

**New Carlisle Town Council**  
**124 E. Michigan Street, New Carlisle, Indiana**  
**General Meeting, December 16, 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, Council Member Alison Abbott, Council Member Will Short, Public Works Director John Mrozinski, Special Projects Assistant Susan Moffitt, Attorney Andrea Halpin, Deputy Clerk Yvonne Hoffmaster, Asst. Public Works Director Carl Brown-Grimm and Marshal Brian Cook were present.

Also present: Robert Middlebrook, Carol Middlebrook and Joyce Gard.

**Approval of Minutes**

Council Member Pemberton moved to approve the minutes of the following: December 2, 2025, General Meeting Minutes as written. The motion was seconded by Council Member Abbott to accept the minutes as written. Motion carried 3-0. (Council Member Will Short absent at time of motion.)

**Visitor Comments**

- Joyce Gard; President of the Cemetery Board, spoke on behalf of a resident, Pam Norris Myers who lives on County Line Rd, that has a request of the Park Board and since the Park Board has cancelled their last couple of meetings the resident hasn't been able to make her request. Joyce presented the council with a letter from Ms. Myers.

**Employee Reports**

- **Asst. PWD Carl Brown-Grimm**
  - The Park Board decided to postpone meetings until after the first of the year and believes they will reconvene in February.
  - There was a variance approved by St. Joseph County for a home on Front St for a fence which is next to the new park. The reason for the variance is that the house is on an alley that is technically a road but the fence will still be in the backyard.
  - The UDO is still a work in progress. The first draft should be available before Christmas.
  - Marcy, Nancy, Will, John, Sue and himself attended the County Council meeting last week until 4am.
- **Marshal Brian Cook**
  - Marshal Cook presented his monthly report to the council.
- **Attorney Andrea Halpin**
  - Worked on employee contracts and attended meetings.
- **Engineer Jared Huss**
  - Moving forward on closing out the 2025 CCMG. There will be a change order in January for net deduct for approximately \$5,000.
  - Stated that the 2027 CCMG design project contract will be presented later in the meeting.
  - Metering station is in the process of close-out. They are waiting for a sensor.
  - Water service agreements and contracts that are on-going.
  - Survey group received a permit from the railroad for the pedestrian crossing survey.
- **Public Works Director John Mrozinski**

- Read letter of retirement from Robert Hollingsworth.

### Old Business

None

### New Business

- **Area Board of Zoning Appeals Member Appointment**  
-Asst. PWD Brown-Grimm explained that the appointee has been in this position for over 20 years and they hear all variances throughout the county. This recommendation goes along with other towns such as Roseland, Osceola, Lakeville, and North Liberty.  
-Council Member Abbott made a motion to reappoint Joe Veldman. It was seconded by Council Member Pemberton. Motion carried 3-0. (Council Member Short absent at time of motion.)
- **Employee Mrozinski Contract**  
-Attorney Halpin presented John Mrozinski's 2026 employment contract to the council. She apologized for the late submittal.  
-Council Member Short made a motion to approve John Mrozinski's 2026 employment contract. It was seconded by Council Member Pemberton. Motion carried 4-0.
- **2027 CCMG Project Design contract by Lawson Fisher**  
-Engineer Huss presented the project design contract to the council. Reminded all that the cycle changed for the funding of the CCMG and explained the reasoning behind of why we didn't apply in October for the 2026 funding. The 2027 CCMG will be used for Timothy/Race from Compton to Dunn to take care of some of the street conditions and settlement that has happened over the years, that is predominately pavement reconstruction. Also, Chestnut from Timothy/Race to Arch and that will be full reconstruction because of a lot of drainage issues and will need to replace the water main. The total on the design contract is \$165,000.  
-A motion to approve the 2027 CCMG contract was made by Council Member Pemberton. The motion was seconded by Council Member Short. Motion carried 4-0.

### Ordinances and Resolutions

- **Ordinance #1500 : Employee Salary Ordinance**  
-President Kauffman asked for a motion to waive the rules to adopt Ordinance #1500 & Ordinance #1501 in tonight's meeting. Council member Abbott made a motion to waive the rules. The motion was seconded by Council Member Short. The motion carried 4-0.  
-President Kauffman read, "If there are no objections, Ordinance #1500 will be read by Title Only for all 3 readings. Copies of the ordinance are available at the Clerk's office." There were no objections. President Kauffman then read the Ordinance 3 times by title only. A motion was made by Council Member Short to adopt Ordinance #1500. The motion was seconded by Council Member Pemberton. Motion carried 4-0.
- **Ordinance #1501 : Elected Officials Salary Ordinance**  
-President Kauffman read, "If there are no objections, Ordinance #1500 will be read by Title Only for all 3 readings. Copies of the ordinance are available at the Clerk's office." There were no objections. President Kauffman then read the Ordinance 3 times by title only. A motion was made by Council Member Pemberton to adopt Ordinance #1501. The motion was seconded by Council Member Abbott. Motion carried 4-0.

**Council Reports****• Council Member Pemberton**

-Cemetery Board meetings will resume in March. The Wreaths Across America had been postponed due to the weather. The new date will be December 20, 2025, and the unboxing of the wreaths will take place at the Sextons Building and it will take approximately 45 minutes to unload the wreaths. There will be 517 wreaths placed on Veteran's graves. The ceremony will begin at 1pm.

-Streets are fantastic and there is no comparison.

-Police Department is doing great at keeping our Town safe.

-Nancy stated that she is very proud of everyone that came out last week to the County Council meeting for the Rezoning hearing.

**• Council Member Short**

-None

**• Council Member Colanese**

-Absent

**• Council Member Abbott**

-None

**• President Kauffman**

-Marcy stated how much she appreciates the community support for last Tuesday's Rezoning meeting. The support from other counties and their councils was appreciated as well.

**Clerk-Treasurer Report**

-None

**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 Short and seconded by Council Member Pemberton. Motion carried 4-0.

**Adjournment**

Upon a motion by Council Member Abbott and seconded by Council Member Pemberton, the meeting adjourned at 6:56PM.

  
Marcy Kauffman, Council President

Attest:

  
Julie Brown, Clerk-Treasurer