

NEW CARLISLE TOWN COUNCIL – GENERAL MEETING
124 E. MICHIGAN STREET, NEW CARLISLE INDIANA
MARCH 25, 2008, 7:00 P.M.

The meeting was called to order by President Higgins. Present were Vice President Colpitts, Council Member Mell, Council Member Groves, Council Member Gelow and Clerk-Treasurer Sue Moffitt. Also in attendance were Bill Herrbach, Mary Ann Swope, Pat Cummings, Augie Mauer, Bob Middlebrook, Tim Kaminski and Marcy Kauffman.

Minutes:

Council Member Gelow moved to accept the minutes of the March 11, 2008 meeting as written. Seconded by Council Member Groves the motion passed unanimously.

Employee Reports:

Larry Brown:

- Continues looking into replacement of two police vehicles. Currently has two quotes and will bring the entire package to Council when complete.
- Reports miscommunication when documents for code revision were originally submitted last August which may necessitate a request for an extension of the review period. Is currently reviewing and will prepare an outline for the committee with division of areas for review.

Ken Davis:

- Spoke with Attorney Bill Herrbach in reference to rates presented at the last meeting. Bill will prepare an amendment for Ordinance #1127.
- Requested Council permission for Jamie Middlebrook and himself to attend the Annual FDIC Conference in Indianapolis. They will spend one night with costs to be paid from the training fund.

Vice President Colpitts moved to allow Ken and Jamie to attend the April 11 FDIC Conference. Motion seconded by Council Member Mell, passed unanimously.

Pat Cummings:

- Met with the County Engineer regarding cost sharing of repair of Dunn Road. He feels repairs should be made prior to the Town's annexation of Dunn Rd.
- Spent the day March 24th participating in the Reality Store at New Prairie Jr. High and felt it a very worthwhile project.
- Reports the Master Plan Steering Committee met to begin the implementation process. The committee felt the most important issue will be to address the zoning ordinance and that they hope to model a new ordinance after one in place in Valparaiso.

Council Member Groves reported further that they were able to go through approximately half of the goals and objectives and that it was a good meeting. Tracy Grimm took good notes that will be made available for Council review.

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Bill Herrbach:

- Has reviewed the release for the cadet program with the Marshal's Department and also discussed the issue with the Town's liability carrier and feels that there is no release for anyone under the age of 18.

President Higgins asked the status of the Marshal's Department bicycle program. Larry reports that two officers are scheduled to attend training in April in Indianapolis and expects to have the program fully operational in May.

- Would like to breakdown the uncollected ambulance fees as residents of Town, Olive Twp. and Hudson Twp. should not be included for collection. Bill and Ken will review.
- Will work on the current ambulance ordinance including changing it to resolution form and updating the fee schedule.
- Ask for Council direction on PUD ordinance.

President Higgins feels we should take it very slowly so that all council members are comfortable. A work session was scheduled for April 8th at 6:00 pm.

Old Business: None

New Business:

- Discussion of TIF Districts

Vice President Colpitts explained that TIF 1 was the original I/N Tek and I/N Kote site but that TIF has expired. TIF 2 is the area surrounding TIF 1 and Project Future and the County Commissioners would like us to include TIF 1 in with TIF 2.

Vice President Colpitts stated that Notre Dame is moving ahead with their technology park/metronet and that we have a very prime area and would like to attract this type of high technology business.

Further, there is a possibility that the Council may consider a TIF district in the Ambrosia area that Council Member Groves would like to have include the downtown area to help with revitalization and possibly provide some type of connectivity between the two areas.

- Discussion of US 20 & SR 2

Vice President Colpitts reports that Council Commissioner Mark Dobson proposed swapping these two routes to cut down on heavy traffic through Town.

Vice President Colpitts moved that the Council have Pat look into this. Seconded by Council Member Mell the motion passed unanimously.

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Pat and Engineer Roger Nawrot recently met with MACOG who reported that 13-17% of total traffic in 2005 was truck traffic and that MACOG is receptive to the idea of swapping these two highways.

Vice President Colpitts asked Pat if there would be any economic impact on the community from a swap. Pat replied no and that he believes INDOT will be receptive to this as well. Larry offered assistance with data collection.

- Surety Reduction for Field Gate Village – Tabled
- Sewer Adjustment for 218 E. Front Street/broken water line

Property owner Mike Shilts requests an adjustment to his March 2008 sewer bill for 218 E. Michigan Street. A broken pipe in the home while he was out of town resulted in 50,000 gallons of water pouring into the house and out through the walls.

Sue reports that the procedure in the case of a proven water line break/leak when water did not go into the sewer system has been to adjust the sewer portion only of the bill to an average monthly cost for the last year.

Council Member Mell moved to adjust the sewer portion of the March 2008 bill for 218 E. Front Street to an average of monthly charges for the last year. Motion seconded by Council Member Groves and passed unanimously.

- Park Ordinance

The Park Board met recently and reviewed the current ordinance. They will be making recommendations on the structure of the board as well as other proposed changes in draft form to the Council for the April 8th meeting.

Council Member Mell asked for an installation date for the new park equipment. Pat stated that the equipment arrived last week and he would like a chance to meet with the Mills family who donated some of the existing park equipment in memory of their daughter prior to any work being done.

Council Reports:

Vice President Colpitts:

- Attended recent Project Future Annual Meeting and has Annual Report for anyone who would like to review it.

President Higgins:

- Reports that Mishawaka City Controller Yvonne Milligan and her Deputy Becky Miller volunteered to work with Sue this past week on reconciliation

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and other issues in the Clerk's office. Yvonne has been recognized for excellence in financial reporting for many years.

- Distributed information to the Council for consideration regarding budget issues including:

Electric Department currently running in the red.

Asking the Public Works Director to prepare budgets for the Utilities

Requesting no major purchases from utility departments until issues arising from the former clerk-treasurer are settled.

Closer examination of take home vehicles

Requirement for mileage counts to be done daily on provided forms beginning April 1 and turned in monthly.

Consideration of annexation of areas east of Town currently served by Town utilities to increase our tax base.

Paying a stipend to Yvonne Milligan and Becky Miller for consulting work in the Clerk's Office.

Sue reports that one of the main issues of concern is the reconciliation of Town funds. Council Member Mell asked for clarification of reconciliements. Sue explained that there has been no balancing of Town bank accounts since October of 2003. The last reconciliation/balancing was done by former Clerk-Treasurer Wanda Wilhelm prior to her retirement in 2003 for the last full month she was in office. The October 31, 2003 reconciliation was balanced to the penny and was the starting point for the recent State Board of Accounts Audit of former Clerk-Treasurer Cathy Keck.

Council Member Mell moved to pay \$30.00 per hour for each consultant. Seconded by Council Member Gelow the motion passed unanimously.

Vice President Colpitts stated that purchase orders should be issued and approved for all items purchased.

President Higgins stated that we should look at using remaining bond funds for repayment of those debts.

Discussion of over-time hours followed:

Vice President Colpitts asked who was assisting Jason now that he has no partner. Pat stated that Augie usually does. Vice President Colpitts asked if there isn't always someone on call already. Pat replied that the people on call do sometimes go out too.

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Augie Mauer stated that town employees are taking a course to be certified and he is already certified. He feels that you should know what you are doing and the course provides the information and employees receive a certificate. He doesn't feel comfortable with his guys doing this work without training. Vice President Colpitts stated that these certificates should go in personnel files. Pat asked if the other guys have finished their training yet. Augie replied that they have not and Vice President Colpitts asked what is involved in completion of the training. Pat replied that a guy from IMEA was here today for a safety training session.

Vice President Colpitts suggested revisiting the issue of salaried positions because the Town needs to be careful and look out for what is best for the Town. Much discussion followed:

Augie stated that he and Tim are both supervisors and they have responsibilities. Vice President Colpitts responded that the responsibilities would not go away if they were on salary. Augie then asked what benefit it would be for him to be on salary. Larry explained that as a salaried employee you get the same benefits as any employee but are compensated at a higher rate of pay, comparatively, as a supervisor.

President Higgins stated that it is time to take a closer look at salaries.

Public Comments:

Mary Ann Swope: Informed the Council that the property across from the Cemetery is currently up for sale. President Higgins asked Mary Ann if she could look into the cost of the property for the Council.

Vice President Colpitts moved to pay bills as presented. Seconded by Council Member Groves and passed unanimously.

Council Member Mell moved to adjourn the meeting. Seconded by Council Member Groves, President Higgins adjourned the meeting at 8:55 p.m.

Carolyn Higgins, Council President

Attest:

Susan I. Moffitt, Clerk-Treasurer