

**Camden Town Council Meeting
November 20, 2014**

The regular meeting of the Camden Town Council was called to order at 7:00 p.m. by Council President, Jeff Sieber. Present were Members Kandance Funk and Richard Fite, attorney Anne Briggs, Clerk-Treasurer Pat Casserly, and six guests.

Motions to approve minutes from the October 16th meeting was made by Mr. Fite, seconded by Mr. Sieber. The claims from October and November were reviewed by the Council and the Docket and Claims Allowance were approved by a motion from Mr. Fite, seconded by Ms. Funk.

New Business

1. By a motion from Ms. Funk, seconded by Mr. Fite, the Council approved the rezoning request submitted by Van and Diana Kauffman for property located at 610 E. Main Street from U-1 (Urban Residential) to B-1 (General Business) as was submitted to the Area Plan Commission. Phillip Snoeberger, Camden's representative to Area Plan, noted the Commission approved the change as long as parking arrangements could be worked out. Mr. Kauffman stated he has arranged to have parking across the street on Brain Jones's lot and on the rail right-of-way. In order to maintain the B-1 classification, the business must open within six months.

2. Sam Zook, Perfective Web Design, reviewed the additions and changes made to the town's web page. The original web page, activated in 2006, was given a fresh, cleaner look along with several new tabs: new resident information, transparency in local government and the Camden-Flora Rail Commission. Other areas were expanded with additional information and links. A review of the "hits" to the site showed several people of taken advantage of the page.

3. The Council declined a contract from Keystone Software Systems to store records offsite as part of a disaster recovery program. The Clerk-Treasurer noted data is backed up daily and flash-drives are taken home each evening. Additional backups are stored in the safety deposit box at the bank.

4. The 2014 year-end meeting will be held December 29th, 4:00, at the town office.

5. The Consulting Proposal submitted by HR Unlimited to review and update the employee manual at a cost of \$3,500 was approved by the Council following a motion from Ms. Funk. The review will start in 2014 and be complete in 2015.

6. The Clerk-Treasurer informed the Council of the need to change the timing to shut people off for non-payment of utility services. Currently shut-offs are done on the 20th of the month the bills are due. The change will allow shut-offs to take place 30 days after the due date which is on or about the tenth of the month. The change will take place starting in January 2015 after local ordinances have been reviewed and amended. The Clerk-Treasurer asked to have the ordinance allowing customers to carry over have their bill to the following month be repealed and no carry over be allowed. Motion to proceed with these changes was made by Ms. Funk and seconded by Mr. Sieber. Final action will take place at the December meeting.

7. Diane Wertz, Camden's representative to the Library Board, submitted a written report on the Library Board's activities. Among other items reported, she informed the Council of the successful summer reading program, Carroll County on the Same Page activities, grants received and maintenance improvements to the building. It was noted the Library will take part in the *Camden Country Christmas* on November 29th with a movie, crafts, story time and snacks.

8. Mrs. Briggs was given information on changes in state statues regarding golf carts and other vehicles on town streets. She will review the information and inform the Council if any changes to the ordinance is necessary.

Old Business

1. Key Research and Analysis has completed the income survey and reported the result to be 67.1% of the household and 63.43% of the persons in Camden are below the low-moderate income threshold. Allowing for a 5% variance, the target area would be 62.1% and 72.1% which means Camden meets the eligibility requirements set by OCRA and is eligible to apply for federal grants.

2. The Preservation Society's *Camden Country Christmas* will be held November 29th from 10:00 am until 7:00 pm when the town's Christmas tree will be decorated and lit. Churches and organizations have been very responsive to the program. Seventeen booths will be set up in the Community Building for crafts and other items. The proceeds from the soup supper will be used for the Baptist Church Food Pantry.

3. The well-head protection plan is complete. Ken Smith, Municipal Civil Corp., will meet with Mr. Snavelly next week to go over the plan.

4. A letter of intent will be sent on applying for a planning grant for the storm water.

5. Mr. Snavelly reported the chlorine change-over permit was issued and work will start after the holidays. He expects for most of the work to be done in-house.

Misc.

The Town Office will be closed November 27th for Thanksgiving.

Carroll County Food Baskets will be filled and distributed at the Community Building December 7 - 13.

Camden was awarded the Community Enhancement Award by the Carroll County Chamber for the new street lights.

Water is shut off to the Scout Barn for the winter due to line problems.

The town Christmas tree will put up Friday.

The meeting adjourned at 8:00.

Camden Town Council

Jeff Sieber, President

Richard Fite

ATTEST:

P. A. Casserly
Clerk-Treasurer

Kandance Funk