

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, October 28, 2014**

The meeting was opened with the Pledge of Allegiance.

President Colpitts called the meeting to order with Vice President Higgins, Council Member Vojtko, Council Member Gelow, Council Member Carter and Clerk-Treasurer Sue Moffitt present. . Also in attendance were Andrea Halpin, Tim Conley, Jeff Roseboom, John Mrozinski, Josh Schweizer, Mike McClaran, Jill Doll, Jason Quirk, Dave Doll, Jack Mell, Mary Ann Swope and Carol Middlebrook. Eric Walsh and Pooja Shrestha entered the meeting late.

**Minutes**

Council Member Vojtko moved to accept the minutes of the October 14, 2014 Public Hearing as written. Seconded by Council Member Carter, the motion passed unanimously.

Council Member Carter moved to accept the minutes of the October 14, 2014 General Meeting as written. Seconded by Council Member Vojtko, the motion passed unanimously.

**Employee Reports**

Chief Jeff Roseboom

Reports that the EMS Chief position was offered to Mike McClaran and he has accepted the position. He will be starting back at the EMS on November 10<sup>th</sup>.

Copies of the EMS Chief job description and salary ordinance were in the Council packets.

Council Member Carter moved to accept the EMS Chief Job Description as written. The motion was seconded by Council Member Gelow and passed unanimously.

Attorney Andrea Halpin

Andrea reports that Chuck has prepared the resolution to accept the Christmas in New Carlisle decorations being donated to the Town. She and Chuck have also worked on several employee issues.

Engineer Jared Huss

Jared was unable to attend the meeting but prepared a report that was read by Tim.

Reith Riley will begin work on the two drainage projects soon with completion of both by Thanksgiving,.

He recently met with Tim to identify future street projects.

Continuing to work on a letter to INDOT regarding the 2016/2017 paving project and to identify several deficiencies at the viaduct.

President Colpitts questioned approaches being installed with the proposed INDOT project and Tim advises that he believes they will install some approaches.

Town Manager Tim Conley

Electric employee Perry Hinton passed his CDL today.

Received the merry-go-round for Memorial Park.

Tim met with the Cemetery Board prior to this meeting and they recommend proceeding with cremation burial spots around the monument.

The town crew has made two passes to date through the entire town for leaf pick-up. The will continue pick-up until all leaves are down or the first snowfall.

He is working on safety manual updates and will begin with immediate issues first.

He and several employees attended a safety seminar in Valpo last week that he felt was quite informative.

Began meeting with Jeff and Sue regarding the employee handbook.

They will be switching the water plant to the west side next week.

Council Member Vojtko questioned removal of the water fountains for the winter and Tim reports that they will be taken out soon.

Council Member Gelow asked about the Cherry Street lift station that froze last year for approximately four months. Tim reports a contractor has quoted installation of a new line.

**Old Business**

- Building Permit and Contractor Registration Fees

President Colpitts asked that this be put on the agenda to continue dialogue about updating building permit and contractor registration fees. President Colpitts asked that Tim work with Bob Middlebrook on both of these.

- Threshold for Fixed Assets

Our current asset threshold is set at \$1,000 but it is recommended that that be raised to \$5,000.

The Council is in favor of amending the ordinance to raise the asset threshold to \$5,000 and asked that Andrea prepare the ordinance.

Following much discussion on capital assets, the Council asked for a quote or estimate from Umbaugh to update our capital asset records.

Eric Walsh of Umbaugh explained that they would work with another company to facilitate this.

**New Business**

- Annual Contracts

President Colpitts asked for this agenda item to remind everyone that it is time for 2015 contracts and asks that they all be prepared by the last meeting in November for Council review and then voting at the December meeting.

**Ordinances and Resolutions**

- Ordinance #1299 – An Ordinance adopting a supplement to the code of ordinances

President Colpitts read Ordinance #1299 by caption only for the third and final reading.

A motion to adopt Ordinance #1299 as written was made by Council Member Vojtko and seconded by Council Member Carter. The motion passed unanimously.

- Ordinance#1301 - A salary ordinance for employees of the Town of New Carlisle

A motion to waive the rules and allow for adoption on the day of introduction was made by Council Member Vojtko and seconded by Council Member Carter. The motion passed unanimously.

President Colpitts read Ordinance #1301 by caption only for the first reading.

President Colpitts read Ordinance #1301 in entirety for the second reading.

President Colpitts read Ordinance #1301 by caption only for the third and final reading.

A motion to adopt Ordinance #1301 as written was made by Council Member Carter and seconded by Vice President Higgins. Motion passed unanimously.

- Resolution #14-10-28-01- A resolution for acquiring the Christmas decoration from Christmas in New Carlisle

President Colpitts read Resolution #14-10-28-01 in its entirety.

Council Member Carter moved to adopt Resolution #14-10-28-01 and accept the Christmas decorations from Christmas in New Carlisle with thanks.

The motion was seconded by Vice President Higgins and passed unanimously.

**Council Reports**

President Colpitts

New Prairie United School Corporation submitted a written request to refund penalties in the amount of \$635.66 that were applied to their July 2014 utility billing.

NPUSC provided copies of the envelope used to mail their payment showing that it was metered and mailed on June 17<sup>th</sup>. The envelope also has a USPS sticker dated June 22<sup>nd</sup>. This payment was not received at the town hall until June 25<sup>th</sup>, past the due date of the 20<sup>th</sup>.

Council Member Vojtko moved that, because proof was provided that the bill was mailed in a timely manner, the Town refund the penalty paid of \$635.66 to the school corporation.

The motion was seconded by Vice President Higgins. The motion passed 4-1. Council Member Carter voted nay.

Council Member Vojtko

Attended the Area plan meeting recently with nothing regarding the Town to report.

Council Member Gelow

The new Christmas wreaths and lights purchased by Christmas in New Carlisle are being delivered tomorrow.

**Bills to be Paid**

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

**Adjournment**

Upon a motion by Council Member Vojtko and second by Vice President Higgins, the meeting was adjourned at 5:46 PM.

---

Ronald Colpitts, Council President

Attest:

---

Susan I. Moffitt, Clerk-Treasurer