

**ANDREWS TOWN COUNCIL MINUTES
OF PUBLIC MEETING HELD NOVEMBER 13, 2018**

A public meeting of the Town Council of the Town of Andrews, Indiana convened on November 13, 2018 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

TOWN OF ANDREWS
CDBG Stormwater Improvement Project (SIP)
PUBLIC HEARING MINUTES
November 13, 2018
6:00 P.M.

Public Hearing opened at 6:15 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

Region 3-A: Shaun Tilghman

Audience Members: Phillip McQueary, Laurie McQueary, & Austin Bullock

Shaun Tilghman: Hello, I'm Shaun Tilghman, a Community Development Planner with Region 3-A, and I am a certified grant administrator. Region 3-A is currently assisting the Town of Andrews with the application process of the Community Development Block Grant (CDBG) Program for a stormwater improvement project. On or about November 30, 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 will be applying for the maximum amount available through the Stormwater Improvements Program (SIP), which is \$600,000. Of that, approximately \$378,600 will benefit low- and moderate-income persons. The local match portion, which for this project is \$150,000, will be in the form of CREDIT funds.

This is the second public hearing, which must take place ahead of the application due date, Friday, November 30, 2018. The first public hearing was held September 24, 2018, and fulfilled the eligibility requirement for submitting proposals, which were due Friday, October 5, 2018.

I will give a brief overview of the project, and normally we have an engineer here to give a more in-depth overview, but we don't tonight; so, we're just going to start with what I know. The proposed project is a stormwater improvement project, which includes replacement of non-functional pipes and inlets, as well as extensions, throughout the town's existing public rights-of-way and/or 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 in the grant application.

At this time, I would like to ask Clerk-Treasurer Laura Dillon whether any written comments have been received since the legal notice was published?

Laura Dillon: No, we have not.

ANDREWS TOWN COUNCIL MINUTES
OF PUBLIC MEETING HELD NOVEMBER 13, 2018

Tilghman: Thank you, Laura. In that case, I will move on and discuss the overview of the grant scoring criteria. This is a competitive grant, with a total of 700 possible points available – we must achieve a minimum of 450 points to be eligible, which is 30 more than usual, but there have been some point-value changes. Points are awarded based on five (5) categories, which include: National Objective, Community Distress Score, Local Match, Project Design, and Project Sustainability.

The Project Design category is worth 300 points total. The scoring criteria breaks down further as follows: 50 points for description of the project, 125 points for documentation of project need, and 125 points for compelling financial impact. One of the keys to achieving the best possible score in this category, is providing evidence of need. When I open the floor for public comments, those comments will be recorded in the meeting minutes and then submitted with the application. We would also like to submit letters of support from residents, as you will be the ones benefitting from this project. If you would like to submit a letter of support, I ask that you please do so by Friday, November 23, 2018, as applications are due the following week, on Friday, November 30, 2018.

The category for Community Distress Factors offers a maximum of 175 points. This score is based on the Town's Distress Score calculated by Indiana University, and as such, there's nothing we can do to impact this score within the application. The following factors contribute to a community distress score: 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 Community Distress Score for the Town of Andrews is 106.76.

The Local Match category is worth a total of 75 points. The way it breaks down is, for each percent of the project cost that is funded through local match you get one point, up to 75 points. Our project would be funded at 20% local match, so we will receive 20 points.

The National Objective category has a maximum of 100 points available. The awarding of points in this category correlates to the number of low- and moderate-income persons that will benefit from the project. We will get one point for every one percent of the beneficiaries categorized as low- to moderate-income; and, per the results of the Income Survey we completed in February, the Town of Andrews has an LMI of 63.1%, which means we will receive 63 points.

The last category involves Project Sustainability and offers a maximum of 50 points. The first 25 points – and this is a change from years past – are awarded based on Financial Gap – for every \$1 in financial gap you get one point. The “gap” is the amount by which grant funds will reduce, or buy down, your utility rates, and is figured using the OCRA Gap Calculation Worksheet that I have to complete as a requirement for the application. Per said worksheet, the “gap” for this project is \$12.01; thus, we would receive 12 points out of 25.

The second 25 points correlate to the monthly user rate charged for the stormwater utility, which constitutes documentation, or proof, of an existing sustainability plan for the ongoing operation and maintenance activities of the stormwater system. There are three categories for points awarded, based on the relative stormwater utility user rate – and this is also a new change: the first one is 0 points for a monthly user rate of \$2.99 or less; the next category is 10 points, which was previously 25 points, for a monthly user rate between \$3 and \$4.99; and the last one is 25 points, which was previously worth 50 points, for a monthly user rate of \$5 or more. Basically, they took half of those points from that section, and they put them toward the Financial Gap section. Overall, we're losing 15 points initially, then getting 12 of those points back, so we really only drop 3 points with the new changes, but again, there's not much we can do there. With the Town charging a monthly stormwater rate of \$3, we would receive 10 points.

ANDREWS TOWN COUNCIL MINUTES
OF PUBLIC MEETING HELD NOVEMBER 13, 2018

So, now that we've provided details regarding both project construction and grant scoring, I will open for public comments. Please note that, as this is a public hearing, we do need to document those that speak; so, if you do share your comments, please just remember to state your name each time before speaking.

Bonnie Walker: My name is Bonnie Walker, I'm a Council member. The four people that we were contacting to get signatures, doesn't that go along with this?

Tilghman: Yes, for the Right of Way acquisitions.

Walker: Don't those have to be done before this, because they went out, but only one signed that night. I don't know if he's gotten the other three signatures yet, but they wanted to read through things.

Tilghman: Yes, they have to be done before, and that's why we couldn't submit last round. But, the other night was when you first presented them with the offers, and the lawyer actually advised that you not present them with the signing option the same night you present the offer, because it has a tendency to scare people off. They would prefer to have time to read through the details of the offer first, so you don't really expect people to sign then, and you don't want them to feel pressured, but if they're ready and willing to sign right away then that's great; if not, we have some leeway built in timewise for that.

Dillon: They're negotiating with Mr. Jennings about the two trees there, and the other two, I don't know if they've signed or not, but I can find out tomorrow

Tilghman: Again, this is all stuff that was supposed to be done last time, and it wasn't; so, we're making sure it's all taken care of this time.

Bill Johnson: What about the other three, are the other three people onboard?

Walker: One has already signed, Mrs. Kitt already signed. And Clarence Oppy's grandson came out to talk to us, and it sounded like they wouldn't have a problem with it, but he hadn't shown his grandfather the paperwork yet.

Johnson: What about Rita Tullis?

Walker: She was reading it, she sounded comfortable with it, but she just wanted to read the documents over.

Tilghman: Since the engineer isn't here with examples, this project is on McKeever Street, by the way.

Dillon: Yes, east of Main Street all the way to the Loon Creek Bridge area. And, you don't have to take them down this year right, you can send it all through email?

Tilghman: That's right, and it's all due on Friday, November 30th, but Friday, November 23rd is when I need to have the proof of regional coordination submitted to try for those 25 bonus points that we talked about for the bridge project.

Johnson: Ok, I'll get those things to you right away. And we did have a site inspection visit - Shaun, Laura, and I met with a representative from OCRA a few weeks back. We went over the story, and the other issues, with the young lady from OCRA, then I took her up to the Right of Way sites we're trying to acquire, and she took pictures and notes of that while she was with me. So, we got that accomplished, and that's one more thing that's been done as well.

ANDREWS TOWN COUNCIL MINUTES
OF PUBLIC MEETING HELD NOVEMBER 13, 2018

Tilghman: Yeah, that was with Andrea, who is our Community Liaison from OCRA, so she's the one who works in this area. Well, are there any other comments, questions, or concerns for the public hearing portion?

Johnson: Without any further comments, questions, or concerns, I'll accept a motion to close the public hearing.

Tilghman: Thank you.

Public Hearing closed at 6:34 P.M.

Minutes submitted by:

Shaun Tilghman, Community Development Planner
Region 3-A Development & RPC

APPROVAL OF COUNCIL MINUTES

Bonnie Walker made a motion to approve the council minutes for the meeting of October 22, 2018, seconded by John Harshbarger. Motion passed unanimously.

OLD BUSINESS

Resolution 2018-6 Authorizing Application Submission and Local Match Commitment. John Harshbarger made a motion to approve Resolution 2018-6 Authorizing Application Submission and Local Match Commitment, second by Bonnie Walker. Motion passed 3 to 0 by voice vote.

The American Disability Act Commit Letter has been submitted and approved. This will allow for the ADA coordinator to proceed with the additional required documents which will be due on or before June 1, 2019.

Town President Johnson met with County Commissioner Larry Buzzard and the county's engineering firm about replacing the Loon Creek bridge on McKeever Street in 2020. One part of the bridge project will be to take the existing wastewater line and bury the line, so it will no longer be hooked to the bridge. The issue of purchasing the houses in the flood plain was also discussed. County representatives will not be responsible for the FEMA buy-out project as they indicated this would be the Town of Andrew's project. The county will assist anyway they can with the FEMA project.

Town attorney Adrian Halverstadt has appeared before the County Commission regarding the tax sale properties. Commissioners voted to sign the properties at 498 W McKeever Street and 87 S Jackson Street over to the Town of Andrews. The process of the town receiving the properties would take three to six months with proper legal notification to the property owners. Meanwhile, Mr. McQuery has purchased the property on land contract at 498 W McKeever Street from the current land owner. McQuery indicated the land owners (498 West McKeever Street Land Trust) will be paying all the delinquent property taxes and assessments after the first of the year. John Harshbarger stated it will be important for 498 West McKeever Street Land Trust to pay what is currently owed at the county because the town will own the property if not paid. It would then be at the town's discretion to sell or demolish the property.

The issue of the brush pile on Terrell Street came up by board members. Members are going to open the location along with a sign instructing residents what they can put on the pile. Residents can only dump brush, leaves, clean wood cut into 8-foot sections. The Clerk-Treasurer will work on a temporary sign. Council members agreed residents should not have to take their scrap wood and yard clippings to the city landfill.

ANDREWS TOWN COUNCIL MINUTES
OF PUBLIC MEETING HELD NOVEMBER 13, 2018

Johnson wanted everyone to know the town was awarded \$203,400.00 for the 2018 Community Crossing Matching Grant to repave the streets in town. The state reduced the original award of \$300,000.00 and took out Henricks, Virginia and Snowden Street. Clerk-Treasurer Dillon informed council the town could reapply for that section and additional sections in January of 2019. The Town of Andrews was the only unit in the county that received the CCMG paving project during this round of application.

President Johnson wants Dillon to bring an amendment to the ordinance that spells out how much money each department superintendent can spend to the next meeting.

NEW BUSINESS

Phillip McQuery has completed a Temporary Housing application so they can bring in a recreational vehicle to live in while they are renovating the house at 498 W McKeever Street. John Harshbarger made a motion to approve the Temporary Housing application if the RV is approved by the County Health Department and the town utility superintendent, seconded by Bonnie Walker. Motion passed unanimously.

DEPARTMENT REPORTS

Town Marshall Austin Bullock wanted council to know that long term part-time officer, Dale Osborn has resigned to take the Town Marshall job in Van Buren, Indiana.

No fire department to report.

Colin Bullock, utility superintendent was absent from tonight's meeting.


Clerk-Treasurer Dillon informed council of a deficit in the Non-Construction Wastewater Fund of \$3,041.21. Dillon asked if council would agree to transfer from the Wastewater Operating Fund into the Non-Construction Fund to cover the deficit. John Harshbarger made a motion to transfer the funds, seconded by Bonnie Walker. Motion passed unanimously. Dillon informed council we were approved for treated winter salt in the state buying pool at approximately \$88.95 per ton. She also informed council the cost for the dumpsters to demolish the town community building was around \$2,000.00 and the work was done by town staff in three to four days.

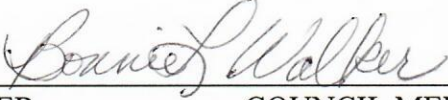
Bonnie Walker made a motion to approve the claims presented, seconded by John Harshbarger. Motion passed unanimously.

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

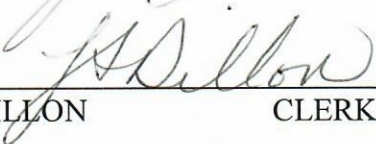
ANDREWS TOWN COUNCIL MINUTES
OF PUBLIC MEETING HELD NOVEMBER 13, 2018

Approved this 26th day of November 2018.

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