

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, March 18, 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, and Town Attorney Andea Halpin present.

Also in attendance: Marshal Brian Cook, Code Enforcement Officer Robert Middlebrook, Carol Middlebrook, Sara Huss (DLZ), Kevin Siedlecki (LFA), Tim Creason and Joyce Gard.

Absent: Clerk-Treasurer Julie Brown and Town Engineer Jared Huss

Approval of Minutes

Council Member Short moved to approve the minutes of the following : March 4, 2025, General Meeting and March 4, 2025, Executive Minutes 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**
 - He is in the process of hiring a new officer. We had trouble with the website for submissions and once it was fixed, we received over 50 emails, so he is going through all the applications.
 - Still waiting on a call back from the insurance company with numbers on repairing the squad car that was damaged last month.
 - 3 new squad cars have been dropped off to have the remaining equipment installed and hope to have them on the road in the next couple of weeks.
- **Attorney Andrea Halpin**
 - She has primarily been working on utility projects and real estate opportunities.
- **Engineer Jared Huss**
 - Absent
- **Public Works Director John Mrozinski**
 - The outside Town clock has been fixed. The company where the clock was purchased had gone out of business, but they found a company in Ohio where we purchased the parts for the repairs.

- Solar lights have been installed on the Welcome signs on each end of the town limits.
- Moving forward with the Pickleball area.

Old Business

- **3 Residential Letters for Sewer adjustments**
 - PWD Mrozinski stated that he and Tristen had a chance to look at the addresses with requests and they confirmed that the water did not go into the sewer. Council Member Short made a motion to accept the sewer adjustment for the residents. The motion was seconded by Council Member Pemberton. Motion carried 5-0.
- **Park Design – Tim Creason**
 - Mr. Creason presented the designs for the park he was approved to move forward with earlier this year that will be placed on the Front St. address where the old church was demolished. There may or may not be a gazebo in the park. He would welcome any donations for a gazebo. There will be a small parking area for a couple of golf carts which will be ADA compliant. PWD Mrozinski asked Mr. Creason if he would like any of the pavers leftover from the street for the walkway to the ramp. He may take them when they get that far in the project. He will need an electric source for small lights and a water spigot to keep plants/flowers watered. A motion was made to accept the schematics of the park by Council Member Abbot and was seconded by Vice President Colanese. Motion carried 5-0.

New Business

- **ADA Draft**
 - Sara Huss from DLZ made a short presentation explaining what ADA stands for and what it means for the Town to be compliant. There are two parts, and the first part is self-evaluation which looks at facilities, programs and policies. The second part is a transition plan to see how the Town implements changes. Both categories have to have community participation. The first public input was last fall with an online survey and hard copies at Town Hall for people to fill out and only received one hard copy back. They also reached out to local advocacy groups from which they did not receive any responses. The second public input is now and goes through the end of the week, which the draft is available online, a hard copy at Town Hall and is also being circulated at the New Carlisle Public Library. There are approximately \$325,000 worth of improvements that need to be made at all the facilities and to be broken out over 20 years which makes it a budget of \$16,000 per year starting in 2026, excluding Grant funding. The right-of-way will have approximately \$400,000.00 of improvements needed. They assume that the Town is constantly making improvements. After the public input period ends DLZ will present a final plan for adoption. According to INDOT, the Town will need to update their plan every 3 years.
- **Metering Station Project**
 - Kevin Siedlecki from LFA made a presentation regarding the metering station project. This is to replace the sewer metering station that is on Cleveland Cliff's property. Money for the project will come out of the Town's GO Bond. Kevin stated that LFA will run the two advertisements; one on April 3 and a second on April 10th. The opening of the bid process

will be May 6th. A motion was made to approve the project by Council Member Abbott and seconded by Council Member Short. Motion carried 5-0.

- **GM Agreement**

-Attorney Andrea Halpin stated that this agreement is so that our employees can go onto General Motor's property to do the locates that are requested on a daily basis. A motion was made to approve the agreement and have Council President Kauffman to sign the agreement by Council Member Abbott and seconded by Vice President Colanese. Motion carried 5-0.

- **Assistant Public Works Director job description**

-President Kauffman stated that this position was budgeted in 2025, and it is a multi-faceted job that is badly needed. President Kauffman asked if there were any questions or comments from the council. Vice President Colanese felt that the Public Works Director and the Town Engineer are being run ragged and definitely need the help. A motion was made to adopt the new job description by Vice President Colanese and was seconded by Council Member Short. Motion carried 5-0.

Ordinances and Resolutions

- **Resolution #25-03-04-01: Increasing/Decreasing Local Roads & Streets Fund #2202**

-Deputy Clerk Hoffmaster explained that this appropriation is to move money to cover road salt purchases. A motion was made by Council Member Short to approve the resolution and was seconded by Council Member Pemberton. Motion carried 5-0.

- **Resolution #25-03-04-02: Closing Documents**

-Attorney Andrea Halpin explained that this resolution gives PWD Mrozinski the right to sign documents authorizing the purchase price of \$325,000.00 and she does not wish to disclose the address of the acquisition at this time. A motion was made to approve the resolution by Council Member Abbott and seconded by Vice President Colanese. Motion carried 5-0.

- **Ordinance #1485 : Police Department leave time**

-A motion was made by Council Member Short to waive the rules so the ordinance can be adopted in one meeting. The motion was seconded by Council Member Pemberton. Motion carried 5-0. President Kauffman read Ordinance #1485 by Caption Only for the 1st reading. President Kauffman read Ordinance #1485 was read in full for the 2nd reading. President Kauffman read Ordinance #1485 by Caption Only for the third and final reading. A motion was made to adopt Ordinance #1485 was made by Council Member Short and seconded by Council Member Pemberton. Motion carried 5-0.

- **Ordinance #1486 : Amendment to Water Rates**

-President Kauffman read Ordinance #1486 by Caption Only for the 1st reading.

-Attorney Halpin stated that this Ordinance is adding billing for GM and also worked out an agreement with them that they want the opportunity to pay the Town over time for the water that they have been drawing during construction, which will be over a 6-month period, to be paid by the end of the year. There is also a new provision in the Ordinance that

states whatever utilities are paid are going to be distributed as per the Ordinance. This provision simply means that from time to time, customers may make a partial payment on any bill for the outstanding utility services. Regardless of how the customer directs any such partial payment to be applied, the payment shall be applied in the following order: (i) waste disposal fee; (ii) storm water fee; (iii) electricity fee; (iv) fire protection fee; (v) drinking water fee; and (vi) wastewater fee. This Section is not intended to authorize partial payments or relieve customers from any penalties, interest, and/or other legal remedies associated with non-payment or partial payment for utility services. Rather, this Section is intended to authorize and direct the application of proceeds from any partial payments.

Council Reports

- **Council Member Pemberton**

-The cemetery board had their meeting today and would like to add another board member, Susan Moffitt. Kathy Matuszak has offered to do an Excel spreadsheet, free of charge, instead of using a professional cemetery program. She is in the process of building that spreadsheet and will bring it to the board members within the next month and half. She is willing to do a lot of the input into it and get it started. Public Works Director Mrozinski stated she was phenomenal and really has a lot of insight and is willing to work with Sue a couple times a week to get the data entered. Something else that they are thinking about is to have a Pet Cemetery, this would be the area that was previously set aside for poor people that couldn't afford to buy a burial plot and isn't an ideal place to bury people. Joyce Gard, Cemetery President, stated they will start with the new cemetery and as they work back then they will add veteran status', etc. President Kauffman thought it was a really good idea and that it will help preserve our data.

- **Council Member Short**

-None

- **Council Member Colanese**

-The Fire Territory is requesting 4 fire trucks. Out of the 4, a brush truck is the only one really needed right now. There is a waiting list of 2-3 years for fire trucks. The trucks were just ordered approximately 6 months ago. In that 2-3 year period, once the trucks are ready to actually be made the Fire Territory would be asked if they want the trucks to be built and if they are not needed then no one is on the hook to purchase them.

- **Council Member Abbott**

-The Park Board met yesterday and there have been a lot of ideas going back and forth. She met with Tristen before the meeting and was impressed by him and so was the board. He was very organized with answers/ideas for the signage in the park, etc. Alison also stated there were some ideas of the possibility of expansion of park events.

- **President Kauffman**

-She stated there a lot of positive things going on in Town. She feels the Town is truly blessed with a great crew, great services and great departments. Great community, great people and feels it is very heart warming.

Clerk-Treasurer Report

-Deputy Clerk Hoffmaster stated that we were approved to use an IN.gov for our website from IOT and are in the process of switching that over. Yvonne also mentioned that in the near future it will be required to have an IN.gov to be able to apply for grants so we are just getting ahead of that requirement.

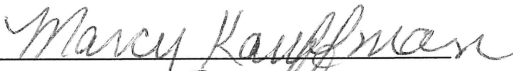
-The Farmer's Market is now on the Town website as its own page.

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.

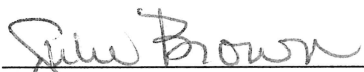
Adjournment

Upon a motion by Council Member Abbott and second by Council Member Pemberton, the meeting adjourned at 7:20 PM.



Marcy Kauffman, Council President

Attest:



Julie Brown, Clerk-Treasurer

