



OTTERBEIN

TOWN BETWEEN TWO COUNTIES

A place for family

July 31, 2020

Vol. 25 07

104 E 2nd St, PO Box 215

765.583.4944

www.otterbein.in.gov

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

COVID 19 Update...Due to the COVID 19 and Governor's orders, penalties and disconnection were paused again until 08/14/20. Penalties and disconnections will resume in September, and October, unless Governor extends the date. **If you are behind in your utility bill, please contact the Town Hall to make a pay arrangement at 765-583-**

OPEN for business... The Town Hall is open! Per Governor Holcomb's directive, all persons entering our public building **must wear a mask**. At this time for assistance, during our office hours, **PLEASE KNOCK or call!** THANK YOU!

Shred Day...Join us for Community Shred Day, a free, onsite, secure document shredding event. This is to help protect your identity by safely destroying unwanted sensitive documents. The shred truck will be located in the Town Hall parking lot on **Monday, August 24th from 3:00 pm to 6:00 pm**. Watch as your documents are turned into confetti. Call 765-583-4944 for questions. Service is provided by ECO SHRED, Lafayette.

Hydrant flushing...The Town of Otterbein Water Department will be starting hydrant flushing in the next few months. This is a type of maintenance performed on the main water lines to flush out any build up from sediment in the water mains to ensure water quality. During this time you may see hydrants open and flushing and you may have a rust colored water enter the house. This is normal and the discolored water is safe to drink, though it may not be pleasant. If you happen to have rust colored water enter your service line, turn on the cold water, preferably the bathtub for more flow, and flush your lines until the color is back to normal clear drinking water (roughly 10-20 mins depending on length of your service line). Once you have flushed with cold water, you can run the hot water to ensure no sediment has entered the tank. If there is discoloration in the hot water, flush with hot water to clear the sediment. After flushing is complete, you may want to remove any aerators on faucets and rinse them of any debris that they may have caught. If you have any questions pertaining to hydrant flushing or any other water treatment questions, feel free to call Lorean Johnston at 765-476-3055.



calendar August 2020

- 3rd Limb Pickup Begins
- 6th Town Council Meeting 6 pm
- 12th Trash/ Recycle *
- 20th Town Council Meeting 6 pm
- 26th Trash/Recycle*

*** Trash Every Wednesday***



Pay your bill online or by text
Go to: Otterbein.in.gov and click the link
OR
Invoicecloud.com/OtterbeinIN



Welcome Back!

Reminder on Limb Pickup...*Begins the 1st **Monday** of each month/*Please have limbs to curb by 6:00 am. *Maximum diameter - 8 inches/*Maximum length - 8 feet

Only limbs can be put through the chipper; **no shrubs and bushes!** If it's not a limb, or is very small; it can be placed in your trash can. If these criteria's are not met, it will be left behind. Rain can delay limb pickup due to the fact that wet limbs can cause damage to the chipper. We will start on the first Monday, and continue until we have made a pass down every street. **Note a change in ORDINANCE 2019-0702, Wood Chipping;** no restricted amount, but needs to be stacked and placed accordingly. Charges will be based on time taken to collect and chip limbs. The first 15 minutes is free and a courtesy of the town. **After the first 15 minutes, there will be a charge of \$75 per hour.** For additional information, Otterbein Town Codes – **Are accessible via the Town's website at www.otterbein.in.gov/ordinances.**

Reminder on Summer Sprinkling Credit...The Town of Otterbein offers a **Summer Sprinkling Program** to qualifying residents for the monthly bills of July, August, and September. During these months, a qualified resident will see their sewer cost calculated based on their average sewer usage during the previous months of February through April. Any usage shown to be above this average from July through September will be considered a result of summer activities that do not use the sewer system (such as filling a pool or watering a lawn), and thus will not be factored into the bill.



OUMC Preschool & Pre-K 2020-21... Registration NOW OPEN for 2020/2021!

First Day of School: September 3rd for Preschool
& September 4th for Pre-K (Full Day)

Note: Preschool is age 3 by August 1st and Pre-K is ages 4 & 5 by August 1st

Visit their website at www.otterbeinumc.org and click Children and Youth-Programs or call at 765-583-4441.

First Day of School for Student's... It's Wednesday, August 12th; reminding all drivers to watch for children walking to school and waiting for buses. Please keep them safe, by following posted speed limits and other traffic signs. **Welcome Back!**

Library News... Otterbein's Town-Wide Yard Sale

Otterbein's annual town-wide yard sale will be **Saturday, August 1st starting at 8:00 am.** The Otterbein Public Library will be making maps and hosting an Opal the Otter scavenger hunt that coincides with the yard sales. Plus, OPL's end of summer book sale starts Saturday, August 1st at 8:00 am; along with activities and crafts from 11:00 am to 3:00 pm. Don't forget to turn in Summer Reading Program records by 2:00 pm. You can shop the book sale through Saturday, August 8th. **Remember to visit our Facebook page and website opl.in.us for library updates.**

Can you believe SUMMER is almost over, and SCHOOOL is back?

TOWN COUNCIL MEETING
THURSDAY, JULY 16, 2020 6:00 PM

Council President Amy Brown called the meeting to order at 6:01 PM with members Kevin Burk and Jackey Apache present. Members Richard (Rick) Hadley and Doyle Allison was absent.

Attorney Jud Barce presented Ordinance 2020-0716 An Ordinance Regulating Nuisances Within the Town of Otterbein. Kevin Burk made the motion to adopt Ordinance 2020-0716. Jackey Apache seconded the motion and all were in favor. Clerk-Treasurer asked Jud regarding a shared sewer lateral and if the town has a responsibility. He stated that it is a private matter between property owners, not a town issue.

BF&S Engineer Dave Buck discussed with Council and Jud the Cranberry Lane project. It is being considered that the town take over the private utility lines and road. Utility Operator Lorean Johnston is to set up meeting between Jud, Dave, the property owner and town representatives to discuss further. Dollar General is requesting to open cut the sewer line across Oxford Street. This would require the road be shut down. They will try to do this overnight on the weekend for minimal traffic disruption. Kevin Burk made the motion that Dollar General can shut road down with safety and warning criteria in place. Jackey seconded the motion and all were in favor. Dave updated the Council on the 2nd Street project with Milestone. The concrete work is not satisfactory. Milestone will be here Monday to repair. Dave presented the Supplemental #2 to the BF&S contract for the 2nd Street project. This is to cover the work related to the storm drain project from 2nd street up to the outlet at Main and Oxford Streets. The addition to the contract is \$1,850. Amy Brown made the motion to approve Supplement 2. Jackey Apache seconded the motion and all were in favor.

The Pay Application #4 for Tri-Tech Construction, for the community center project, was presented for approval. Kevin Burk made the motion to approve the request. Jackey Apache seconded the motion and all were in favor.

Amy Brown read the summary of Claims presented. Amy Brown made the motion to approve the Claims as presented. Kevin Burk seconded the motion and all were in favor. Kevin Burk made the motion to approve the June 2020 Minutes as written. Jackey Apache seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles reminded the Council of the Budget meeting on Wednesday July 22, 2020. She presented a quote on Lorean's behalf for a pump that needs replaced at the Wastewater Plant. The cost is \$6,450 from Utility Supply Company. Kevin Burk made the motion to approve the request. Jackey Apache seconded the motion and all were in favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 7:14 PM. Kevin Burk seconded the motion and all were in favor.

EXECUTIVE SESSION
JULY 22, 2020 AT 6:00 PM

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

The reason for the meeting to discuss performance reviews of employees.

Jackey Apache made the motion to adjourn the meeting at 6:40 PM. Rick Hadley seconded the motion and all were in favor.

TOWN COUNCIL MEETING

JULY 22, 2020 AT 6:30 PM

Council President Amy Brown called the meeting to order at 6:41 PM with members Richard (Rick) Hadley and Jackey Apache present. Member Kevin Burk and Doyle Allison were absent.

Clerk-Treasurer Treeva Sarles presented a financial report. This included the June 30, 2020 report used to begin the 2021 budget process and how the COVID-19 impact has and will continue to affect the revenues the town receives which ultimately affects the 2020 budget, the 2021 budget and 2022 budget.

Treeva reminded the Council of a conversation in the beginning of the year regarding payment in lieu of taxes. She asked if they wanted to proceed with this beginning January 1, 2021. They unanimously agreed to proceed.

The Indiana Office of Rural and Community Affairs (OCRA) has opened back up planning grants. Treeva confirmed that the Council wants to proceed with the Comprehensive Plan this fall and the Stormwater Plan in Spring of 2021. The Council wants to proceed with both.

Treeva discussed for the police department, needing to increase the police training and salary budget for 2021 to possibly add an additional officer. We are having trouble keeping part-time officers. They advised that she see if it will work into the 2021 budget.

Treeva discussed for Town Administrator Ron Shoup, the 2010 F350 Truck. It may be needing some transmission work. It would be the next truck to replace. The Council advised to up the maintenance budget, in case the transmission needs repaired or replaced. They want to hold off at least another year before replacing a vehicle. She discussed the pavilion and park equipment at the park. They want the sides removed from the pavilion and some new park equipment added by the end of August 2020.

Treeva discussed for Utilities Operator that the 2021 budget WWT Materials and Supply budget needs to be increased to included brushes for the screen and UV lights. They agreed to increase the budget for these items. She presented 2 quotes for the RAS panel needing replaced. Both quotes were for \$7,000. Amy Brown made the motion to replace the RAS panel, yet this year. Jackey Apache seconded the motion and all were in favor. The need for outdoor lighting at the plant still has not been installed. Lorean has 2 quotes \$25,000 – 35,000. Quotes are from EMI and Huston Electric. They are also old quotes. This would be paid from some leftover project funds. The Council would like this to be done yet this year, but want current quotes and would also like to see a quote from Best Electric.

Treeva discussed the need for a new computer consultant. She had interviewed and received 3 companies. Her recommendation is Roeing Corporation. Jackey Apache made the motion to proceed with Roeing Corporation. Rick Hadley seconded the motion and all were in favor. She informed the Council that with Kevin being done at the end of the year, he did not have a town iPad; he used his own computer. Therefore, the town needs to purchase a new iPad for the incoming Council person. Jackey Apache made the motion to approve the purchase of the iPad. Rick Hadley seconded the motion and all were in favor. The computer sitting on the Office Assistants desk needs replaced this year. Rick Hadley made the motion to replace the computer. Amy Brown seconded the motion and all were in favor.

Lastly, Treeva discussed the payroll structure and that changes need to be made. The Council discussed the needed changes. She will make those changes and present for adoption. The Council then informed Treeva that they understand the budget is really tight, but would like to see if a raise or bonus could be given to each employee for 2021. She will see what she can figure out and give them options.

With nothing else to come before the Council, Rick Hadley made the motion to adjourn at 8:45 PM. Jackey Apache seconded the motion and all were in favor.