

December 21, 2022
TOWN OF AVILLA
AVILLA TOWN COUNCIL
MEETING

108 S. Main St. Avilla, IN 46710

THOSE PRESENT: Phil Puckett, Rita Grocock, Paul Shepherd, Chad Geiger, Tena Woenker, Glen Wills, Seth Tipton, Chris Arnett, Brian Carroll, Melissa Bryant, Brandon Bryant, Jessica Baiyeat, Ann Freeman, Pete Szczepanski, Joe Cochran, Cheryl Cochran.

Town Council President, Phillip Puckett, Jr. called the meeting to order at 6:00 P.M.

Philip Puckett, Jr. Town Council President, moved the Old Business to here from the evening's agenda.

Resolution 736-11-22 Wick Fab, Inc. request for a tax abatement for a Toyota Forklift. The cost of the equipment is \$31,250. Town Attorney, Seth Tipton, read the Findings of Facts. Wick Fab was requesting a 3-year tax abatement on the equipment. Paul Shepherd made a motion to approve the tax abatement for 3 years. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Resolution 737-11-22 Wick Fab, Inc. request for a tax abatement for a Lincoln Cobot Robot Welder. The cost of the equipment is \$98,680. Town Attorney, Seth Tipton, read the Findings of Facts. Wick Fab was requesting a 5-year tax abatement on the equipment. Paul Shepherd made a motion to approve the tax abatement for 5 years. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Resolution 738-11-22 Wick Fab, Inc. request for a tax abatement for a Waterjet Flow Machine. The cost of the equipment is \$24,000. Town Attorney, Seth Tipton, read the Findings of Facts. Wick Fab was requesting a 3-year tax abatement on the equipment. Paul Shepherd made a motion to approve the tax abatement for 3 years. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Claims in the amount of \$923,152.33 were submitted to the council for approval. Paul Shepherd made a motion to approve the claims as submitted. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Paul Shepherd made a motion to accept the minutes of the November 16, 2022, meeting as submitted. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Town Managers Report – was given by Tena Woenker.

Superintendent's Report – Brian Carroll gave his report for the month.

Town Marshalls Report – Glen Wills gave his report for the month.

Glen Wills, Town Marshall, reported to the council that there has been a problem lately with having 24-hour availability for patrol car fuel. Lassus has been closed a lot lately due to a shortage of employees. He explained that he is looking to purchase a fuel tank from Wayne Diehm for \$2500. Glen also checked into the cost of fuel to fill the tank from Schaefer Inc. out of Fort Wayne and they were the cheapest. He did not mention the price of the fuel though.

Paul Shepherd made a motion to approve the purchase of the fuel tank from Wayne Diehm not to exceed \$3000. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Town Marshall, Glen Wills, informed the council that he is moving one of his reserve officers, Matt Brown, from Reserve Officer to Part Time Officer for a temporary assignment.

Glen Wills, Town Marshall, informed the council that full time police officer, Richard Anderson, is retiring as of 12/31/2022. Glen would like to move reserve officer Shane Hurt, from the reserves to full time police officer to replace Mr. Anderson. Shane will also be going to the police academy in the future for training. His salary will be determined in an Executive Session.

Town Marshall, Glen Will, asked the Town Council to allow Officer Anderson to keep is service gun upon retirement. The Town Council agreed to allow him to keep his gun.

Glen Wills, Town Marshall, presented a contract for a part time IT position with the Avilla Police Department from Richard Anderson. The Contract had already expired as of the date of the council meeting. Glen will obtain a new contract from Richard Anderson to bring to the next council meeting for approval.

Fire Chiefs Report – was given by Chad Geiger.

Park Board Report – Park Board President Jessica Balyeat reported to the council that she and Megan Kline have resigned for the Avilla Park Board as of 12/31/2022. Jessica sighted numerous reasons for their resignations, but a couple important ones were, that they thought that the town was going to dedicate some of the new property recently purchased next to the park, to the park for projects they had listed in the park's five-year plan and that never happened. Also, there were not enough funds in their budget to complete the projects they wanted to do. After much discussion, Paul Shepherd made a motion to dedicate 15 acres of land to the park. Philip Puckett, Jr. seconded the motion with the stipulation that the Avilla Freedom Festival has right to entry and use of the 15 acres also.

Vote: Ayes 2 – 1 Absent

Clerk Treasurer Report, Rita Grocock, reported to the council that the Town of Avilla received the 1782 Budget Form back from the state and the entire 2023 budget was approved with no exceptions.

New Business:

Ordinance 1654-12-22 Establishing a Federal Purchasing Policy. This is necessary to spend federal grant funds. Paul Shepherd made a motion to suspend the rules. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Ordinance 1654-12-22 Establishing a Federal Purchasing Policy. This is necessary to spend federal grant funds. Paul Shepherd made a motion to approve on the 1st reading. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 2 – 1 Absent

Ordinance 1654-12-22 Establishing a Federal Purchasing Policy. This is necessary to spend federal grant funds. Paul Shepherd made a motion to approve the ordinance on the 2nd reading. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 2 – 1 Absent

Ordinance 1655-12-22 Establishing Fund # 4501 READI Fund. Paul Shepherd made a motion to suspend the rules. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 2 – Absent 1

Ordinance 1655-12-22 Establishing Fund # 4501 READI Fund. Paul Shepherd made a motion to approve on the 1st reading. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 2 – Absent 1

Ordinance 1655-12-22 Establishing Fund # 4501 READI Fund. Paul Shepherd made a motion to approve the 2nd reading. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 2 – Absent 1

Next item on the agenda was the Legal Service Agreement between the Town of Avilla and Tipton Law Firm for attorney services for the year 2023. Town Council Meetings will be paid \$6173.28 for 2023. Additional legal Services are paid at \$150.00 per hour. Paul Shepherd made a motion to approve the 2023 Legal Service Agreement. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 2 – Absent 1

Resolution 740-12-22 Transfer Funds within Funds for year end was presented to the council. Paul Shepherd made a motion to approve the resolution. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 3 – Absent 1

Resolution 739-12-22 Encumber Funds for year end was presented to the council. Paul Shepherd made a motion to approve the resolution. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 3 – Absent 1

The 2023 Officials Surety Bonds were presented to the council. Paul Shepherd made a motion to approve the 2023 Officials Bonds. Philip Puckett, Jr. seconded the motion.
Vote: Ayes 3 – Absent 1

The final item on the agenda for the evening was to make an appointment with the Region 3A Board of Directors. Philip Puckett, Jr. made a motion to appoint Paul Shepherd to the board for the 2023 year. Paul Shepherd seconded the motion.
Vote: Ayes 3 – Absent 1

Open Discussion:

Resident Pete Szczpanski was present to voice his concern about parking on Vice Blvd. The parking is very limited on one side and some people are parking across the sidewalks because they do not have sufficient space on their driveway to park their vehicles. It was discussed that it was a contractor error when the homes were built there. Nothing was decided at this time.


Town Council President, Philip Puckett, Jr. spoke about employee's timecards not getting filled out correctly. He indicated that anytime you acquire comp time you need to write on your timecard why the overtime was necessary. He said if people continue to neglect filling out their timecards in this manner, they may need to eliminate comp time all together. Another thing Phil Puckett, Jr. brought up was vacation. If you are scheduled for a vacation day, you are to appoint a back-up person to handle your job on your vacation day. That means not checking emails, taking text messages and phone calls, and only

turning in part of your vacation time and getting comp time or overtime for the remainder of that day. Only under extreme situations should you intervene and take the calls or texts. Your back-up person should be able to handle the issues in your absence.

With no further business to conduct for the evening Paul Shepherd made a motion to adjourn at 7:20 P.M. Philip Puckett, Jr. seconded the motion.

Vote: Ayes 3 – Nays 0

AVILLA TOWN COUNCIL


Philip Puckett, Jr., Council President


Paul Shepherd, Council Member


William Krock, Jr., Council Member

ATTEST:


Rita Grocock Clerk -Treasurer