

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, December 8, 2015 5:00 PM**

President Higgins called the meeting to order at 5:15 PM with Vice President Vojtko, Council Member Gelow, Council Member Carter, Council Member Rypma and Clerk-Treasurer Sue Moffitt present.

Also in attendance were Chuck Leone, Jared Huss, Dan Vermillion, Josh Schweizer, Cal Dittmar, Jason Quirk, Tim Kaminski, John Mrozinski, Jill Doll, Mike Shilts, and Bob Middlebrook

**Minutes**

Vice President Vojtko moved to accept the minutes of the November 17, 2015 6 PM Work Session as written. The motion was seconded by Council Member Carter and passed unanimously.

Council Member Rypma moved to accept the minutes of the November 24, 2015 General Meeting as written. The motion was seconded by Council Member Gelow and passed 4-0. Vice President Vojtko abstained.

Vice President Vojtko moved to accept the minutes of the December 2, 2015 Executive Session and Special Meeting. The motion was seconded by Council Member Carter and passed unanimously.

**Employee Reports**

Water Treatment Plant Supervisor Tim Kaminski

- The Water Treatment Plant Year End Report is complete and copies were given to the Council.

Team Leader John Mrozinski

- The defective playground equipment has been removed and documented. The equipment will be stored at the old well house.

Attorney Chuck Leone

- Working on employment and public records related issues

Engineer Jared Huss

- Bill Schalliol has scheduled a meeting with Dave Tejeda of Tejas Tubular for Thursday, December 10<sup>th</sup> and he would like to have a representative of the council attend as well as they discuss the future of the company. Jared is unable to attend due to the previously scheduled meeting at MACOG with Jeff Roseboom regarding ADA regulations.
- Inspected the property at the corner of Front and Filbert Streets this afternoon that has been an on-going issue. The deadline to bring the property into compliance has now passed and the condition of the property, including damaged sidewalks and open excavation, has become a safety issue that must be addressed immediately. He suggests a letter requiring corrective action with a timeline to do so and fines beginning immediately as sufficient time has been given and trust has been violated.

Vice President Vojtko stated that this must be corrected immediately as this is on-going and the property owners have been given sufficient time to bring this property into compliance. He feels a letter should be sent giving them 24 hours to do so and begin fining immediately.

Following discussion, it was decided that code enforcement officer Bob Middlebrook would prepare a letter stating that the condition of the property is now a safety issue and clearly outline the continuing violations of town code. The letter will be forwarded to attorney Chuck Leone for review and then hand delivered to the owners. The Town crew will place barricades and close the sidewalk as a safety measure until the situation is remedied.

- After reviewing the primary plat of Edge of the Woods Subdivision that was submitted to Area Plan it is clear that the east end is platted roadway and not private.
- Retainage release of 2015 pavement project and approval of the 3 year maintenance bond are ready for Council approval tonight.
- Lawson Fisher is preparing an RFP for engineering services for oversight of the new water treatment facility for the SJEC project.
- Assessment of the existing water treatment plant to be done by St. Joseph County should move forward after the first of the year.
- Will be meeting with Bill Schalliol on infrastructure in the TIF district.
- Spoke with Chuck regarding the 4" water line the town would like to abandon and found that it may be necessary for the Town to bear the cost of connecting the remaining homes to the new line.
- December 16<sup>th</sup> meeting with OCRA will be at 11:30. Bill Schalliol will bring a grant writer used by St. Joseph County to the meeting.
- Created templates for downtown street signs and will be ordered after the first of the year.
- He and Jeff will be meeting with MACOG on Dec. 10 at 2 PM regarding ADA and Title Six
- Would like to set a work session ASAP after the first of the year to discuss 2016 projects.

### **Old Business**

- Walsh and Kelly 3 Year Maintenance Bond

Vice President Vojtko moved to accept the 3 Year Maintenance Bond for the 2015 Pavement Project. The motion was seconded by Council Member Gelow and passed unanimously.

- Walsh & Kelly Final Pay Application for Retainage

Vice President Vojtko moved to approve the Final Pay Application for Retainage from Walsh and Kelly in the amount of \$28,033.10. The motion was seconded by Council Member Gelow and passed unanimously.

### **Ordinances and Resolutions**

- Proclamation naming December 11, 2015 as the official 199<sup>th</sup> anniversary of the state of Indiana and beginning the celebration of the Indiana Bicentennial

President Higgins read the proclamation in its entirety.

- Ordinance #1319 – An Ordinance Regarding the Electric Tracker

President Higgins read Ordinance #1319 in entirety for the third and final reading.

Upon a motion by Council Member Gelow and second by Council Member Carter the motion passed unanimously.

- Ordinance #1320 – An Ordinance Adopting a No Parking Area

President Higgins read Ordinance #1320 in its entirety for the second reading.

Vice President Vojtko moved to not move Ordinance #1320 through to the third reading. The motion was seconded by Council Member Gelow.

Council Member Rypma stated that he would like to move forward with the ordinance provided that the wording be changed to include no parking on all dead end streets.

There being a motion and second on the floor, President Higgins call for a roll call vote on the ordinance as presented:

Council Member Carter	Aye	Council Member Gelow	Aye
Vice President Vojtko	Aye	Council Member Rypma	Aye
President Higgins	Aye		

- Resolution #15-12-08-02 – A Resolution Regarding Vacation Buy-Back

Vice President Vojtko moved to table Resolution #15-12-08-02.

Vice President Vojtko withdrew his motion.

President Higgins read Resolution #15-12-08-02 in its entirety.

Council Member Rypma moved to adopt Resolution #15-12-08-02 as written. The motion was seconded by Council Member Gelow. President Higgins called a roll call vote as follows:

Council Member Carter	Nay	Council Member Gelow	Aye
Vice President Vojtko	Nay	Council Member Rypma	Aye
President Higgins	Aye		

The motion to adopt Resolution #15-12-08-02 passed 3-2

## **Council Reports**

### Vice President Vojtko

- Attended the Solid Waste District Meeting and reports they continue to work on strategic planning. There has been discussion on having recycling bills added to property tax bills instead of being billed separately in an effort to help with the number of delinquent bills.

Council Member Gelow

- Expressed his thanks to everyone associated with the town in all departments as he feels everyone does a great job.

Council Member Carter

- He and Dan attended the IACT Newly Elected Official meeting that reviewed laws and policies that govern elected officials.
- Stated Town looks fabulous and thanked Jason and John.

President Higgins

- Accepted the Annual Direct Line Supervision and Contracting Nepotism forms for 2016 from Vice President Vojtko, Council Member Carter, Council Member Rypma and newly elected council member, Dan Vermillion.
- Reminder that all contracts must be submitted for approval at the December 28<sup>th</sup> meeting.

**Clerk-Treasurer's Report**

Presented her signed 2016 Annual Direct Line Supervision Nepotism form to President Higgins.

**Bills to be Paid**

Council Member Gelow moved to pay all bills as presented. The motion was seconded by Council Member Carter and passed unanimously.

**Adjournment**

Upon a motion by Council Member Carter and second by Council Member Gelow the meeting was adjourned at 5:58 PM.

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Carolyn Higgins, President

Attest:

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Susan I. Moffitt, Clerk-Treasurer