

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, October 9, 2018, 5:00 PM

President Carter called the meeting to order at 5:16 following the public hearing with Council Member Rypma, Council Member Vermillion Council Member Budreau, Council Member Kauffman and Clerk-Treasurer Susan Moffitt present.

Also in attendance were Jared Huss, Andrea Halpin, Mitchell Eschweiler, Parnert Tiwana, Jill Doll, Josh Schweizer, Cal Dittmar, Carol Middlebrook, Bob Middlebrook, Dave Doll, Sandy Raabe, Michelle Crass, Dave Millar, Renee Millar, Rob Leinen, Dan Caruso, Stephanie Murphy, Kenny Warner, Sheryl Varnak, Debra Warren and Dana VanLue.

Minutes

Council Member Vermillion moved to accept the minutes of the September 11, 2018 General Meeting as written. The motion was seconded by Council Member Budreau and passed unanimously.

Public Comments

- Michelle Crass

Mrs. Crass informed the Council that she is petitioning for two parking spaces at her home at 129 E. Front Street because she has a handicapped child and her neighbors do not leave room for her to park. She was given the Disabled Persons Parking Space Policy provided by the Town and has submitted the petition signed by two neighbors as required in the policy.

The Town will review the information presented and the site referenced and contact Michelle with a date for the public hearing.

- Dave Millar

Mr. Millar informed the Council that he lives on South Race Street and is here representing residents of Field Gate subdivision at the behest of their leader, Debbie Miller. They would like to know what needs to be done to get the Town to take over the maintenance and repairs of their block of Compton Street and of Field Gate Court. Mr. Millar reports that he does not live in the subdivision but does own a vacant lot there. One of the past issues they had was the condition of the street but fortunately that was completed with the construction bond a few years ago with the help of Mr. Cummings, but the street will need repairs and repaving in the future as well as snow plowing. He has allowed them to push snow onto the empty lot that he owns in the past and he will continue to do so if the Town takes over. Mr. Millar asked if there is something they need to do to take care of this issue.

Engineer Jared Huss stated that this has been brought to the Council in the past and there are a number of functional pieces that have to be addressed because these are both private streets. Snow plow access, fire and ems access, etc. must be determined so as to not become a burden to other residents of the Town should we accept these streets. Size of the lots and the homeowners returning the amount of property that would be required would also be in question and would have

New Carlisle Town Council
General Meeting – October 9, 2018

Page 2

to be done at no detriment to the Town. Now that this has been brought officially to the Council the town will need to meet to discuss it. Attorney Andrea Halpin questioned whether this was a unanimous request by all residents of the subdivision and the response was that it seems to be. Mr. Millar stated that the Town already does a great job of picking up leaves, etc. in the subdivision. A work session will be scheduled for further discussion.

- Kenny Warner

Mr. Warner informed the Council that he is in attendance because of a cave-in at his home that he believes was caused by the rerouting of water due to road construction. He had pictures of the damage for review by the Council and reported that his insurance will not cover it. He stated that he feels the damage is due to the engineer's design of the road that sends the water the wrong direction. Jared and John will review the information provided.

Employee Reports

- Cemetery Board President Dave Doll

Dave reported that the Cemetery Board has received several requests to change the limit of cremation burials allowed per grave from two to four. At the last cemetery board meeting changing the ordinance to allow up to four cremations on one grave or a full burial with two cremations was discussed.

- Attorney Andrea Halpin

Andrea reports that she has worked with Josh on the lease agreement review and also had several very large public records requests. Cemetery land purchase work continues as does work on an unsafe building condemnation. As it turns out, this house has been sold at tax sale. Andrea reports that she spoke with John and Sue today and John is doing some leg work to attempt to talk to the current owner as well as the purchaser from the tax sale. Because of the time limit required to give notice, we will need to move this hearing to November 13th. Although this property has been sold, Andrea recommends that we go ahead and move forward through the condemnation process and attach new leans. Andrea is also working on several employment issues and has had some discussion regarding several other issues as well.

- Engineer Jared Huss

There is a meeting with Bill Schalliol scheduled for this coming Friday to discuss the water treatment plant's current and future needs and also what the County is planning outside of Town and what the Town's responsibilities will be.

Jared reports that the 2018 Sidewalk Project is nearly complete with some touch up and sod yet to be finished. President Carter asked when the port-a-john will be removed from the project site and Jared responded that he will get with Walsh and Kelley to get that done.

The 2018 Community Crossings Grant Applications were submitted last week and we are maxing out the allowable amount. Once we know what projects we are awarded grants for, we will set a

public meeting. Jared reports that there was a change made in one of the grant applications to include a sidewalk on Filbert Street going north from Front Street as it was learned in the public meeting for the current sidewalk project that many people walk that section of Filbert Street.

They are working on plans which include a right-of-way at Arch Street that will be required as part of the Community Crossings project next year.

The 2017 pavement project work is complete and turned out well. The contract bid for the work was \$180,000 with the town's cost only 25% of that because of the grant we received.

Council Member Vermillion stated that he has had citizens ask about striping on the streets recently completed. Jared responded that we did not include striping on any street that was not already striped but if there are any safety concerns we could contract locally to have striping done.

Surveying was done today on the east side sanitary reroute project that we have discussed so that we can assess it and possibly approach OCRA for some type of opportunity.

- Public Works Director John Mrozinski

John informed the Council that he, Roger Grove and Nancy Taplin went to Walkerton and North Liberty recently to look at the splash pads that they have installed. He feels that there are some good ideas and he will bring information for discussion soon.

John and Cal met with Andy from Fourway Computers for an estimate on a new security system. Andy will also contact John with information regarding installation of security glass for the town hall. He will have one additional quote for the security system at next meeting for the Council to review.

The town crew began leaf pick up today and hydrant flushing will start tomorrow and continue through Friday.

Fall cemetery clean-up is scheduled for October 24th with the 25th as a rain date.

They will be removing one dead tree from Memorial Park and replanting one in its place. There are also a couple of trees that need to be removed from Bourissa Hills Park.

Old Business

- Signing of Cemetery Purchase Agreement

Public Works Director John Mrozinski has worked on the acquisition of cemetery land for quite some time and has obtained a signed purchase agreement. Appraisals were obtained and the price is pursuant to state statute. John requested approval of the Council for the purchase of the land.

New Carlisle Town Council
General Meeting – October 9, 2018

Page 4

Council Member Rypma moved to accept the purchase agreement as written for the purchase of 6.9 acres of cemetery land at a cost of \$69,000. The motion seconded by Council Member Vermillion and passed unanimously.

- Snow plow purchase

John reported that he has been looking into the purchase of a new snow plow for several months. The last plow was purchased in 2014 at a cost of \$146,750. John found a new 2017 Freightliner, nearly identical to the 2014, at a cost of \$145,750. He has budgeted for the lease payment in the 2019 MVH budget and recommends that the town move forward with the purchase pending financing. This truck is brand new and basically the same as the 2014 truck we have but at a lower cost.

Council Member Vermillion moved to approve the purchase of the new 2017 Freightliner at a cost not to exceed \$145,750. The motion was seconded by Council Member Rypma and passed unanimously.

John requested the Council's approval to trade in the oldest plow truck on the purchase of the 2017 Freightliner. Council Member Budreau moved to authorize the trade-in. The motion was seconded by Council Member Vermillion and passed unanimously.

- Financing approval for pumper tanker

Attorney Andrea Halpin stated that the question discussed previously about the transferability of the lease should circumstances change, such as a fire territory, was researched. The lease agreement that Josh has obtained will allow, with permission, the Town to assign in full our entire rights and obligations for the loan.

Because the first payment is due one year from the date of the lease agreement, Josh would like to delay obtaining financing until 2019 so that the first payment would not be due until 2020 and Sue was uncertain whether that would be allowed. Because this was not discussed previously, Andrea will need to research to be certain that this would be allowed statutorily. Council Member Vermillion stated that we know that the truck is needed and asked what it is going to take to get this done. Andrea stated that she can review this quickly and the Council could hold a special meeting for approval of the financing.

President Carter stated that the fire department had requested that the Town share in the purchase of a new pick-up truck for moving equipment. The department has purchased the truck and have now requested that the Town reimburse the fire department \$10,000 of the purchase price. Council Member Rypma asked if a plow was purchased with the truck. President Carter replied that the truck did come with a plow package but not a plow. Council Member Rypma stated that someone was supposed to bring information and cost on a plow when the truck was previously discussed but did not. John estimated that cost of a plow to be seven to eight thousand dollars. Council Member Vermillion stated that we will defer getting the plow until later.

Council Member Vermillion moved to pay the fire department \$10,000 from the Cumulative Fire Fund for the Town's portion of the new truck. The motion was seconded by Council Member Budreau and passed unanimously.

Resolutions and Ordinances

- Ordinance #1368 -- A salary ordinance for employees of the Town of New Carlisle

Council Member Vermillion moved to waive the rules to allow for adoption of Ordinance #1368 on the day of introduction. Motion seconded by Council Member Budreau and passed unanimously.

President Carter read Ordinance #1368 by caption only for the first reading.
President Carter read Ordinance #1368 in entirety for the second reading.
President Carter read Ordinance #1368 by caption only for the third and final reading.

Council Member Vermillion moved to adopt Ordinance #1368 as written. The motion was seconded by Council Member Budreau and passed unanimously.

- Ordinance #1369 - An Ordinance regarding parking

President Carter read Ordinance #1369 by caption only for the first reading.

Council Reports

Council Member Rypma

Council Member Rypma stated that he saw signage on the door of the police garage and asked if there has been a problem. Chief Dittmar responded that there was no problem.

Council Member Budreau

Council Member Budreau reports that there will be a Park Board meeting in October and also requested a work session for discussion regarding the Field Gate Subdivision.

Council Member Vermillion

Council Member Vermillion asked if the people who prepared the fire master plan still want to meet. Josh responded that they do want to meet but will need to change the date previously discussed.

Council Member Vermillion reports that EMS Chief Josh Schweizer would like to move forward with the paramedic program. There are a number of things that will have to be done in the next 90 days first. He would like to begin the program now so that we can increase the pay as we have hired paramedics that are being paid much lower than surrounding paramedics are being paid. Council Member Vermillion stated that he feels it is imperative that we move forward with this. Chief Schweizer stated that whole intention is to utilize the two paramedics we currently have employed.

**New Carlisle Town Council
General Meeting – October 9, 2018**

Page 6

to help with the transition to a paramedic unit that will include evaluating billing software and agencies, suppliers, etc. and it will take 90 days to get this done to become certified.

Council Member Vermillion moved to go forward with the paramedic program which would include a new salary ordinance for the two paramedics to be prepared for the next meeting. The motion was seconded by Council Member Rypma.

President Carter asked if there were any questions before the vote. Council Member Budreau stated that he had several questions:

What medical directors did Josh meet with, St. Joseph County or the ones from the other hospital. Josh responded he met with both.

Council Member Budreau asked if he was planning to change billing software and agencies. Josh responded that he would like to go to a new billing software because we are having an issue that we cannot identify with the current system and reports are being lost which causes a problem with billing.

Council Member Budreau asked what would be evaluated with suppliers? Josh responded that, as we go forward, we will get additional scripts that will have to be turned over to one of the suppliers and this is a longer process.

Council Member Budreau asked what new inventory procedures would be implemented. Josh responded that they would be mostly disposable supplies and this has been an ongoing issue and resupply becomes problematic. He has done preliminary research on an inventory system.

Council Member Budreau asked if there will be new response guidelines. Josh responded that as they switch to paramedic they will need to meet with the dispatch center regarding different call types.

Council Member Budreau stated that we are currently utilizing South Bend and LaPorte nearly 200 times and asked how many were mutual aid and can be eliminated with a paramedic program in place. Josh estimates 96% of the calls for EMS assistance will be eliminated.

Council Member Budreau stated that Josh is proposing to move two employees to paramedic status and asked how many paramedics he plans to have in total. Josh responded that ideally it would be four because they will need someone on each shift and one additional. He reported that the town is currently paying for one of our EMTs to become a paramedic and he will become our third. Council Member Budreau asked if they will work twenty-four hour shifts and Josh responded that they will. Council Member Budreau asked if all paramedics will go to \$45,000 per year and Josh responded that they will.

Council Member Budreau asked if the 2019 EMS Budget reflects the costs including additional pay and medications necessary for a paramedic unit and Josh responded that it does.

With a motion and second on the floor, the Council voted unanimously to approve moving forward with EMS becoming a paramedic unit.

President Carter

President Carter stated that Council Member Vermillion will serve as the Town's representative on the Area Plan Commission until someone from the public with interest in this is found. Council Member Vermillion reported that he attended the September Area Plan Commission meeting. He is not sure what Council Member Vojtko's involvement had been but will attend the next meeting to find out exactly.

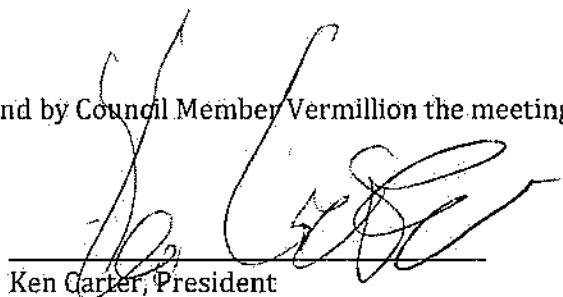
President Carter set a work session to discuss the Field Gate subdivision and implementation of a new security system for October 23rd following the general meeting. John stated that one big thing regarding those private streets is turning radius for snow plowing. Jared stated that Mr. Millar did agree to use of his empty lot for snow. Council Member Budreau stated that one of the residents of the subdivision, Kevin Warren, is an attorney and can prepare the contracts. He also stated that he would like to see odd even parking enforced in Field Gate. Jared stated that he would defer to Cal on the odd even parking but it may not be possible there. Andrea stated that they would be required to follow town ordinances and all of the same conditions should be required. Jared suggested that the homeowners bring a document to the next meeting that all parties have signed and a conditional approval could be given then a formal document could be drafted.

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.

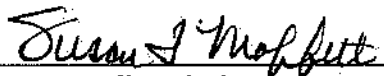
Adjournment

Upon a motion by Council Member Budreau and second by Council Member Vermillion the meeting was adjourned at 6:37 PM.



Ken Carter, President

Attest:



Susan I. Moffitt, Clerk-Treasurer