

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, August 1, 2023 6:30 PM**

The meeting was opened with the Pledge of Allegiance

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

Also in attendance: Andrea Halpin, Jared Huss, Jason Quirk, Perry Hinton, Jill Doll, JJ LaBounty, Ryan Cole, Fred Sikorski, Robert Hollingsworth

**Bid Openings**

President Kauffman opened the following bids: Truck Chassis and Utility Truck Aerial Equipment

Two bids were received as follows:

Utility Truck Equipment Inc.	Truck Chassis, accessories	\$170,605.00
Bachman Chevrolet Commercial	Aerial equipment	\$ 74,675.00

Andrea explained that bid specs were specific due to safety concerns. Jason recommends we proceed with approval of both bids for a total of \$245,280.00.

Council Member Colanese moved to approve the Utility Truck Equipment, Inc. bid of \$170,605.00 and the Bachman Chevrolet bid of \$74,675.00 and a total cost of \$245,280.00. The motion was seconded by Council Member Abbott and carried 5-0.

**Approval of Minutes**

Council Member Colanese moved to approve the minutes of the July 5, 2023 General Meeting and Executive Session, July 10 Executive Session, July 18 General Meeting and July 19 Executive Session as written. The motion was seconded by Council Member Doll and carried. Council Member Doll abstained from the July 10<sup>th</sup> executive session, Council Member Short abstained from the July 5<sup>th</sup> meeting, and Council Member Abbott abstained from the July 19<sup>th</sup> executive session.

**Visitor Comments**

- Fred Sikorski

Mr. Sikorski informed the Council that he is concerned about an abandoned house next to him. He was informed that the neighbors were letting the bank take it back, but nothing has happened, it is not being taken care of, and the garage door is standing open. Sue reported that a bank called the office earlier today to request information and find out the requirements to put the utilities in their name as they will be taking over the property.

**Employee Reports**

- Perry Hinton, Town Crew Supervisor

Everything is going well and nothing to report. President Kauffman expressed her thanks to the whole town crew for everything that was taken care of so well following the storm Friday night that left a huge mess.

- Jason Quirk, Electric Department

Reported that we got hit pretty good, but by 10 AM Saturday he had all but one service back up. President Kauffman thanked Jason for his work following the storm. Jason said that he wanted to give a shout out to Tristen Drake for everything he did to take care of the viaduct, the lift station, trees, and everything else he did, because he did a fantastic job.

- Robert Hollingsworth, Water Treatment Plants Director

Reported that the well house is up and the well is also back up. President Kauffman asked about the old well and Robert responded that they are taking measurements now to get that filled in. Perry added that there is much to be addressed during this process.

- Chief Croymans

Chief Croymans introduced Ryan Cole, who comes to the town from St. Joseph County PD with eleven years of experience, to the Council. Ryan is also an underwater diver, search tech and has electrical experience as well.

Ryan Cole was sworn in as Deputy Marshal for the Town.

- Engineer Jared Huss

Jared presented the 2023 CCMG Street Improvement Project contract documents and Form 96 for Council execution.

Reported the Bray and Meridian Street Projects are largely complete but we are waiting on specific hydrant parts and a couple of other items. Milestone has been diligent in addressing items and will have a three year maintenance agreement.

Has participated in a number of water meetings that Robert and Pat have also been part of. Recently met with Andrea Marcy and Sue to get some pieces together and will want a full council update soon on contracts, rate and impact studies and a lot of pieces to catch up on.

The LFA golf outing will be August 18<sup>th</sup>.

**Old Business**

- -Request for adjustment

The adjustment request was tabled at the last meeting. President Kauffman asked if anyone would like to make a motion to waive the late fee as requested.

Council Member Colanese moved to waive the late fees as requested. Motion died for lack of second.

### **New Business**

- LFA Proposal for Construction Observation Services

The Construction Observation Services Proposal for inspection of the 2023 paving and ADA ramp projects with an estimated cost of \$58,000 was presented. Jared reported that the full amount of the inspection services for the 2022 Meridian and Bray projects was not used and the amount of this proposal is approximately the balance.

Council Member Short moved to accept the LFA 2023 Construction Observation Services Proposal, not to exceed \$58,000, as presented. The motion was seconded by Vice President Doll and carried 5-0.

### **Ordinances and Resolutions**

- Ordinance #1453 – A Salary Ordinance for Town Employees

Vice President Doll moved to waive the rules to allow for the adoption of Ordinance #1453 on the day of introduction. The motion was seconded by Council Member Short and carried 5-0.

President Kauffman read Ordinance #1453 by caption only for the first reading.

President Kauffman read Ordinance #1453 in entirety for the second reading.

President Kauffman read Ordinance #1453 by caption only for the third and final reading.

A motion to adopt Ordinance #1453 as written was made by Council Member Short and seconded by Vice President Doll. Motion carried 5-0.

### **Council Reports**

#### Vice President Doll

Commended all of the town employees for the extra work they've done the last few days, and especially at the park.

#### Council Member Colanese

Nothing to report regarding fire.

There was a big mess under the viaduct on Saturday due to the storm that required clean-up. The tool cat was used to remove much of the dirt and debris, and then the street sweeper went through multiple times to complete the cleanup.

Council Member Abbott

Commended the town employees and residents for coming out on Saturday morning to help everyone get their stuff together.

Reported that Malarie has been working very hard on the Park Board and has some great ideas. She is getting very close, doing interviews with people and had a great response.

Andrea reminded all that she sent out a draft of the new park board ordinance for Council review and comments.

President Kauffman

Thank you to the entire town crew, electric, water, everyone. All do a stellar job and it was like Armageddon following the storm Friday night.

**Bills to be Paid**

A motion to pay all bills as presented on the Claim Docket of August 1, 2023 and the Payroll Allowance Docket of July 28, 2023 was made by Council Member Short and seconded by Vice President Doll. Motion carried 5-0.

**Adjournment**

Upon a motion by Vice President Doll and second by Council Member Abbott the meeting adjourned at 7:14 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**  
**Executive Session, August 4, 2023, 4:30 PM**

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

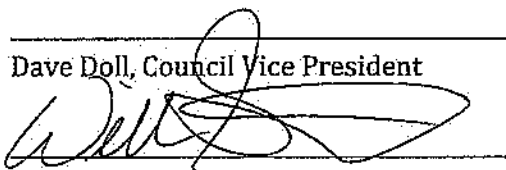
President Kauffman called the executive session to order at 4:30 PM for the purpose of Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance 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.

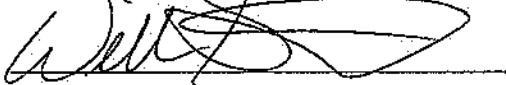
No decisions were made at this meeting and no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

The executive session adjourned at 5:00 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

  
 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, August 10, 2023, 1:00 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 Abbott and Clerk-Treasurer Susan Moffitt. Council Member Short was absent.

Also in attendance: Andrea Halpin, Jared Huss, Eric Walsh, Tyler Coffel, Deen Rogers

President Kauffman called the executive session to order at 1:00 PM for the purpose of 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.

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.

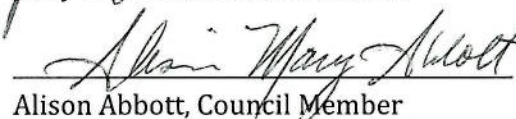
The executive session adjourned at 2:30 PM.

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

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 Daye Doll, Council Vice President

  
 Jerry Colanese, Council Member

  
 Alison Abbott, Council Member

Attest:

  
 Susan Moffitt, Clerk-Treasurer



**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**Public Hearing, August 15, 2023, 6:30 PM**

The Public Hearing was opened with the Pledge of Allegiance.

President Kauffman called the Public Hearing to order at 6:30 PM with Vice President Doll, Council Member Colanese and Clerk-Treasurer Susan Moffitt present. Council Member Short and Council Member Abbott were absent.

Also in attendance: Andrea Halpin, Jared Huss, Jason Quirk, Robert Hollingsworth, Brent Croymans, Randy Clark, Molly Hannon, Bob Middlebrook, Carol Middlebrook

- Ordinance #1454 – An Ordinance Amending the Town Code, Title XV Land Usage, Chapter 152 Zoning, Appendix A: Permitted Use Table, by Adding Manufacturing Retailer as a Permitted Use in the TC: Town Center District in the Permitted Use Table.

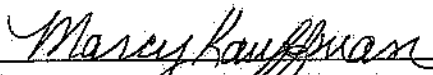
President Kauffman read Ordinance #1454 by caption only for the first reading.

Carl Brown-Grimm of Area Plan explained that this ordinance changes the Town Zoning Ordinance to include a special exception use to allow making food or beverages to be sold onsite. This amendment would not allow product to be made and then sent out for sale. This Ordinance was heard by the APC and is forwarded to the Town Council with a favorable recommendation. Carl added that the change may help with some of the vacancies in the downtown.


President Kauffman opened the floor for public questions or comments.

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

A motion to adjourn the Public Hearing was made by Vice President Doll and seconded by Council Member Colanese. The Public Hearing adjourned at 6:39 PM.

  
Marcy Kauffman, Council President

Attest:

  
Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, August 15, 2023, 6:35 PM**

President Kauffman called the meeting to order at 6:39 PM with Vice President Doll, Council Member Colanese, and Clerk-Treasurer Sue Moffitt present. Council Members Short and Abbott were absent.

Also in attendance: Andrea Halpin, Jared Huss, Jason Quirk, Robert Hollingsworth, Brent Croymans, Randy Clark, Bob Middlebrook, Carol Middlebrook, Molly Hannon

**Approval of Minutes**

Vice President Doll moved to approve the minutes of the August 1, 2023 General Meeting and the August 4 and August 10, 2023 Executive Sessions as written. The motion was seconded by Council Member Colanese and carried 3-0.

**Visitor Comments**

- Randy Clark

Mr. Clark informed the Council that he is in attendance this evening to see about a tree in the tree lawn to the east of his property on West Michigan Street that is damaged and he feels is a hazard. He said that he asked Bob Middlebrook to look at it and Bob confirmed that it needs to be removed and Mr. Clark said that it will come down in either a controlled or uncontrolled manner so he has hired a tree service to remove it. After it is removed, he plans to bring a copy of the bill to the town and ask that they assume all or at least a portion of the expense of removing the tree. It is on the tree lawn and not his property. Not unlike the park or cemetery it is town property and he would like to see the town cover the cost of this removal. He is not asking to be an exception to the rule, he is asking the town to change the rules so that any tree in the tree lawn that has to be removed, the town assumes all or at least a portion of the expense so that the cost doesn't fall on the property owner. He cannot afford it. It is going to take well over 1.5 months of his social security, but he is trying to be responsible. When it is removed he will bring the bill to the town board and hope they can take some if not all of the expense. Council Member Colanese asked what the estimate for removal of the tree is and Mr. Clark replied that it is approximately \$1,600. He doesn't have a date set for removal, but it has been made a priority because it won't survive another storm. Mr. Clark said that he has talked with an arborist who explained that maples have a virus and once they have been damaged they can't survive. The roots were cut on three sides of this tree during the sidewalk project and it suffered some significant distress. The split goes down over halfway the length of the trunk. Mr. Clark thanked the Council.

**Employee Reports**

- Jason Quirk, Electric Department

A written report has been submitted.



- Perry Hinton, Town Crew

No report.

- Chief Brent Croymans

Code Enforcement is now located in the police station.

- Attorney Andrea Halpin

Primarily attended meetings and is working with Sue on the next phase of the property demolished to place a lien. She will contact the auditor because this property is scheduled for tax sale and we have a substantial lien to be placed for demo costs.

- Engineer Jared Huss

We have talked about work on the two lift stations on the north side of town. The county has asked that we provide a conceptual estimate for that work, so they are preparing that estimate and will share it with the Council when complete.

The 2023 CCMG paving project should be starting soon. Work includes curb ramps to address the ADA compliance, and mill and overlay. They have until October to complete. Over the last several years we have been lucky to be able to include the sidewalk project with street projects and we need to set a meeting soon with Davey, Perry and Sue to look at that for 2024 prior to CCMG.

Has a map from the comprehensive planning process from MACOG and will be addressing that relating to future areas of residential growth. Will get the map to the council

As previously discussed he will be working with Baker Tilly and the County to conceptualize what an intergovernmental agreement will look like for the various components discussed.

### **Old Business**

- Steve Mann, Wreaths Across America

Tabled until Steve can attend.

### **Ordinances and Resolutions**

- Ordinance #1454 – An Ordinance Amending the Town Code, Title XV Land Usage, Chapter 152 Zoning, Appendix A: Permitted Use Table, by Adding Manufacturing Retailer as a Permitted Use in the TC: Town Center District in the Permitted Use Table.

President Kauffman read Ordinance #1454 in entirety for the second reading.

### **Council Reports**

Vice President Doll

Pre-con meeting for the 2023 CCMG Project went well as usual with Jared in charge, and everything is ready to go.

Council Member Colanese

Utilities are doing ok.

For fire, reports he had a conversation with Bob Middlebrook today about doing something to honor our people who started the ambulance service in town. We have a fabulous ambulance service and they should be recognized. He will bring it up at the fire territory meeting tomorrow night.

**Bills to be Paid**

Motion to pay bills as presented on the Claim Docket of August 15, 2023 and the Payroll Allowance Docket of August 9, 2023 was made by Vice President Doll and second by Council Member Colanese. Motion carried 3-0

**Adjournment**

Upon a motion by Vice President Doll and second by Council Member Colanese the meeting adjourned at 6:58 PM

  
Marcy Kauffman, Council President

Attest:

  
Susan I. Moffitt, Clerk-Treasurer

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana 46552**  
**Special Meeting, August 16, 2023, 5:30PM**

Council President Kauffman called the meeting to order with Council Vice President Doll, Council Member Colanese, Council Member Short and Deputy Clerk Doll present. Council Member Abbott and Clerk-Treasurer Moffitt were not present.

Council President Kauffman then announced that we are here tonight for the 3<sup>rd</sup> and final reading of ordinance# 1454, an ordinance "Amending Town Code Appendix A, Town Center District, Permitted Use Table".

Council President Kauffman then read the ordinance by caption only. She then ask for a motion to pass this ordinance. Council Vice President Doll then made a motion to accept Ordinance #1454 as read, Council Member Colanese then seconded the motion. A vote was made, passing 3-0, with Council President Kauffman abstaining from the vote.

Council President Kauffman then asks for a motion to the close meeting. Council Member Short motioned to close and Council Vice President Doll second. The motion passed 4-0 and the meeting closed at 5:35 PM.

  
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Marcy Kauffman, Council President

  
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Jill A. Doll, Deputy Clerk