

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Budget Public Hearing, October 3, 2023, 6:30 PM

The public hearing was opened with the Pledge of Allegiance.

President Kauffman called the Budget Public Hearing to order with Vice President Doll, Council Member Colanese, Council Member Short, Council Member Abbott and Clerk-Treasurer Susan Moffitt present.

Also in attendance: Andrea Halpin, Jared Huss, JJ LaBounty, Perry Hinton, Jason Quirk, Jill Doll, Robert Hollingsworth, Brent Croymans, Carol Middlebrook, Bob Middlebrook, Rod Wisser, Robert Harbart, Malarie Pierce, Trent Smith, Kalyn DeNeve


This being the 2024 Budget Public Hearing, President Kauffman read Ordinance #1456, the Ordinance for the 2024 Budget, by caption only.

The 2024 proposed budget and projected cash flows and balances were presented and reviewed. Tyler Coffel of Baker Tilly also reviewed the proposed budget, cash flows and projected ending balances.

President Kauffman opened the floor to the public for questions and comments on the proposed 2024 Budget.

There were no questions or comments and the floor was closed.

Upon a motion by Council Member Colanese and second by Vice President Doll the 2024 Budget Public Hearing was adjourned at 6:44 PM.


Marcy Kauffman, Council President

Attest:


Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, October 3, 2023, 6:35 PM

President Kauffman called the Budget Public Hearing to order with Vice President Doll, Council Member Colanese, Council Member Short, Council Member Abbott and Clerk-Treasurer Susan Moffitt present.

Also in attendance: Andrea Halpin, Jared Huss, JJ LaBounty, Perry Hinton, Jason Quirk, Jill Doll, Robert Hollingsworth, Brent Croymans, Carol Middlebrook, Bob Middlebrook, Rod Wissner, Robert Harbart, Malarie Pierce, Trent Smith, Kalyn DeNeve

Approval of Minutes

Vice President Doll moved to accept the minutes of the September 8, 2023 Executive Session, September 19, 2023 General Meeting, and September 29, 2023 Executive Session as written. The motion was seconded by Council Member Abbott and carried. Council Member Short and Council Member Colanese abstain from the September 29, 2023 Executive Session.

Visitor Comments

No public comments were offered.

Employee Reports

- Perry Hinton, Town Crew Supervisor

Has scheduled fall cemetery clean-up for October 16th with a rain date of October 17th.

- Jason Quirk, Electric Department

Submitted a written report containing an action item requesting approval for the Professional Services Agreement with the Department of Energy for the \$43,500 grant through the OED. He explained that this is a precursor to a larger grant that will be federally funded. Council Member Colanese moved to approve the Professional Services Agreement as presented. The motion was seconded by Council Member Short and carried unanimously.

- Robert Hollingsworth, Water Treatment Plants Supervisor

Met with IDEM this week regarding the proposed changes at the SJEC water plant which appears to be a go.

- Chief Croymans

Written report was provided.

- Bob Middlebrook, Code Enforcement

Proposed that we put an ordinance together for rental inspections in the town and has emailed information. This has been brought to the Council several times before but never passed. One of the concerns was that he couldn't do it all by himself but doing the inspections in conjunction with the Fire Department will make it possible. Assistant Fire Chief Chad Hess reported that they currently have three inspectors and will be sending additional people for training soon. President Kauffman and Council Member Colanese were aware that business inspections would begin at the first of the year too. Bob reports that rental inspections would not be intrusive and would basically look for safety hazards. By code, the fire department has the right to do inspections with enforcement through Bob. The plan to begin the inspection program on 1-1-2024 and there will be no additional costs to the Town. The FD system can track everything and if there are problems they will refer them to Bob or Jason if electrical. They feel that there should be a fine involved to give some meat to the ordinance. They have had bad fires in rental units recently and some rentals are a disaster. If we can make these people register, they feel that it could work very well.

Chad informed the Council that Niles is currently doing rental inspections. Bob and possibly Jason would be notified if they need to call in a special inspection should they find something wrong, but otherwise it would be a once a year inspection. If there are no issues in several years, they could waive inspections. Chad feels that it is a good way to help ensure a safe place to live, not the Taj Mahal, but a safe place to live.

Council Member Colanese asked if tenants would be able to report issues and Bob responded that they can call in a complaint. Chad added that complaints and inspections will link to RMS and residential and commercial can all have an individual account with information added for each property. They would like to begin inspections at the beginning of the year and asked that the Council review the paperwork. The FD will handle all of the paperwork for this. Vice President Doll asked how many rental units there are in town and they were unsure. The Council thanked them for presenting the information.

- Attorney Andrea Halpin

Has been attending a lot of meetings recently.

- Engineer Jared Huss

2023 CCMG is substantially complete and will do walk through soon.

Cliffs meeting today and will have updates soon. Baker Tilly will work with on rate considerations.

Update regarding the viaduct reroute was sent to Baker Tilly

Held some preliminary discussion for CCMG 2024 projects with Perry.

County approached us about a paving project they are planning at Timothy Road and have offered to carry the project all the way around Marvel Lane. He and Perry will look at that area, get with Sue to discuss funding availability, and then bring it back to the Council.

AEP, as part of GM project, would like to propose something at the town garage. Perry has pointed out some important pieces that they are likely missing so they will go back to them for additional discussion.

Kudos to the group working on the rental inspection piece. This has been something discussed in the past and has been a struggle with legislative changes, so the team aspect may work well.

Old Business

- Wreaths Across America

President Kauffman has been in touch with Steve Mann as has the Cemetery Board. Everyone is on the same page and the 471 wreaths needed for the New Carlisle Cemetery will be separated from any that may go to other cemeteries. Steve will look for as many corporate and individual donors as he can and will come to the Town to help make up any difference he may experience. Steve will look for as many corporate and individual donors he can and will come to the town to help make up any difference he may experience.

President Kauffman asked for a motion to move forward with Wreaths Across America and working with Steve. Vice President Doll motioned to move forward with Wreaths Across America. The motion was seconded by Council Member Abbott and carried unanimously.

New Business

- Electric Dept. Job Description Discussion

Jason has presented a file containing four new job descriptions for review and in the near future meet as a group to help get this moving forward, discussing structure and pay. The Council thanked Jason for providing the job descriptions. Vice President Doll asked if he intended to start the new hire as a groundman and Jason responded not necessarily. He explained that the job has been posted internally for any of those positions to try to pick the best candidate.

- Approval of Fire Department request to trade in 2018 Dodge Utility Vehicle for the purchase of a 2023 Chevrolet Tahoe

President Kauffman explained that the fire territory is looking to make this move and needs Town approval as well. Vice President Doll asked why they have decided to trade in a five year old vehicle. FD Assistant Chief Chad Hess explained that it only has 43,000 miles on it but doesn't suit the purpose so they are trading it in to bring down the cost of a new vehicle. Chad explained that the intent is to also get rid of a brush truck and purchase a pick-up with skid mount that can have a plow added to it, so they would get rid of two vehicles and replace them with one more universal one. Vice President Doll recalled that the 2018 truck was purchased for firefighter safety by keeping the gear separate from people and asked how gear will be transported if the truck is sold. Chad explained that gear is currently put in compartments on the trucks.

Council Member Colanese added that the price is really good. With the trade in of \$28.5k, the cost will be \$14.5k for a \$43K Tahoe. The Tahoe does not come equipped but Chad reported that it is prewired.

Council Member Colanese moved to approve the sale of the 2018 Dodge Ram owned jointly by Olive Township and the Town of New Carlisle. Motion died for lack of second.

- Park Board recommendations

Council Member Abbott reported that the Park Board met and they have recommendations for appointment to the Park Board. She gave Mal so much credit for working so hard to reestablish the park board and invited everyone for a celebration following the meeting. The Park Board recommended to the Council that Malarie Varnak, Kalyn DeNeve, Trent Smith, Jennifer Maure and Bob Harbart be appointed to serve on the newly reestablished Park Board.

A motion to accept the Park Board's new member recommendations was made by Council Member Abbott and seconded by Vice President Doll. Motion carried unanimously.

Announced that on Oct 29th, the Park Board will host a Meet the Park Board Event in the park where they will have a pumpkin carving contest, pumpkin painting, scavenger hunt contest and some other fun activities. Also doing a park advisory committee open to any person in the town that would like to come to meetings and volunteer and get involved.

The Council extended a warm welcome to all of the new members of the park board.

Ordinances and Resolutions

- Ordinance #1456 – An Ordinance for the 2024 Budget

President Kauffman read Ordinance #1456 in entirety for the second meeting.

Council Reports

Council Member Colanese

Utilities are going good.

Council Member Abbott

Excited with the new park board. She has been out shopping and has stuff already for the event.

Clerk-Treasurer's Report


Reported that the four year audit being performed by State Board of Accounts is now complete.

Bills to be Paid

Motion to pay all bills as presented on the Claim Docket of October 3, 2023 and the Payroll Allowance Docket of September 22, 2023 was made by Council Member Short and seconded by Vice President Doll. Motion carried unanimously.


Adjournment

Upon a motion by Council Member Abbott and second by Vice President Doll the meeting was adjourned at 7:15 PM.



Marcy Kauffman, Council President

Attest:



Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, October 6, 2023, 1:30 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 Abbott, and Clerk-Treasurer Susan Moffitt. Council Member Short was absent.

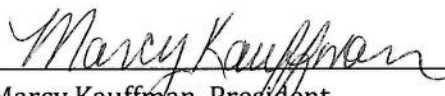
Also in attendance: Andrea Halpin

President Kauffman called the Executive Session to order at 1:30 PM to discuss a job performance evaluation of individual employees pursuant to I.C. 5-14-1.5-6.1(9). (This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process).

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 2:40 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, President



Dave Doll, 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
Special Meeting, October 6, 2023, 1:00 PM

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


Also in attendance: Andrea Halpin, Robert Hollingsworth, Chad Hess

President Kauffman read a letter from Chief Josh Schweizer regarding the trade-in of the 2018 Dodge Ram and purchase of the 2023 Durango.

Robert Hollingsworth advised that the water treatment plant is in need of a pick-up truck and the one being discussed would work well for them with the low mileage and four doors. The value of the trade-in for the 2018 Dodge Ram was given as \$28,500. The possibility of the Town purchasing Olive Township's ½ interest in the truck for \$14,250.00 was discussed.

Council Member Colanese moved to purchase Olive Township's ½ interest in the 2018 Dodge Ram truck at a cost of \$14,250, which is ½ of the offered trade-in value. The motion was seconded by Vice President Doll and carried 3-0.

Upon a motion by Council Member Colanese and second by Vice President Doll the meeting was adjourned at 1:20 PM.


Marcy Kauffman, Council President

Attest:


Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council**124 E. Michigan Street, New Carlisle 46552****General Meeting, October 17, 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 Deputy Clerk Doll present. Clerk- Treasurer Moffitt was absent.

Also in attendance: Andrea Halpin, Jared Huss, Perry Hinton, Jason Quirk, Brent Croymans, Bob & Carol Middlebrook, Dan Caruso

Approval of Minutes

Vice President Doll motioned to approve to minutes of the October 3rd Public Hearing & General meetings, October 6th Special & Executive meetings as written. The motion was then seconded by Council Member Colanese and carried. Council Member Short abstained from both October 3rd meetings.

Visitors Comments

- Dan Caruso

Mr. Caruso advised that he had been to the Area Plan Commission of St. Joe County meeting and that they approved a declaratory amendment to the Sept. 2020 Town agreement, that would expand our buffer zones. The zones were set to protect our Town from the ICE encroachment into our area. He advised that the expanded area would now be south of St. Rd 2, north of US 20, east to Snowberry and west to Timothy. He said that there will be a public hearing on November 14th and he encourages the Council to remonstrate to the changes to the core area. You need take time to sit back and slow this down. He also said we need to wait until St. Joe County has their Comprehensive plan finished and we have our Comprehensive plan done also.

Again please go to the Public meeting on Nov. 14th and let the county know we want to stay with the original agreement to the core area in the TIF District.

Employee Reports

- **Jason Quirk, Electric Department**

President Kauffman advised that Jason was requesting to have an executive session in his submitted report for the meeting. That the steering committee is set for the Energy Security Plan and they include Jerry Colanese, Will Miller, Robert Middlebrook and Ryan Maure. This committee will be part of the planning for the applied for grant usage.

He has been working on a wide range hazmet plan and an updated master plan for disaster.

- **Robert Middlebrook, Building Inspector**

The telephone company wants to divide their lot so they can sell the front building. They are looking into Area Plan to see if that will meet guidelines to be possible.

- **Andrea Halpin, Attorney**

She advised she has been attending a lot of meetings for and with the Town.

- **Jared Huss, Engineer**

He is reviewing the Marvel Lane building project and that will come back to the Council at some point.

The Community Crossings true up came in \$25,000 under budget for close out. They will be meeting to start on the 2024 grant.

Lift station east of viaduct needs to be addressed, with the changes happenings to the east, and will be meeting with Baker Tilly for the SRF.

New Business

President Kauffman asks the Council for their approval to have a survey done on the north-south alley next to the old Home Café. The Town owns this easement and Discover New Carlisle would like to see it as a dedicated ADA walkway to the downtown from the parking lot. They would like to do lighting and beautifications, planters and enhancements to this area. This will be a several step process, as the easement has many utilities going through it underground and they would need to be relocated. They would like to talk to the connecting property owner and see if they might give up or sell part of their adjoining property for this project. Jared advised

that if the connecting property owner would not be open to selling, than there would not be enough room to do anything there. He advised that moving the utilities we be quit costly, but that there are grants out there that DNC could apply for that would help with the costs. After more discussion, a motion was made stating that "the Council would cover the \$3,300.00 cost of the survey for this easement only if the connecting property owner agreed to their request for the land". The motion was made by Council Member Colanese and seconded by Council Member Short and the motion passed.

Ordinances, Resolutions, Etc.

Ordinance#1456- An ordinance for the 2024 budget approval

President Kauffman then did the 3rd and final reading by caption only. After the reading a motion was made by Council Member Abbott and seconded by Vice President Doll and the motion passed.

Council Reports

Vice President Doll

He advised that the Cemetery fall clean up had been done yesterday and everything looked good.

Council Member Colanese

Thanked the Town crew for keeping the limbs cleaned up.

Council Member Abbott

The Park Board will have a "Meet the Park Board" event at the Memorial Park on Oct. 29th from 2-4 pm est with all kinds of contests, food and scavenger hunt and this is a free event for everyone. She advised they are trying to keep costs low to put this event on and that the New Prairie Middle School Dance Team will be doing the snacks & drink as a fund raiser. There will be prizes for the contests.

General Meeting, October 17, 2023

page 4

President Kauffman

President Kauffman then advised the Council that she had been informed that Bob Middlebrook had just received a notice of "Stellar Work" by the courts for his work with one of his kids in the Court System. She advised that the notice stated that "Bob M. did a fantastic job in a recent Termination of Parental Rights Trial. His effectiveness as a CASA (Court Appointed Special Advocate) was brought up in an Indiana State CASA Conference due to the case being sent to appellate court. The Indiana Supreme Court even cited Bob's advocacy in the case as a reason to uphold the trial court's decision." Bob advised that his work helped the child to be able to be adopted. Bob stated that he has been a CASA volunteer for 12 years and had been able to work with and help 13 children. Everyone congratulated Bob for his fine work with this program.

Bills to be paid

A motion to pay all bills as presented on the Claim Docket of October 17, 2023 and the Payroll Allowance Docket of October 6, 2023 was made by Council Member Short and seconded by Vice President Doll, motion carries 5-0.

Adjournment

Upon a motion by Council Member Short and a second by Vice President Doll the meeting adjourned at 7:11 PM.

Marcy Kauffman, Council President



Jill A. Doll, Deputy Clerk

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, November 3, 2023, 1:30 PM

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


Also in attendance: Andrea Halpin

President Kauffman called the Executive Session to order at 1:30 PM to discuss a job performance evaluation of individual employees pursuant to I.C. 5-14-1.5-6.1(9). (This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process) and, to receive information about and interview prospective employees pursuant to I.C. 5-14-1.5-6.1(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 2:20 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, President



Dave Doll, Vice President



Alison Abbott, Council Member

Attest:



Susan Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, November 3, 2023, 2:00 PM

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

Also present: Andrea Halpin, Jared Huss


President Kauffman called the executive session to order at 2:25 PM to receive information about and interview prospective employees pursuant to I.C. § 5-14-1.5-6.1(b)(5) 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 4:20 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 Doil, Council Vice President


 Alison Abbott, Council Member

Attest:


 Susan Moffitt, Clerk-Treasurer