

ORDINANCE NO. 2023-1

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF MERIDIAN HILLS,
INDIANA, ALLOWING PRE-APPROVED PAYMENT OF CLAIMS**

WHEREAS, the Town Council of the Town of Meridian Hills, Indiana (the "Town Council"), being the governing body of the Town of Meridian Hills (the "Town"), desires to affirm the pre-approval for payments of claims; and

WHEREAS, pursuant to Indiana Code 36-5-4-12, the Clerk-Treasurer of the Town (the "Clerk-Treasurer") may make claim payments in advance of approval by the Town Council for certain types of expenses; and

WHEREAS, the Town Council has determined to authorize the pre-approval for payments of claims as provided in Indiana Code 36-5-4-12; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MERIDIAN HILLS, INDIANA, THAT:

Section 1. The Clerk-Treasurer of the Town is authorized to make claim payments in advance of council allowance for the following kinds of expenses:

- a) Property or services purchased or leased from the United States government, its agencies, or its political subdivisions;
- b) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced;
- c) Grants of state funds authorized by statute;
- d) Leases or rental agreements;
- e) Maintenance or service agreements;
- f) Licenses or permit fees;
- g) Insurance premiums;
- h) Payroll and all employee funds withheld from his/her pay;
- i) Professional services, including legal, accounting, and engineering;
- j) Federal, State, or County taxes;
- k) Expenses that must be paid because of emergency circumstances;
- l) Expenses described in an ordinance;
- m) Fuel bills;
- n) Any claim that will incur a late charge if its due date falls before a scheduled Town Council meeting.

Section 2. Each payment of expense under this Ordinance must be supported by (A) a fully itemized invoice or bill and (B) certification by the Clerk-Treasurer.

Section 3. The Town Council shall review and allow the claim at its next regular or special meeting following the preapproved payment of the expense.

Section 4. This Ordinance shall be effective upon passage.

Passed and adopted by the Town Council of the Town of Meridian Hills, this 13th day of March, 2023.

By: Walter B. Freihofer
Walter Freihofer, President


By: Colleen M. Field
Colleen Field, Council Member

By: Zach Gordon
Zach Gordon, Council Member

By: Greg Jacoby
Greg Jacoby, Council Member

By: Cole Marr
Cole Marr, Council Member

Attest:

ABSENT
James Rush, Clerk-Treasurer 

**TOWN OF MERIDIAN HILLS
PARK TUDOR CAFETERIA**

**TOWN COUNCIL MEETING AGENDA
JULY 10, 2023**

1.) Call to Order /Pledge of Allegiance

2.) Present:

Walter Freihofer Town Councilor; President
Greg Jacoby – Town Councilor
Colleen Field- Town Councilor
Cole Marr- Town Councilor
Zack Gordon- Town Councilor
Mike Russo, Town Marshal
Lance Stahley, Crossroad Engineers: Town Engineer
Caitlin Muhlenkamp, Crossroad Engineers:
Madalyn Clary, Dentons: Town Attorney
Jim Rush, Clerk Treasurer

3.) RESIDENT FORUM –ATTENDEES WAS REPRESENTATIVE OF THE TOWN’S RESIDENT

A. RESIDENT JOHN DILLAN SPOKE REGARDING THE ACTIVITY AND RISKS AT THE 75TH STREET AND PENNSYLVANIA INTERSECTION. HE SUGGESTED STRONGLY THAT THE TOWN PROACTIVELY DEVELOP A PLAN TO INCREASE THE SCRUTINY OF THAT INTERSECTION. MARSHAL RUSSO WEIGHED IN AS WELL AS THE COUNCILORS. NO FINAL RESOLUTION WAS DETERMINED AT THAT TIME.

4.) Approval of Minutes

A. Approval of March 13, 2023 minutes: Motion: Greg Jacoby, Seconded by Cole Marr., Motion passed 5-0

5.) Approval of Claims and Warrants: Vouchers- \$89,863.65 plus SavATree invoice of \$3,735.00 totaling 93,598.65. Motion by Greg Jacoby, Seconded by Zach Gordon. Approved 5-0

6.) Bank Reconciliations: Bank reconciliations for the February 2023, March 2023, April 2023, and May 2023 were approved. Motion for approval passed 5/0: Colleen Field, seconded by Cole Marr,

6.) POLICE REPORT: REPORT FILED ON LINE.

**A. TOWN MARSHAL RUSSO REPORTED THAT HIS REPORT HAD BEEN PUBLISHED ON LINE.
B. TOWN MARSHAL RUSSO REPORTED THAT, WITH GREAT SADNESS, A FRIEND AND FELLOW POLICE OFFICER, JOHN DURHAM, WHO HAD SERVED FOR 38 YEARS AND WHOSE FAMILY INCLUDING FOUR SONS WERE ACTIVELY IN THE PROFESSION HAD BEEN KILLED IN THE LINE OF DUTY.**

7.) REPORT OF TOWN ATTORNEY:

- A. ATTY CLARY REPORTED THAT THE SPECIALIST IN THE DENTON'S LAW FIRM IS PROVIDING A LEGAL REVIEW OF THE EMPLOYEE HANDBOOK THAT IS CURRENTLY IN PROCESS PRIOR TO A COUNCIL VOTE IN JULY.

8.) REPORT OF TOWN ENGINEER (SEE PROJECT INVENTORY) (REPRESENTING CROSSROAD ENGINEERS WAS LANCE STAHLEY AND CAITLIN MUHLENKAMP)

- A. Updated the Council on the Town's work inventory
- B. Representatives discussed:
 - 1. 2023 Paving Program: A request for approval was included in the Old Business for formal approval.
 - 2. A contract will be finalized with the assistance of the Town's Attorney, Madalyn Clary and Howard Companies to be submitted to INDOT no later than August 8, 2023.
 - 3. Bridge Design:
 - i. Environmental study completed,
 - ii. Subject to property acquisition
 - iii. Right of Way finalization
 - iv. Construction Bid: Estimated to be 12.13.2023
 - v. Construction to begin approximately 4.1.2024
 - 4. President Freihofer recommended taking an inventory of all of the signs in the Town because some are deteriorating from weathering. Engineer Stahley reported that he is researching the Town's signs for later discussion.
 - 5. Decision on begin date for paving project. Fall 2023 vs. Spring 2024. The latter appears to be preferential.
 - 6. INDOT has approved paving project and to fund \$300k+
 - 7. Crossroad Engineers will be submitting Construction Plans and Project Manual that will consist of 90% of proposed project to the Sidewalk Committee next week. (July 14, 2023)
 - 8. Stahley reported that the signs repair on Morningside Drive and Gypsey Hill including a new post will be \$1,400.

9.) Clerk Treasurer Report

- A. CT requested that all Councilors sign the vouchers prior to leaving.
- B. CT Reported that a large tree had been blown down with a storm that occurred June 30, 2023. The tree fell across the street at 7156 N. Pennsylvania St. Cost to have it removed was \$3,735.00. Thanks was offered to SavATree for their work.
- C. Proposed 2024 Budget Adoption Timetable was presented to the Council.
- D. State Board of Accounts: CT provided the results of the Financial Audit and State SBOA Audit. CT and Accountant Higgins answered questions that were rendered regarding the reports.

- E. CT provided a status of the Service Providers approval that were in process. Approval for Crossroad Engineers, SavATree, and Denton's have yet to be approved.
- F. Bank Reconciliations for February 2023, March 2023, April 2023 and May 2023 were offered for review.
- G. Financial Report for 5.31.2023 was submitted for review.
- H. Internet Service Provider: Review and Recommendation will be submitted for discussion and determination at the September 2023 TOMH Council meeting.

10.) PERSONNEL MANUAL: (COLE MARR)

- A. COUNCILOR MARR- EMPLOYEE MANUAL:
 - a. DENTON LEGAL STAFF ARE REVIEWING THE MANUAL FOR THEIR APPROVAL
 - b. ASTRA HAS BEEN PROVIDED A COPY OF THE DOCUMENT FOR THEIR REVIEW AS WELL AND HAS OFFERED SOME ADDITIONAL ITEMS THAT THEY WOULD LIKE TO SEE INCLUDED. IT IS WITH THESE IN MIND, THAT THE DOCUMENT WILL BE ON THE AGENDA FOR SEPTEMBER 2023.

11.) OLD BUSINESS:

- A. **REQUIRED STATE APPROVALS: WITH A MOTION BY GREG JACOBY AND SECOND FROM ZACH GORDON, MOTION PASSES 5/0**
 - a. 2023 INTERNAL CONTROLS
 - b. ADA (AMERICAN DISABILITIES ACT)
 - c. 2023 TITLE IX
 - d. NOTIFICATION FOR NON-DISCRIMINATION UNDER AMERICAN DISABILITIES ACT
- B. **APPROVAL OF HOWARD COMPANIES BID PROPOSAL FOR STREET REPAIR PROJECT: MOTION FOR APPROVAL OFFERED BY GREG JACOBY, SECONDED BY ZACH GORDON. MOTION PASSED 5/0.**

12.) NEW BUSINESS:

- A. **ASTRA INSURANCE POLICY APPROVAL: PREMIUM: \$9194 (2022 - \$8,396). MOTION FOR APPROVAL: ZACH GORDON AND SECONDED BY COLE MARR. MOTION PASSED 5/0**
- B. **ADDITIONAL INVESTMENT ALTERNATIVES: TRUSTINDIANA. AFTER DISCUSSION MOTION FROM ZACH GORDON ANDE SECONDED BY COLE MARR, MOTION PASSES TO INCLUDE TRUSTINDIANA AS AN INVESTMENT OPTION 5/0.**

13.) COMMITTEE REPORTS:

- A. **DEVELOPMENT STANDARDS COMMITTEE: NO NEW REPORT FOR THIS MEETING**
- B. **SIDEWALK COMMITTEE:**
 - a. **COMMENTS BACK BY 8.4.2023**
 - b. **SPECIAL MEETING 8.7.2023 FOR APPROVAL**

12.) OLD BUSINESS:

13.) COMMITTEE REPORTS

A. Development Standards Committee:

- a. Chairman Freihofer discussed the consideration of 6169-6167 N. Meridian Street for variance for 'Front Yard Fence'.
 - i. Presentation by the resident's attorney, David Lucas, for the approval of variance proposed.
 - 1. Parameters approved: Motion by Zach Gordon, seconded by Colleen Field; Passed 3-1 with Cole Marr voting against plan subject to:
 - a. 5-foot fence and barred gate
 - b. Request for planting plan
 - i.

NEXT SCHEDULED MEETING: NOVEMBER 14, 2022

ADJOURNMENT