

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, February 3, 2026. 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, Public Works Director John Mrozinski, Asst. Public Works Director Carl Brown-Grimm, Special Projects Assistant Susan Moffitt, Town Attorney Andrea Halpin, Marshal Brian Cook, and Deputy Clerk Yvonne Hoffmaster were present.

Also in attendance: Code Enforcer Bob Middlebrook and Vince Vojtko

Absent: Clerk-Treasurer Julie Brown, Vice President Jerry Colanese, Council Member Will Short, and Town Engineer Jared Huss

Approval of Minutes

Council Member Pemberton moved to approve the minutes of the following: January 20, 2025, General Meeting Minutes, and January 23, 2026, Special General Meeting Minutes as written. Council Member Abbott seconded the motion. Motion carried 3-0.

Visitor Comments

- None

Employee Reports

- **Asst. PWD Carl Brown-Grimm**
 - Working through the UDO and should be ready soon. Presentation from the consultant possibly next month.
 - Received an application for a subdivision, (a piece of land that is to be split/subdivided). He is looking through the application.
 - Park Board and Cemetery Board are resuming meetings in February along with Discover New Carlisle.
 - He will be gone for a period of time next week, baby is expected to be delivered this weekend.
- **Marshal Brian Cook**
 - Presented monthly run list to the Council.
- **Attorney Andrea Halpin**
 - Helped with Ordinance.
 - Attended several meetings and answered many questions.
 - She will be gone next week but can be reached by text if absolutely necessary.
- **Engineer Jared Huss**
 - Absent
- **Public Works Director John Mrozinski**
 - He feels everyone has been doing a good job keeping up with the snow and cold temperatures.
 - Meter was changed at the Cliffs water plant.
 - Snow removal was overnight Sunday in below zero temps and had a power outage. Everyone is tired but still coming together to keep up with everything to keep the Town looking good.
 - Have hired another utility crew member, who will start on February 17th.
 - He will be gone from February 17th-March 3rd.

Old Business

- **Schedule Work Session to discuss BS&A Software timeline**
 - President Kauffman has concerns with moving forward with the software change. She feels with everything going on in Town that now is not the time and it may interfere with those ongoings. She was going to request a work session to have the council discuss it further. She asked for Deputy Clerk Yvonne Hoffmaster's opinion on the subject.
 - DC Hoffmaster stated that if we wait for "a good time", that it will never happen. Discussion ensued to try to figure out a date for a meeting.
 - CM Pemberton stated to go with any gut feelings and maybe we should hold off. Attorney Halpin stated that the contract doesn't state anything about the timeline and maybe the dates are what should be delayed. She stated that she would be willing to call BS&A and ask some questions on what is allowed within the contract. CM Abbott stated that her only concern would be if the other program is going obsolete that we shouldn't hold off. Atty. Halpin mentioned that we wouldn't be cancelling the switch, just delaying the dates. DC Hoffmaster mentioned that the implantation will mainly go through the Clerk's office and it will be a hectic during the Go-Live training but if we wait until June to start instead of going live that it will interfere with the budget process that starts in June and ends in October then we would go into year end and does not recommend doing switch at year end either. The timing that is set up works best with the Clerk's office. Discussion ended for Atty. Halpin to send out an email to BS&A for further information.

New Business

- **Refuse RFQ**
 - President Kauffman asked if it was the same RFQ that was used in the past. DC Hoffmaster stated that she believed it was the same that was used for the current contract.
 - CM Abbott made a motion to accept the Refuse RFQ with any date corrections needed. The motion was seconded by CM Pemberton. Motion carried 3-0.

Ordinances and Resolutions

- **Resolution #26-02-03-01 : 2025 Encumbrances**
 - President Kauffman read the resolution in full. DC Hoffmaster explained why there are encumbrances and what the monies are allocated towards.
 - CM Pemberton made a motion to pass Resolution #26-02-03-01 and was seconded by CM Abbott. Motion carried 3-0.
- **Ordinance #1504 : Cemetery Fees**
 - President Kauffman read Ordinance #1504 by title only for the first reading.

Council Reports

- **Council Member Pemberton**
 - Stated that Marshal Cook gave us his department reports, streets are being handled well, and cemetery will be starting back up.
- **Council Member Short**
 - Absent
- **Council Member Colanese**
 - Absent

- **Council Member Abbott**

-She felt honored to be invited to the Fire Territory and it was very enlightening.

- **President Kauffman**

-All Council Members were invited to the Fire Territory meeting. She asked Asst. PWD Brown-Grimm to expand. Carl proceeded to explain that the meeting was basically about the FT considering building a new fire station and everything entailed with the process. A meeting will proceed to get more information.

-She thanked everyone from the Public Works crew to the Police Department for getting through all the snow and cold weather.

Clerk-Treasurer Report

-DC Hoffmaster thanked Asst. PWD Brown-Grimm for his help today with the meeting.

-The Clerk's office is finishing up Year End. 2025 is fully reconciled and she will be getting all those numbers into Gateway which has a deadline of March 1st, which will be done well before then.

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 3-0.

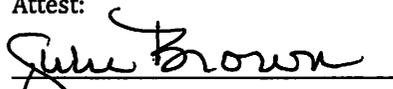
Adjournment

Upon a motion by CM Abbott and second by CM Pemberton, the meeting adjourned at 6:58PM.



Marcy Kauffman, Council President

Attest:



Julie Brown, Clerk-Treasurer