

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, July 22, 2014

The meeting was opened with the Pledge of Allegiance.

President Colpitts called the meeting to order with Vice President Higgins, Council Member Gelow, Council Member Vojtko, Council Member Carter and Clerk-Treasurer Sue Moffitt present. Also in attendance were Chuck Leone, Jared Huss, Jason Quirk, John Mrozinski, Bob Middlebrook, Josh Schweizer, Tim Kaminski, Jill Doll, Dave Doll, Mary Ann Swope, Carol Middlebrook and Jack Mell.

Minutes

Council Member Vojtko moved to accept the minutes of the July 3, 2014 Executive Session as written. The motion was seconded by Council Member Carter and passed unanimously.

Vice President Higgins moved to accept the minutes of the July 8, 2014 Public Hearing as written. Seconded by Council Member Vojtko, the motion passed 4-0. Council Member Gelow abstained.

Council Member Vojtko moved to accept the minutes of the July 8, 2014 General Meeting as written. Council Member Carter seconded the motion which passed 4-0. Council Member Gelow abstained.

Council Member Vojtko moved to accept the minutes of the July 11, 2014 Executive Session as written. The motion was seconded by Vice President Higgins and passed unanimously.

Council Member Vojtko moved to accept the minutes of the July 15, 2014 Executive Session as written. The motion was seconded by Vice President Higgins and passed 4-0. Council Member Carter abstained.

Employee Reports

Water Treatment Plant Director Tim Kaminski

Tim reports that he has not been given a start date for tank painting but predicts it will be late summer.

The cost of the recently discussed water plant upgrade would be approximately \$60,000.

The WTP copier is in need of repair that is not covered by the service contract and cannot be fixed. Tim will cancel the maintenance contract and research copier options.

Town Crew Supervisor John Mrozinski

John reports that they will be using the street sweeper to vacuum out some of the drains in town.

Memorial Park is mowed with trees trimmed and branches removed, areas are leveled and ready for Home Town Days.

The quote for the lift station pump came in much under the estimate. The old one will be repaired and kept as a spare.

Electric Superintendent Jason Quirk

Jason reports that he missed the last meeting due to underground failures and is looking into upgrades.

Electric preparation for Home Town Days is complete at Memorial Park.

Jason has received 19 applications for the electric dept. opening and will begin interviews following Home Town Days.

President Colpitts read a letter received from a resident complimenting Jason and the electric dept. for their excellent work during the recent power outage due to underground failures.

Building Inspector Bob Middlebrook

Bob asked that we continue to look into reducing the contractor registration to \$50.00 with jobs under \$1000 not required to pay for contractor registration.

Following discussion about the lost revenue and its impact on funding the building department, it was suggested that we instead look into raising our building permit fees to a rate comparable to surrounding communities. This will be discussed further at the next work session.

Attorney Chuck Leone

He and Andrea have been working on some employment matters including putting together draft agreements.

Chuck reports that they continue to work on the vacation of Larrison Court and have found that there are three surrounding property owners involved.

Engineer Jared Huss

Jared has contacted INDOT and they will be patching under the viaduct and clearing the ditch on US 20 from Jon Street to County Line.

The Town has been made aware of an issue with a property owner on Marvel Lane draining water from their sump pump into the road. They have made initial contact and started open communication with the resident but further discussion will be required.

The ADA compliant paint for grates has been applied.

The drainage plan is looking good and will be completed by the end of the month.

An informational meeting for residents effected by the 2014 Sidewalk Project will be held here at town hall on Monday, July 28 at 5 PM . Letters were delivered to all effected homeowners and Jared will be here to give project details and answer questions.

Jared is meeting with a contractor on Thursday morning regarding ADA compliant entry doors for town hall. Jared has spoken with an architect who will review the plans from the contractor at a cost of approximately \$100.

The designs for drainage on N. Bray and also for the corner of Race and Michigan are ready. Jared will get a cost estimate for council review. Drains in parking lot are of concern and Jared will review the issue further after the town crew cleans them.

Jared recently spoke with St. Joseph County Engineer Jessica Clark and will be meeting with her soon to discuss several things.

Jason and Jared recently met to discuss several issues including a new pole count.

Jared recently met with Ben Fulkowski of Representative Jackie Walorski's office regarding several issues involving the town.

The cost to do a Water Treatment Plant study would be fairly high and Jared would like to discuss this further at the next work session.

Old Business

Plans for the 2014 Sidewalk Project were signed and Reith Riley will be given the Notice to Proceed with the project scheduled to begin on August 4th.

New Business

- Interlocal Agreement for Engineering Services with MACOG

This was originally approved in 2009 when St. Joseph County obtained Federal funding to replace and upgrade signage throughout St. Joseph County through MACOG. Jared reports that this is a very good deal for town as it involves replacement of 60 signs at a cost of approximately \$586.

Council Member Vojtko moved to approve the Interlocal Agreement for Engineering Services with MACOG. The motion was seconded by Vice President Higgins and passed unanimously.

Ordinances and Resolutions

- Ordinance #1295 – A Salary Ordinance for Employees of the Town of New Carlisle

Sue explained that this salary ordinance is for the part-time seasonal laborer to change the distributions only with no change in the amount of pay.

Council Member Vojtko moved to waive the rules to allow for the adoption of Ordinance #1295 on the day of its introduction. Council Member Gelow seconded the motion which passed unanimously.

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President Colpitts read Ordinance #1295 by caption only for the first reading.

President Colpitts read Ordinance #1295 in its entirety for the second reading.

President Colpitts read Ordinance #1295 by caption only for the third and final reading.

A motion to adopt Ordinance #1295 was made by Council Member Vojtko and seconded by Vice President Higgins. Motion passed unanimously.

Council Reports

Vice President Higgins

Vice President Higgins distributed an estimate sent to the Cemetery Board in May for repair and restoration of stones at the cemetery. The board met earlier today and suggested that \$25,000 per year be allocated for this and it be completed in phases over several years.

The Cemetery Board will prepare a handbook for distribution when lots are purchased explaining rules of the cemetery. As there was quite a bit of angst regarding cemetery rules that were printed in the paper a year ago, preparing a mailing for each lot owner that will include the cemetery ordinance and explanations is being considered. This is a very sensitive issue and they feel that it should be handled very carefully.

There was some discussion on responsibility for repairing and replacing old stones. Council Member Vojtko feels this information is a good start but perhaps there are more questions to be answered before moving forward.

Vice President Higgins will obtain more information from the company that prepared the estimate and take it back to the Cemetery Board for further discussion.

Council Member Gelow

Council Member Gelow expressed his thanks to the guys for all of their hard work getting everything ready for this weekend.

Council Member Vojtko

Council Member Vojtko recently attended the Area Plan meeting with nothing involving the town to report on.

Reminded everyone that the annual Concerts in the Park series begins on Wednesday, August 6th for 4 weeks.

President Colpitts

In light of the recent search for employees, he feels that it is important for the town to adopt a policy to have background checks done on prospective employees. He would like to start

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Implementing background checks immediately and has a company from Rushville Indiana that performs these for \$99 which covers the full background check including criminal, financial, etc. He distributed copies of information to the council members and would like to have a contract prepared for the next meeting.

President Colpitts announced that the town is planning an employee family picnic on September 6th at Bourissa Hills Park. Meat will be provided and everyone will be asked to bring a dish. Details will be coming soon.

President Colpitts reports that the Council has been actively searching for a Town Manager and feel that they have found a good candidate. Chuck has put together a contract and President Colpitts asked for Council authority to execute this when finalized pending the background check.

President Colpitts asked for any further input on the proposed contract.

Council Member Gelow stated that this was not on the agenda and he would prefer to have another meeting prior to approval of a contract.

Council Member Vojtko agrees with postponing the contract approval as he has a few questions he would like answered prior to this as well.

Council Member Vojtko has several small questions regarding using the title "Chief Operating Officer" and allowing altering of the workday schedule if the employee were to do work at home.

Chuck stated that we can refine expectations such as expected work hours and any issue involving the employee adjusting those hours as we move forward.

Vice President Higgins stated that administrators have an expectation of specific hours and if work was done at home that was their own time.

President Colpitts stated that we would include the expected office hours of 8-5.

Council Member Vojtko asked that the notice on Page 15 for termination by board be changed from 90 days notice to 14 as this is more than fair.

This will be changed to 14 days.

Council Member Gelow stated that a vehicle allowance of \$600 per month is \$7200 per year and questioned why we would not just pay the standard mileage that all employees receive when required to travel.

There was much discussion on the vehicle allowance and President Colpitts feels that it is customary and will also be taxable.

Council Member Gelow expressed his concern that we are moving too fast with this process.

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Council Member Vojtko stated that he would prefer to see concrete wording and not generalized wording, referring to paragraph 11

Vice President Higgins moved to empower the Council President to move forward with executing the Employment Contract subject to a background check and revisions of removal of "Chief Operating Officer" language and replacing it with Town Manager; including expectations of office hours of 8-5; and changing 90 days notice to end employment to 14 days notice.

The motion was seconded by Council Member Carter.

Council Member Vojtko suggested replacing the \$600 vehicle allowance with \$300 to be reviewed in six months as he would rather start at a lower rate.

President Colpitts called for a voice vote:

Council Member Carter	Aye
Vice President Higgins	Aye
President Colpitts	Aye
Council Member Vojtko	Aye
Council Member Gelow	Nay

Motion passed 4-1.

Bills to be Paid

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

Adjournment

Upon a motion by Vice President Higgins and second by Council Member Vojtko the meeting was adjourned at 6:18 PM.

Ronald Colpitts, Council President

Attest:

Susan I. Moffitt, Clerk-Treasurer