

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, April 24, 2018, 5:00 PM

The meeting was opened with the Pledge of Allegiance.

President Carter called the meeting to order with Vice President Vojtko, Council Member Vermillion, Council Member Rypma and Clerk-Treasurer Susan Moffitt present.

Also in attendance were Jared Huss, Andrea Halpin, John Mrozinski, Jill Doll, Bob Middlebrook, Josh Schweizer, Jessica Varga, Carol Middlebrook

Awarding of Bid

President Carter stated that the bids will remain under advisement.

Minutes

Council Member Vermillion moved to accept the minutes of the March 27, 2018 General Meeting as written. Motion was seconded by Council Member Rypma and passed 3-0. Vice President Vojtko and Council Member Budreau abstained.

Council Member Vermillion moved to accept the minutes of the April 10, 2018 General Meeting, April 16, 2018 Special Meeting and April 16, 2018 Executive Session as written. The motion was seconded by Council Member Budreau and passed 3-0. President Carter and Council Member Rypma abstained from the minutes of the April 10th General Meeting, Vice President Vojtko and Council Member Rypma abstained from the minutes of the April 16th Special Meeting and Executive Session.

Visitor Comments

- Jessica Varga – The Diner

Mrs. Varga informed the Council that The Diner has been in business for twenty years and she is here tonight in regards to water usage at the restaurant. She distributed an informational sheet reference those usages which includes all of the items that use water but then does not go down the drain. She would like to have a meter that would separate out the water that goes down the drain from what does not go down the drain and into the sewer such as water used for customers, coffee, tea, pop, lemonade and soups.

Jared responded that there are ways to measure this usage and in this case, an effluent meter would be used. The cost of the meter would need to be weighed against the savings to The Diner. Jared stated that the Town currently has no rate classes and perhaps that might be something for the Town to consider as well. President Carter stated that if we were to look into something like this it would have to be applied across the board. Jared also explained that although the Town is able to keep our water rates some of the lowest in the state, the Town receives no bulk rate fee from the City of South Bend for our sewer although we have discussed this with them to no avail.

Council Member Budreau entered the meeting.

Mrs. Varga stated that, in response to President Carter's statement that it would have to be applied across the board, there are only so many restaurants in Town.

Sue stated that this was brought up a few years ago and we had looked into finding other Towns that address this issue but were unable to find any although she would be happy to research further. Jared stated that in looking at rate classes, businesses have more of an impact than residential customers and so rate classes might not be beneficial for them.

Mrs. Varga stated that from a business aspect, she is paying for a service that she is not using and is requesting that the Council please look into options.

Employee Reports

- Attorney Andrea Halpin

Andrea reports that she has worked with John and Sue regarding the purchase of cemetery land.

At this point, SJEC is potentially ready to sign the Operating Agreement for the Air Permit and that will be moving forward.

Andrea reports that we received a public records request regarding our fire truck bids, specs and relative information. President Vojtko expressed concern about accepting an alternative bid such as was submitted for the fire truck bid.

Andrea gave kudos to a town employee she recently saw at the court. She said our very own Bob Middlebrook is serving as a CASA volunteer working with underserved children of the community and she expressed her thanks for his service.

- Engineer Jared Huss

Jared recently had a conversation with Allen Collins to discuss the percentage changes. He felt that Mr. Collins took it in stride when told that we felt it was a conflict for him to do the electric work and that we are comfortable with the bids we received. We will allow him to quote the electrical portion of the lift station.

We are working on some IDEM pieces and will try to set up a meeting with them prior to their visit this year.

Jared reports that we received Tech Memo Number 1 from Donohue today. We will be looking that over and meeting internally to review it prior to meeting with Donohue.

South Bend has finally set up an account for the SJEC water treatment plant.

The 2017 Community Crossings Pavement Project will begin on May 31st and updated info has been sent to Abby for the town website.. We will be working with MACOG on the Community Crossings Grant Application again this year.

Jared reminded everyone that the ADA Coordinator is very important and we need to have someone in place, including the appropriate resolution, hopefully by the next meeting.

Jared reports that we have not received a prelim site plan from Family Express as of yet.

We will set up a field check for the 2018 sidewalk project design soon with July advertisement and bid to get good prices again.

- Public Works Director John Mrozinski

John reports that new flags for the light poles on Michigan Street have been ordered and Discover New Carlisle is purchasing new banners for the poles this year.

John spoke with Council Member Budreau to review options on painting the downtown grates. Council Member Budreau reports that NPC Paint in Niles has a non-rust, slip-proof coating that they will do on the grates at no cost.

Street patching continues.

A Spring Clean-Up, with two dumpsters provided, has been scheduled for May 19th from 8 AM to 2 PM.

John will be meeting with representatives from Smith Concrete. They have no site plan available yet but want to discuss water usage.

Because he had several areas of concern, John reached out to a member of the Indiana Cemetery Board to discuss those concerns and found that we are good to purchase the land under consideration. The property is zoned AG so we will need to work with La Porte County on that portion.

Old Business

- 2018 Inspection Contract

A proposal for 2018 Construction Observation Services was received from Lawson Fisher. The contract maximum/not to exceed is \$24,700.

Vice President Vojtko moved to accept the Lawson Fisher 2018 Construction Observation Services Contract in an amount not to exceed \$24,700. The motion was seconded by Council Member Vermillion and passed 4-0. Council Member Budreau abstained.

- 2018 Community Crossing Design Contract

A proposal for 2018 Community Crossings Design was received from Lawson Fisher with the maximum/ not to exceed of \$122,550.00.

Council Member Vermillion moved to accept the Lawson Fisher 2018 Community Crossings Design Contract with a not to exceed of \$122,550. The motion was seconded by Council Member Rypma and passed 4-0. Council Member Budreau abstained.

New Business

- Approval of “Town Crew Supervisor” job description

John Mrozinski explained that a few years ago we went through this and never approved a job description and felt the existing one needed revision which he has completed. This position was posted in-house which closed yesterday. John reports that he received one letter of interest in the position and it was Perry Hinton. John would like to move him forward in that position and will prepare a salary ordinance.

Vice President Vojtko questioned how that will work with him doing electric also. John explained that Perry wants to be out in the field and that we currently have an in-house posting for a groundman in the electric dept. Vice President Vojtko asked if Perry takes that position who will run the electric dept and John replied that he will do that too. Vice President Vojtko expressed concern about this being a lot for one person. John reports that he has hired another person for the open utility position that will help on the electric side as well as all of the other departments. Jared stated that he and John have talked about this extensively and one of the things discussed was that by having Perry in this position, it will free John up to do some of the administrative work that is needed. With Perry becoming the crew supervisor and the additional employee, the electric job may start at groundman or perhaps a journeyman lineman depending on interest in the position. John stated that he is not trying to put too much on one person and the entire crew is on board.

Council Member Vermillion moved to accept the Town Crew Supervisor job description as presented. The motion was seconded by Council Member Rypma and passed unanimously.

- Declare FD Vehicles as Surplus

Assistant Chief Schweizer requested that the following three fire department vehicles be declared as surplus so that they may be disposed of.

Tanker 191 1987 Ford
Car 9101 2000 Ford Excursion
PE 91 – Publication Education Trailer

A motion to declare these three vehicles as surplus was made by Council Member Vermillion and seconded by Council Member Rypma. The motion passed unanimously.

- SJEC Water Treatment Plant Operator Job Description & Salary Range

A job description for a water treatment plant operator for the new SJEC Water Treatment Plant was prepared by John and Pat. John adds that the pay range will be \$13 to \$23 per hour. This plant will not have levels of operators as the old water treatment plant requires. The position was posted in-

house and John received three letters of interest in the position which he was very happy about. He has selected Aaron Keehn to fill the position. Aaron is currently at \$17 per hour and will remain at that rate to start. John intends to wait to see if we will need three operators at the new plant as was originally planned or if floating employees at times will work best. The vacant position created by Aaron's transfer will be posted in-house.

Council Member Rypma moved to accept the SJEC Water Treatment Plant Operator job description as presented with a salary range of \$13 to \$23 per hour. The motion was seconded by Council Member Vermillion and passed unanimously.

A letter from Sue with an attachment prepared by Tonya regarding a water leak at 601 W. Michigan Street was reviewed and discussed. Sue explained that when The Diner experienced a water leak, the town crew was called to turn off the water. Unfortunately, due to a problem with the shut-off valve, they were unable to turn the water off for a short period of time causing extra water usage. Although the Town usually does not make adjustments to the water portion of a customer's account when there is a water leak, in this case she and John recommend adjusting the water as well. Tonya had prepared documentation including the average water usage and proposed adjustment amount.

Council Member Rypma moved to adjust both the water and sewer portion of the bill for 601 W. Michigan to the twelve month average of 2500 gallons resulting in a credit of \$56.72. The motion was seconded by Vice President Vojtko and passed unanimously.

Ordinances, Resolutions

- Ordinance #1359 – A Salary Ordinance for Town Employees

President Carter read Ordinance #1359 by caption only for the third and final reading.

Council Member Vermillion moved to approve Ordinance #1359 as written. The motion was seconded by Council Member Budreau and passed unanimously.

Council Reports

Council Member Budreau

Council Member Budreau reports that the Park Board meets tomorrow at 5:30 and he will report at the next meeting.

Council Member Vermillion

He and Josh attended County Commissioners meeting and the ladder truck was approved 3-0. Council Member Vermillion requested an executive session be scheduled for Thursday to review resumes and interview applicants for the police chief position. The executive session was scheduled for Thursday at 7 PM.

Council Member Rypma

Council Member Rypma apologized for being absent for the last few meetings but life happens.

President Carter

President Carter reports that he attended a meeting two weeks ago by Visit South Bend Visitors Bureau who has given a grant to help increase tourism. The second meeting is tomorrow from 10 to noon at the Old Republic if anyone is interested in attending. The idea of the grant is to promote tourism in this area. President Carter stated that one of the biggest problems cited at the first meeting is lack of available lodging as everyone is aware of our parks, bike paths and downtown. New Carlisle and North Liberty were asked to participate and both Historic New Carlisle and Discover New Carlisle are involved.

Bills to be Paid

Council Member Budreau moved to pay all bills as presented. The motion was seconded by Council Member Vermillion and passed unanimously.

Adjournment

Upon a motion by Council Member Vermillion and second by Council Member Budreau the meeting was adjourned at 5:55 PM.

Ken Carter, President

Attest:

Susan I. Moffitt, Clerk-Treasurer