



Important Phone Numbers

Police	911 or 884-0080
Water Emergencies	476-3055
Billing Questions	583-4944
Clerk's Office	583-0089
Republic/Allied Waste	477-9138
Streets and Water	583-3430

Councilmen

Kevin Burk	404-1481
Jackey Apache	491-4594
Doyle Allison	583-9481
Amy Brown	376-0366
Rick Hadley	418-5742



Invoice Cloud

Pay your bill online or by text

Go to: Otterbein.in.gov and click the link
or

Invoicecloud.com/OtterbeinIN

**calendar
April 2020**

- 2nd Town Council Meeting 6:00 pm
- 6th Limb Pickup Begins
- 8th Trash/Recycle *
- 10th Town Hall Closed-Good Friday
- 16th Town Council Meeting 6:00 pm
- 22nd Trash/Recycle *

*****Trash Every Wednesday*****



Limb pick up is here!



Just to reiterate we do not accept sticks or yard waste (i.e. shrubs, bushes, dead plants). Those items will be left behind. Try putting them in your trash can. Sometimes there are circumstances that prohibit us from starting on the scheduled Monday. Please know that we will start as soon as it is possible and will continue until all limbs have been picked up. If you have any concerns don't hesitate to call us at 765-583-4944.

Otterbein Rotary Club



**annual
Flower & Plant Sale**

**pre-orders due by April 10th
for pick up on May 8th & 9th**

Order Forms are available at Farmers and Merchants Bank, Alliance Bank, and the Otterbein Town Hall. You can also request an order form by emailing otterbeinrotary@gmail.com

Order forms may be returned to the banks or the town hall.

ORDER ON-LINE AT

[www.farmraiser.com/
campaigns/rotary-plant-sale](http://www.farmraiser.com/campaigns/rotary-plant-sale)

LIVE SALE DAYS

Friday, May 8th

12:00 pm till 6:00 pm

Saturday, May 9th

9:00 pm till 2:00 pm

On Main & Oxford Street

For more information, please visit the Otterbein Rotary Club Facebook page or call / text Lisa at 765-426-7468



Town Cleanup Day, Saturday, May 16th from 8 am - 2 pm

Residents have a chance to clean up their property (if needed) without getting a citation from the police department or incurring a special charge from the trash company.

1 load per service address

Dumpsters will be located at the Wastewater Plant on East 2nd St
NOTE: We will not take anything with Freon, no tires and no containers of paint. No building/remodeling/renovation items will be accepted from projects outside the town. Go to the Northwest Indiana Solid Waste District website for drop off locations of those items, or go to

COVID – 19 EMERGENCY

TOWN OF OTTERBEIN OPERATIONS

OFFICE HOURS AND UTILITY PAYMENTS

The Town Hall is not open to in-person business. However, one office staff member is present Monday – Friday 8:30 a.m. – 12:00 p.m. and again 1:00 p.m. – 4:00 p.m. to take care of any business needs you have via the phone at 583-4944.

We understand is this uncertain time and so many off work due to the COVID – 19 some may have a financial hardship. We encourage you to continue to pay on your town utility bill so that the balance does not get too large. We will continue to read meters and mail bills as normal. If you are unable to pay your bill, please call the town hall at 583-4944 so that arrangements can be made.

Since we are not able to take payments in person at this time you may pay your bill at any of the following:

You may drop a check in the drop box located next to the front door at town hall.

You may take you check or cash to the Farmer’s and Merchants Bank through the drive-up window. You must take you utility payment slip with you to the bank.

You can mail your payment via the USPS

You may go to the town website at otterbein.in.gov and click on the view/pay bill link. If You need assistance with online payments, please call town hall at 583-4944 and we can assist you.

TOWN COUNCIL MEETINGS

The Governor’s Executive Order has allowed Town’s to hold meetings via videoconferencing or telephone conferencing as long as we have access for the public and the media. Therefore, we will be holding our Regular Scheduled Town Council Meetings via WebEx until the COVID-19 Emergency is over. Our Regular meetings are the 1st and 3rd Thursdays of every month at 6:00 PM. The April Meetings will be April 2, 2020 and April 16, 2020. If you wish to have access to the meeting please contact town hall at 583-4944 to obtain the WebEx access code.

COVID-19 GENERAL INFORMATION

Symptoms of COVID-19 (Corona virus) are as follows: Dry persistent cough, fever and/or shortness of breath. Anyone exhibiting these symptoms should contact their physician for an evaluation.

Please remember to do your part to adhere to all the guidance that has been past down through the Federal Government. You may go to www.cdc.gov/coronavirus to stay up to date.

You also need to adhere to the guidelines of the State of Indiana. You may stay update at the State of Indiana Website at www.coronavirus.in.gov

The Benton County Emergency Operations Center is committed to get timely information to the public. Daily updates will be posted on the Benton county Website at www.bentoncounty.in.gov and recorded information on the hotline at 765-884-1359.

Unemployment/Small Business Information

Links to unemployment information can be found at www.in.gov/dwd/3474.htm

For information on small business emergency loans, please visit <http://SBA.gov/disaster>

SUPPORT LOCAL BUSINESS

A list of local businesses that are open and have carry out options is available on the Benton County website www.bentoncounty.in.gov

TOWN COUNCIL MEETING
TUESDAY MARCH 3, 2020 AT 6:00 PM

Council President Amy Brown called the meeting to order at 6:00 PM with members Kevin Burk and Jackey Apache present. Members Doyle Allison and Richard Hadley were absent.

The Town council conducted a hearing on re-establishing the Cumulative Capital Development Fund. There were no public comments. Kevin Burk made the motion to adopt Ordinance 2020-0303 Establishing Cumulative Capital Development Fund under Indiana code 36-9-15.5. Jackey Apache seconded the motion and all were in favor.

The Council conducted the hearing on utility disconnection for non-payment. No resident was present to discuss their situation. Kevin Burk made the motion to approve the utility disconnections as listed on the disconnection list. Jackey Apache seconded the motion and all were in favor.

A letter of understanding regarding value engineering being discussed between the town and the contractor of the Community Center/Town Hall Project was presented. Currently identified and agreed upon was a list of items identified that are being proposed that both parties are agreeing to that has a total deduct to the contract of \$51,523. There are still items being reviewed and discussed. Amy Brown made the motion to agree to the letter of understanding. Jackey Apache seconded the motion and all were in favor. Change Orders will be made at the appropriate times for these items and presented for approval. The Notice to Proceed for Tri-Tech Construction was presented. Jackey Apache made the motion to approve the Notice to Proceed. Amy Brown seconded the motion and all were in favor. Treeva presented an invoice from Priority Projects for part of the grant administration. This will be paid from the grant. The process is, they need to approve this invoice. Then a request will be made for the funds. Once the town receives the grant funds, we only have 5 days to release the payment, so it may have to be paid outside of the normal claims process. It will then be placed on the following claim registered to finish the process. Amy Brown made the motion to approve the Priority Project Invoice to be approved and paid when grant funds are received. Jackey Apache seconded the motion and all were in favor. Lastly, she had Ron Shoup announce that he had presented information to Benton and Tippecanoe county Commissioners regarding the need for funding of the generator for the new building, so it can be used as an emergency shelter. The cost for generator installed is \$21,187. Both Counties have agreed to pay \$10,000 towards the generator.

BF&S Engineer Dave Buck updated the Council that they are reviewing the final plan submittal from Dollar General and should have that to Council for the next meeting.

Kevin Burk made the motion to approve the February 2020 Minutes as written. Jackey Apache seconded the motion and all were in favor. Amy Brown read the summary of claims presented for a total of \$132,951.07. Jackey Apache made the motion to approve the claims as presented. Kevin Burk seconded the motion and all were in favor.

Town Marshal George Frantz informed the Council that part-time officer Butch Pritchett has resigned.

Ron Shoup presented the contract for Complete Sweep to sweep the street monthly again from April – October. Kevin Burk made the motion to approve the contract. Jackey Apache seconded the motion and all were in favor. He updated the council that the new tornado siren is planned to be installed on March 18, 2020. There was discussion regarding the pavilion at the park. The Council likes the idea of the ledge and the idea of drop-down sides that could be closed or opened. However, they want the garage doors removed. Ron will see what they can come up with to improve the pavilion.

Clerk-Treasurer Treeva Sarles discussed getting a new website for the town through What's up 24/7. This is what Benton County has. The county has agreed to pay for part of the setup for the towns. The Council unanimously agreed to have the company prepare the contract for review.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 6:49 PM. Kevin Burk seconded the motion and all were in favor.

SPECIAL EMERGENCY MEETING OF THE OTTERBEIN TOWN COUNCIL

MONDAY, MARCH 23, 2020 AT 5:00 PM

Due to the COVID-19 this meeting was held with Council President present, all other Councilman was present via conference call. The town hall was open for public and media but would abide by the 10 or less in attendance. There were no public or media present.

Council President Amy Brown called the meeting to order at 5:02 PM with all members present.

Jackey Apache made the motion to adopt the Town of Otterbein's Emergency Operations Plan. Richard (Rick) Hadley seconded the motion and all were in favor.

Resolution 2020-0323A was presented. This is a resolution adopting the Town of Otterbein's Utility Billing Policy during the COVID-19 emergency. Jackey Apache made the motion to adopt Resolution 2020-0323A. Doyle Allison seconded the motion and all were in favor.

Resolution 2020-0323B was presented. This is a resolution adopting the Town of Otterbein's COVID-19 Employment Policy. Jackey Apache made the motion to adopt Resolution 2020-0323B. Rick Hadley seconded the motion and all were in favor. Due to the Governor's Stay at Home Order and only work essential personnel, the town Council discussed the needs of the town. Essential Personnel will be 1 office staff member will be at town hall on a daily basis Monday – Friday 8:30 a.m. to 12:00 p.m. and the 1:00 – 4:00 p.m. This will rotate between the office staff. Clerk-Treasurer Treeva Sarles will schedule this rotation. Town hall will remain closed to in person, but this will allow staff to take over the phone payments, answer questions, issue work orders and do essential needs of the town operations. In the utility department 1 staff member needs to be present daily during normal office hours to maintain the plants, and take care of any work orders. If maintenance or an emergency requires more than 1 person staff will be called in and social distancing should be taken seriously. Utilities Operator will assign the 1 utility staff member to be present and he will make any calls for emergency or required maintenance. The police will work as assigned by the Town Marshal. All other employees are to remain at home, unless called in from March 25 – April 6, 2020. If the governor extended the stay-at-home order after April 6, 2020 the Town Council will revisit this matter.

The Council did make an emergency decision via email on March 19, 2020 to allow Council President Amy Brown to approve the Claims for payment outside of a regular meeting until the COVID-19 Emergency is over. To ratify that, Rick Hadley made the motion that during this COVID-19 Emergency that Claims will be sent to all Council and Council will be given 24 hours to review and ask any questions regarding the claims. After the 24-hour period, Council Amy Brown can approve claims for payment. Once the Town Council is back to normal meeting, meeting at the town hall, they will ratify, approve and sign the claim register. Kevin Burk seconded that motion and all were in favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 5:22 PM. Doyle Allison seconded the motion and all were in favor.



With storm season upon us, please be mindful of the following: On occasion, the storm warning siren may be activated based on existing conditions even in the absence of a sighting and or confirmation of a tornado. Also, it is not uncommon for a storm to develop very quickly with very little warning. If the siren is activated, seek shelter immediately and if possible tune a radio or television to a local station for further instructions or updates. The Town of Otterbein does not own, maintain or activate the weather siren. DO NOT call Otterbein Town Hall for seeking information, employees may also be seeking shelter and in all likelihood, will know nothing more than that of the residents. To report a tornado sighting and or injury, call 911.

Do what you can, with what you have, where you are." Theodore Roosevelt