

## **COUNCIL MEETING**

### **March 11, 2013**

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The regular meeting of Mayor and Council was held on the above date with Council members Dias, DeBenedictis, Lightcap and Letterman present with Mayor Horn presiding. Recording Secretary Melissa Knight, Town Foreman Hurlock, Les Pruitt, William Carrow, Cordell Carr, Russell & Timothy Johnson, Cara Gomez, Al Hill, Sandy & Neal Dukes, Chris Letterman, Philip Bishop, Bob Bishop, Carl Hutson, Shawn Rau, and Jenn Dailey were also in attendance.

#### **1. Approve Minutes:**

*Council Meeting 2/11/13 – motion made by Mr. Letterman seconded by Mr. Dias to approve the Council Meeting as presented. Motion carried unanimously.*

*Electric Committee Meeting 02/11/13 – motion made by Mr. Letterman seconded by Mr. Dias to approve the Electric Committee Meeting as presented. Motion carried unanimously.*

*Police Committee Meeting 02/20/13 – motion made by Mr. Letterman seconded by Mr. Dias to approve the Police Committee Meeting as presented. Motion carried unanimously.*

#### **2. Treasurer's Report:**

*Motion made by Mr. Dias seconded by Ms. DeBenedictis to approve the Treasurer's Report as presented. Motion carried unanimously.*

#### **3. Communications:**

- Ms. DeBenedictis read communications (see attached)

#### **4. Inspections/Enforcement:**

- Mr. Hurlock – stated home improvements permits 10, new home permits 4, contractor licenses 32, and business licenses 18.

#### **5. Electric:**

- Mr. Hurlock – The electric was out for about 30 minutes for a blown fuse. The 4KU upgrade had an error on the billing and has been corrected. Line losses - is the difference when the Town of Clayton and DP&L read meters. The Town of Clayton reads meters 2 to 3 days before the end of month and DP&L read meters on the last day of the month even if it's on Saturday.

#### **6. Water & Sewer:**

- The Town of Clayton had a 12" water main leak on School Lane. The sleeve on the main was defective and was repaired. The water tower #2 was drained and the automatic controls didn't work. The controls will be installed at #3.

**7. DEMEC:**

- Ms. DeBenedictis – The DEMEC meeting was cancelled due to auditors and employees out.

**8. Planning & Zoning:**

- The engineer has not signed Ovarions or recorded them with the Recorder of Deeds office.

**9. Unfinished Business:**

- 2nd reading – update Town Ordinance to match Electric Ordinance (see attached)

*Motion made by Ms. DeBenedictis to approve the Town Ordinance to match Electric Ordinance seconded by Mr. Lightcap. Motion carried unanimously.*

- Yard Sale Date – The fall yard sale will be held on September 21<sup>st</sup>.

**10. New Business:**

- Implement Retention Policy – Melissa spoke regarding implementing a Retention Policy for the Town of Clayton. This will give the front office guidelines to retain office documentation and how to discard of them after the retention period has passed. (See attached)

*Motion made by Ms. DeBenedictis to approve the Retention Policy seconded by Mr. Dias. Motion carried unanimously.*

- Police Contract – (see attached )

*Motion made by Mr. Dias to approve the Police Contract seconded by Mr. Lightcap. Motion carried unanimously.*

- Pratt Insurance to discuss Policy – (See attached)

**11. Public Forum:**

- Mr. Carr – spoke in reference to the lots being cut and would like to know who cut them. Mr. Hurlock said the Town Crew did.
- Mr. Brown – spoke about the roads in the Huntington Mills. When will the Town of Clayton pave the roads in the development? Mr. Brown was advised that he would need to fill out a Request to be put on the Council Meeting Agenda form.

**12. Adjournment:**

*Motion made by Mr. Dias and seconded by Mr. Lightcap to adjourn. Motion carried unanimously.*

Recording Secretary,

Melissa Knight