

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, May 20, 2025, 6:30 PM**

The meeting was opened with the Pledge of Allegiance

President Marcy Kauffman called the meeting to order with Vice-President Jerry Colanese, Council Member Nancy Pemberton, Council Member Alison Abbott, Public Works Director John Mrozinski, Special Projects Assistant Susan Moffitt, Deputy Clerk Yvonne Hoffmaster and Town Engineer Jared Huss were present.

Also in attendance: Marshal Brian Cook, Code Enforcement Officer Robert Middlebrook, Electric Superintendent Jason Quirk and Vince Vojtko.

Absent: Council Member Will Short and Attorney Andrea Halpin

**Approval of Minutes**

Council Member Pemberton moved to approve the minutes of the following : May 6, 2025, General Meeting, and May 6, 2025, Special Session, as written. The motion was seconded to accept the minutes as written by VP Colanese. Motion carried 4-0.

**Visitor Comments**

- None

**Employee Reports**

- **Marshal Brian Cook**  
-None
- **Attorney Andrea Halpin**  
-Absent
- **Engineer Jared Huss**
  - Will present the Metering Station and CCMG inspections for the Council's consideration at the respective time frames during the meeting.
  - Worked on SJEC easement description for Well #6 and Andrea is working on the wording for that agreement and hopefully it will be finished this week.
  - Cliff's temporary access/easement agreement was drafted today and sent it over to Andrea to review and will go over the document in the morning to discuss. The permanent agreement will be drafted after the completion of the project.
  - CCMG first advertisement was last Thursday, and second advertisement will be this Thursday. Bid opening and awarding will both be at the June 3 meeting to stay in pace with the INDOT reporting that is due June 28<sup>th</sup> and he will get with Yvonne to make sure that happens in a timely manner.

- **Public Works Director John Mrozinski**

- Carl Brown-Grimm started in the Assistant Public Works Director position last Friday. Everything is going well so far. He is attending the meeting at the NP High School for the LaPorte County Park Board meeting to represent the Town about the park being presented to be connected to Bendix Woods.
- All set for the Memorial Day Parade on Monday that starts at 10am (eastern).
- He and seven employees will be attending a Water Expo in Akron, OH, where he will be entering the Town into the best tasting water competition of which he will be taking a 1-gallon jug. He stated years ago that the Town had won the contest. President Kauffman asked if he will be taking the water in a glass container and John responded that yes, he will.
- Friday, the 23<sup>rd</sup> is the last day of school and it was originally planned to open the Splash Pad but the weather will be too cold for the kids to enjoy it so it will be delayed a week. The PTO was notified that it will not be open.
- Fountains will be reinstalled this week, in front of Town Hall and One Stop, to get ready for the weekend.
- Electric Department and MVH had approximately 80 locates this week and it continues to be non-stop.

**Old Business**

- **Purchase Power contract extension**

- E.S. Jason Quirk requested the Council for formal approval to move forward with the 2030-2035 Wolverine purchase power contract extension. A motion was made by Council Member Abbott to approve the extension and was seconded by Council Member Pemberton. Motion carried 4-0.

- **Metering Station Construction inspection contract**

- President Kauffman read that the maximum obligation of the inspection contract from LFA (Lawson-Fisher) is \$62,550.00. Jared explained that they did not make it for full-time inspection but do anticipate it to be June-November. Obviously if the hourly time isn't used then it is not billed. VP Colanese asked what the contract covers. Jared explained that it covers the inspections of the work that is being done on the Metering Station to make sure it is up to the required specifications and executed properly. A motion was made by Council Member Abbot to approve the inspection contract and was seconded by Council Member Pemberton. Motion carried 4-0.

**New Business**

- **2025 CCMG construction inspection contract**

- President Kauffman read the contract from LFA (Lawson-Fisher) that the maximum obligation of the inspection contract will be \$83,700.00, to be charged hourly and not to exceed. It will begin July 2025 through the end of October 2025. VP Colanese asked if this was for another metering station, but it was explained by Jared that this contract is for the CCMG construction and is the same scope of work as the inspection contract for the metering station. A motion was made by VP Colanese to approve the contract and was seconded by Council Member Abbott. Motion carried 4-0.

- **Donohue Engineering agreement**

-Clerk-Treasurer Brown stated that this agreement is for the Water telemetry connection for Amazon SBN 201. Engineer Huss explained that we will be getting several of these when each large user gets connected to the SCADA (telemetry) system to be able to track usage of those users without having to go to the meters to read the data. It will also help manage the system. This will be a reimbursable amount by Amazon per the agreements once the work has been completed. The amount of the contract is \$26,850.00. A motion was made by Council Member Abbott to accept the agreement and was seconded by VP Colanese. Motion carried 4-0.

- **Baker Tilly Water Utility Amendment agreement**

-Clerk-Treasurer explained that this contract is for the water utility rate study being done by Baker Tilly. Engineer Huss explained that this is an amendment to the original contract for an additional \$55,000.00. SPA Moffitt stated that this is an increase from \$120,000.00, which we have already gone over the original contract for the services that are ongoing. We have been reimbursed a large chunk of this amount by St. Joseph County. A motion was made by Council Member Pemberton to accept the amendment agreement and seconded by Council Member Abbott. Motion carried 4-0.

### **Ordinances and Resolutions**

- **None**

### **Council Reports**

- **Council Member Pemberton**

-Had a Cemetery Board meeting and discussed the same matters as the last meeting with a few new ideas. She feels it will be a great help having Carl Brown-Grimm on board.

- **Council Member Short**

-Absent

- **Council Member Colanese**

-Jerry discussed the Fire Territory Runs/Training 1<sup>st</sup> quarter report. 67 runs were fires, and the rest were EMS responses, etc. Out of the runs, 30% are multiple runs, which wouldn't be feasible with a volunteer department.

-Fire Territory now has a full-time training officer. There is an on-going program showing how to install car seats, which the trainers went through a 4-day training session to be certified.

-Also, as a reminder that the Fire Territory installs free smoke alarms. Only have had 16 requests so far.

-There have been 24 Commercial building inspections completed to date, and some are dragging their feet on the repairs required.

-P.W.D. Mrozinski asked if the Fire Territory is getting the new tanker from Florida? Bob Middlebrook responded that they will be going down next week to do the final inspection.

-Utilities seem to be going well.

- **Council Member Abbott**

-Park Board meeting was last night, and they have a new president, Sarah Mitchell. Carl Brown-Grimm has stepped down as President but will remain on the board. She thanked Tristen on the updates from the Town side for the Pickleball courts, etc. They will be starting the summer program in the first week of June. They will request it to be posted to our Facebook page, etc.

-There was a student, Haley Abbott, requested more events for teens in the park during the summer, like a teen dance. Also discussed was to have a Battle-of-the-Bands in the fall. It would be open to teenagers who have a band and would hope to get 3 bands to battle it out. Alison requested that everyone put feelers out to see what other towns do to include teens for ideas for our board. VP Colanese stated that those ideas sounded like good ideas especially since they wouldn't cost the Town any money. Alison stated that it would take getting the word out and getting teens involved if they really want to have them.

- **President Kauffman**

-Marcy stated the Town is very concerned about the possible rezoning of the 1,000+ acres just North of New Carlisle. Concerns have been expressed to the St. Joseph County Council via mail and one-on-one. She wanted everyone to be aware that it is being addressed by the Town Council. On the agenda for the Area Plan Commission meeting on June 17<sup>th</sup> is the petition for the rezoning from agricultural to industrial of the 1,000+ acres at 3:30p (eastern). It is open to the Public and all are welcome to attend. Anyone can write, call or email the county representatives with their concerns as well. County Officials expressed that they would like to hear from more people.

**Clerk-Treasurer Report**

-We now have over 350 followers on our Facebook page. I have posted the letter written by the Town Council to St. Joseph County regarding the rezoning concerns. It has been shared and liked quite a bit. I will continue to help in getting the information out.

-Reminder that Town Hall will be closed on Monday for Memorial Day.

**Bills to be Paid**


A motion to pay all bills as presented on the Claim Docket and the Payroll Allowance Docket was made by Council Member Pemberton and seconded by VP Colanese. Motion carried 4-0.

**Adjournment**

Upon a motion by Council Member Abbott and second by Council Member Pemberton, the meeting adjourned at 7:01 PM.

  
Marcy Kauffman, Council President

Attest:

  
Julie Brown, Clerk-Treasurer