

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, July 12, 2016 5:00 PM**

The meeting was opened with the Pledge of Allegiance.

President Carter called the meeting to order with Vice President Vojtko, , Council Member Vermillion, Council Member Budreau and Clerk-Treasurer Susan Moffitt present. Council Member Rypma was absent.

Also in attendance were Jared Huss, Andrea Halpin, Josh Schweizer, Jason Quirk, Tonya McKee, Jill Doll, John Gelow, Mary Ann Swope, Ruben Alvarado, Sandy Raabe, Bob Middlebrook, Carol Middlebrook and Marcy Kauffman, Yvonne Budreau and Randy Budreau.

President Carter thanked newest council member, Jordon Budreau, for his service and welcomed him to his first meeting.

**Bid Openings**

The two bids submitted for the 2016 Paving Project were opened by President Carter as follows:

Walsh & Kelley	\$239,413.00
Rieth-Riley Construction Company, Inc.	\$268,861.50

The bids were taken under advisement for review by Engineer Jared Huss.

**Minutes**

Vice President Vojtko requested that the minutes of the June 28<sup>th</sup> General Meeting be amended to include the following under Chief Josh Schweizer's report:

Josh Schweizer reported that he has hired two new full-time EMTs.

Vice President Vojtko moved to accept the minutes of the June 28, 2016 General Meeting as amended. Motion seconded by Council Member Vermillion and passed 3-0.

Vice President Vojtko moved to accept the minutes of the June 28, 2016 Executive Session as written. Motion seconded by Council Member Vermillion and passed 3-0.

**Employee Reports**

Josh Schweizer

- Josh congratulated Bob Middlebrook who was just awarded the 2016 National Firefighter of the Year Award by the VFW.
- Reported that the pancake breakfast had a great turnout last Saturday. Josh thanked all who attended and those that helped including members of the fire department, EMS, police department and clerk's office who all worked together to make it a success.

Vice President Vojtko questioned whether they have better turnouts on Saturday or Sunday and Josh reported that this was the best turnout to date.

Jason Quirk

- Reports that Umbaugh is ready to begin the Rate of Service Study and he is looking forward to working with them.

Attorney Andrea Halpin

- They have been working on several things including the ordinances required to establish the new cremation plots, employment issues and an agreement for assignment of earnings for the issue discussed at the last meeting as well as other miscellaneous items.
- Reported that she received a call from the St. Joseph County Council attorney who asked if we would be interested in putting the terms currently being discussed in preliminary meetings regarding the existing water plant into an intergovernmental agreement.

Engineer Jared Huss

- Proposal for Income Survey by KW Consultants is ready for approval tonight.
- We will have a discussion of proposals by Umbaugh during the work session.
- Downtown street signs will be done by end of year.
- The Terms of Agreement have been sent back to SJEC and they are currently reviewing
- He informed the Council that SJEC is in discussion with LFA to do inspection on the water plant.
- The Sidewalk Project continues to move forward with good progress.
- Ben & Bray Intersection Project had some delay with a NIPSCO line that was unknown and required exploratory services but remains on target for completion by school opening.
- LFA will prepare the recommendation for awarding of the Paving Project for the next meeting.
- The MACOG Roadway Asset Management Plan is complete and ready to submit to LTAP. He will work with Sue and look at what projects we may want to apply for matching funds for
- The proposed CDBG Grant will require a work session for additional discussion. While seeking a 50/50 grant we need to assure we have requirements met including having an ERC in place.
- The Town needs to have a conversation with I/N Tek and Kote in relation to water and the TIF district. Bill Schalliol has had a brief meeting with them.

Vice President Vojtko inquired if anyone would be representing New Carlisle at the police officers funeral in St. Joseph, Michigan.

**New Business**

- Carris Reels Memorandum of Understanding and Easement Agreement

Jared explained that part of the TIF project includes a sanitary and water project with half being paid by SJEC and half the county. This includes looping of the watermain, part of which will be along US 20. Because at this point water pressure is at 100 PSI with most homes at 60 psi a pressure reducing station will be required.

Carris Reels was looking at making water and sanitary connections with the town and they have agreed to an easement on their property for the pressure reducing station. This will not negate any tap fees in the future when they decide to hook up.

Vice President Vojtko Steve moved to accept the MOU and Utility Grant Easement with Carris Reels. The motion was seconded by Council Member Vermillion and passed 4-0.

Following signing by Carris Reels, LFA will record the easement.

- Income Survey Proposal from KW Consultants

The Income Survey will establish the income in the area of Zigler Street, Marvel Lane and East US 20 to put us in the position to qualify for OCRA matching funding for replacement of old water mains in those areas.

Jared reports that the total cost for the Income Survey will be \$3,000 and the contract has been modified to be billed and paid incrementally as the survey progresses.

Council Member Budreau questioned if this would be a onetime fee. Jared replied that it is a onetime fee and the survey can be used for any project in the area of impact for three years.

A motion to accept the Income Survey Proposal from KW Consultants in the amount of \$3000 was made by Council Member Vermillion and seconded by Vice President Vojtko. The motion passed 4-0.

- 2015 Uncollectable Accounts for Write-Offs and Collections

The Clerk's Office requested Council approval to charge-off outstanding utility accounts in the amount of \$590.08 as uncollectable due to bankruptcy or death and also to forward unpaid utility accounts in the amount of \$8,834.97 to collections for a total of \$9,424.94.

A motion to charge-off \$590.08 as uncollectable and forward \$8,834.97 to collections was made by Council Member Vermillion and seconded by Vice President Vojtko. The motion passed 4-0.

- EMS Training Reimbursement Agreement

An EMS Training Reimbursement was presented for the newest EMT on our service. Josh requested that a clause be added setting an amount of time to take the test following completion of the class.

Following discussion, Josh recommended that we require the AEMT test be taken within forty-five days following completion of the curriculum.

Vice President Vojtko moved to accept the training reimbursement agreement with the addition of requirement to take the test within 45 days of completion of class. Motion seconded by Council Member Vermillion and passed 4-0.

Andrea will complete the amendment to the training agreement and forward to Josh and Sue.

**Ordinances and Resolutions**

- Ordinance #1329 – An Ordinance Amending the Cemetery Regulations

President Carter read Ordinance #1329 by caption only for the first reading.

- Ordinance #1330 – An Ordinance Amending Cemetery Fees

President Carter read Ordinance #1330 by caption only for the first reading.

**Council Reports**

Council Member Vermillion

- Reports that he had his first department head meeting this morning at the water treatment plant and it went very well. This will be a monthly meeting on the Tuesday of the first council meeting at 10 am.
- Concrete has been poured in the park for the swing set installation.
- The telemetry issue at the WTP has been repaired.
- Tim will have four of eight WTP employees attending a seminar in Hammond regarding a new IDEM regulation.

President Carter

- Congratulated Bob Middlebrook on his recent National Firefighter of the Year Award as he feels Bob deserves it more than anyone.
- He has talked to Chief about recent incidents involving police officers and he encourages any of our employees, and especially police, fire and EMS, to seek help if needed through our EAP at no cost. He advises all employees to take heed and utilize this portion of their benefits.

**Bills to be Paid**

Vice President Vojtko moved to pay all bills as presented. The motion was seconded by Council Member Vermillion and passed 4-0.

**Adjournment**

Upon a motion by Council Member Vermillion and second by Vice President Vojtko the meeting was adjourned at 5:42 PM.

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Ken Carter, Council President

Attest:

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Susan I. Moffitt, Clerk-Treasurer