

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, June 3, 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, Attorney Andrea Halpin and Town Engineer Jared Huss were present.

Also in attendance: Marshal Brian Cook, Code Enforcement Officer Robert Middlebrook, Ryan Cole, (NCPD), Scot Moniz (NCPD), Jeff Rowe and Rokundo Tongue from BakerTilly, Chris Szalajko from Lawson-Fisher, Carlos Delgado from Reith Riley, Kevin Luther, Vince Vojtko and Ben Pietrzak.

Absent: Council Member Will Short

**Approval of Minutes**

Council Member Pemberton moved to approve the minutes of the following : May 20, 2025, General Meeting, and May 20, 2025, Special Session, as written. The motion was seconded to accept the minutes as written by Council Member Abbott. Motion carried 3-0 (VP Colanese absent at time of motion).

**Visitor Comments**

- Kevin Luther at 509 Filbert St. came to the podium to discuss concerns brought to him from Code Enforcement Officer Middlebrook of living in the RV in his driveway. He stated his home is a multi-generational house and currently is remodeling his basement and there are not enough bedrooms in the house at the moment. He stated that he would have to sleep on the couch or take the camper to a campground and pay to stay there. He was concerned about taking the RV to the campground because he is borrowing it from his sister. Kevin also stated that they are only using the bedroom and closets in the RV, they are using the facilities in the house for all other purposes. He requested from the Council a 3-4 week variance. President Kauffman responded that the Council would take the information under advisement and will get back to him within a few days.
- Ben Pietrzak at 214 Bray St. came to the podium to discuss concerns brought to his attention by Code Enforcement Officer Middlebrook. Ben stated that he has a concrete pad that has been in his yard since 2005 where previous family members kept their RV. He was told by Mr. Middlebrook that since he is on a corner lot that he technically has two front yards and wouldn't be able to store the RV on the concrete pad. Ben said that this year and possibly next year, the RV will be in a campground for the summer months but would be stored there during the winter months and years following the full year. President Kauffman responded that the Council would take the information under advisement and will get back to him within a few days.

**Employee Reports**

- **Marshal Brian Cook**
  - He presented monthly reports to the Council.
- **Attorney Andrea Halpin**
  - Stated that she worked on the 3 Easement agreements that are on the agenda.
- **Engineer Jared Huss**
  - Assisted as needed for the 2025 CCMG bid opening.
  - Metering Station contract documents are by the Clerk Treasurer Brown for signatures since this was approved at the last meeting. This project will start as soon as everything is in order.
  - Continue working on the IEC projects.
- **Public Works Director John Mrozinski**
  - Water service line that is leaking will need to be replaced.
  - Working through all the projects that are in motion.

#### **Old Business**

- **SJEC Easement Agreement**
  - Engineer Huss explained that this easement is to support the establishment of the well and underground piping that goes with it to add additional capacity, which is on SJEC property. Attorney Halpin also explained that this easement will allow the Town access at anytime to conduct the construction and maintenance of the well. A motion was made by VP Colanese to adopt the easement agreement. Motion was seconded by Council Member Pemberton. Motion carried 4-0.
- **Cliffs Easement Agreement**
  - Attorney Halpin explained this easement agreement is for the metering station and is a little more involved than the SJEC agreement. This is for access to construct and maintain the metering station. Engineer Huss explained this temporary agreement states very specific language about requirements on where to enter, etc. The permanent agreement is being written as we speak. A motion to adopt the temporary agreement with approval of PWD Mrozinski to sign, was made by Council Member Abbott and seconded by Council Member Pemberton. Motion carried 4-0.
- **AEP Easement Agreement**
  - Engineer Huss explained that Electric Superintendent Quirk has been working with AEP. They have work that will be in Town and will install temporary power to the GM project and the route will run along the east side of the Niespodziany ditch from the RR tracks area south to the Town water treatment property, which will not impact the property at all. There are four (4) parcels that are involved with the path of the project. It will come across the south side of Edison, to the west side of Walnut to the GM site. There is added verbiage that protects the water infrastructure. Some trees will be cut down. There will be an Exhibit to go along with the agreement. This agreement has been reviewed by Attorney Halpin. A

motion to adopt the AEP agreement was made by Council Member Pemberton and seconded by Council Member Abbott. Motion carried 4-0.

### **New Business**

- **2025 CCMG Bid Award**

-President Kaufmann opened the bids received by the Clerk's office before Visitor's Comments so Lawson Fisher could check them for accuracy and to make sure they have all the documents necessary. 1<sup>st</sup> bid opened was from Reith Riley Construction for the amount of \$921,504.50. 2<sup>nd</sup> bid opened was Milestone Contractors North, Inc. for the amount of \$1,016,487.89.

-Engineer Huss stated that Chris Szalajko from LFA has reviewed both bids and they both have all the required documents and are mathematically correct. LFA recommends the Town award the bid to Reith Riley for the amount of \$921,504.50. A motion was made to award the bid of the 2025 CCMG to Reith Riley by Council Member Abbott and seconded by Council Member Pemberton. Motion carried 4-0.

- **Marvel Lane Water Agreement**

-PWD Mrozinski stated that the Town will be discontinuing the asbestos in the main behind the houses on Marvel Ln and hook them up to the 12" line across the road. He received two bids, which he presented to the Council Members. Woodruffs bid was quite a bit cheaper than H&G Underground. Engineer Huss reviewed the bids and is in agreement of approving the bid from Woodruffs. A motion was made by Council Member Abbott to approve the bid from Woodruffs not to exceed \$70,000. A second motion was made by VP Colanese. Motion carried 4-0.

- **Baker Tilly Cost of Service Study**

-Jeff Rowe from Baker Tilly presented a PowerPoint presentation to review the water cost of service study. They recommend a water rate increase of 44.9%, which averages out to \$10.08 per household to help cover the increasing deficit in the water fund. This rate increase would include a Public Fire Protection fee of \$6.20 per household. The water utilities have not increased since 2016. The primary reasons for the rate increases are operating disbursements and capital improvement plans. The Council will take the study under advisement and reconvene to discuss further on another date.

- **Baker Tilly Electric Rate Study agreement**

-Jeff Rowe stated this agreement is to conduct the Electric Rate Study per the Town's request. A motion was made by Council Member Abbott to approve the Electric rate study not to exceed \$15,000. The motion was seconded by VP Colanese. Motion carried 4-0.

### **Ordinances and Resolutions**

- **None**

### **Council Reports**

- **Council Member Pemberton**

-None

- **Council Member Short**

-Absent

- **Council Member Colanese**

-None

- **Council Member Abbott**

-Park Board has started the kids' program for the months of June and July and can find all the details on our website and FB page.

- **President Kauffman**

-None

### **Clerk-Treasurer Report**

-Stated that the Clerk will be on vacation all next week: June 9-June 13. Asked if anyone should need anything to please contact either Deputy Clerk Yvonne Hoffmaster or the Billing Clerk Rebekah Parsons.

-The server has been successfully moved from the upstairs closet to the room downstairs in the Police Department.

-The New Carlisle website is now an IN.gov website.

-South Shore survey has been added on our FB page which will open on June 5<sup>th</sup> for anyone interested in participating.

-The Clerk's office will begin the budget process within the next couple of weeks and Deputy Clerk Hoffmaster will be sending Excel spreadsheets to the Department Heads for them to start setting their budgets.

-Owl is up and running for test runs for this meeting and the next June meeting to make sure we are ready for the July 1<sup>st</sup> compliance deadline.

### **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 7:49 PM.

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Marcy Kauffman, Council President

Attest:

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Julie Brown, Clerk-Treasurer