

Administration Report: February, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Completed 2013 Goal Setting/Performance meetings with Town management staff.
- Met with Councilors Papa and Mundy to conduct Town Manager 2013 Goal Setting.
- Met with Planning Director DeLong and Jeff Butz of Landscapes Unlimited to continue to discuss the design of his business relocation.
- Met with Councilors Mundy and Hopper, Planning and Economic Development Director DeLong, Wastewater Superintendent Mackey, Attorney Steve Sherman, and representatives of HSE to discuss options for the provisional CTA for former Union Township.
- Conference call with Linda Cooley of Krieg DeVault, Wastewater Superintendent Mackey, and HR Sue Jones to discuss personal issues.
- Met with Plan Commission members Jones and Mitchell, Planning and Economic Development Director DeLong and representatives of Harris, FLP to review architectural renderings of the South Main Street/Bub's Burgers project.
- Attended several meeting to discuss the potential DOW transaction.
- Met with Jake Speer of the Hussey/Mayfield Library to discuss the proposed Eastern Worth Township Annexation.
- Began orientation work with new Town Attorney Kim Blanchet of Barnes & Thornburg.
- Worked with Attorney Andy Buroker on legal transition work items.
- Attended Road Impact Fee Committee meeting.
- Discussed possible payoff of former Shell lot (Town Parking lot) with Councilors Mundy and Papa and Clerk-treasurer Yeo.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Plan Commission Regular Meeting
- Redevelopment Commission Regular Meeting
- Economic Development Commission Regular Meeting

Sue Jones/HR

- Processed: 8 Special Events; 8 Community Room Use Requests
- Completed the IACT (Indiana Association of Cities & Towns) Salary Survey for 2013. Info sent to IACT.
- Worked with IT Dept to place updated *Special Event* and *Community Room Use* policies online with the new interactive forms.
- Sent census survey request for information to all employees in preparation for insurance renewal.
- Set meeting with ADP representative and payroll to discuss the changes that may needed to remain compliant with the healthcare reform. There may be an option to have a more robust timekeeping method for payroll reporting. We discussed the possibility of using ADP for compliance issues associated with the ACA (Affordable Care Act); however, at the current time we can obtain that same information at no charge through our insurance compliance dashboard.
- Worked with regional towns/cities to get INPRS, insurance, and Salary Ordinance information for future reports.
- Met with insurance brokers other than our current broker to discuss renewal options.
- Worked with Reliance Standard to update and streamline the billing for our dental insurance.