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**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Special Meeting, December 5, 2022, 1:30 PM**

President Kauffman called the Special Meeting to order at 1:30 PM with Council Member Doll and Council Member Colanese present. Council Member Short was absent.

Also in attendance: Andrea Halpin, Jared Huss, Abby Wiles, Carl Brown-Grimm, Will Miller

Abby Wiles explained to the Council that there is no agenda for today's meeting but the purpose is to introduce the idea of zoning and discuss future housing development. The Area Plan Commission is currently working on a 20 year land use plan and engaging all communities within the County. With the announcement that Ultium was looking at this area, it brought to their attention that there is a big demand for residential development in New Carlisle. She explained that the presidents of both the APC and BZA are developers who have said that New Carlisle is always an idea for building.

When asked about no announcement from Ultium yet, Jared explained that Ultium is waiting until after the first of the year, most likely in January or February, to make an announcement. He explained that they have discussed the 4<sup>th</sup> plant and mentioned New Carlisle in that discussion now.

Abby asked if there has been discussion about residential development in the last year and Jared responded that there has been some discussion. President Kauffman stated that a major want for her is additional park land and she identified areas of interest on the maps that were provided by Abby and Carl. Andrea reported that we did have a developer present a "tiny house" proposal that didn't meet the requirements of the Town and that we were not interested in. She added that working to maintain zoning and building standards weren't a priority for some past council members.

There was some discussion on where the Town would like to see residential development expanded. President Kauffman stated that residential development should be south of the downtown area as north doesn't make sense for residential development and would be better suited for additional businesses.

Abby asked about different types of development for residential development such as multi-family and row houses. Jared said that north of the tracks, in the area east of Joe's Grocery is an area that might fit with a different standard. The Town didn't want tiny homes in the area that they were proposed, but wasn't necessarily opposed to them altogether.

Council Member Short added that maybe the Town should start buying some houses on the north side of US 20, tearing them down to make it nicer, with more room, and to draw a different type of person. Will Miller added that it is better to slowly build up market value.

Jared said that Habitat for Humanity and the Jimmy Carter Project have done a great job on the east side of Mishawaka. The homes were approximately 180K with similar market comp to 300K and suggested a possible partnership with the Town on something similar.

President Kauffman said that our zoning allows multi-family housing in many areas which is a concern to her. Jared responded that we could review our current zoning ordinance and then specifically address those that are in violation. Abby said that the Town currently has very minimal building standards such as lot frontage and open space, and asked if we are happy with the limited requirements for building a home. Council Member Short asked if it wouldn't be nice if President Kauffman had her lot size combined with the neighbors. President Kauffman responded that she likes the grid layout and urban aspect currently in place. She added that the way things were back then, green space was reserved for parks. She sees the Town Center and homes staying the way they are. She is not a subdivision person but can see growth going the subdivision way as they do promote walkability.

Jared said we have three distinct areas and suggested that we break down each for the purpose of discussion and review. Rural, as an example along County Line, require 1/3acre for a more rural feel, still have sidewalks and possibly greenspace and trails. One area to expand on could possibly be zoning and subdivision standards and perhaps Abby and Carl could bring some suggestions to educate all of us. Subcategories such as rentals, downtown, multi-use and row houses with areas of potential growth including utilities and areas for discussion to include building code updates, enforcement of rental properties, utility needs in different areas, design standards, urban - immediate downtown - rural, will be topics of further discussion.

President Kauffman will contact Donnie Ritsema of MACOG regarding assistance with update of our comp plan. She will ask to set a joint meeting with them, the Town and APC for discussion on zoning, design standards, as well as some of the other topics discussed today.

The Special Meeting adjourned at 3:30 PM.

  
Marcy Kauffman Council President

Attest:

  
Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Public Hearing, December 6, 2022, 6:30 PM**

The Public Hearing was opened with the Pledge of Allegiance

President Kauffman called the Hearing to order with Council Member Doll, Council Member Colanese, Council Member Short and Clerk-Treasurer Sue Moffitt present.

Also in attendance: Andrea Halpin, Jared Huss, Jill Doll, Tom Baker, Brent Croymans, Jason Quirk, Kylie Quirk, Keith Batzel

President Kauffman read Resolution #22-12-06-01 in entirety.

This being the Public Hearing for Additional Appropriations, President Kauffman opened the floor for public comment and questions.

There were no questions or comments from the public and President Kauffman closed the floor.

A motion to adopt Resolution 22-12-06-01 was made by Council Member Doll and seconded by Council Member Short. Motion carried 4-0.

Upon a motion by Council Member Doll and second by Council Member Colanese the Public Hearing was adjourned at 6:35 PM.

  
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Marcy Kauffman, Council President

Attest:

  
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Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, December 6, 2022, 6:35 PM**

President Kauffman called the meeting to order at 6:35 PM with Council Member Doll, Council Member Colanese, Council Member Short and Clerk-Treasurer Sue Moffitt present.

Also in attendance: Andrea Halpin, Jared Huss, Jill Doll, Tom Baker, Brent Croymans, Jason Quirk, Kylie Quirk, Keith Batzel

**Approval of Minutes**

Council Member Doll moved to approve the minutes of the November 15, 2022 Executive Session, Public Hearing and General Meeting. The motion was seconded by Council Member Colanese and carried. Council Member Short abstained from the November 15, 2022 Executive Session.

**Visitor Comments**

President Kauffman shared an update from Steve Mann on the Wreaths Across America project that he has undertaken this year. She shared that Steve has enough donations to ensure that there will be a wreath for every veteran's grave at the cemetery this year and also that the donations resulted in a \$2,350 donation to the Jamie Middlebrook Scholarship Fund. There will be a ceremony at the cemetery on December 17<sup>th</sup> at 1:00 PM and then volunteers will place the wreaths.

**Employee Reports**

- Chief Tom Baker

A written report was provided to the Council.

- Jason Quirk, Electric Department

Compliance testing is complete and otherwise normal operations.

- Attorney Andrea Halpin

All of the paperwork for the GO Bond has been sent out overnight except for one item which needs to come from the County Auditor. She has reviewed the IEC overlay changes that were sent and she feels they are fine.

- Engineer Jared Huss

Will have the 2023 CCMG Contract for approval at the next meeting so that we are ready to submit in January. Worked with Sue and Perry and decided we want to catch up and do mill and overlay that will help increase our PASER rating. The LFA Annual Service Contract will be on the agenda as well.

Holiday party sponsored by LFA and Halpin Slagh is being planned and he has a call in to Moser's to see if January 12<sup>th</sup> is available. He is checking on a couple of dates in case the 12<sup>th</sup> is not available.

SJEC Plant – he is trying to do some evaluation of that for potential impact by development and see how we can work with that. There will be a contract with DLZ for some of that that will go through SJC but it is our asset so we will want an agreement. County is putting that together for review by Andrea and consideration by the Council. We will need to negotiate with SJEC for any capital costs for the capacity of the plant to make sure we understand our contractual agreement before entering negotiation to be well prepared.

Meridian Street - We have the 2<sup>nd</sup> half of this year's project to start in the spring due to the lack of availability of the watermain components to complete it this year. The likelihood is that we find something we didn't know of because of the 100 plus year infrastructure. We are looking at ordering some additional parts, etc so that the project isn't delayed further and we violate the grant agreement. Perry is pricing and it may result in an additional 20K but is definitely necessary.

Spray pad – We had some condition issues but they have responded fairly well. Vortex is getting spray covers so that there is no issue with the ground mounted sprays. He feels it is a good solution and will be sealed well with the concrete. The sprays are not subsurface but ground mounted with a soft surface.

Council Member Colanese asked about the lawyer that was addressing sewer rates. Jared responded that it was sitting on the previous council president's desk and through no fault of hers, it was extremely difficult to get through to speak to the correct person to address this. He hopes that we have an opportunity soon.

## **Council Reports**

### Council Member Doil

Attended his first SJC Solid Waste Board meeting yesterday and also toured the hazardous waste facility. He reports that both were very interesting. He learned that latex paint is recycled with the only recycled color being gray. He also noted that until recycling was included on property taxes, only 40% was collected but now that it is on the property tax bill, approximately 90% is collected.

### President Kauffman

Thanked all of our employees that made Christmas in New Carlisle so nice. She cited Perry and his crew, Jason, the PD and everyone for all they do.

### **Clerk-Treasurer's Report**

Sue requested that we set the final meeting of the year for either Wednesday or Thursday, December 28 or 29 to give time for preparation of the final payroll and bills and the resolution for transfers. Due to several conflicts, the meeting was set for Thursday, December 29<sup>th</sup> at 10 AM.

**Bills to be Paid**

A motion to pay all bills as presented on the December 6, 2022 Claim Docket, Payroll Allowance Docket of December 1 and Payroll Allowance Docket of December 2, 2022 was made by Council Member Doll and seconded by Council Member Short. Motion carried 4-0.

**Adjournment**

Upon a motion by Council Member Doll and second by Council Member Colanese the meeting adjourned at 7:03 PM.

  
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Marcy Kauffman, Council President

Attest:

  
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Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Special Meeting, December 30, 2022, 10:00 AM**

President Kauffman called the meeting to order at 10:15 AM with Council Member Doll, Council Member Colanese, and Clerk-Treasurer Sue Moffitt present. Council Member Short was absent.

**Approval of 2023 Contracts**

- Baker Tilly

The Baker Tilly Municipal Advisory contract was presented with a slight increase in allowable hours based on projected need due to upcoming projects. Upon a motion by Council Member Doll and second by Council Member Colanese the contract was approved 3-0.

- Lawson Fisher Associates

The Lawson Fisher Associates contract for general engineering services was presented. Council Member Doll moved to accept the LFA contract as presented. The motion was seconded by Council Member Colanese and carried 3-0.

- Halpin Slagh, PC

The contract includes a slight increase in hourly rate with the flat charge remaining the same. Council Member Doll moved to approve the Halpin Slagh, PC contract as presented. Seconded by Council Member Colanese, the motion carried 3-0.

- 2023 Building Inspector

The 2023 Building Inspector Contract remains the same as the 2022 contract. Council Member Colanese suggested that, should there be a significant increase in new home construction, the contract be reviewed. Council Member Doll moved to approve the 2023 Building Inspector Contract with Bob Middlebrook as presented. The motion was seconded by Council Member Colanese the motion carried 3-0.

- Humane Society

A motion to accept the 2023 contract with the Humane Society was made by Council Member Doll and seconded by Council Member Colanese. Motion carried 3-0.

- LFA Agreement for CCMG 2023

A contract for the 2023 CCMG Project, including professional design services, engineer's estimate, plans, specs, and contract documents to assist in the bidding process for the Town's submission for the first call of 2023 was presented by Lawson Fisher Associates. Council Member Doll moved to approve the LFA Agreement for 2023 CCMG Services as written. The motion was seconded by Council Member Colanese and carried 3-0.

**Purchase of New Server for Town Hall**

A quote from ADM Computer Solutions for \$8,460.00 for a new server for the Town Hall was presented. The current server, purchased in 2012, is nearly full and will no longer be supported after January 2023. Council Member Doll moved to approve the purchase of the server from ADM Computer Solutions at a cost of \$8,460. The motion was seconded by Council Member Colanese and carried 3-0.

**Ordinances & Resolutions**

- Ordinance#1440 -A Salary Ordinance for the Elected Officials of the Town of New Carlisle

President Kauffman read Ordinance #1440 by caption only for the first reading

A motion to waive the rules to allow for adoption of Ordinance #1440 on the day of introduction was made by Council Member Doll and seconded by Council Member Colanese. Motion carried 3-0.

President Kauffman read Ordinance #1440 in entirety for the second reading.

President Kauffman read Ordinance #1440 for the third and final reading.

A motion to adopt Ordinance #1440 was made by Council Member Doll and seconded by Council Member Colanese. Motion carried 3-0.

- Ordinance#1441 -A Salary Ordinance for the Employees of the Town of New Carlisle

President Kauffman read Ordinance #1441 by caption only for the first reading

A motion to waive the rules to allow for adoption of Ordinance #1441 on the day of introduction was made by Council Member Colanese and seconded by Council Member Doll. Motion carried 3-0.

President Kauffman read Ordinance #1441 in entirety for the second reading.

President Kauffman read Ordinance #1441 for the third and final reading.

A motion to adopt Ordinance #1441 was made by Council Member Colanese and seconded by Council Member Doll. Motion carried 3-0.

- Resolution#22-12-30-01 -A Resolution for Appropriation Transfers

President Kauffman read Resolution #22-12-30-01 in its entirety.

A motion to approved Resolution #22-12-30-01 was made by Council Member Doll and seconded by Council Member Colanese. Motion carried 3-0.



**Annual Nepotism Forms**

Signed Annual Nepotism Forms were presented to President Kauffman by the Clerk-Treasurer and Council Members.

**Bills to be Paid**

A motion to approve the bills to be paid as presented on the Claim Docket for 12-30-2022, Payroll Allowance Docket of 12-16-2022 and Payroll Allowance Docket of 12-30-2022, was made by Council Member Doll and seconded by Council Member Colanese. Motion carried 3-0.

There was discussion on Internal Controls, including the policies that have been implemented and continuing to develop new policies and procedures as needed. The most recent change is including approval of the Payroll Allowance Dockets in addition to the Claim Docket. Although payroll information is included on the Claim Docket, a breakdown of pay amounts and totals from each department and payroll total amount is included on the Allowance Docket and gives the Council more complete information. Additionally, Sue informed the Council that she will be presenting the monthly Bank Reconciliation at a Council Meeting. Currently, the reconciliation is completed by the Clerk-Treasurer and reviewed by one person and then submitted through Gateway. She feels that presenting it to all Council Members each month better meets Internal Control standards and provides further transparency.

Upon a motion by Council Member Doll and second by Council Member Colanese the meeting was adjourned at 10:58 AM.

  
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Marcy Kauffman, Council President

  
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Susan I. Moffitt, Clerk-Treasurer