

**Town of Ulen Town Council Meeting – December, 2024 UNAPPROVED**

| <b>Meeting Time and Location</b>                        | <b>Attendees (Council Members)</b> |          |   |
|---|------------------------------------|----------|---|
| Notification Posted: Y                                  | <b>P</b>                           | <b>N</b> | <b>V</b> <i>(Check present, not present, or virtual attendance)</i> |
| Date and Time: October 22, 2024, 6:30                   | X                                  |          | Mark Ransom   |
| Location: Ulen Country Club                             | X                                  |          | Jennifer Jones  |
| <i>Recorded minutes compiled by:</i><br><i>M. Heryn</i> | X                                  |          | Sheryl Cassis   |
|   | X                                  |          | Mary Ann Heryn  |
| <b>Attendees (Other)</b>                                |                                    |          |   |
| Bob Clutter   | John Garber                        |          |   |
| Joe Newsome   | Charlotte Frandsen                 |          |   |
| Adam Dehart   | Kent Frandsen                      |          |   |
|   |                                    |          |   |
|   |                                    |          |   |

**Call to Order**

The meeting was called to order at 6:37.

**Planning and Zoning Project Update**

The Plan Commission met prior to this meeting. Minutes were prepared by the Plan Commission Secretary and are in a separate document.

The Plan Commission made final comments in preparation for the Public Hearing to be scheduled in January. The team suggested that the Clerk-Treasurer should post the next draft on the website (and distribute via email) to notify residents it is available for review. Mr. Frandsen agreed to write a cover letter to ensure that residents understand the importance of the document and emphasize that they have one remaining opportunity to offer suggestions.

The group agreed to schedule the meeting for 6:00 on January 28, 2025, immediately prior to the next Town Council meeting.

**Old Business**

**Treasurer’s Report**

- Prior meeting minutes (from the meeting in October of 2024) were approved and signed.
- October’s reconciled financials were presented and approved. Vouchers were approved and signed for invoices. Receipts were \$7599.19, and disbursements totaled \$3858.76. The total of all account balances at the end of October was \$467,138.49 including checking, money market, and investment accounts.
- Ms. Heryn submitted the State’s 1782 form (which confirms our budget request for next year) to the Council to see if there are any objections to the approved budget for 2025. The Council unanimously approved the budget as submitted.

**Entryway**

- Ms. Hery provided a status update on entryway work. Ulen now has accounts with the irrigation supply company and Brehob nursery for plants (with whom the Country Club has good relationships) and was able to obtain the same discount offered to the Country Club. Irrigation parts were purchased, and plants were ordered for the first section that requires landscaping. The Country Club's grounds crew laid irrigation lines along the southeastern edge of Country Club boulevard but have not yet connected this line to the Club's water supply. However, Gabe Smoot believes this will be done in another week or two once golfing dwindles for the season. In addition, the crew planted approximately half of the boxwoods and arbor vitae specified in the plan. Mr. Smoot did not believe he could provide manpower for the remaining landscaping work, and suggested we hire a team locally to finish the work.
- Ms. Hery contacted C&A landscaping about the project, requested an estimate, and shared the estimate for the remaining work. She also obtained an estimate for the remaining plants needed. The Town Council voted unanimously to approve the additional work and costs. C&A will begin immediately to ensure everything is planted before any significant snow occurs.

### Grant Funding

Mr. Ransom explained that in order to proceed with applying for a grant to resurface roads, an analysis of our streets, including a PASER report and 5-year plan, is required by the State. As discussed earlier, the Town engaged Craig Parks (of Avenew Roads, Inc.) to prepare these documents. The reports and plan were completed in mid-November, and we are now able to pursue grant funding for this project.

### Leaf and Snow Removal

Ms. Hery mentioned that we do not yet have a copy of the executed contracts for either leaf pickup or snow removal.

Leaf pickup is concluded for the year. A request was sent to the City of Lebanon several weeks ago for a copy of the agreement with their signature. We have had no response to date – Mr. Ransom will follow up.

Our snow removal estimate is also awaiting a signature from the Town Council. Ms. Jones suggested we did not need snow removed when it is only one inch deep and requested that they change that to 2". Mr. Ransom will follow up and get a final contract in place.

### New Business

#### Lead Pipes

Several residents received letters from Lebanon Utilities asking homeowners to check to see if they have lead pipes from the meter to the water main. There are website links in these letters that explain how to do this, with suggestions about how to mitigate any risk. However, it is unclear what, if any, remediation Lebanon Utilities will offer if lead is present, or whether the Town has responsibility for this issue.

Ms. Hery left a message at the number provided but has not received any response. Ms. Jones believes that the utility company likely has federal funds to remediate those segments of pipe. However, if there

are lead pipes connecting the meter to the home, the residents are responsible for any costs associated with replacing them.

The Town Council will continue to try to contact someone at Lebanon Utilities to get clarification. In the meantime, information for testing water and checking pipes has been provided in the letter.

Renovation Project

Jennifer Jones submitted a plan for a new garage she would like to add to her home. Since building guidelines are not yet finalized, Mr. Ransom encouraged her to reach out to neighbors to make sure there are no particular concerns, in conformance with our current process.


Town Annual Report

Ms. Herry reminded Council members that the Annual Report is due at the end of January. Since our next meeting is not until January 28, she invited them to review the annual report a few days prior to the meeting in preparation for the discussion. All council members have access to the report via Gateway before it is submitted.

**Adjournment**

The meeting was adjourned at approximately 7:15.

**Approvals:**

|                              |   |
|------------------------------|---|
| Council Member Approvals:    |   |
|                              |   |
| Attested by Clerk Treasurer: |  |
| Date Approved:               |   |