

**Minutes
Long Beach Town Council
Town Hall
Long Beach, Indiana
January 9, 2012**

Following the Pledge of Allegiance, the meeting was called to order at 7:00 P.M. by Robert Angelo. The following Council members were present: Robert Angelo, Peter Byvoets, Patrick McDonald, Jane Neulieb and Robert Schaefer.

Also present were Fire Chief Dave Albers, Police Chief Sulkowski, Street Superintendent Tom Dolph, and Attorney Jeff Thorne. Approximately 35-40 residents were in attendance.

Clerk/Treasurer Bill deFuniak administered the Oath of Office to the Town Council members, as this was the first meeting of the new term for all elected officials.

Election of New Council President – Robert Angelo stated that at this time a President is appointed for the year and opened nominations. Robert Angelo nominated Robert Schaefer. The motion was seconded by Patrick McDonald. Jane Neulieb nominated Peter Byvoets for President. The Council then voted to appoint Robert Schaefer President of the Council for 2012, votes, aye 4, nay 1. (A roll-call vote was not taken.) Mr. Schaefer accepted the position.

Approval of Minutes – The Minutes of December 12, 2011 were approved by unanimous vote. The Minutes of the Special Meeting held on December 28, 2011 were approved with the following clarifications – Mr. Angelo noted that at the Special Meeting on December 28, 2011, the Council approved a three (3%) percent increase in for full-time employees and a .25 cent per hour increase in part-time employees.

Police Department Report – Chief Sulkowski delivered a report for the month of December, 2011. A copy of the report is attached hereto as Exhibit “A” and made a part of these Minutes.

Police Commission Report – Robert Schaefer reported that the Police Commission met on January 4, 2012. At that time, the Commission discussed the replacement of one of the police cars. Mr. Schaefer indicated that he will look into a Federal program that assists in replacing vehicles with more fuel-efficient vehicles and may help keep the cost down. No action was recommended by the Police Commission at this time. The next Police Commission Meeting is scheduled for February 1, 2012 at 8:30 A.M.

Volunteer Fire Department Report – Chief Albers delivered a report for the month of December, 2011 as well as a total year-end report for 2011. A copy of the report is attached hereto as Exhibit “B” and made a part of these Minutes.

Chief Albers also read several letters that he received from residents regarding the Volunteer Fire Department and the “We Care” Program. Chief Albers noted that this program is available to residents

who for one reason or another, need assistance. He indicated that residents can call the Fire Department or “911” for any type of emergency.

Chief Albers also stated that a Fire Department Workshop will take place on January 30, 2012 at 7:00 P.M. at the Fire House. At that time, the residents are invited to attend and Dave Albers will be available to answer questions regarding the Fire Department. The Council members were invited to attend as guests, not as participants, so it would not violate the Open Meetings Act.

Fire Commission Report – No Report at this time.

Street Department Report - Tom Dolph stated that he and the members of the Water Dept. have been working at the Community Center on various projects. Also, he has been clearing drains, and patching potholes. The street sweeper was needed to remove sand from Lake Shore Drive, as well as work on routine maintenance on the equipment.

Park Board – No Report at this time.

Community Center Report – Patrick McDonald reported that there was a mechanical problem to report that he will bring up under “New Business”.

Water Board Report – Robert Schaefer stated that the Water Board met on December 19, 2011. The computerized metering is now in place throughout the Town and it now takes approximately 1 hour to read the approximately 1,100 water meters in Long Beach.

The Water Department will be keeping its financial records and accounting separate from the Town. The next Water Board meeting is scheduled for January 23, 2012 at 9:00 A.M.

Clerk/Treasurer Building Permit Report – Mr. deFuniak reported that four (4) building permits were issued with a total cost of \$17,200 and one (1) electrical permit was issued.

Expenditures in the amount of \$18,000.00 were presented for approval and Mr. deFuniak indicated that the amount represents mostly insurance and tax payments.

Motion to approve all reports as presented was approved by a unanimous vote of all present.

Old Business – No New Business to report at this time.

New Business - Peter Byvoets had several items to bring before the Council as follows:

Financial Reporting Process – Mr. Byvoets commented that effective governing requires a clear understanding of the Town’s finances for many reasons. i.e. monthly expense control, budget preparation, accurate reporting to State and local entities, receive fair share of tax levies and other distributions, preparation of capital development plans (fire truck, fire station, community center roof, Stop 24 project),

Cash management, access to public financial markets if required, and resource allocation for grant acquisition.

Full discussion followed and the following motion was made by Mr. Byvoets:

Motion to create a comprehensive monthly financial report package for presentation at monthly meetings of the Town Council; develop a financial calendar of governmental reporting dates; create a 3 year financial plan including a capital development plan; a cash flow projection in consideration of LaPorte County tax issues and a contingency plan for access to capital/municipal markets. To review and acquire as necessary the appropriate CIVIC Systems financial reporting modules/tools and installation of same. To acquire the services of neighboring Town Clerk for 2 days. To develop documentation and calendars.

The motion was seconded by Jane Neulieb.

Discussion followed. Robert Angelo stated that the new Clerk Treasurer may need time to get acquainted with the financial process of the Town and indicated that Mr. deFuniak was going to attend a seminar for Clerk/Treasurer's in Indianapolis that may address some of these issues and it may be to early to proceed along these lines and may need to be delayed until next month.

It was noted that an estimated cost would be approx \$1,500 for the modules for the CIVIC program. Mr. Byvoets noted that certain reports are due by the end of February and further noted that the Town Council has not been receiving monthly financial reports and that the only monthly financial report available was the Water Board Budget.

Mr. deFuniak noted that Long Beach is the only Town in Indiana to be on the CIVIC program, which is headquartered in Madison, Wisconsin. Most other towns use the Keystone Program.

It was noted that an amount of approx. \$3,000 may need to be required to get the staff up to date and acquainted with the program.

It was questioned as to whether or not the Town should go back to using the Keystone program rather than continue with CIVIC. Discussion followed and it was noted that, for now, we need to understand our finances before we switch to another program. At the present time we need to just get the basic reports completed on a monthly basis. In particular, the report that is due by the end of February.

Following full discussion between the Council members Mr. Schaefer asked for a vote on the motion. Aye 2, Nay 3. Motion Denied.

Discussion followed regarding allocating \$4,000 to the Clerk Treasurer to update the financial system in the town. A motion was made to allocate \$4,000 to upgrade the financial system and get the

Clerk Treasurer and employees trained on the system. The Motion carried by unanimous vote of all present.

Jane Neulieb stated that the following requests were not out of the ordinary requests in the course of town government and should be incorporated as soon as possible. Those requests consist of the following:

- a. Preparation of a comprehensive monthly financial report package for presentation at monthly meetings of the Town Council;
- b. Development of a financial calendar of governmental reporting dates;
- c. A Three (3) year financial plan including a capital development plan; and
- d. A cash flow projection in consideration of LaPorte County tax issues and a contingency plan for access to capital/municipal markets.

Mr. Byvoets also recommended that the Budget and Finance Committee be reinstated and take a more active role in the Town. Mr. Schaefer indicated that he will be working on assigning appointments to the various Town Committees.

Mr. Schaefer called for a vote on the Motion as follows: Aye 4, Nay 1. Motion carried.
(The vote was not a roll call vote.)

Comprehensive Plan – Mr. Byvoets noted that the Comprehensive Plan of Long Beach needs to be updated and expanded to include objectives for future development; policy for land usage; and policy for maintenance of public ways, places, structures and utilities.

Full discussion followed regarding the need for a more comprehensive plan and a motion was recommended as follows:

Motion to create a task force of three (3) residents to review all Ordinances, Zoning Regulations and to ensure that they adhere to the Comprehensive Plan and to authorize a survey in an amount not to exceed \$600.00.

The Motion was seconded by Jane Neulieb.

Discussion followed and it was noted that the 3 person committee would report to the Plan Commission and that the committee could meet with a group that Mr. Schaefer recommended who can provide further information and assistance in developing a Comprehensive Plan.

The motion was approved with the exception of the \$600.00 for the resident survey. Motion was approved by all present.

Mr. Byvoets recommend the following motion with regard to getting a website for the Town:

MOTION to create a new Town website to facilitate improved/timely information sharing and dialogue regarding matters of town government, local activities, planned initiatives and items of community interest. To authorize payment for the site development up to \$1,000 and a monthly hosting charge of up to \$55.00.

The Motion was seconded by Jane Neulieb.

Discussion followed regarding financing the website and it was noted that no money is available. It was noted that a sponsor should be solicited to underwrite the start up cost of \$1,000. Mr. Angelo also requested that the server for the Town Website be separate from the Town server.

It was noted that the server would be off site and not at the Town Hall. Volunteer student involvement was discussed but not recommended at this time.

The cost to the town would be approximately \$55.00 monthly for monitoring, and hosting the website. The site supervision would be performed by specific individuals. Jane stated that this is something that all towns have and will save us money in the long run because people will have access to Ordinances, etc. and it should be set up by a professional. Mr. Schaefer indicated that he is in favor of the website but is unsure about the March 1, 2012 timeline. Jane Neulieb indicated that \$800.00 is available under Newsletters in the Budget; however, Mr. Angelo said that there is no money coming in at this time.

From the floor, Kathleen Geraghty, volunteered to sponsor the initial start up cost of \$1,000.00. Ms. Geraghty was thanked by the Council members as well as the residents at the meeting for her contribution.

The Motion to proceed with the new town website and appropriate \$55.00 a month for its administration was approved by a unanimous vote of all present.

Mr. Byvoets inquired what type of financial analysis was performed prior to the meeting on December 28, 2011 when the Town approved pay raises and overtime in the amount of approximately \$50,000 to \$70,000 and the Town can not find \$1,000 to start a website for the Town. He indicated that this illustrates his request for consistence in financial matters of the Town.

Basketball hoop near 2701 Floral Trail. It was noted that the basketball hoop is in the town right-of-way and creates a hazard and should be removed. The Council concurred and noted that there is another basketball hoop at 2822 Elbridge Way that is also in the town right-of-way and the snow removal equipment runs into it. Attorney Thorne recommended that a letter be sent to both of the residents asking the homeowner to remove the basketball hoops from the right-of-way. Mr. deFuniak indicated that he will write the letters. Motion made and approved by all present.

Community Center Repair – Mr. McDonald stated that a compressor, line element for one of the heating units broke at the Community Center. Cost to replace the unit is \$2,100.00. A motion to fix the

heating unit for an amount of \$2,100.00 at the Community Center was made and seconded. The Motion was approved by all present at the meeting.

Mr. deFuniak indicated that one of the renters at the Community Center paid their rent for the entire year and that another tenant paid rent in advance for six months.

From the Floor:

Debbie Steele Semla asked what happened to the Historical Room at the Community Center. It was noted that the Historical Room has been moved to another location in the Community Center. Mrs. Semla also volunteered to keep the Historical Room up and running.

Jim Neulieb requested clarity on the vote for the Comprehensive Plan. It was noted that the proposal for the Comprehensive Plan was approved with the exception of the \$600.00 for the survey. Mr. Neulieb also questioned where the funds would be coming from to repair the Community Center heating system. Mr. McDonald indicated that the money would come from the Community Center Fund.

Jim Neulieb also noted that in his opinion, some members of the Council demonstrate an insensitivity to females who speak at meetings. Mr. Schaefer indicated that Ms. Neulieb's opinion was noted.

Sean Kaczmarek gave an update on Moon Valley. Mr. Kaczmarek indicated that a taskforce has been formed to research the Green Space Program and the Lotto Program. Sean asked to meet with the Council to review the progress and what it could mean for Long Beach.

Jane Neulieb thanked the residents for attending the meeting and asked residents to email her with any ideas or concerns. She also stated that the census reports that the average citizen in Long Beach Indiana is a 50+ year old Female and requested Mr. Schaefer to remember that when recommending appointments to the various Committees.

Mr. deFuniak requested approval of claims in the amount of \$62,000.00. A motion to approve the claims report was made, seconded and approved by a unanimous vote of all present.

With no further business to come before the Council, the meeting was adjourned at 9:00 P.M.

Respectfully submitted,

By: _____
William deFuniak, Clerk Treasurer