

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 Doll, 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 Doll, Council Vice President


 Alison Abbott, Council Member

Attest:


 Susan Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, November 7, 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 Susan Moffitt present.

Also in attendance: Andrea Halpin, Jared Huss, JJ LaBounty, Jason Quirk, Perry Hinton, Jill Doll, Brent Croymans, Robert Hollingsworth, Steve Mann, Bob Middlebrook, Dan Caruso,

Approval of Minutes

A motion to approve the minutes of the October 17 General Meeting, November 3 1:30 PM Executive Session and November 3 2:00 PM Executive Session as amended, to include Council Member Short was present for both Executive Sessions as he attended via zoom, was made by Vice President Doll and seconded by Council Member Abbott. Motion carried 5-0.

Visitor Comments

- Steve Mann

Steve was in attendance to update the Council on Wreaths Across America and shared that getting sponsors has been really challenging this year. He is 246 short of having 100 percent for the New Carlisle Cemetery and everything must be turned in by Nov. 21st. He did contact some of the plants east of town that were discussed and had no luck so far, although he has not heard back from all of them yet. He still needs a total of \$4,182 and asked if funds are available for the Town to participate. Steve has not contacted SJEC and Jared offered to take a form to them.

Council Member Abbott moved to authorize President Kauffman to make a donation of no more than \$4,182 to Wreaths Across America once the final total is known. The motion was seconded by Vice President Doll and carried unanimously.

- Dan Caruso

Dan informed the Council that he has heard discussion of expansion of the New Carlisle IEC TIF District and an open house being held at the library on the 13th with the RDC supposedly hosting this event. He contacted Bill Schalliol and asked him to not do the same as they did with the Honeysuckle open house and instead have one person providing information and answering questions. Dan said that he was told that they are still working on how to conduct the meeting.

Dan stated that he understands that there will be a resignation at the end of the year or before for a democrat seat on the Council. He has contacted the Democratic Party to inform them of his interest in this seat and stated that the person resigning must contact the County Clerk because we cannot just let this sit.

- Mr. Humbarger

Mr. Humbarger informed the Council that he just had one of the parcels of land on his farm put on the industrial expansion acquisition list. At the NCBCA meeting last week they were told that the Council can only remonstrate if they are asking for a zoning change. Mr. Humbarger cited the adopted resolution regarding the core area and stated that Section 1 is about new development outside the core area and does not limit discussion to zoning. The third section includes development outside of the core area prior to completion of the comp plan and does not mention zoning. Mr. Humbarger gave the definition of development from Websters Disctionary. He said the resolution includes that the Town and Township reserve the right to remonstrate any development outside the core area, and should. He and his wife have spent all of their married lives paying for and living at this farm and last year they made some significant improvements based on this resolution. This additional TIF area will increase the school corporation without additional funding and also increases in taxing provided services without additional funding. He asks that the council remonstrate against this expansion prior to the date of the hearing.

Employee Reports

- Perry Hinton, Town Crew Supervisor

All is good and they continue daily operations. President Kauffman thanked the crew for the big job of leaf pick-up and also thanked Perry for copies of the wreaths form.

- Jason Quirk, Electric Department

Submitted a written report.

- Bob Middlebrook

Asked if there has been any determination regarding the rental inspections that he and A/C Chad Hess presented a few weeks ago? He reported that the fire department has a plan but does not want to move to forward without support from the Town. President Kauffman responded that it hasn't been discussed but she personally feels that it is worth pursuing. Andrea stated that she needs to review the proposal and compare the statute as she is unsure if we can require these annually without review, but feels the Council can move forward if they choose. Bob explained that this is much more attainable with a full time fire department and would all fall under the international property guide. He doesn't feel the idea would be to push things but look at things that would concern safety of lives and feels that even smoke detectors would be a good start. Andrea feels it is very worthwhile but she needs to review first. The Council expressed agreement that this can be very good and requested that Andrea review the proposal and applicable statutes. Vice President Doil stated that he would like the enforcement to still be through Bob, or Jason if it is electric and Bob responded that it would be.

- Attorney Andrea Halpin

Primarily attending meetings.

- Engineer Jared Huss

2023 CCMG final pay app and information was sent to Sue and is ready for submittal of closeout documents.

Met with JJ, Perry, and Sue for discussion of possible 2024 CCMG projects. They will review again and make final decision of what to submit for.

Metering Station design continues. Met with Perry recently and will get an updated cost estimate with March bid date.

Regarding sanitary sewer, rate impacts were given by Baker Tilly and review of an Asset Management Plan will also come from them. DLZ will need to do an asset management plan as well. Working on preliminary engineering with several sanitary sewer projects to assess impacts that will require some additional survey with the concept being that we can get this altogether to submit for SRF to lessen the impact on tax and rate payers.

Meeting with Veldkoff tomorrow regarding their plans for the site on Marvel Lane.

Water utility Asset Management Plan PER to make sure we get numbers. Has asked Donohue for information on that.

Work continues on rate calculations and information for SJEC and Cliffs plant to be able to go back and talk about those pieces.

Arch street right of way related to Paul Loops property was recorded and stamped but may have not been forwarded . Same with the property for the spray pad.

If the Council would like LFA to continue to provide engineering services for the Town in 2024 he will provide a proposal for the next meeting. He will also talk with Perry regarding the 2024 CCMG for preparation of that proposal.

Old Business

- Electric Department Job Descriptions

President Kauffman did not receive any comments or questions on the corrected job descriptions and stated that once these are approved, we can move forward.

A motion to accept the four job descriptions for the electric department as corrected and presented was made by Council Member Short and seconded by Council Member Colanese. Motion carried unanimously.

New Business

- Public Works Director Job Description

Council Member Colanese moved to approve the Public Works Director Job Description and salary range as presented. The motion was seconded by Vice President Doll and carried unanimously.

Council Member Colanese stated that a lot of businesses want to come into our Town and we should get whatever we can. We have not named the splash yet and he feels that maybe this is something we can pursue so they can foot the bill for the water and sewer. He feels that we need to grab everything we can now. Jared said that one thing he would suggest would be to talk to supervisors about their needs and look at community impact projects that have been long standing issues such as connectivity. As a group, we are doing comp plan and capital plan for each utility. He suggests we meet and make a list of things identified as important and that we spend some time doing this right. President Kauffman agreed and feels that we should do this sooner rather than later.

Ordinances and Resolutions

- Ordinance#1457- An Ordinance for the Codification of the 2022 Ordinances

President Kauffman read Ordinance #1457 by caption only for the first reading.

Council Reports

Council Member Colanese

Utilities going good. Nothing much with fire lately. Reported that Brent told him that we had two overdoses recently and we average 10-15 in our town. Discussion regarding training for employees in naloxone use for overdoses was discussed and Council Member Short will speak with the PD.

Council Member Abbott

The Meet the Park Board Event went really well even though it was cold and wet. Could have had more people, but what we had was excellent and the new Park Board went above and beyond. She thanked Perry for all of his help preparing that day. She was really thrilled with how they had everyone participating. She sees great things coming from this park board as they are working very hard with innovative ideas.

The next park board meeting will be November 18th at 9 AM. Even though only the park board members vote, they invite everyone to attend and participate. The Park Advisory Board is for everyone and is a lot of fun and very engaging.

President Kauffman

Expressed thanks to Council Member Abbott for heading up the Meeting the Park Board Event at Memorial Park. It was fun and there were treats there that you could, and she did, buy from the NP Dance Team.

Clerk-Treasurer's Report

Presented the September and October bank reconciliations.

Received an update today from Invoice Cloud. They continue working on setting up online bill payment for the Town and should have everything ready for implementation by February. Invoice

Cloud integrates with our utility billing software for online bill review and payment, and offers options such as autopay.

Bills to be Paid

A motion to pay all bills as presented on the Claim Docket of November 7, 2023 and the Payroll Allowance Docket of November 3, 2023 was made by Council Member Short and seconded by Vice President Doll. Motion carried 5-0.

Adjournment

Upon a motion by Council Member Abbott and second by Vice President Doll the meeting was adjourned at 7:13 PM.



Marcy Kauffman, Council President

Attest:



Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, November 20, 2023, 9:00 AM

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

Also present: Andrea Halpin. Attending via phone: Jared Huss

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) 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), and 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 matters specified in the public notice.

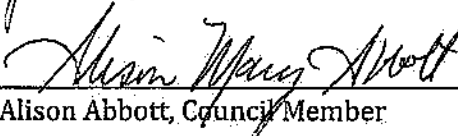
The executive session adjourned at 11:20 AM.

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


 Dave 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
General Meeting, November 21, 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 Abbott and Clerk-Treasurer Susan Moffitt present. Council Member Short and Council Member Abbott were absent.

Also in attendance: Andrea Halpin, JJ LaBounty, Jason Quirk, Perry Hinton, Jill Doll, Brent Croymans

Approval of Minutes

Council Member Colanese moved to accept the minutes of the November 7, 2023 General Meeting and November 20, 2023 Executive Session as written. The motion was seconded by Vice President Doll and carried 3-0.

Visitor Comments

No public comments were offered.

Employee Reports

- Perry Hinton, Town Crew Supervisor

Basically normal daily operations. We did have damage to a fire hydrant last week due to a semi.

- Jason Quirk, Electric Department

A written report was submitted

- Engineer JJ LaBounty

LFA will be starting site assessment for the proposed Dollar General store next week. President Kauffman asked if the Army Corp of Engineering has reviewed the wetlands on the parcel being considered? Jared had discussed this with Sue and she believes that this was reviewed by the Army Corp, deemed insignificant, and then forwarded to IDEM.

Projects have been completed this year and they are putting together a proposal for identified 2024 CCMG projects.

LFA is reviewing the draft Interlocal Agreement

They have prepared a proposal for 2024 Engineering Services

Reached out to DLZ and Donohue for proposals to put together an Asset Management Plan to be prepared for SRF application.

LFA would like to again sponsor the holiday dinner this year.

New Business

- Water and Sewer Utility Asset Management Plan by Baker Tilly

A motion to approve the Sewer Utility Asset Management Plan Proposal at a cost of \$22,000 and the Water Utility Asset Management Plan Proposal at a cost of \$20,000 was made by Council Member Colanese and seconded by Vice President Doll. Motion carried 3-0.

Ordinances and Resolutions

- Ordinance#1457- An Ordinance for the Codification of the 2022 Ordinances – 2nd reading

President Kauffman read Ordinance #1457 in entirety for the second reading.

Council Reports

Vice President Doll

Attended the Cemetery Board meeting today. They thanked the Town Council for helping with the Wreaths Across America Project by donating 166 wreaths to ensure that one is placed at the grave of every veteran in the cemetery.

The Board is waiting on additional information for the new pillars and monument budgeted for the new cemetery annex next year.

The Cemetery Board will accept 2024 mowing bids beginning in January.

Council Member Colanese

Reports that the Hudson Township Trustee has resigned due to relocation outside the township and that will impact the makeup of the Fire Territory Board.

Requested the supervisors share with their employees that the Council will give across the board raises to each full-time employee in their departments for next year. The Council wants the employees to know that the supervisors went to bat for their employees for these raises and that the supervisors and the Town Council appreciate and respect them. Supervisors have already received raises, with the exception of the Marshal who will receive a \$10,000 raise next year. Because the Marshal's Department is now fully staffed, the position will return to salary exempt. Brent asked if the other supervisors are salary exempt. Sue responded that they are not because those positions do not qualify to be salary exempt, with the exception of the supervisor for the water plants, and that position is returning to salary exempt as well. She explained that the status was temporarily changed to non-exempt in 2020 when staff was reduced to three and they

continued 24/7 coverage, but was to return to salary exempt as soon as the department was fully staffed.

President Kauffman

Met today at the Olive Township office with Will Miller, Keith Batzel, Joe Thomas, Amy Drake, Chad Hess, Josh Schweizer and County Commissioner Carl Baxmeyer. They are reaching out to hear the needs of the town and township with the growth and impending second plant in addition to GM. She appreciates them making the effort to engage in discussion and needs to talk to Brent to discuss his needs.

Thanked Perry and all of the crew for installing the wreaths and banners and all they do to make the town beautiful.

Clerk-Treasurer's Report

Baker Tilly is working to get the system development charges in place and we hope to have an ordinance for introduction at the December 19th meeting. Tyler will be here next Wednesday to meet with Robert, Perry and Sue to go over water and sewer capital asset information to get that piece finished.

Bills to be Paid

A motion to pay bills as presented on the Claim Docket of November 21 and the Payroll Allowance Docket of November 17, 2023 was made by Vice President Doll and seconded by Council Member Colanese. Motion carried 3-0.

Adjournment

Upon a motion by Vice President Doll and second by Council Member Colanese the meeting was adjourned at 6:50 PM.


Marcy Kauffman, Council President

Attest:


Susan I. Moffitt, Clerk-Treasurer

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
Executive Session, November 27, 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, and Clerk-Treasurer Susan Moffitt. Council Member Short and Council Member Abbott were absent.

Also present: Andrea Halpin
Candidate 1 entered the meeting at 1:30 PM
Candidate 2 entered the meeting at 2:00 PM

President Kauffman called the executive session to order at 1:30 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 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, Council President



Dave Doll, Council Vice President



Jerry Colanese, Council Member

Attest:



Susan Moffitt, Clerk-Treasurer