

**ANDREWS TOWN COUNCIL MINUTES OF A  
PUBLIC MEETING HELD NOVEMBER 27, 2017**

A public meeting of the Town Council of the Town of Andrews, Indiana convened on November 27, 2017 at 6:00 p.m. in the Andrews Municipal Building in accordance with applicable law and pursuant to appropriate notice.

**ROLL CALL:**

Council Members William Johnson, John Harshbarger and Bonnie Walker were present. Clerk-Treasurer Laura Dillon declared a quorum was present and the meeting would continue.

**OPEN PUBLIC HEARING**

William Johnson opened the Public Hearing for the OCRA Grant from the CDBG Storm Water Program. Below is the Region 3-A Transcript of the Public Hearing.

Public Hearing opened at 6:00 P.M. at Andrews Town Hall, 66 N. Main Street, Andrews, IN 46702.

Those in Attendance:

Town Council: William "Bill" Johnson (President), John Harshbarger, & Bonnie Walker

Clerk-Treasurer: Laura Dillon

Utilities Superintendent: Colin Bullock

Region 3-A: Matt Brinkman & Shaun Tilghman

Project Manager: Paul Vincent (RQAW Corporation)

Audience Members: Austin Bullock, David Walker, Robert Knorr, Ray Tackett, Rick Wright, Steve Clark, & Cathy Johnson

Matt Brinkman: I am Matt Brinkman and I am a grant administrator with Region 3-A. We are assisting the Town of Andrews with a Community Development Block Grant (CDBG). This grant is for a storm water improvement project. On or about February 9, 2018, the Town of Andrews will be applying to the Indiana Office of Community and Rural Affairs (OCRA) for federal funding from Housing and Urban Development (HUD).

The town is applying for the maximum amount available, which is \$600,000. Of this approximately \$312,600 will benefit low- and moderate-income persons. The town anticipates providing an estimated \$70,000 in matching funds towards the project. The local match portion will be in the form of CREDIT funds.

This is the first public hearing, which we must complete before proposals are due on December 1, 2017. The second public hearing will take place ahead of the application due date, which is February 9, 2018. I would like to give a brief overview of the project. This is a storm water project with improvements comprised of non-functional pipe repairs and replacements, inlet replacements, and extensions, throughout the town's existing public right-of-way. The new storm sewer will be provided with a series of catch basins and inlets along its route to intercept overland flow patterns and relief drainage issues throughout the town. A large portion of the improvements is anticipated to be located within existing pavements that will be open-cut. The asphalt will be saw-cut and material excavated and trucked away. Pipe will be installed at a consistent slope and grade using a laser targeting system. The pipe will be properly bedded in aggregate and structural backfill provided to existing grade. When the entire project is completed a paving crew will install base and intermediate asphalt in the location of the excavation, and a complete surface course over the entire roadway surface. Some work will be located near the railroad that will require engineering designs and approval by the railroad.

Paul Vincent from RQAW is the project manager and he will provide additional information in a moment. This project will occur along right-of-ways and property owned by the Town of Andrews. It is anticipated that no displacement of persons will occur; however, the town will provide a displacement plan.

Laura, have you received any written comments since the release of the legal notice?

Laura Dillon: No.



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Matt: I would now like to provide an overview of the grant-scoring criteria. This is a competitive grant, with a total possible of 700 points available. We must achieve a minimum of 420 points to be eligible. Points are achieved in five ways, national objective, distress score, local match, project design, and sustainability.

The project design category is worth 300 points. The breakdown of this is: 50 points for description of the project, 125 points for project need, and 125 for financial impact. One way to achieve a better score in this area is by evidence of need. I will be opening up for comments shortly and those will be a part of the meeting minutes that will be submitted with the application. We would also like to submit letters of support from residents affected by the project. If you would like to submit a letter, I ask that you email it to me by Friday, February 2, which is a week before our application is due.

The distress score category has a maximum available of 175 points. This score is based on the distress score calculated by Indiana University for the town. There is nothing we can do to impact this score within the application. The factors that go into a community distress score are percentage of households with income under poverty level, median household income, percentage of housing units that are vacant, median home value, unemployment rate, and labor force participation. The distress score for the Town of Andrews is 106.76.

The local match area has a maximum available of 75 points. For each percent of the project that is funded through local match you get a point, up to 75 points. Our project will be funded at 11% local match.

The national objective category has a maximum available of 100 points. This is directly tied to the number of low- and moderate-income persons that will benefit from the project. We will get one point per percent of the beneficiaries that are low- to moderate-income individuals. We are in the process of conducting a new income survey and that will determine our score in this category.

The last category is project sustainability and there is a maximum of 50 points available in this category. The score in this category is tied to the amount of the monthly user rate for storm water.

At this time I would like to ask Paul Vincent from RQAW to speak on the project. Paul, I gave a brief description of the project, would like to make any additions or corrections regarding the project?

Paul Vincent: Thanks Matt, I appreciate this opportunity, and you've done a great job describing the project's scope of work. Just as a little bit of background - I'm a professional engineer registered in the state of Indiana, and I've been working with Community Development Block Grants for 20-plus years, helping a lot of small communities in Indiana. RQAW has multiple offices around the state, but we're focused just on working in communities for Indiana.

What we did about a month and a half ago was, I and another engineer came out here and traveled through the community, and we spent some time with Colin and Bill. We looked at some of the areas that were kind of identified as problematic for storm water purposes, and then we spent some time doing our due diligence, and doing some homework in order to develop some alternatives, as we look at what the solutions might be.

What we've selected at this point is an improvement along McKeever Street, which I understand is one of the most traveled roads in the community outside of State Road 5. We found a lot of structures in that area that was in states of failure, and what I mean by that is that they're still there, but they're brick structures with bricks missing, and there may even be damage to castings or frames, and those are all kind of indicative of the age when they were put in. That also speaks to some of the other challenges there, which we understand there to be a lot of siltation and mud built up in those pipes to this point so that now they really don't function very well.

I had the pleasure of speaking with Cathy [Johnson] and she's already showed me a couple photos she took during the last rain event, and even a couple of videos, and those speak to some of the points that Matt was making just a moment ago that help kind of bolster our eligibility or our scores.

We've developed a cost estimate that corresponds to all of the elements here, and what you'll see are various sizes of pipes ranging from 12-inch diameter up to 30-inch. We've also outlined a handful of



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catch basins and inlet structures, and the intent of this is really to try to develop a solution for what we've identified as the highest priority stormwater issue here in Andrews. So, with that, I'll kind of turn things back over to Matt.

Matt: Thank you, Paul. At this time, I would like to open it up for public comments. Again, if you would like to speak, please state your name and address for the record. Are there any public comments?

Ray Tackett (420 Market Street): This is for either the council or you - is this going to create another increase for the people living here in town, either on the sewer or water bill?

Matt: I'll let the town speak on that first.

Bill Johnson: Not in the initial phase no, we're not anticipating that.

Ray: But with the project overall, not just this phase or that phase, but when you've done it all is there going to be another rate increase?

Bill: I can't say in the long-term Ray, but I would say, with the initial construction, that the town is going to try to foot the whole cost. Now, I can't answer whether down the road some time the next council decides they need revenue to continue to operate and maintain the system, but they may ask for a \$3 or \$5 monthly rate for that. In fact, most towns have a stormwater management board that oversees stuff like that, basically setting fees and charges and whatnot. At this time, I guess I won't speak for the other two council members, but my thinking is that, since we've just recently had such a drastic increase for the sewage rates, that we try to get the town to cover this cost, and see if we can continue to do that as long as we can. Now again, is that a definite - I can't say that for certain, but our initial thought pattern is that, for right now, there's no increase to residents for the cost of this project. But, I'll Bonnie and John speak for themselves.

John Harshbarger: I would agree with that; we really don't want to have to increase fees at this time, but it's like any other infrastructure-if we don't maintain it then in the long run we're going to have problems again. Eventually we're going to have to step up and do maintenance on these systems and stuff, and all that costs. But, for right now we'd like to just use the funds that we have for the matching, and I'm not really interested in establishing fees at this point.

Bonnie Walker: When you talked about the grant and the point system, you said letters should be done by February 2nd - how do members of the public know what they're supposed to put in their letters?

Matt: Obviously, there are reasons we're discussing this project, mainly because there's been water issues, particularly after a heavy rain event. So, for any letters about this project, I would encourage them to focus on those issues, and if you're specifically affected as a homeowner, highlight what those issues are.

The biggest point category is project need, and that's worth 125 points, while financial impact is also worth 125 points, and OCRA always tells us that those two categories go hand-in-hand. We really need to establish need, that's what OCRA really looks at; now, I'm not saying we need to say 'Oh my gosh, the sky is falling,' or anything like that, but you do definitely want to be honest about what you're dealing with in your town when it comes to stormwater, and you want to be clear that it's a major issue. Basically, you just need to highlight how severe of a problem it is. I know there's flooding, so it'd be great if you had someone that could speak to how severe that flooding is - and those are the experiences that only you guys can share. Bill and I have even talked about the fact that the town not having a stormwater system in place has already caused at least one missed opportunity for some development.

John: I certainly see the need for the system but I have some questions about it also. First of all, we're looking at McKeever Street here, and once it gets down to McKeever Street it goes north to the river, is that correct or is it going south to the creek? Because if it's all diverted down south that's one thing, but if any of it is going north we already have a huge problem down here at Main Street.

Bill: He's got that on a future project. Paul, do you want to bring that up and show them the different phases?



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Paul: I didn't bring all four versions of the map, I'm sorry I only brought the first phase for this evening. We did look at that though, and INDOT has a project that they're planning on doing here on 105 now, and unfortunately they haven't gotten back to us with all the details about what they're doing – I think that's just because they're not there yet, as in they're still working on the design process. But, our anticipation is that they're going to take care of some of those needs along Main Street here, and then this [McKeever Street] becomes the highest priority for us.

John: The other issue is that we're going to be doing paving on McKeever Street, so this all needs to be coordinated, and some of this we're already paying for engineering on with the other project.

Bill: We discussed that, Paul and I did, and what we thought we would do John, would be, if we're awarded this, we'll have this construction completed before we do the paving construction – we have to have the paving contracts out by April 15th. So, our goal is to get this project done sometime in July, and then be ready to start the paving in September.

Laura: Isn't it true that we've already had a design plan on McKeever Street for the paving that includes the stormwater? He also talked about bidding the projects together; so, it included stormwater, it included those drains on McKeever Street.

Colin Bullock: They have some structures in that plan, but they don't have as many structures in as what we need to do. Yes, if we feel the urge to put them together because it's a 90-10 match, then we definitely need to have some sit-down talking so that everybody knows what they're doing.

Matt: Yes, it is possible to coordinate the two projects – I can speak to that effect.

Bill: Right, because we don't want the pavers going in and ripping up our new stormwater system – we're well aware of that. And again, if we could just get this money and then get this project ready, we could follow it up with the paving, that way we'd have a stormwater system in McKeever Street, and then pave it with the new caps and everything under the Community Crossings. McKeever Street, which is the second most traveled street in our community, from the school down to Main Street, should be set for many years to come, with both paving and the ability to move water off that road.

Paul: A couple things that maybe I glanced over: applications are due February 9th, so we've got a little bit of time to try to work out some of these issues a little bit more, and we don't actually have a design. This is very preliminary at this point, just to try to give us an idea what the issues are and what the costs may feel like. I'm very familiar with Community Crossings – we helped probably 20 communities this year with Community Crossings funding – so I kind of know those dates and how to combine these Community Development Block Grants with some things.

Bill: Any other questions for Paul or Matt tonight? I think it's a good thing guys, and I hope we can pull this off, I really do. Okay, well if there's nothing further then we'll go ahead close the public hearing.

Bonnie Walker made a motion to close the public hearing, seconded by John Harshbarger. Motion passed unanimously.

Public Hearing closed at 6:35 P.M.

### **OLD BUSINESS**

There was no action taken on the public hearing as it was an information gathering session for the ORCA Grant from the CDBG Storm Water Program.

Robert Knorr was in attendance to ask council if the local AA meetings could be held in the town hall. The meetings had been held in the Community Building but due to the disrepair of the building, meetings can no longer be held at the building. Council gave Knorr approval to use the town hall and Dillon will setup a code for Knorr to access the back door and also make arrangements for some kind of contract to be signed.



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Ordinance 2017-13, 2018 Salary Ordinance was discussed. William Johnson read Ordinance 2017-13, the 2018 Salary Ordinance but noted the Deputy Marshall would keep the same salary until his one year anniversary date. Bonnie Walker made a motion to approve Ordinance 2017-13, the 2018 Salary Ordinance on the second reading, seconded by John Harshbarger. Motion passed by voice vote 3-0.

William Johnson announced a special meeting would be held on Tuesday, November 28, 2017 at 9:00 a.m. to discuss the health insurance plan with the town employees and Tom Mettler, the town's health insurance agent. A new health insurance medical plan quote from (AIM) for small group medical plan was received and will be discussed at the same time.

**NEW BUSINESS**

Dillon requested approval of Strand's pay request #13 from the OCRA portion of the new wastewater treatment plant of \$39,517.07. Bonnie Walker made a motion to approve the pay requests, seconded by John Harshbarger. Motion passed by voice vote 3-0.

Dillon requested approval of Thieneman's pay request #12 from the State Revolving Loan Fund of \$189,683.70 and request \$22,306.80 from the OCRA share. John Harshbarger made a motion to approve both pay requests, seconded by Bonnie Walker. Motion passed by voice vote 3-0.

Council was given a copy of the 2018 Huntington County United Economic Development agreement for 2018. President Johnson gave a brief synopsis as to the projects HCUED has been working on in 2017. If HUCED can bring business into the county in the form of industrial jobs it could benefit our community by possibly having new residents move into to town. John Harshbarger made a motion to approve the HCUED agreement for 2018, seconded by Bonnie Walker. Motion passed by voice vote 3-0.

Clerk-Treasurer Dillon gave council a list of Water & Sewer Write offs to clean up outstanding accounts. One account in particular at 264 S Market Street for \$912.94 was questioned as a new account was started but the old account is still in limbo. Dillon was instructed to check to see if a lien had been placed on this account. Dillon noted the home owner had been trying to keep up with the current account, noting he is struggling with the current account. Dillon will check to see if the property has been leined and if the time to lien has passed. Council agreed to write off everything but 264 S Market Street property.

**DEPARTMENT REPORTS**

Marshall Bullock reported he will be taking the police cruisers to the dealership for recalls. He will be participating with the Shop-With-A-Cop, Salvation Army bell ring program and working on getting the computer for the police reserve car installed during the next few weeks.

No report from the fire department.

Colin Bullock, Utility Superintendent reported his staff is picking up leaves and monitoring the progress with the construction at the wastewater treatment plant.

Laura Dillon asked council if she could purchase a fire proof vault to keep the council records in. Council gave approval for the purchase. She also informed council that Vernon Manor Mobile Home Park has moved many homes out of the park and the water consumption has gone from approximately 1,100 to 496. This leaves a deficit in the utilities until more homes are moved back to the property. She also asked council to approve the use of Town Hall to have Cookies with Santa Party hosted by the



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Andrews Summer Festival Committee. The party will be held on December 16, 2017 from 4:00 to 6:00 p.m. Council gave their approval for the use of the building for the party.

Council agreed to keep the list of board appointment the same form 2018. John Harshbarger made a motion to approve the appointments of Laura Dillon to the Huntington County CEDIT Advisory Board, John Harshbarger to the Region 3-A Advisory Board, Tom Wunch to the Huntington County EMA Advisory Board and William Johnson to the Huntington County United Economic Development Board, seconded by Bonnie Walker. Motion passed by voice vote 3-0.


The community building was discussed and council instructed Dillon to turn off the Duke and Vectren services to the building since there is no need for them.

Council asked Dillon to check on requesting funds of \$70,000.00 from Huntington County CEDIT board for the 10% match to pay the OCRA request for the Storm Water Project.

Bonnie Walker made a motion to approve the claims, seconded by John Harshbarger. Motion passed unanimously.

Bonnie Walker made a motion to adjourn the meeting, seconded by John Harshbarger.

Approved this 11th day of December, 2017.

APPROVED BY  as  
WILLIAM K JOHNSON COUNCIL PRESIDENT

APPROVED BY  as  
BONNIE WALKER COUNCIL MEMBER

APPROVED BY  as  
JOHN HARSHBARGER COUNCIL MEMBER

ATTEST BY  as  
LAURA A DILLON CLERK-TREASURER