

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, September 23, 2014**

President Colpitts called the meeting to order at 5:36 PM, immediately following the public hearing, with Vice President Higgins, Council Member Vojtko, Council Member Carter and Clerk-Treasurer Sue Moffitt present. Council Member Gelow was absent. Also in attendance were Andrea Halpin, Pooja Shrestha, Eric Walsh, Jared Huss, Jason Quirk, Jeff Roseboom, Tim Conley, Jill Doll, Cal Dittmar, Dave Doll and Jack Mell.

**Minutes**

Minutes of the September 10, 2014 meeting were tabled.

**Employee Reports**

Chief Jeff Roseboom

The police department, in conjunction with the DNR, will host an hunter education class on October 12<sup>th</sup> in the council chambers. A snowmobile education class will also be hosted by the department later this year.

Vice President Higgins asked Chief Roseboom about the Emergency Plan Outline that he prepared and had given the Council for review. Jeff explained that an emergency plan is an extensive document that will require input from all departments. Jeff, Council Member Carter, Tim Conley and Sue will work on this.

Attorney Andrea Halpin

Since the last meeting, she and Chuck have completed revisions to the new employee contract that is on tonight's agenda.

Andrea reports that she and Jeff have worked on a police department records request policy for specific police records as well as several employee issues.

Engineer Jared Huss

Jared reports that he and Jeff have been working on the ADA compliant doors for the town hall. Further restoration may be necessary with one of the options and they are seeking a clearer quote on all work necessary to complete the project.

He has been working with Tim on several issues and will fill in following Tim's report.

Town Manager Tim Conley

Tim reports they did a final walk through on the sidewalk project which included a quantity survey. He has not spoken with Reith Riley on the final as of yet.

Reports that he received the Drainage Plan Draft from Jared and Lawson Fisher and has a copy that available for the council to review.

He and Jared have agreed that they would like to have the 2015 sidewalk project ready for bid earlier in the year so that the project can begin as soon as the snow melts.

Tim reports that the Park Board has made several recommendations for Council approval as follows:

Memorial Park merry-go-round replacement	\$2800
Bourissa Hills Park tennis court resurfacing	\$6500
Bourissa Hills Park fence repair	\$1800

Vice President Higgins moved to accept the recommendations of the Park Board for the improvements and repairs at Memorial and Bourissa Hills Parks. The motion was seconded by Council Member Carter and passed 4-0.

The Cemetery Board met today and they continue to research potential monument improvements.

Council Member Vojtko asked if we have a deliver date for the road salt that was purchased through the bid system earlier this year. He requested that we have the salt delivered as soon as possible in light of a potential salt shortage.

### **Old Business**

- Training Reimbursement and Incentive Review

President Colpitts reports that this was tabled at the last meeting.

Tim reports that we have hired an apprentice, Perry Hinton and this agreement is for his employment.

Electric Superintendent Jason Quirk explains that the Town will have an investment in Perry's training and this agreement will make him responsible for those costs should he leave prior to completion of the employment agreement.

Vice President Higgins expressed concern about hiring and training another apprentice.

President Colpitts stated that the Town needs two qualified electricians.

Andrea feels that the Town has someone very qualified and reliable and this must be an issue of compatibility and team work as well and Jason has to hire someone that will fulfill that need.

Discussion regarding the agreement followed.

Tim recommends that the agreement be approved by the Council so that it can be given to Perry for his review and approval and then returned to the Council for final approval

Vice President Higgins moved that we accept the Training Reimbursement and Pay Incentive Agreement for Perry Hinton. The motion was seconded by Council Member Carter and passed 4-0.

- Drainage Change Order Approval

Tim reports that Jared showed him two areas of priority for drainage, one on Bray Street and the other in the municipal parking lot. Jared had taken the initiative to get estimates from Reith Riley while they were in town completing the sidewalk project.

Jared reports that in conversation with the homeowner affected on N. Bray Street, this is a long standing issue with resulting flooding in her yard due to failure of the town's drain system in that area not having a proper outfall.

The second issue would be removal and replacement of the drywell in the municipal lot as it is not operable.

Jared briefly explained that without maintenance, these drywells will fail as is evidenced in both the parking lot and the drain system at the end of Bray Street.

Council Member Vojtko questioned what other options are available.

Jared advised that the drainage plan will be decades long until completion and it will be some time before a system is in place that would remove the need for the drywell in the parking lot. The drywell will have versatility, with maintenance, to become part of a system.

Council Member Vojtko stated that we must have a maintenance schedule, as recommended by Jared, with these drains pumped and maintained twice per year.

Andrea recommends that this become part of the performance review process of the town manager and town employees.

Council Member Vojtko expressed his concern with Reith Riley doing the work on these drains because of their recent work on the sidewalk project.

Jared reports that Reith Riley will do this at the best cost possible. He feels that the quality of work done on the sidewalk project was good and any issues with the project were due to no constant on-site inspection throughout the project.

Council Member Vojtko requested a walk through of the sidewalk project with Tim.

Council Member Carter motioned that we move forward with the North Bray Street repair at a cost of \$16,000 to improve drainage and the pavement and municipal parking lot storm catch basin repairs at a cost of \$13,000. The motion was seconded by Vice President Higgins.

Council Member Vojtko asked if other quotes were sought. Jared explained that because other companies would have to mobilize their workforce while Reith Riley is already in town for the sidewalk project, Reith Riley would be the most cost effective. He feels that based on other similar jobs done in the past, Reith Riley's estimate for the project is very good.

Council Member Vojtko expressed his belief that the work does need to be done but he does not like the company chosen to do the work.

With a motion and second on the floor, President Colpitts requested a roll call vote as follows:

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

The motion passed 3-1.

### **New Business**

- Date and time for Trick or Treat

Council Member Vojtko moved to set Trick or Treat for Friday, October 31<sup>st</sup> from 5-7 PM. The motion was seconded by Vice President Higgins and passed 4-0.

### **Ordinances and Resolutions**

- Ordinance #1297 – An Ordinance for the vacation of Larrison Court

Andrea reports that due to the advertisement date not being included in the original ordinance, we will need a motion to accept the Substitute Ordinance #1297.

Council Member Vojtko moved to accept Substitute Ordinance #1297 for the third and final reading. Council Member Carter seconded the motion which passed 4-0.

President Colpitts read Substitute Ordinance #1297 by caption only for the third and final reading.

Council Member Carter moved to adopt Substitute Ordinance #1297. The motion was seconded by Council Member Vojtko and passed 4-0.

- Ordinance #1298 – An ordinance for appropriations and tax rate for the 2015 Budget

President Colpitts read Ordinance #1298 in its entirety for the second reading.

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

President Colpitts read Ordinance #1299 for the first reading by caption only.

- Resolution #14-09-23-01 – An resolution naming the ADA Coordinator for the Town of New Carlisle

President Colpitts read Resolution #14-09-23-01 in entirety.

Council Member Vojtko moved to adopt Resolution #14-09-23-01. The motion was seconded by Council Member Carter and passed 4-0.

- Ordinance #1300 – An ordinance reducing the 2014 appropriation for the Cumulative Fire Fund

Council Member Carter moved to waive the rules and allow for the adoption of Ordinance #1300 on the day of introduction. The motion was seconded by Council Member Vojtko and passed 4-0.

President Colpitts read Ordinance #1300 by caption only for the first reading.

President Colpitts read Ordinance #1300 in its entirety for the second reading.

President Colpitts read Ordinance #1300 by caption only for the third and final reading.

Council Member Vojtko moved to adopt Ordinance #1300. The motion was seconded by Council Member Carter and passed 4-0.

## **Council Reports**

### **Council Member Carter**

Council Member Carter asked that everyone review the Emergency Plan Outline provided in their packets and reports that the committee will be working on this.

Council Member Carter has organized a fund for a memorial monument to honor Jamie Middlebrook. He will be working with Jamie's family on details and reports that Bob has selected a stone and come up with an inscription to be included on a bronze plaque for the monument. Council Member Carter would like to include a bronze likeness of Jamie on the stone as well. The cost will be \$4,000 to \$8,000 and the monument will be placed at Memorial Park to the east of the Firemen's Monument. Donations may be made to the Memorial Monument Fund for Jamie at any 1<sup>st</sup> Source Bank Branch. Council Member Carter can be contacted for any questions.

Council Member Carter asks that in the future if there are any complaints or problems with police, fire or ambulance, they be addressed to him as the liaison for those departments.

### **Council Member Vojtko**

Expressed the need for repairs to the sign in memory of Tim Walz on the ambulance building.

### **President Colpitts**

He, Ken, Jeff, Tim, and Sue attended the recent IACT Conference in Ft. Wayne and attended some very good seminars.

He would like to, as a Town, do something to memorialize Jamie as both a dedicated employee and volunteer. Jamie always gave 100 percent as both and he would like everyone to think about a way to do this.

**Bills to be Paid**

Council Member Carter moved to pay all bills as presented. The motion was seconded by Council Member Vojtko and passed 4-0.

**Adjournment**

Upon a motion by Council Member Carter and second by Vice President Higgins, the meeting was adjourned at 6:45.

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Ronald Colpitts, Council President

Attest:

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Susan I. Moffitt, Clerk-Treasurer