

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, July 1, 2025, 6:30 PM

The meeting was opened with the Pledge of Allegiance

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

Also in attendance: Asst. Marshal David Cincoski, Code Enforcement Officer Robert Middlebrook, and Vince Vojtko.

Absent: Council Member Will Short

Approval of Minutes

Council Member Abbott moved to approve the minutes of the following : June 17, 2025, General Meeting, and June 23, 2025, Executive Session, as written. The motion was second to accept the minutes as written by Council Member Pemberton. Motion carried 4-0.

Visitor Comments

- None

Employee Reports

- **Asst. PWD Carl Brown-Grimm**
 - Working on updating the Hydrant policy specifically to allow more flexibility to vendors who are taking water.
 - Working on a temporary water disconnect ordinance specifically for people who leave town for a while, so they don't have to be charged the minimum.
 - Working on Sewer mapping that will be in a digital format.
- **Deputy Clerk Yvonne Hoffmaster**
 - Starting the 2026 Budget process. Scheduled a meeting with the supervisors to start to go over each budget.
- **Asst. Marshal David Cincoski**
 - Presented the report for the month of June to the Council.
 - One new car waiting to be outfitted at CopsGear.
 - He dropped off a 2nd car for repairs from a "Deer vs Car" incident.
- **Attorney Andrea Halpin**
 - Went to the Municipal Law seminar last week. She found some answers to new disclosure laws that we were unsure of. Had the opportunity to meet the new Public Access Counselor.
 - Working with the Clerk's office on some things to be accomplished with our large utility customers.
- **Engineer Jared Huss**
 - 1st thanks to Yvonne for getting all the INDOT submittals completed for the CCMG. There will be a preconstruction meeting on July 14th for the CCMG project and a public meeting before the council meeting on July 15th.

- GM water service agreement along with the easement agreement.
- Donohue will be sending an invoice in the next month or so for the Service Territory map.
- Working with the Clerk's office and others on the Amazon water meter and contract activities.
- Meetings for the Sanitary sewer for studies and investigation going on for gas issues, etc.
- St. Joseph County in conjunction with INDOT, install 4 casing pipes for utility extensions across St. Rd. 2. The agreement between the county and INDOT was provided to the Town and indicates transfer of the casings to the utility provider. This will be formalized in an MOU between the County and the Town at a future date.

- **Public Works Director John Mrozinski**

- Municipal Lot has been blocked off so that will be ground up and paved this week, starting tomorrow. Also, the alleyway behind Moser's will be redone on the same days, weather permitting.
- Started this afternoon on the sewer connections and new lines next to the brewery in the alleyway.
- Last week the new backhoe was delivered and traded in the old backhoe.
- Job posting to replace Mike McClaran's position has been posted on the Website and Facebook page which will be listed for one (1) week.
- He asked Carl to give an update on the library StoryBoard project. Carl stated that Roanna came to the last Park Board meeting with the grant from Amazon. Pages from a children's book would be placed in each post to follow the story through the trails. The boards cannot be at the library per ES Jason Quirk, so it was brought up to be placed on the trails around the Pickleball Courts, etc., which would be approximately 24 posts. Carl mentioned that he believes the library would take care of the costs of the installation of the posts/boards since the grant only covers the cost of purchasing the posts/boards. The project should start in a couple of weeks.
- The two (2) houses on Marvel Ln. have been demolished. There is a little bit to clean up yet, but the project went well.

Old Business

None

New Business

- **Clerk's Office Enhancement project**
 - Clerk-Treasurer, Julie Brown, presented the project to the council to paint the Clerk's office, purchase new desks, desk scanners, and fire-proof filing cabinets. Also to replace the tile in the Clerk's bathroom and clean the carpet and waiting chairs for a total cost of approximately \$19,000. It was asked if any security enhancements were in the plans. Julie explained that it will be discussed at another date because we do want to do something, but we want to have the right design for the building. Council Member Abbott made a motion to approve the enhancement project. VP Colanese seconded the motion. Motion carried 4-0.

Ordinances and Resolutions

- **Ordinance #1491 : Water Rates**
 - President Kaufmann read Ordinance #1491 by title only for the 1st reading.
- **Ordinance #1492 : Amendment to Chapter 152: Zoning-Use Table Update**
 - President Kauffman read Ordinance #1492 by title only for the 1st reading.

Council Reports

- **Council Member Pemberton**
 - None

- **Council Member Short**
-Absent
- **Council Member Colanese**
- Had two unscheduled power outages and believes ES Quirk will have this under control soon. PWD Mrozinski explained that Jason found the issue and the scheduled power outage in conjunction with I&M will fix the problem before any worse damage can happen. A Reach Alert will go out once we have definite information.
- **Council Member Abbott**
-None
- **President Kauffman**
-None

Clerk-Treasurer Report

- Let the council know that INDOT has approved the parade permit for the Hometown Days parade but are still waiting on the actual event permit.
- The new Deputy, Joy Phillips, was sworn in on June 26th.
- Publication for Ordinance #1491 will be in this week's paper, in plenty of time for the public hearing on July 15th.
- Park Board and Cemetery Board meetings will need to go live as well, according to the new law. Tristen and Carl will help with the streaming of those meetings.
- Reminder the Town Hall will be closed, Friday, July 4th.
- I will be on vacation July 7th and 8th, so any meetings will need to go through Deputy Clerk, Yvonne Hoffmaster.

Bills to be Paid

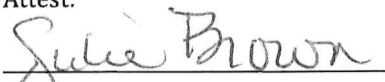
A motion to pay all bills as presented on the Claim Docket and the Payroll Allowance Docket was made by Council Member Pemberton and seconded by Council Member Abbott. Motion carried 4-0.

Adjournment

Upon a motion by Council Member Abbott and second by Council Member Pemberton, the meeting adjourned at 6:50 PM.


Marcy Kauffman, Council President

Attest:


Julie Brown, Clerk-Treasurer