meeting of the actors will be held on August 15<sup>th</sup>.

Clerk-Treasurer

Ms. Sury stated that the Town received tax money and described the back and forth process they are required to do for each electronic fund transfer and referenced the TAW payment as an example of why they cannot get to other projects such as the direct payroll deposit at this time. Mr. Barenie asked that a note be sent to Town employees giving them the status of the direct payroll deposit so that he will stop getting phone calls about it.

Staff

Mr. Kil reminded everyone that the 2011 road project is going to start pretty quick, within the next two weeks. They will also be patching the Ravenswood area which will be paid for out of another fund.

Chief Willman read the June Monthly Report and stated that they had 215 calls which is the most St. John has ever answered in one month.

Chief Frego read the June Monthly Report and reminded everyone that Tuesday, August 2<sup>nd</sup> is the Nite Out Against Crime from 6:00 P.M. to 9:00 P.M. at Civic Park.

Mr. Sobek stated that they had a good season this summer with good attendance. The fall programs should come out the end of next month. Mr. Forbes asked if they can arrange to have a concert on one of the Haunted House nights.

Mr. Austgen asked if any builders took advantage of the building permit incentive that was passed. Mr. Kil stated that two builders have.

**Payment of Bills for the Corporation - Mr. Barenie motioned to approve the bills in the amount of \$2,722,135.54 for APV's #8119 - #8437. Seconded by Mr. Gembala. Motion passed with a vote of 4-0 and 1 abstention by Mr. Forbes, he stated that he has not had an opportunity to look at the bills.**

#### **Public Comment**

Chief Willman thanked the Council for giving ARC the opportunity to present at tonight's meeting; he stated that he and his wife had a foster child in their home that used the Arc's services and she is now in a group home in Hobart. He really appreciates their services.

Mr. Adrian Bugariu, 11747 West 90<sup>th</sup> – stated that he is upset with the work of some members of the police department.

**Adjournment – Mr. Volk motioned to adjourn the meeting. Seconded by Mr. Gembala. Motion unanimously passed. Meeting adjourned at 7:48 P.M.**

ATTEST:

/s/ Sherry P. Sury, Clerk-Treasurer