

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, March 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, Council Member Alison Abbott, Deputy Clerk Yvonne Hoffmaster, Public Works Director John Mrozinski, Special Projects Assistant Susan Moffitt, Town Engineer Jared Huss, and Town Attorney Andea Halpin present.

Also in attendance: Marshal Brian Cook, Code Enforcement Officer Robert Middlebrook, Carol Middlebrook and Andrew from Harbor Grand Hotel in New Buffalo.

**Approval of Minutes**

Council Member Short moved to approve the minutes of the following : February 18, 2025, General Meeting as written. The motion to accept the minutes as written was made by Council Member Pemberton. Motion carried 5-0.

**Visitor Comments**

- None

**Employee Reports**

- **Marshal Brian Cook**  
 -During an assist call, a driver hit a patch of ice and rear-ended Asst. Marshal Cincoski who had the victim of another vehicle incident in the car with him at the time. No one was injured; the car sustained significant damage, which puts the car out of commission for repairs.
- **Attorney Andrea Halpin**  
 -None
- **Engineer Jared Huss**  
 -One of the agenda items is the SJEC water agreement amendment which he will discuss further at that time.  
 -The new owners of SJEC are set to close March 13<sup>th</sup>, once that has been completed then he will be reaching out to see if they will allow the granting of an easement for an additional well that is needed for one of the phases of the SJEC improvements.  
 -Working on transfer of property from St. Joseph County to the Town for all the new wells south of Edison that are a part of the water treatment plant project. That land will be transferred along with a water tower. Council Member Abbott asked about the location. Jared explained the future water tower will be the south side of Filmore, just west of Larrison, across from R&L Trucking. The well field is at the southwest corner of Edison and Walnut, across from the SJEC plant.

-Working on GM agreement, CCMG project and well issues.

- **Public Works Director John Mrozinski**

-There is a sewer lift station pump out at Cliff's water plant that is over 30 years old, and it died. He is having it replaced for approximately \$8,000.

-Thanked the Police Officer that stopped traffic for the MVH guys while plowing some areas on the highway section of town.

### Old Business

- **SJEC Water Agreement Amendment**

-An amendment for the water agreement with SJEC was presented to the Council. Attorney Halpin and Engineer Huss explained the verbiage changes and what the changes in the agreement mean for the Town. A motion was made to approve the amendment by Council Member Abbott. The motion was seconded by Council Member Short. Motion carried 5-0.

### New Business

- **Baker Tilly Engagement agreement**

-An RFP agreement for Baker Tilly to do a Wage Study, update the Town's job descriptions and to update the Town's Employee Handbook was presented to the Council for the amount of \$30,000. A motion was made by Council Member Short to approve the RFP agreement. The motion was seconded by Vice-President Colanese. Motion carried 5-0.

- **2 Resident's letters**

-Public Works Director Mrozinski asked for the letters to be tabled until the next meeting since he received the letters late in the day.

- **Printer Purchase**

-Clerk-Treasurer Brown presented the purchase price and agreement to the Council. She stated that the demo currently in use is extremely efficient and will work well for all the printing needs of the Clerk's office. The previous printer will be put to use either downstairs for the Special Projects Assistant Moffitt or at the MVH building. A motion was made to approve the purchase of the printer for the amount of \$7465.00 by Council Member Abbott. The motion was seconded by Vice-President Colanese. Motion carried 5-0.

- **Hometown Days Event Permit**

-The permit for the annual Hometown Days event was presented to the Council. A motion was made by Council Member Abbott to approve the event permit. The motion was seconded by Council Member Pemberton. Motion carried 5-0.

### Ordinances and Resolutions

None

### Council Reports

- **Council Member Pemberton**

-Meeting with Kathy Matuszak that used to be with St. Joseph Cemetery next Thursday at 10a to discuss more options on how to record the cemetery records.  
-Stated that New Carlisle does an outstanding job with plowing especially compared to other areas in the county.

- **Council Member Short**

-None

- **Council Member Colanese**

-None

- **Council Member Abbott**

-Caught up with minutes from past emails, and there was a discrepancy of pay for one supervisor and would like to request a meeting to discuss further since she feels it is unfair.

- **President Kauffman**

-None

#### **Clerk-Treasurer Report**

-None

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

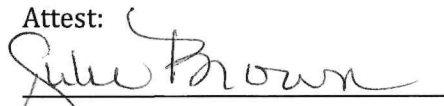
A motion to pay all bills as presented on the Claim Docket and the Payroll Allowance Docket was made by Council Member Short and seconded by Council Member Pemberton. Motion carried 5-0.

#### **Adjournment**

Upon a motion by Council Member Abbott and second by Council Member Pemberton, the meeting adjourned at 6:50 PM.

  
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Marcy Kauffman, Council President

Attest:

  
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Julie Brown, Clerk-Treasurer