

0407

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, April 4, 2023, 6:30 PM**

The meeting was opened with the Pledge of Allegiance

Vice President Doll called the meeting to order with Council Member Colanese, Council Member Short, Council Member Abbott and Clerk-Treasurer Sue Moffitt present. President Kauffman was absent

Also in attendance: Andrea Halpin, Jared Huss, Jason Quirk, Perry Hinton, Jill Doll, Brent Croymans, Bob Middlebrook

**Approval of Minutes**

Council Member Colanese moved to approve the minutes of the March 21, 2023 General Meeting as written. The motion was seconded by Council Member Abbott and carried. Council Member Short abstained.

**Visitor Comments**

No public comments were offered.

**Employee Reports**

- Town Crew Supervisor Perry Hinton

East Michigan Street water services are finally all moved to the new water main in front. We will need to dig up and cap the line and then the 4" line in back will be finished.

The Meridian Street project is underway.

- Jason Quirk, Electric Supervisor

Written report submitted.

- Brent Croymans, Chief

Report submitted

- Attorney Andrea Halpin

Primarily assisted with an employment issue.

- Engineer Jared Huss

We should celebrate Perry getting the East Michigan Street waterline project done as it has been a long time in the works.

Does not have metering design proposal tonight but will for the next meeting.

### **Old Business**

Council Member Colanese asked Perry about the status of the tennis courts at Bourissa Hills Park. Perry responded that he has called for quotes to resurface but no one has responded to date.

### **New Business**

- - Town Hall Interior Painting Quotes

A quote for painting was presented. The quote is for labor only with the Town purchasing the paint using our tax exempt account and discount. Sue explained the costs were for front offices \$650, restroom \$200, kitchen \$350, council room \$1,000, lower level public restrooms (2) \$500 and each hall/lobby \$500 for a total of \$3,700. A discount would apply if all work was done at the same time making the total \$3,250. Because the wallpaper in the downstairs hallway and upstairs hall and lobby are currently in very good shape they would not need to be painted at this time so we would remove each of those (-\$1,000). The company would be able to do the work in April or May during hours that would work best for allowing us to keep the offices and town hall open. Council Member Short felt that the cost was too high because he recently had his home repainted inside and that cost included paint and was less than the quote presented. No action was taken.

- Metering Station Design Proposal-LFA

Tabled until the April 18<sup>th</sup> meeting.

- -Request from Hometown Days Committee for use of Bourissa Hills Park for Whiffle Ball Tournament

The Hometown Days Committee has asked for permission to use Bourissa Hills Park for two additional whiffle ball fields for the annual Hometown Days tournament. Sue reported that there are currently no reservations for the pavilions at Bourissa Hills Park during Hometown Days. Following brief discussion, Council Member Colanese moved to allow the use of Bourissa Hills Park for the Hometown Days Whiffle Ball Tournament this year. Seconded by Council Member Short the motion carried 4-0.

### **Ordinances and Resolutions**

- Ordinance#1447-An Ordinance for Updating the Cemetery Board Guidelines (3rd & final reading)

Vice President Doll read Ordinance #1447 by caption only for the third reading. A motion to adopt Ordinance #1447 as written was made by Council Member Abbott and seconded by Council Member Short. The motion carried 4-0.

- Ordinance#1448-A Salary Ordinance for an Employee of the Town of New Carlisle

Tabled until the April 18, 2023 meeting.

**Council Reports**

Council Member Short

Good things coming for the police station. Brent reported that he is not doing anything until electrical and data work is done, but has started receiving technology already.

Council Member Colanese

Asked Bob if he understands structure of volunteers now? Bob responded that they are staying together as an organization to do volunteer work around the town but not contracting with the territory because they have to fit same criteria as other firemen and can't answer calls if they don't meet the current requirements. The ones that are doing firefighting are working on a part-time basis for the FD. Memorial Day is first thing coming up. Bob said that if we hadn't gone ahead with the territory we would be in trouble and it is working out good for that, but there is nothing in the future for the volunteers now, they have no part of the station, and only a name.

**Clerk-Treasurer's Report**

Sue presented the March 2023 Bank Reconciliation and the March 2023 Utility Depository Bank Reconciliation and reported that both have been uploaded to Gateway for State Board of Accounts. The 4<sup>th</sup> Quarter 2022 Financial Report was also presented to the Council.

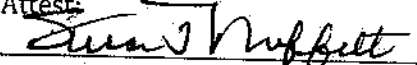
**Bills to be Paid**

Motion to pay bills as presented on the Claim Docket of April 4, 2023 and the Payroll Allowance Docket for the payroll of March 24, 2023 was made by Council Member Short and second by Council Member Abbott. Motion carried 4-0

**Adjournment**

Upon a motion by Council Member Colanese and second by Council Member Short the meeting adjourned at 6:49 PM.

  
Marcy Kauffman, Council President

Attest:  
  
Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Executive Session, April 11, 2023, 9:00 AM**

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

Also in attendance were Andrea Halpin and Brent Croymans.


President Kauffman called the executive session to order at 9:00 AM to receive information about and interview prospective employees pursuant to I.C. § 5-14-1.5-6.1(b)(5).


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

The executive session adjourned at 9:48 AM.

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

  
\_\_\_\_\_  
Marcy Kauffman, Council President

  
\_\_\_\_\_  
Jerry Colanese, Council Member

  
\_\_\_\_\_  
William Short, Council Member

  
\_\_\_\_\_  
Alison Abbott, Council Member

Attest:

  
\_\_\_\_\_  
Susan Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Executive Session, April 17, 2023, 9:00 AM**

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

Also in attendance was Brent Croymans.


President Kauffman called the executive session to order at 9:00 AM to receive information about and interview prospective employees pursuant to I.C. § 5-14-1.5-6.1(b)(5).

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


The executive session adjourned at 9:25 AM.

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

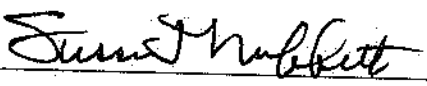
  
\_\_\_\_\_  
Marcy Kauffman, Council President

  
\_\_\_\_\_  
Jerry Colanese, Council Member

  
\_\_\_\_\_  
William Short, Council Member

  
\_\_\_\_\_  
Alison Abbott, Council Member

Attest:

  
\_\_\_\_\_  
Susan Moffitt, Clerk-Treasurer



**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, April 18, 2023, 6:30 PM**

The meeting was opened with the Pledge of Allegiance

President Kauffman called the meeting to order with Council Member Colanese, Council Member Short, Council Member Abbott and Clerk-Treasurer Sue Moffitt present. Vice President Doll was absent.

Also in attendance: Andrea Halpin, Jared Huss, Perry Hinton, Jill Doll, Brent Croymans, Robert Hollingsworth, JJ LaBounty, Austin Shippey, Mr. Shippey, Paul Henderson, Jason Quirk, Bob Middlebrook, Nancy Pemberton, Tim Corbett, Katlyn Collinsworth,, Jim Taylor, Rod Wisser, Jen Miller, Brian Cook and family, Daniel Banicki and family

President Kauffman announced a change to the agenda to move Ordinances and Resolutions first as there were many friends and family members of the two officers being sworn in this evening.

**Ordinances and Resolutions**

- Ordinance #1448 – An Ordinance of Compensation of Town Employees

Council Member Short moved to waive the rules to allow for the adoption of Ordinance #1448 on the day of introduction. The motion was seconded by Council Member Abbott and carried 4-0.

President Kauffman read Ordinance #1448 by caption for the first reading.  
President Kauffman read Ordinance #1448 in entirety for the second reading.  
President Kauffman read Ordinance #1448 by caption for the third and final reading.

Council Member Short moved to adopt Ordinance #1448 as written. The motion was seconded by Council Member Abbott and carried 4-0.

Brian Cook and Daniel Banicki were sworn in at this time. Chief Croymans also announced the promotion of Officer Rodney Wisser to Sergeant.

**Demolition Quote Opening**

Two bids were received for the demolition of 417 W. Michigan Street, as follows:

Bid 1: Kenneth Warner – Family Affair Construction  
\$38,900.00

Bid 2: Ritschard Brothers  
\$23,910.00

The bids will be reviewed by Attorney Andrea Halpin for compliance.

### Approval of Minutes

Council Member Abbott moved to approve the minutes of the April 4, 2023 General Meeting, April 11, 2023 Executive Session and April 17, 2023 Execution as written. The motion was seconded by Council Member Colanese and carried 4-0. President Kauffman abstained from the minutes of April 4, 2023.

### Visitor Comments

- Paul Henderson, Ada Street

Paul explained that he lives near Bourissa Hills Park, across from the New Prairie Little League concession stand, and every year they get a lot of people speeding in that area. He would like to suggest that we add speed bumps for the summer months because of all of the kids that live in that area and all of the kids participating in little league and football in that area. He found temporary speed bumps for under \$100 that can be removed for the winter and asked that the Council look into something like this as it has been a concern for many years. The Council will look into this and Chief Croymans will increase patrol that area.

### Employee Reports

- Chief Croymans

Expressed thanks to the Council and hiring committee for approving the new hires.

- Town Crew Supervisor Perry Hinton

Part-time employee for the summer started Monday and he will look at an additional part-time person in the next few weeks. The splash pad and new landscaping will require extra attention this summer.

Splash pad has a final construction meeting on April 26<sup>th</sup>. They are getting really close and hope to finalize in the next week or two. Vortex will attend this final meeting as well.

The South Meridian water project is almost done and should open soon.

The East Michigan Street project will be finished up this week followed by the abandoning the 4" line.

417 E. Michigan is ready for the demolition process as utilities have been disconnected.

President Kauffman asked Perry if we have an opening date for the spray pad and Perry responded that he hopes for a soft opening before Memorial Day and then it will be ready for a grand opening/ribbon cutting.

- Jason Quirk, Electric Department

We completed the electric part of the Meridian Street project and are awaiting communications to complete their part.

Electric was retired at 417 W. Michigan Street as well.

- Attorney Andrea Halpin

Clarified that these aren't bids as they don't meet those requirements, but are quotes. Reference demolition bids, Ritschard Brothers is more reasonable in cost. They would need to sign the contract containing the bid specs and would have thirty days to begin work. They must contact Bob Middlebrook to do the inspections to ensure that they are pulling all of the debris out and it doesn't just get covered. Any hazardous materials would also require an inspection

Following brief discussion, Council Member Colanese motioned to accept the Ritschard Brothers Inc. quote of \$23,910 for demolition of 417 W. Michigan Street, subject to signing the contract and affidavits. The motion was seconded by Council Member Short and carried 4-0.

- Engineer Jared Huss

As Jason mentioned, he appreciates the diligence on the Meridian Street project and thanked Perry for working with NIPSCO to get them moving and finished.

As everyone saw, the Town was recently awarded our 6<sup>th</sup> Community Crossings Matching Grant for \$720,000, bringing the total of work done to approximately \$3.5 million. LFA is working on document prep for bids.

JJ will present the design proposal for the sewer metering station later in the meeting.

### **Old Business**

- None

### **New Business**

- Metering Station Design Proposal-LFA

JJ LaBounty presented the LFA Metering Station Design Proposal for replacement of the current metering station that is reaching the end of its useful life. The design proposal also includes topo and right-of-way work as well as easement establishment if needed. Efforts will include coordination with Cliffs and the City of South Bend and use of two sub-consultants. President Kauffman read the proposal that contains the above mentioned services at a cost of \$87,650.

Council Member Colanese asked if this helps with our position regarding a volume discount and Jared responded that it demonstrates we are maintaining our equipment and continue to do so.



A motion to approve the Metering Station Design Proposal from LFA as presented was made by Council Member Colanese. The motion was seconded by Council Member Abbott and carried 4-0.

- **MOU Regarding Non Potable Water Upgrade Study**

Andrea informed the Council she has reviewed the MOU and had one question that she spoke with Robert to clarify. Because we may be in need of additional water, ways to service that would be the SJEC plant or our existing WTP. With more availability on the SJEC side, a study to see what the lowest cost and best solution to serve more water would be valuable. We have done exploration about potable water and the nice thing about the MOU for this study is that the Town doesn't pay anything for the study and if the cost will be covered by the RDC.

Jared added that this is the town's facility and we have to give permission for anyone to do a study. This will have no out-of-pocket costs to the Town and will allow someone else to gathering needed information about our water facilities. Council Member Abbott stated that if it isn't costing us anything, we are not at a loss and will receive information.

A motion to approve the Memorandum of Understanding regarding a Non-Potable Water Upgrade Study between the St. Joseph County Redevelopment Commission, St. Joseph County Board of Commissioners and the Town of New Carlisle was made by Council Member Abbott and seconded by Council Member Short. Motion carried 4-0.

- **Discover NC Memorial Day 5K**

Discover New Carlisle submitted a Special Event Form as well as some additional detailed information regarding the proposed Memorial Day 5K. Jen Miller, representing Discover, was in attendance and informed the Council that she met with Perry, Josh and Brent to review the submitted plans. Brent recommended that the race be unescorted but otherwise all were comfortable with the plan. Jen reported that the goal is for everyone to finish the race with everyone going straight uptown for the Memorial Day parade immediately following and then down to the Cemetery for the wreath laying ceremony.

A motion to approve the Special Event Permit for the Discover New Carlisle 5K Memorial Day Run was made by Council Member Colanese and seconded by Council Member Short. Motion carried 4-0.

## **Council Reports**

### Council Member Short

Nothing additional to report as everything was already voted on this evening.

### Council Member Abbott

Reported she was informed that she will serve as the liaison for the parks. She is excited and ready to get work done.

Questioned whether we have a name for the new splash pad. Perry suggested a work session as we get closer and construction nears completion to determine signage to possibly include a name, hours of operation and any other regulations. Andrea suggested possibly getting a sponsor for naming rights. Council Member Abbott suggested opening that to the town itself and let someone come up with a name for it. Jared said that most of the time something new like this is a tax on an already busy town crew and requires a part-time person to assist, so possibly for naming rights someone would want to donate money to support that position. This be discussed further at the work session.

#### President Kauffman

Suggested changing the second meeting in May as it falls on the night of 8th grade graduation. All were in favor of moving the meeting from the 16<sup>th</sup> to the 23<sup>rd</sup>.

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

The parks department recently received donations, from Delta Theta Tau Sorority and Delta Beta Phi, Epsilon Chapter for the purchase of a lighted Mrs. Claus to go with Santa Claus at Memorial Park.

We are moving forward with Invoice Cloud, the system for online bill payments that was approved last fall. This was postponed briefly to determine if the new software our billing system is working on would be a better, more cost effective option. We learned that new program from Boyce will not include online payments and they highly recommended Invoice Cloud for that option as they will interface with our billing software.

Robert, Perry and Sue participated in a webinar today put on by the IFA to share information on the Lead Service Line Inventory program and available funding.

#### **Bills to be Paid**

A motion to pay all bills as presented on the Claim Docket and the Payroll Allowance Docket of April 7<sup>th</sup> 2023 was made by Council Member Short and seconded by Council Member Colanese. Motion carried 4-0.

#### **Adjournment**

Upon a motion by Council Member Abbott and second by Council Member Colanese the meeting adjourned at 7:26 PM.

  
Marcy Kauffman, Council President

Attest:

  
Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Executive Session, April 27, 2023 , 3:30 PM**

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

Also in attendance: Andrea Halpin

President Kauffman called the executive session to order at 3:30 PM to discuss a job performance evaluation of individual employees pursuant to I.C. § 5-14-1.5-6.1(b)(9).

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

The executive session adjourned at 5:29 PM.

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

  
 Marcy Kauffman, Council President

  
 Dave Doll, Council Vice President

  
 Jerry Colanese, Council Member

  
 William Short, Council Member

  
 Alison Abbott, Council Member

Attest:

  
 Susan Moffitt, Clerk-Treasurer