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New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, May 3, 2022, 6:30 PM

The meeting was opened with the Pledge of Allegiance

President Rush called the meeting to order with Vice President Kauffman, Council Member Colanese and the Clerk-Treasurer present. Council Member Budreau and Council Member Doll were absent.

Also in attendance: Andrea Halpin, Jared Huss, Perry Hinton, Jill Doll, Jason Quirk, Tom Baker, Doug Vaundry, Kim Vaundry, Dawn Kruger, Steve Mann, Stephanie Murphy, Allison Abbott, Jeff Hirsch

Bid Openings

President Rush opened the two bids received as follows:

Larson-Danielson Construction	\$400,700.00
Robert Henry Corp.	\$410,000.00

Bids were given to Jeff Hirsch of DLZ for review and recommendation later this evening.

Approval of Minutes

Vice President Kauffman moved to approve the minutes of the April 19, 2022 General Meeting as written. The motion was seconded by Council Member Colanese and carried 3-0.

Visitor Comments

- Steve Mann

Steve was in attendance to give a quick update on the Wreaths Across America program he is working on. The flyer/poster to be distributed has been finalized and will include that all proceeds will go to the Jamie Middlebrook Scholarship Fund. The QR code included on the poster can be scanned and it will take you directly to the New Carlisle program. He plan is to have a section coordinator for each cemetery section in addition to volunteers to place wreaths. He has already received 31 sponsorships. If all goes well, we will have 240 wreaths and if there are additional sponsors, we can move them to next year or allocate them to another local cemetery once the maximum number is placed at New Carlisle.

Employee Reports

- Town Crew Supervisor Perry Hinton

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Directline is here working on the fiber project
Refinishing of the benches in the park is nearly complete.

- Jason Quirk

Complimented the work in the park and said the benches look great. He also complimented the plethora of work being done in town.
Recently turned in the electric report.
Material and scheduling for projects is underway
Has taken delivery of unfindable parts today for the spray pad project
Is waiting on corrections from Patrick on the Surf Broadband contract to be forwarded to Andrea.
Overhead and Underground capital projects are in the works
Street lights retrofits and replacements
IMEA group meeting with conference on schedule and should be good this year
I&M and AEP engineers have been out and they are going to look a little closer at the end of the week at the project going from Bosch to our sub The project will provide consistency for their customers and ours.
We had a brief outage on the 27th on AEP equipment and an isolated scheduled outage on the 28th
Presented a submittal for work on the electric shop for repairs and then adding heat

Council Member Colanese said that he has noticed people putting electrical poles up everywhere, not just the project discussed, and asked why. Jason responded that it is capital project planning which is in motion to rebuild to prevent outages and mitigate the thought process of electrification.

- Attorney Andrea Halpin

Sent a proposed MOU for Council review regarding the water treatment plant.

- Engineer Jared Huss

Worked with Andrea on MOU language, the entities involved and in addition, had a meeting with Baker Tilly and Donohue on the Preliminary Engineer Report as it relates to SRF for funding. Donohue will complete app to SRF that gets us in line for fiscal year 2024 funding. The application will be sent to the Town and Baker Tilly for review. He asked that Donohue put together the scope for design. The County will pay for design costs up to \$2.5 million. He expects that this will be a contract with the Town with the County having fiduciary responsibility. It is important for the Town to retain control as it is our water treatment facility.

Meridian and Bray Projects– he met with Jason and Perry. We have permits in and plan to have bid openings on June 7th.

Recommendation and discussion on the bids received will be held with DLZ near the end of the meeting.

New Business

- Hometown Days Committee Request

At the previous meeting, the Hometown Days Committee submitted a request for the Town to purchase fireworks for the festival again this year. President Rush requested it be added to tonight's agenda for discussion and a decision.

Following brief discussion, Vice President Kauffman moved that the Town purchase fireworks for the Hometown Days Festival again this year, at a cost of up to \$6,000. The motion was seconded by Council Member Colanese and carried 3-0.

- DLZ Proposal for Construction Observation

The proposal is for DLZ's coordination of all of the contractors and oversight of the spray pad project to assure it goes according to plan. The total amendment to their current agreement is \$28,800 for Construction Observation.

A motion to approve the DLZ Construction Observation Proposal at an additional cost of \$28,800 was made by Vice President Kauffman and seconded by Council Member Colanese. Motion carried 3-0.

Council Reports

Vice President Kauffman

Surfbroadband reps have contacted the Council and would like to have a May 23rd project opening of some type.

She and Sue met with Sera Group to go over the status of the new website and there are edits to be done in the next few weeks.

She sent the final edits of Chapters 1-4 of the Comprehensive Plan to Chuck Lehman

Last Wednesday was the meeting with NCBCA and Discover NC members. The Goshen Chamber of Commerce director was the guest speaker who talked about their full store fronts and vibrant

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downtown. He shared ideas on how they have been able to achieve this and what has made them successful from an economic standpoint.

The following night they held a focus group for the SJC Master Plan. Vice President Kauffman said it was an eclectic group discussing things they would like to see for New Carlisle, their concerns, ways to move forward and what they would like to see from the County. Vice President Kauffman said that it was a good group of younger people and it was great to get their input.

She reported that Chief Baker recently shared some of the things he has been doing in the PD garage. Since many things don't get recognized, she shared that he has been working on the garage bathroom, on his own time. She appreciated him taking the time to show her and the time dedicated to the project. It is great, functional and she thanked Tom for the behind the scenes work being done.

Council Member Colanese

We discussed at the last meeting having a discussion with the Hometown Days Committee about the spray pad construction and he wanted to let everyone know that they are aware of everything being planned.

Everything is going good with the utilities and a new employee was hired at the Water Treatment Plant.

Clerk-Treasurer's Report

Reported that Baker Tilly is nearly finished with the utility capital plans and electric rate study and will be ready to meet with the Council soon for review of those items.

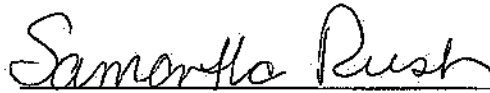
Bills to be Paid

Vice President Kauffman moved to pay all bills as presented on the Claim Docket. The motion was seconded by Council Member Colanese and passed unanimously.

Jeff Hirsch of DLZ reviewed the spray pad bids. Their estimate for the work was \$235,000 but the lowest bid came in at \$400,700 and was submitted by Larson-Danielson. We could value engineer out of some of the aspects of the project to get closer to the estimate. We will need to have some discussion on this so he proposed we take the bids into consideration and hold a special meeting to walk through the agreement prior to awarding the bid. This would give Sue the opportunity to review financing, keeping in mind that we have already purchased the spray pad from Vortex, and the Council to have further discussion. A special meeting was set for Friday, May 6th at 1:30 PM.

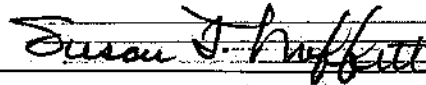
Adjournment

Upon a motion by Vice President Kauffman and second by Council Member Colanese the meeting was adjourned at 7:03PM.



Samantha Rush, Council President

Attest:



Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, May 6, 2022, 2:00 PM

The New Carlisle Town Council met pursuant to the Notice of Executive Session. Present were President Rush, Vice President Kauffman, Council Member Budreau, Council Member Doll, Council Member Colanese and Clerk-Treasurer Susan Moffitt.

Also present: Andrea Halpin

President Rush called the executive session to order at 2:20 PM to discuss a job performance evaluation of individual employees pursuant to I.C. 5-14-1.5-6.1(b)(9), and for discussion with respect to interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision pursuant to I.C. 5-14-1.5-6.1(4)

No decisions were made at this meeting and no subject matter was discussed in the executive session other than the subject matters specified in the public notice.

The executive session adjourned at 3:14 PM.

We hereby certify that the above memorandum is true and correct and that no other subject matter was discussed in this Executive Session.



Samantha Rush, Council President

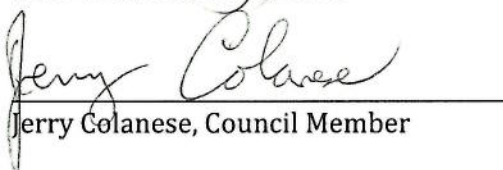


Marcy Kauffman, Council Vice-President

 Jordon Budreau, Council Member



Dave Doll, Council Member



Jerry Colanese, Council Member

Attest:



Susan Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Special Meeting, May 6, 2022, 1:30 PM

The meeting was opened with the Pledge of Allegiance

President Rush called the meeting to order with Vice President Kauffman, Council Member Budreau, Council Member Doll, Council Member Colanese and the Clerk-Treasurer present.

Also in attendance: Andrea Halpin, Perry Hinton, Jason Quirk, Jeff Hirsch.

Jeff Hirsch of DLZ presented an analysis of the two bids received. Total cost of the project is estimated at approximately \$598,000 including spray pad cost and work to be done. This is approximately \$165,000 above the original estimate. There were some additional items, including booster, vault and extra pipe for drainage not originally planned for included in the specs. ~~The cost of the vault is over \$22,000 and will require a crane to set it because it weights approximately 33,000 pounds. These~~ changes were the main reason for the higher cost as the estimate of electric work was high and there are no other items that stick out.

Jared feels the vault was a good addition to the project because it reduces the maintenance and concern for freezing of the pump we would have if we were to keep those items above ground.

The spray pad has already been ordered from Vortex at a cost of \$197,411.40. Discussion was held on items we could remove from the project for completion at a later time as well as funding of the entire project. Sue was asked about funding and informed the Council that we had originally budgeted \$400,000 for the project, taking into account that we may not receive the \$150,000 donation from the local business that had been discussed. Without that donation, we will need to fund the entire project cost of \$598,000. Sue suggested that, with our general fund in good shape and projected surplus amounts over the next few years, we do an additional appropriation from the General Fund, Parks Department, for the additional costs for the spray pad.

Jeff recommends awarding the bid to Larson-Danielson Construction as the most responsible and responsive bid.

Council Member Budreau moved to accept the bid of \$400,700 form Larson-Danielson Construction. Seconded by Council Member Doll the motion carried unanimously.

Jeff will issue the Notice of Award and prepare contracts. He reported that work could begin as soon as the contract is signed but they will need to check with Vortex on the estimated June delivery. Larson-Danielson will have to get demo, etc. done. Vortex will install the pad and Larson-Danielson may contract them for the installation which Jeff feels would be good. He plans bi-weekly meetings with the contractor and for DLZ to be here daily.

The Special Meeting adjourned at 2:15 PM.


Samantha Rush, Council President

Attest: 
Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Public Hearing, May 27, 2022, 1:00 PM

President Rush called the Public Hearing to order at 1:00 PM with Vice President Kauffman, Council Member Budreau, Council Member Colanese and Clerk-Treasurer Susan Moffitt present. Council Member Doll was absent.

Also in attendance: Andrea Halpin, Josh Schweizer

This being the advertised date and time for the Public Hearing on the Fire Territory Equipment Replacement Fund, President Rush opened the floor to public questions and comments. There were no public comments or questions and the floor was closed.

President Rush read Ordinance #1427 by caption only for the first reading.


A motion to waive the rules to allow for adoption of Ordinance #1427 on the day of introduction was made by Council Member Budreau and seconded by Vice President Kauffman. Motion carried 4-0.

President Rush read Ordinance #1427 in entirety for the second reading.

President Rush read Ordinance #1427 by caption only for the third and final reading.

Council Member Budreau moved to adopt Ordinance #1427 as written. The motion was seconded by Vice President Kauffman and carried 4-0.

Upon a motion by Council Member Budreau and second by Vice President Kauffman, the Public Hearing was adjourned at 1:05 PM.


Samantha Rush, Council President

Attest:


Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, May 27, 2022, 1:30 PM

The New Carlisle Town Council met pursuant to the Notice of Executive Session. Present were President Rush, Vice President Kauffman, Council Member Budreau, Council Member Colanese and Clerk-Treasurer Susan Moffitt. Council Member Doll was absent.


Also present: Andrea Halpin,

President Rush called the executive session to order at 1:32 PM to discuss a job performance evaluation of individual employees pursuant to I.C. 5-14-1.5-6.1(b)(9), and for discussion with respect to interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision pursuant to I.C. 5-14-1.5-6.1(4)

No decisions were made at this meeting and no subject matter was discussed in the executive session other than the subject matters specified in the public notice.


The executive session adjourned at 2:29 PM.

We hereby certify that the above memorandum is true and correct and that no other subject matter was discussed in this Executive Session.

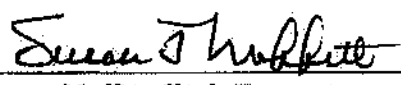

Samantha Rush, Council President


Marcy Kauffman, Vice President

Jordon Budreau, Council Member


Jerry Colanese, Council Member

Attest:


Susan Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Special Meeting, May 27, 2022, 1:30 PM

President Rush called the Special Meeting to order at 2:30 PM with Vice President Kauffman, Council Member Budreau, Council Member Colanese and Clerk-Treasurer Susan Moffitt present. Council Member Doll was absent.

Also in attendance: Andrea Halpin, Chief Tom Baker, Assistant Chief Brent Croymans

The Council was informed that two of our officers submitted their resignations on May 25 to be effective June 2. Although we are currently in the hiring process, these resignations create a critical staffing shortage. Assistant Chief Croymans presented department scheduling for the interim using part-time officers. Additionally, information on pay, sign-on bonuses and relocation pay being offered by other local agencies was presented. Recruiting ideas, including use of national job posting sites, were discussed.


The following recommendations were made: fill three of the four open positions, across the board increases in departmental pay, sign-on bonuses, and relocation reimbursement. Filling only six of the seven full time positions at this time was recommended to allow funds currently budgeted for the seventh position to be used for recruitment, additional pay, hiring bonuses and relocation costs. These recruitment recommendations would be fully funded in the current budget, and filling the seventh position would be revisited when preparing the 2023 budget.

Council Member Budreau moved to increase police department salaries for starting patrol officer, and across-the-board, by \$5,000 and to enact a starting bonus of \$2,500 to be paid in five equal payments beginning upon completion of the initial 90 days of employment. The motion was seconded by Vice President Kauffman and carried 4-0.

Upon a motion by Vice President Kauffman and second by Council Member Budreau, the Special Meeting was adjourned at 2:37 PM.


Samantha Rush, Council President

Attest:



Susan I. Moffitt, Clerk-Treasurer