

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, June 19, 2018, 5:00 PM**

The meeting was opened with the Pledge of Allegiance.

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

Also in attendance were Jared Huss, Andrea Halpin, John Mrozinski, Jill Doll, Josh Schweizer, Dave Doll, Bob Middlebrook, Carol Middlebrook, Mark Adnson, Deb Adnson, Sandy Raabe, Joyce Forbes and Marcy Kauffman.

### **Minutes**

A motion to accept the minutes of the May 22, 2018 General Meeting as written was made by Council Member Rypma and seconded by Council Member Vermillion. The motion passed 3-0.

### **Public Comments**

- Mark Adnson

Mr. Adnson informed the Council that he and his wife have decided to move forward with filling in their basement. He asked that, should the Town decide to offer any financial assistance to homeowners to do this in the future, they be grandfathered in and included. Jared suggested that Mark keep good records in case that becomes available as Sue is currently looking into what, if any, assistance would be allowable. President Carter suggested contacting FEMA. Council Member Vermillion stated that FEMA representatives said they do offer some type of assistance. Jared reminded everyone that the representatives here do not make final decision and funding may not be available.

- Joyce Forbes, Hudson Township Trustee

Joyce Forbes was present with a signed Intergovernmental Agreement for the maximum allowable levy of \$85,000. She stated that she is working on budgets as we speak and should there be any changes necessary for the agreement next year she would like to know what those are as soon as possible and would also like 2019 contracts signed before the end of the year.

### **Employee Reports**

- Chief Josh Schweizer

Josh informed the Council that he has hired another employee which will make them back to full status. Sue stated that there has not been an approval of a job description nor a salary ordinance for this new hire. Council Member Vermillion stated that this information was forwarded to him.

- Fire Chief Bob Middlebrook

Bob reports that the members of the fire department would like to get back to holding the intergovernmental meetings with the next one to be held the last Saturday in June per the agreement.

- Attorney Andrea Halpin

Andrea presented the amended SJEC agreement that was previously discussed regarding the operating permit and associated reporting for the Council's signatures.

The proposed amended contract with Prairie Ridge Apartments was sent but she has received no response. Jared expressed that there was an agreement made and this was to simply to memorialize that agreement but nothing is moving forward until it is signed.

Cal Dittmar entered the meeting

Andrea reports that the BZA meeting is tonight regarding the variance change that we have requested and John is fully prepared so it will not be necessary for her to attend. She will assist with the land purchase when the variance is approved.

As follow up to the unsafe building law discussion at the last work session, she has confirmed that we passed the ordinance last year and used that procedure for a building in town. Andrea informed the Council that we can select a hearing officer as we have a process in place in the event that someone believes that they are being unfairly treated and have a potential prospect to serve as Hearing Officer should that need arise.

President Carter stated that he was asked to question what happens once multiple violation tickets have been issued but aren't paid. Andrea replied that we have options that include placing liens on the property for failure to pay and if we want to collect we can go to small claims. President Carter asked about people with multiple snow parking tickets and Andrea stated that if there is a problem and she is given the information, she can take action. Public Works Director John Mrozinski reports that Bob has had the Town mow two lawns and they have kept track of hours and equipment needed and it is then billed to the homeowner. Sue stated that neither the Clerk's office or the Attorney receive information regarding outstanding tickets and asked Bob if there are many people with multiple violations for parking or mowing. Bob replied that there are not. There was discussion regarding whether the Council wants unpaid tickets forwarded to the attorney for collection and Andrea stated that she will act on anything that the Council would choose. Jared suggested that Cal and Bob discuss this with the Council and a determination be made on the expectation of when Andrea would get involved.

- Engineer Jared Huss

Jared reports that August 6<sup>th</sup> is the opening date for Community Crossings grant application submittal. Survey work is complete and they are going through preliminary plotting.

An on-site for a field check for the 2018 sidewalk project was recently held. Jared expects advertisement for bids at the end of July.

Jared has had a number of conversations with Norfolk Southern and although no official decision has been issued, Derek expressed that they would not be in favor of a dewatering project and they will actively pay attention to this as the railroad overpass is a critical structure. Unfortunately, this is the roadblock that we were afraid of. We have discussed internally some options in that area such as reconnecting sump pumps. This would be an EPA issue and we were told several years ago by South Bend, who we are customers of, that we had to cease and desist.

To update the Prairie Ridge project, they still have not signed the agreement. We did have a verbal agreement of those thresholds and we have two revised bids for electric updates and all bids for lift station upgrade but we will not make a decision until the agreement is signed.

Approximately a year ago Bob had forwarded a permit application from Century Link to Jared who contacted them but received no response. Century Link was recently doing some work in town without a permit and were stopped. Jared spoke with the appropriate people and has received the necessary information so the permit has been issued.

There is a meeting internally tomorrow regarding the east side sanitary reroute and plan for future expansion. Jared reports that we will try to use OCRA for funding on this project.

There will be a Public Planning Meeting this Thursday at 6:30 at the Library for discussion of TIF planning and the Town Master Plan.

Walsh and Kelley began patching today as part of the Pavement Preservation Project with crack sealing scheduled to begin when patching is complete.

- Public Works Director John Mrozinski

John reports that a purchased power agreement with Wolverine was signed on June 4<sup>th</sup> with quite a few cities and towns on board.

New signs have been ordered for the Walnut Road Shop so people will know what and where our shop is. The fence and new gate have also been installed.

John attended the ribbon cutting at SJEC last Wednesday.

The grates on the bump out in front of Barnhart Insurance are being sand blasted and John will be going to look at the work done tomorrow.

John reports that the culvert by VanWanzeele's farm is being replaced by St. Joseph County which will help that ditch to drain into the Taylor Ditch.

John reports that an employee passed their CDL test last night.

### **Old Business**

- Hudson Township Fire and EMS Contract Discussion

Council Member Vermillion stated that he feels that this was explained by Joyce Forbes and moved to accept the Interlocal Agreement with the amended amount of \$85,000. The motion was seconded by Council Member Rypma and passed 3-0.

### **New Business**

- Atlas Collection Agency Agreement

Sue explained that a change in collections agencies was necessary due the current company's policy change to no longer handle municipal utilities.

Council Member Vermillion moved to engage Atlas Collection Agency for collection of outstanding utility accounts. The motion was seconded by Council Member Rypma and passed 3-0.

- Approval of Copier purchase and maintenance by MCE, Inc.

Sue reports that the office copier, purchased in 2004, no longer makes clear copies, double sided copies or staples and a new copier is needed. Jill has researched companies and copier brands and requested and received three quotes which were presented to the Council. Jill very thoroughly checked references of the companies submitting quotes and worked with our IT company to determine the best fit for our office. References for their maintenance and repair work were also checked. Sue asked for Council approval to purchase the HP copier from MCE, Inc. at a cost of \$5,979.00 and use MCE for copier maintenance.

Council Member Vermillion moved to approve the copier purchase at a cost of \$5,979.00 and the maintenance agreement from MCE, Inc. The motion was seconded by Council Member Rypma and passed 3-0.

- Discussion of Auction for Surplus Equipment

President Carter would like to move forward with a silent auction for the two pieces of fire department equipment that were recently declared as surplus. Josh asked if, because there were minimum bids on the equipment when first right of refusal was offered to agencies in St. Joseph County, we can reduce the amount now. Andrea replied that she doesn't feel this would be proper and the equipment auction advertisement should include the minimum bids previously used.

Council Member Vermillion stated that the police department has two police cars and a radar trailer that they would like to dispose of as well. He reports that the radar trailer has no value but another agency is interested in obtaining it for parts. Andrea stated that the trailer could be declared surplus and transferred to another department in the state without any further steps except for the necessary resolution. The other agency would have to adopt an ordinance accepting the property. Sue will prepare an ordinance for the next meeting.

Council Member Vermillion moved to declare the radar trailer and two vehicles, a 2010 Charger and 2010 Impala as surplus. The motion was seconded by Council Member Rypma and passed 3-0.

### **Resolutions and Ordinances**

- Ordinance #1361 – A salary ordinance for employees of the Town of New Carlisle

President Carter read Ordinance #1361 by caption only for the first reading.

- Ordinance #1362 – An ordinance adopting and enacting a supplement to the Town Code.

President Carter read Ordinance #1362 by caption only for the first reading.

## **Council Reports**

### Council Member Vermillion

Council Member Vermillion reports that the Fire Department is in need of some things that need to be discussed including a new roof at a cost of approx \$58,000 and also the tanker truck that the FD is in dire need of. Chief Middlebrook explained that the problem that we need tanker for is not in Town because we have hydrants but out in the county in Olive and Hudson Townships. He reports that we do need an engine too and the pumper tanker could serve as both. The department has only one tanker after the second tanker was taken out of service and the current tanker can run out of water in 10 minutes which puts the two townships in serious jeopardy and not something we can overlook. Assistant Chief Schweizer estimates the cost of a pumper/tanker to be approximately \$703,000. These things can be discussed at the Intergovernmental Meeting on June 30<sup>th</sup>.

Council Member Vermillion asked whether the controversy with the A/V equipment for the Council Chambers was settled. Sue replied that they were paid in full and the additional equipment was removed.

Council Member Vermillion reports that a decision regarding formation of a fire territory will have to be made shortly with the information that was recently received from the Olive Township Trustee regarding their lack of funding for fire and EMS.

The summer events and façade grant being done by Discover New Carlisle are moving along.

### Council Member Rypma

Council Member Rypma reports that he met with Jared and John on the 12<sup>th</sup> for the sidewalk project and everything looks like it has a plan with a couple of minor adjustments otherwise the meeting went well.

At a prior meeting, Council Member Rypma brought up the idea of doing an appreciation picnic for town employees again this year and he would like to talk to Jared and Andrea about this to figure out a good weekend. He would like to do the same as last year, holding a cookout at Bourissa Hills Park and moving it to the fire station in case of bad weather.

### President Carter

President Carter reports that he was notified today of the USS Indiana replica that will be at I/N Tek this Friday from 1-4.

## **Bills to be Paid**

Council Member Vermillion moved to pay all bills as presented. The motion was seconded by Council Member Rypma and passed 3-0.

**Adjournment**

Upon a motion by Council Member Rypma and second by Council Member Vermillion the meeting was adjourned at 5:59 PM.

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Ken Carter, President

Attest:

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Susan I. Moffitt, Clerk-Treasurer