

The Regular Meeting of the Kirklin Town Council was held on Monday, December 11, 2023, at 7:00 p.m. at Kirklin Town Hall.

On the Call of the Roll the following Council Members were found to be present: Jennifer Bowman, Jerry Faucett, Melinda Jobe, Walt Minnick, and Brent Stetler.

Also present were: Brendon Bright, Chris Salaba, Bob Salaba, Billy Walker, Tara Walker, Jay Hawley, Craig Hudzinski, Tina Hudzinski, Katy Smith, Steve Brock, Jay Moore, Maureen Hayden and Mary King.

**MEETING CALL TO ORDER** – The meeting was called to order by Melinda Jobe and she led with the Pledge of Allegiance and a prayer.

**MINUTES** – Seeing no additions or corrections, the Minutes were approved as written.

**RESOLUTION #2023-12-3 HONORING THE SERVICE OF CLERK-TREASURER** – Melinda Jobe read Resolution #2023-12-3 out loud to honor outgoing Clerk-Treasurer Mary King for her service to the community for the past 33 years. A motion was made by Walt Minnick to approve Resolution #2023-12-3. The motion was supported by Brent Stetler and carried with a unanimous vote. The Clerk-Treasurer was surprised with the announcement that a Retirement Open House will be held at Booker's Bar & Grill on January 7<sup>th</sup> at 3:00 pm. Mary King expressed her surprise and extreme gratitude at being honored.

**DEPUTY MARSHAL HIRE** – Brendon Bright introduced Chris Salaba to the Town Council and explained that he would like to bring him on as a Deputy for the Town of Kirklin. Chris Salaba spoke to the Council and explained his professional background and the experience he has. His experience includes his current job as a Lieutenant with the Frankfort City Police as well as being a former Deputy for the Clinton County Sheriff. Chris also spoke about his family. A motion was made by Walt Minnick to approve hiring Chris Salaba as a Deputy Marshal for the Town of Kirklin. The motion was supported by Jerry Faucett and carried with a unanimous vote.

**WASTEWATER PROJECT RESOLUTION # 2023-12-1** – The Town Council discussed the quotes that were received for the Sanitary Sewer Cleaning & CCTV Inspection project. Katy reminded the Council that the quotes do not include any heavy cleaning that might need to be done. Billy Walker noted that the town would need to approve any extra work that might need done prior to the work actually being completed. Jay Moore noted that he had reached out to Tom Pitman (Bond Counsel) concerning the cost of the project having been estimated to be less than 100K. He said that Tom had not gotten back to him yet. Jay thinks that we will remain in compliance with federal guidelines if we choose the base bid and an alternate to keep the project close to the 100K mark. The Council discussed the three alternate add-on options. Billy Walker's recommendation was to choose the base bid and include alternate #3. A motion was made by Brent Stetler to approve the adoption of Resolution #2023-12-1 choosing the Fluid Waste Services quote in the amount of - \$73,874.75 for the base bid and alternate #3 in the amount of \$28,658.50, for a total of \$102,533.25. The motion was supported by Walt Minnick and carried with a unanimous vote.

**RATE STUDY RESOLUTION #2023-12-2 & SEWER RATE ORDINANCE #2023-12-6 INTRODUCTION** - Steve Brock, Rate Consultant from Therber & Brock handed out a report titled December 2023 Status and Recommendations. He went through each item with the Town Council. The report gave recommendations for moving forward with a smaller project, coming in with a second larger project, and funding the current cash flow shortages in the sewer fund. Steve noted that the last rate increase was in 2022. Steve Brock has done a Rate Study to address the immediate cash flow needs that need immediate resolution. Steve Brock recommended that the Town Council introduce an ordinance to raise rates in the sewer fund by 10%. Billy Walker also feels that the current tap fees are too low and need to be raised to \$1,500.00 in the new ordinance. Steve Brock noted that based on our current sewer operating balance, we are technically out of

compliance with our SRF Bond Ordinance because our operating balance is too low. Since the SRF is the best option for funding this new project, we want to get back into compliance as soon as possible. Steve Brock also recommends using some of the Stormwater Utility funds to pay salaries. Mary King expressed concern that those funds had taken time to build up and that one stormwater project could use up much of those funds. Steve suggested using \$10,000.00 per year for wages. Steve recommended that the Council introduce a Rate Ordinance Amendment at this meeting and stated that there would also need to be additional rate increases in 2024 & 2025 to fund the wastewater projects. Maureen Hayden asked that Steve speak to the funding option chances. Steve expects the interest rate to be lower next year and that there could also be an increase in funding as well. He still feels like our best option will be the SRF traditional program, followed by the SRF pool program. The third option would be the Kentucky pool program. The fourth option would be Rural Development, providing RD receives additional funding. The fifth option would be to go out for a loan on the open market which would have the highest interest rate. Maureen reminded the Council that we need to keep moving forward with the full sewer project to keep IDEM satisfied. Jay Moore also brought up the fact that we need to move forward with sending violation letters to town property owners that have illegal connections to the sewer system. Katy Smith brought a copy of the binder that has each property address and the violation listed, including photographs. Some violations are as simple as replacing a clean-out cap, while others may need a little more time to comply due to the expense of making the correction. Steve Brock will send information about the RD504 Low Income Assistance Program which may help property owners with funds to bring their property in to compliance. A motion was made by Walt Minnick to approve Resolution #2023-12-2 authorizing the preparation of sewer rate studies and inserting the amounts of 1.5 million and 4.7 million as the size of the projects. The motion was supported by Brent Stetler and carried with a unanimous vote. Brent Stetler made a motion to approve the payment of invoice #57830 in the amount of \$2,500.00 to Commonwealth Engineers for bidding Sanitary Sewer CCTV. The motion was supported by Jerry Faucett and carried with a unanimous vote. **SEWAGE WORKS RATE INCREASE** – Steve Brock has prepared an ordinance that addresses the immediate need for a rate increase in the sewer fund. Jay Moore read Ordinance #2023-12-6 Amending the Rates and Charges Relating to the Sewage Works of the Town of Kirklin. There was discussion concerning the sewer tap fee needing to be raised. The tap fee of \$1,500.00 was added to Ordinance #2023-12-6. A motion was made by Brent Stetler to pass Ordinance #2023-12-6 Amending the Rates and Charges Relating to the Sewage Works of the Town of Kirklin on first reading. The motion was supported by Walt Minnick and carried with a unanimous vote.

**GRANT ADMINISTRATOR** – Melinda Jobe explained to the Council that we would need to go through the formal steps to hire a Grant Administrator for the OCRA grant. The town has advertised, and proposals are due by December 21<sup>st</sup>. Mary King explained that the proposals would need to be opened and scored and that the award will be made at the regular meeting on January 8<sup>th</sup>.

**PARK BOARD** – Jay Hawley was in attendance to give a report for the Park Board. The Park Board still does not have estimates for the repair of the lock on one of the restroom doors. He reported that they have purchased two new park benches, but they have not been installed yet.

**UTILITY SUPERINTENDENT** – Billy Walker provided the Town Council with a written report. A motion was made by Brent Stetler to approve invoice #558062 in the amount of \$1,500.00 from Craig Hudzinski for operating the backhoe to repair the water main break and helping through the night while Billy was away for training. The motion was supported by Jerry Faucett and carried with a unanimous vote.

**CLERK-TREASURER** – The following reports were provided to the Town Council prior to the meeting for month ending November 30, 2023: Fund with Monthly Bank Statement of Reconciled Accounts, Revenue, Appropriations, Register of Claims, Adjustment Register, and Payroll Allowance Docket. There were no

questions concerning the reports. The Town Council signed the Register of Claims, Adjustment Register, and Payroll Allowance Docket. Melinda Jobe reviewed the bank statements and signed the Monthly Statement of Reconciled Accounts.

**BANK AUTHORIZATION** – A motion was made by Brent Stetler to remove outgoing Clerk-Treasurer, Mary King as signatory for all accounts and the safety deposit box at the Farmers Bank effective December 31, 2023, and to add Tara Walker, incoming Clerk-Treasurer to all accounts effective January 1, 2024. The motion was supported by Jerry Faucett and carried with a unanimous vote.

**2024 SALARY ORDINANCE & 2023 SALARY ORDINANCE AMENDMENT** – After review and discussion, a motion was made by Brent Stetler to adopt the 2024 Salary Ordinance #2023-12-3. The motion was supported by Jerry Faucett and carried with a unanimous vote. A motion was made by Brent Stetler to adopt Ordinance #2023-12-4 amending the 2023 Salary Ordinance. The motion was supported by Jerry Faucett and carried with a unanimous vote.

**EMPLOYEE HEALTH INSURANCE** – Mary King pointed out an issue with the employee health insurance policy which did not have a provision for having two employees working for the town who are both eligible for town paid health insurance. The only options listed for employee paid portions are as follows: employee only, employee and spouse, and employee and family. The Town Council took the issue under advisement but did not have an immediate solution. Mary King reminded the Council that even though no changes were being made to the policy at this time, the Council could make changes in the future.

**SIDEWALK ENHANCEMENT CLEARING FUND ORDINANCE #2023-12-5** – A motion was made by Brent Stetler to adopt Ordinance #2023-12-5 establishing a Sidewalk Enhancement Clearing Fund #2023-12-5. The motion was supported by Jerry Faucett and carried with a unanimous vote.

**YEAR-END MEETING** – A year-end meeting was scheduled for Wednesday, December 27, 2023, at 2:00 p.m.

**TOWN COUNCIL** – Town Council Member Elect, Craig Hudzinski asked why the poles in the downtown area do not have power and decorations for Christmas. Billy Walker said that the warranty on the light poles in the downtown has expired so we can now hang certain things from the light poles. It was also explained that the size of the original light poles had to be reduced to stay within the budget of the downtown project. Walt Minnick brought a request from the American Legion. They would like to purchase and hang banners with photos of veterans. They understand they may not be able to hang them in the downtown area, due to size restrictions, but would like permission to hang them on the wooden light poles on Main Street. The Town Council agreed to move forward with the project but would like additional information when they have more details.

Seeing no further business to come before the Town Council, the meeting was adjourned at 9:21 p.m.

---

Melinda Jobe, Town Council President