

02-10-2026 Town Council Meeting: Personnel Policy, Cybersecurity Measures, Salary Ordinance, and Infrastructure Updates

Meeting Information

Date: 2026-02-10 6:02 PM
Location: [Town Hall 205 E Walnut Street]
In attendance: Clerk Treasurer Rene'e Collier, Town Marshal Jim Bolen, Council President Pam Brown, Council Members Lee Trippett and Joshua Rinehart, Public Works Superintendent Doug Reed, David Kurth, Ashley White, Pam Hiner and Town Attorney Rebecca Trent

Meeting Notes

- Town Council Meeting Opening
 - Meeting called to order on Tuesday, February 10 at 6:02 PM.
 - Pledge of Allegiance conducted.
 - Adjourned at 6:48 PM.
- Personnel Policy Review and Workshop Scheduling
 - Council members have copies of personnel policy and procedures.
 - Plan to individually review, then hold a public workshop (no public comment) to collaborate on changes and updates.
 - Target completion by March 1.
 - Workshop scheduled for Thursday, February 19 at 5:30 PM; expected duration 1–2 hours.
 - Aim to finalize before March.
- Scoreboard Purchase and Logistics
 - Vendor requires payment before placing order; updated invoice pending.
 - Payment amount: \$4,871; reference invoice #87044; mail to vendor PO Box noted on agenda.
 - Scoreboard specs: red with black border, amber lights; wireless remote control.
 - Turnaround: 4–5 weeks; vendor from Georgia will call ahead.

- Two people needed to unload; not boxed/crated; installation requires new poles and concrete.
- Plan to send check by February 13; CT Rene'e Collier is awaiting invoice from CP Pam Brown via email.
- Cybersecurity Measures and Insurance
 - Cybersecurity voucher information printed for council review.
 - CrowdStrike software to be installed on computers used for sending communications (grant-funded).
 - Indiana Office of Technology (IOT) hosting emails for two users at \$14/month; moving away from HostGator.
 - GoDaddy: approximately \$945 paid; refusing reimbursement due to missed cancellation deadline; service runs until 2029.
 - Epic Insurance (contact: John Parmalee) sent short-form cybersecurity insurance application to obtain a quote.
 - Clarification: front-end protection via voucher/software; back-end coverage via insurance.
 - Several municipalities (e.g., Monticello, Reynolds) reportedly targeted; council aims to stay protected.
- 2026 Salary Ordinance (No. 2026-03) Adoption
 - Title change: Utility Superintendent to Public Works Superintendent.
 - Motor Vehicle Highway (MVH) funding percentages removed from the Public Works employees' salaries. This will lower the cost of our Worker's Comp. insurance.
 - Electric percentage increased to 25% for all Public Works employees.
 - Code Enforcement Officer (CEO) provisions:
 - Job effective May 1–October 31, weather permitting.
 - CEO hours will not be included in the 30 hours/week allotted for Town Marshal and Deputy Marshals.
 - CEO paid up to \$6,000 during this period from General Fund.
 - All Marshals and Code Enforcement Officers paid from General Fund.
 - Clarify wording (CEO vs. "code enforcement office/ceo" typos) and avoid redundancy.
 - Typical CEO workload discussed: roughly 10 hours/week May–October; nuisance laws enforced year-round by police as needed.
 - Budget context:
 - Police payroll increased from \$21,000 to \$27,000 to account for code enforcement. This was done in 2025.

- Utility Clerk percentages will remain unchanged.
 - Percentages from utilities may be revisited next year depending on balances.
 - Ordinance adopted with wording changes noted on second page; vote 3–0. Motion to Approve made by CP Pam Brown and seconded by CM Josh Rinehart.
- Department and Projects Updates
 - Water/Wellhead/CCR: Ken Smith, Town Engineer is working on CCR, water audit, wellhead protection.
 - Legion Building Improvements:
 - Exploring EECBG federal grant for restoration/building upgrades (roof, interior painting, ceiling tiles, floors, walls).
 - Consider ADA-compliant restrooms and town hall interior repairs (paneling/glue failing).
 - Grant may be up to around \$150k (to be confirmed); “Made in USA” requirements apply.
 - Upcoming rentals on the 22nd and 28th; aim to complete electrical work before then.
 - It was brought up that we should apply for Grant Funds to rebuild and pave Walnut Street and sidewalks as these pertain to everyone who resides in Chalmers and anyone with Children who attend Frontier High School.
 - Wastewater Plant Incident and PPE/OSHA
 - Digester thaw caused uneven pressure; material blown out; cleanup required.
 - Need PPE (Tyvek suits, face protection) and an emergency shower at the wastewater plant; update MSDS and OSHA training.
 - Determine utility-specific funding for PPE and shower installation; assess restroom space and plumbing.
 - Legion Electrical Work Status
 - Some work done: GFIs added in hall; two 4-plug outlets on north kitchen wall; new water heater installed.
 - Remaining: new main breaker panel in kitchen; electric along south wall; furnace room breaker face.
 - Concern shared that remaining work may not equal \$6,000; contractor follow-up needed; set deadlines.
 - Ansul kitchen fire suppression: meeting with Corzine Thursday at 10 AM; AAA to send estimate; prior estimate around \$800.
 - Fire extinguishers available from a private source; need to ensure current certifications.

- Streets and Tools
 - Ice/snow melting; no reported street damages; tree trimming in town incomplete; follow-up with Travis from CWREMC.
 - Tool acquisitions ongoing: toolbox, floor jacks, jack stands.
 - Noted 3D crash reconstruction markers on Main Street related to a railroad fatality.
- Property/Easement Issue
 - Dead tree near generator on west side not removed due to property owner objection.
 - Ordinance requires 60 days' notice; property includes town generator placement; legalities previously reviewed; follow-up planned.
- Financial Reports and Claims
 - Fund report with investments provided (through current date).
 - Claims approved: "2-10-26 Bank 1 claims" totaling \$61,808.19; vote 3–0. Motion CP Pam Brown, Second CM Joshua Rinehart
 - Common claims: meter deposit refunds, operator fees, insurance (Epic Insurance Plus), travel expenses, wages, Peerless Midwest annual testing, salt and sand.
- Baker Tilly Engagement
 - Assistance with AFR and cyber-related workload; January and February bills expected.
 - Plan to review engagement and consider approval at the 2/24 meeting.
- IOT/Amazon Card Charge
 - IOT email issue resolved; two IOT emails to be created.
 - Unauthorized Amazon charge (\$14.99) on PWS Doug Reed's card; dispute filed; prior disputes failed due to municipal policies; new cards issued.
- FEMA Winter Storm Reimbursement
 - Working on documentation; road truck repair invoice: \$482.14 for plow-related repairs.
- Parks Meeting
 - Park board meeting scheduled for Tuesday the 17th at 5:30 PM at the splash pad facility.

Meeting Adjournment:

Motion to adjourn Meeting made by CP Pam Brown with the second coming from CM Josh Rinehart. Motion approved 3-0. Meeting adjourned at 6:45pm.

Next Arrangements

- Personnel policy workshop: Thursday, February 19 at 5:30 PM (public, no comments); individual reviews completed beforehand; target completion by March 1
- Scoreboard payment: send \$4,871 by February 13 referencing invoice #87044; confirm vendor PO Box and updated invoice; receive and distribute invoice via email
- Scoreboard logistics: arrange two people to unload; prepare site (new poles, concrete); coordinate delivery call; 4–5 week turnaround
- Wastewater safety: procure and install PPE (Tyvek suits, face protection); assess and plan emergency shower installation; update MSDS and OSHA training; confirm utility-specific funding
- Legion electrical: contact contractor; set deadline to finish kitchen main breaker panel, south wall electric, and furnace room breaker face before rentals on the 22nd and 28th; verify scope aligns with \$6,000
- Fire safety: meet Corzine Thursday at 10 AM on Ansul system; review AAA estimate (prior approx. \$800); verify fire extinguishers' certifications before use
- Streets/trees: follow up with Travis REC on incomplete tree trimming; document hours
- EECBG grant: Ken to research scope, eligibility, match, and applicability to Legion/Town Hall/streets; confirm "Made in USA" requirements; potential up to ~\$150k
- Baker Tilly: review engagement and prepare for vote on 2/24; anticipate January and February bills
- FEMA reimbursement: complete winter storm package, including employee pay documentation; include road truck repair invoice (\$482.14)
- IOT/email hosting: create two IOT email accounts; finalize transition from HostGator; note 14/month/user; reconcile GoDaddy service (paid 945; runs until 2029; no reimbursement)
- Parks: attend park board meeting Tuesday the 17th at 5:30 PM at splash pad facility
- Property/easement: proceed with 60-day notice and legal follow-up for dead tree removal near generator; confirm town's placement rights

