

The regular meeting of the Kirklin Town Council was held on Monday, January 13, 2025, at 7:00p.m. at Kirklin Town Hall.

The meeting was opened by Melinda Jobe. On the call of the roll, the following Town Council Members were present: Brent Stetler, Jerry Faucett, Melinda Jobe, Walt Minnick and Craig Hudzinski.

Also present were Rodd Hale, Billy Walker, Jay Moore, Brendon Bright, and Tara Walker.

The Pledge of Allegiance and a prayer were led by Melinda Jobe.

ELECTION OF COUNCIL PRESIDENT & VICE PRESIDENT – A motion was made by Brent Stetler to retain Melinda Jobe as Town Council President. The motion was supported by Jerry Faucett and it carried with a unanimous vote. Jerry Faucett made a motion to elect Craig Hudzinski as Town Council Vice President. The motion was supported by Brent Stetler and it carried with a unanimous vote.

MINUTES – Jerry Faucett made a motion to approve the minutes from the year end town council meeting held on Thursday, December 26, 2024 as written. The motion was supported by Walt Minnick and it carried with a unanimous vote.

RESOLUTION #2025-1-1 AUTHORIZING KMS DONATION – A motion was made by Craig Hudzinski to approve signing Resolution #2025-1-1 authorizing the \$5,000.00 donation to Kirklin Main Street. The motion was supported by Walt Minnick and carried with a unanimous vote.

WATER RATE ORDINANCE #2025-1-2 – Melinda Jobe introduced Water Rate Ordinance #2025-1-2 and read it aloud, noting all rate Appendix A's included. She stated that there has not been a water rate increase since 2018 and before that, it had not increased since 2010. The ordinance amendment in 2022 decreased costs due to the Utility Receipts Tax being repealed, as opposed to increasing it. It was noted that proposed Ord. #2025-1-2 will increase water rates 15% for the first year and automatically would increase rates 3% each year for the following next three years, unless another amendment is required during that time. The proposed ordinance would raise the monthly minimum water rate charge, based on 2400 gallons, for a 5/8" or 3/4" meter, from \$29.44 to \$33.86, a difference of \$4.42. Also noted was the deletion of the large user rate. The council discussed that when there is a new business that comes to town, it is common to include a perk such as a tax or municipal incentive, but that they need to have a time limit. The current large user rate was put in place when the distillery requested a lower rate due to their high usage. The new rate ordinance will also increase the meter deposit to \$250.00, the returned check fee to \$25.00, and the reconnection fee to \$50.00. Melinda Jobe made a motion to approve Ord. #2025-1-2 on first reading, including all Appendix A attachments. The motion was supported by Walt Minnick and it carried with a unanimous vote. There will be a public hearing on the matter on Monday, February 10, 2025, at 7:00pm at town hall immediately prior to the regular council meeting. Brent Stetler made a motion to require anyone who wishes to address the council at the public hearing to sign up prior to the start of the hearing and be limited to three (3) minutes. The motion was supported by Craig Hudzinski and it carried with a unanimous vote.

TOWN HALL CLEANING – The town council discussed taking bids for the cleaning of town hall. The town currently has someone who is paid to keep town hall cleaned however Melinda Jobe thinks it would be best if there were expectations in writing so that there was no misunderstanding on what needs to be done each week. The main catalyst for needing this change is the fact that there have been some upgrades to town hall recently and the cleaning maintenance needs to be fully completed each week in order to preserve and protect the upgrades. Melinda Jobe has begun putting some specs together and once finished, the town will take bids from those wishing to be considered. Tara Walker stated that she will put it on the town's Facebook and website as well as put a flyer at the post office and the bank once we are ready to take bids.

SANITARY SEWER REHABILITATION PROJECT – Craig Hudzinski made a motion to approve Commonwealth Engineers Inv #61787 in the amount of \$2426.02. The motion was supported by Walt Minnick and it carried with a unanimous vote. Billy Walker reported that Insituform had begun putting our door hangers informing residents that they will be in their area cleaning and videoing the sanitary sewer lines.

RURAL DEVELOPMENT PLANNING GRANT APPLICATION – Craig Hudzinski made a motion to approve Melinda Jobe to sign the Certificate of Compliance required by Rural

Development to review the town's storm water/water planning grant application. The motion was supported by Brent Stetler and it carried with a unanimous vote.

ENGINE COMPRESSION BRAKES – The council had a discussion regarding the issue of loud engine compression brakes. They decided to wait to see if it continues to be a problem at which time the issue can be re-visited.

309 E JEFFERSON ST – Craig Hudzinski stated that he has spoken to the owners' granddaughter and was told that the family plans on beginning to work on it when the weather warms up. Jay Moore is going to follow up with a letter stating that there will be fines incurred if no progress is made.

CONFLICT OF INTEREST – Melinda Jobe made a motion to accept approve the Conflict of Interest form from Craig Hudzinski for possible work in 2025 for the Town of Kirklin. The motion was supported by Walt Minnick and it carried with a unanimous vote.

PARK – Billy Walker and Tara Walker informed the council that they are starting a program to collect plastic caps and lids to trade for reduced-cost benches for the walking trail. The company that makes the benches (and tables) is called Greentree Plastics. Tara stated that benches cost quite a bit and by starting this program, it helps the town save money in its park budget as well as keeps them out of the landfill which helps the environment. They have already received a large donation from Janet Cline from Michigantown that was left over from the "Lids for Linda" (Barnett) project as well as a donation from Tipton. Billy stated that they will need to be sorted and cleaned prior to trading in and that volunteers will eventually be needed to help with that effort. More details will be put out to the public soon so that the community can be involved.

UTILITY SUPERINTENDENT – Billy Walker provided the Town Council with a written report prior to the meeting.

POLICE DEPARTMENT – Brendon Bright reported that in the month of December they had twenty-two calls for service and seventeen traffic stops of which resulted in three misdemeanor arrests, 6 infraction tickets and 14 warnings. Brendon reported that the laptop in the Ford pickup truck has been having problems. He stated that he has replaced the battery but is not sure if that will rectify the issue. He received a quote for a new Dell laptop in the amount \$1376.67. He asked for the purchase to be approved in advance in case the laptop quits working before the next council meeting and he has to replace it. Melinda Jobe made a motion to approve the purchase of the Dell laptop in the amount of \$1376.67 if the other laptop stops working. The motion was supported by Walt Minnick and it carried with a unanimous vote.

CLERK-TREASURER – Tara Walker provided the following reports to the town council prior to the meeting for month ending December 31, 2024: Revenue, Appropriations, Payroll Allowance Docket; and the Accounts Payable Register ending January 9, 2025. Seeing no questions, the town council signed the Payroll Allowance Docket and the Accounts Payable Register. Melinda Jobe reviewed and signed the bank statements prior to the meeting.

INVOICES – Tara Walker presented invoices that had been received following the creation of the Register of Claims. A motion was made by Melinda Jobe to approve the following invoices: IDEM, Inv. #383347, in the amount of \$1215.00; Dollar General, Inv. #1349594, in the amount of \$39.25; and Jerry Smith (Smith Trash Service), Inv. #5119208, in the amount of \$3040.00. The motion was supported by Jerry Faucett and it carried with a unanimous vote.

LEAK ADJUSTMENT – Jerry Faucett made a motion to approve a leak adjustment for Ileene Harmon in the amount of \$58.50. The motion was supported by Craig Hudzinski and it carried with a unanimous vote. Melinda Jobe stated that she appreciates the way the Clerk-Treasurer breaks down the way that adjustments are manually written out so that they are easy to understand for the council.

ENCUMBRANCE – Tara Walker stated that the council approved an encumbrance at the year-end meeting in December for 2024 Local Road and Bridge funds to be spent in 2025. She stated that while the funds were transferred from MVH to LRB to pay for the current paving project, the encumbrance was done in error and that an additional appropriation for permission to spend the funds in 2025 is needed instead. The additional appropriation hearing is scheduled for the February 10 council meeting.

JERRY FAUCETT – Jerry asked the council for a leak adjustment application approval for a leak that Stephanie Ogden had at one of his rental houses over the weekend and was fixed. Tara stated that another resident had also turned in a leak adjustment form that very same day but was

told that it will be on the February 10 council meeting agenda, what has been the normal process, and that no one has ever had an issue before. Jerry stated that he was just trying to streamline the process to get it done now and not have to wait for the February meeting. Tara explained the process for leak adjustments for many years has been that the customer has a leak, they fix it, it shows up on their bill, they turn in their leak adjustment application prior to a meeting in time for it to be on the agenda, and for the water and sewer adjustment manual calculations to be done. Otherwise, the council has no idea how much they are even approving to be adjusted. The adjustment is then done the next day and the resident is informed. Craig Hudzinski asked how it would work for her and Tara replied that she doesn't care what the council decides, that it is not up to her how the council wishes to approve leak adjustments, but that whatever they decide needs to be applied evenly to all residents on who rules apply to and who they don't. Melinda Jobe tabled it until the next meeting.

Seeing no further business to come before the Town Council, the meeting was adjourned at 9:07 p.m.

Melinda Jobe, Town Council President