

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, February 4, 2025, 6:30 PM

The meeting was opened with the Pledge of Allegiance

President Marcy Kauffman called the meeting to order with Vice-President Jerry Colanese, Council Member Nancy Pemberton, Council Member Will Short, Deputy Clerk Yvonne Hoffmaster, Special Projects Assistant Susan Moffitt, Town Engineer Jared Huss, and Town Attorney Andea Halpin present.

Also in attendance: Marshal Brian Cook, Code Enforcer Bob Middlebrook, Carol Middlebrook, and Electric Supervisor Jason Quirk.

Absent: Council Member Alison Abbott and Public Works Director John Mrozinski

Approval of Minutes

Council Member Short moved to approve the minutes of the following : January 23, 2025, General Meeting, January 23, 2025, Executive Session, and January 24, 2025, Executive Session as written. The motion to accept the minutes as written was made by Council Member Short. The motion was seconded by Council Member Short and carried 4-0.

Visitor Comments

- None

Employee Reports

- **Yvonne Hoffmaster, Deputy Clerk**
-Let the council know that the Clerk's office is working on the year end annual reports.
- **Jason Quirk, Electric Superintendent**
-Working on electrical agreements that have been drafted and waiting on approval from Attorney Halpin.
-Will have recommendations for purchasing power and will ask for an Executive Session to discuss in the next couple of weeks.
-Rebuilt the overhead at Cliffs.
-Change ups happening with 811 Utility locates, working on digitizing the process with iPads, so working on the dynamics on those upgrades.
-Waiting on globes to finish street lighting on Michigan Street. This will help reduce 40-45% in kilowatt hour sales.
- **Marshal Brian Cook**
-None

- **Susan Moffitt, Special Projects Assistant**
 - Presented documents that will need to be submitted for the Readi 2.0 Grant that was awarded in December. Discover New Carlisle has committed \$5,000 towards the Grant. She is working on possible additional outside funding commitments. Of the \$308k that the Town will need to spend, \$150,000 was budgeted in 2024 for pickleball courts and redoing the tennis courts so the Town will have that to go toward the funding. Sue requested a vote to commit to the Town's funding requirements. Vice-President Colanese made a motion to approve additional appropriations to fund the Readi 2.0 Grant, not to exceed \$309,000. A second motion was made by Council Member Short. Motion carried 4-0.

- **Attorney Andrea Halpin**
 - Had a meeting with the Clerk's office and Jeff Rowe at Baker Tilly on how to account for some things for the users out in the IEC. She stated that most of the concerns have been resolved but still working on getting all the final answers needed.

- **Engineer Jared Huss**
 - Worked with Deputy Clerk Hoffmaster on the 2025 CCMG grant submission. Progression will continue as if the Town will receive the funding, as this will be the 9th year and haven't been denied in all those years so there is no reason to think that we won't be awarded the funding.
 - Water tower for the overall system out west is in the bidding phase.
 - There is a Cliff's meeting on March 14, 2025, from 10a-12p. There will be a meeting with Donohue before that meeting to make sure all plans are concrete.
 - Site plan has been submitted for the gas station in front of Joe's Grocery. It is being reviewed.
 - Met with South Bend with Public Works Director Mrozinski along with DLZ to discuss the possibility of moving the metering station. It was determined that it is best left where it is. Plans to advertise and bid for the lift/metering station behind Cliff's repair project that will be funded through the ARPA monies will need to be completed by December 31, 2025. Will also need to discuss an agreement for the easement with Cliff's before the metering station project.
 - St. Joseph County has hired JPR to do a survey of the properties around the viaduct area as well as a study of the possibility of a viaduct pedestrian crossing. There will be a meeting to further discuss those surveys. Discussion ensued asking if it was going to be an underpass or an overpass. Jared stated that it would more than likely be an underpass as the overpass regulations would be too much of a grade to be feasible, especially with ADA compliances.
 - Worked with Andrea and the group that there will be a resolution in effect to change the agreement with SJEC to change the water quality metric to make the water potable. It is currently being reviewed. It will come in front of the council once it has been completed.
 - Working with the Clerk's office on the St. Joseph County reimbursements in regard to the agreement made in retrospect of some of the IEC projects. Jared has made a request to the County to see if they would be willing to increase the amount of the agreement due to the costs of the projects.

- **Public Works Director John Mrozinski**
-Absent

Old Business

- **EV Stations**
-Discussion of need and cost of the Electric Vehicle charging stations (EV Stations) took place. Electric Superintendent Quirk spoke in regard to his thoughts on the possibility of installing the EV stations. He discussed the upgrades again and the costs included in the installation. Further discussion was made by the council members, and they decided to put it up for a vote. A motion was made Council Member Short to go forward with the EV station agreement with MACOG and installation by Jason. The motion was seconded by Vice-President Colanese. Council Member Pemberton made a Nay vote. Motion carried 3-1.

New Business

-None

Ordinances and Resolutions

- **Resolution #25-02-04-01:** Encumber 2024 Purchase Orders into 2025
A Resolution determining the need for appropriations to be carried forward and authorizing the Clerk-Treasurer to encumber such funds.
-President Kauffman read the Resolution in full. A motion was made to adopt the Resolution by Council Member Short. The motion was seconded by Council Member Pemberton.
Motion carried 4-0.
- **Ordinance #1483 :** Establish 3 Funds for the SJEC Water Treatment Plant
It has become necessary to separate the accounting transactions for the SJEC Water Treatment Plant from the Cliffs Water Treatment Plant into separate funds to maintain transparency and facilitate future rate settings.
-President Kauffman read the Ordinance by Caption Only for the 1st reading. A motion was made by Vice-President Colanese to waive the rules as to adopt the Ordinance in one meeting and to waive the rules to be read by caption only. The motion was seconded by Council Member Pemberton. Motion carried 4-0.
-President Kauffman read the Ordinance by Caption Only for the 2nd reading.
-President Kauffman read the Ordinance by Caption Only for the 3rd and final reading.
-A motion to adopt the Ordinance was made by Council Member Short. The motion was seconded by Council Member Pemberton. Motion carried 4-0.

Council Reports

- **Council Member Pemberton**
-None
- **Council Member Short**
-None

- **Council Member Colanese**
-Asked if walking dogs on a lease was permissible in the park now. He stated the signs still read "No Domestic Animals". Bob Middlebrook stated they just haven't taken down the signs yet.
- **Council Member Abbott**
-Absent
- **President Kauffman**
-None

Clerk-Treasurer Report

-Let the Council know that the Neptune reader will be updated to Neptune 360 on/around February 24th, 2025, to use in conjunction with our Keystone program. This will allow the MVH crew to do readings via Tablets instead of the bulky handheld device being used currently. Tablets will need to be purchased for this purpose.

-The Copy Image has placed an order for the printer that we are deciding on possibly purchasing. It will take about a week to get in and they will deliver it once it arrives. It will give us about a week's trial before the next meeting to decide if it is the right machine for the usage expected.

Bills to be Paid

A motion to all pay bills as presented on the Claim Docket and the Payroll Allowance Docket was made by Council Member Short and seconded by Council Member Pemberton. Motion carried 4-0.


Adjournment

Upon a motion by Council Member Pemberton and second by Council Member Short, the meeting adjourned at 7:11 PM.



Marcy Kauffman, Council President

Attest:



Julie Brown, Clerk-Treasurer