

New Carlisle Town Council
124 E. Michigan Street, New Carlisle, Indiana
General Meeting, September 1, 2026, 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 Will Short, Council Member Alison Abbott, Special Projects Assistant Susan Moffitt, Deputy Clerk Yvonne Hoffmaster, Marshal Brian Cook, MVH Supervisor Tristen Drake, Town Engineer Jared Huss, and Town Attorney Andrea Halpin were present.

Absent: Council Member Nancy Pemberton

Also Present: Baylor Kern-Lovick, Freeman Patterson from Lawson-Fisher, and NCFD Chief Josh Schweizer
Present Online: Asst. PWD Carl Brown-Grimm, Drew Snodderly, and Jeff Foster

Approval of Minutes

Council Member Abbott moved to approve the minutes of the following: August 18, 2026, General Meeting Minutes, and August 19, 2026, Work Session Minutes, as written. Vice President Colanese seconded the motion. Motion carried 3-0 (Council Member Short absent at time of motion).

Visitor Comments

Baylor Kern-Lovick made a statement that he felt there should be a sign at the entrance of Bourissa Hills warning people of a golf cart tipping hazard.

Employee Reports

- **Asst. PWD Carl Brown-Grimm**
-Absent for In-person comment
- **Deputy Clerk Yvonne Hoffmaster**
-She has been working on the 2027 budget and has it uploaded into Gateway and emailed Amber at Baker Tilly asking her to review it.
- **Marshal Brian Cook**
-He stated that the Beer & Wine Walk was a success and went off without a hitch.
-Mentioned that school is back in session and they are dealing with the increased traffic.
- **Attorney Andrea Halpin**
-She stated that she worked on a few ordinances and attended meetings.
- **Engineer Jared Huss**
-He requested that he open the quotes for the Sidewalk Project during New Business.
-CCMG opened today and Yvonne (Deputy Clerk) should have all the information needed to submit our application.
-He will be out of the office through the 14th.
-INDOT right-of-way permit for US 20 for the settlement of the emergency patch. We will be getting direct quotes to get it permanently repaired.
-The council will be seeing some things come through for Water utility improvements.
-The fence around Carris Reels has been erected and the demolition will be taking place soon.
-Worked on a bundle of excavation permits for fiber cable.
-He should have a design contract for the Council to review to replace the water main by the RR tracks.

- **Public Works Director John Mrozinski**

- MVH Supervisor Tristen Drake sat in for PWD Mrozinski. He stated that he is waiting on INDOT to finish the repairs on the drain patch by the viaduct that the crew started a couple of weeks ago.
- The tennis court resurfacing project will start just after Labor Day.
- Mentioned that the Town usually shuts the Splash Pad off Labor Day weekend but have decided to let it go until the end of September due to the nice weather. Tentative date to shut it off will be September 25th, weather depending.

Old Business

None

New Business

- **NCFD Surplus and Budget**

- NCFD Chief Schweizer spoke about declaring a 2014 Ford E-450 Medix Ambulance as surplus. He will be offering it to other county departments according to IN state statute § 5-22-22-12 for the right of first refusal.
- Chief Schweizer also will be sending the council their 2027 budget once it has been completed for review and will ask that it be on the September 15th agenda for approval.

- **Sidewalk Project**

- Engineer Huss opened the two quotes for the 2027 sidewalk project. First quote was from Milestone in the amount of \$168,075.50. The second quote was from Reith Riley in the amount of \$122,642.00. Jared requested a vote to allow Lawson-Fisher to review the quotes and upon review contract with the lowest responsive bidder. A motion was made by VP Colanese to allow LFA to review the quotes and accept the lowest responsive bidder. The motion was seconded by Council Member Short. Motion carried 4-0.

Ordinances and Resolutions

- **President Kauffman read "If there are no objections, All Ordinances will be read by Title Only". No objections were made. She also stated that all ordinance copies are available in the clerk's office.**
- **President Kauffman asked for a motion to waive the rules to adopt all ordinances in tonight's meeting. Motion was made by Council Member Short and seconded by Council Member Abbott. Motion carried 4-0.**
- **Ordinance #1513 : No Parking Amendment**
 - President Kauffman read Ordinance #1513 by title only for the 1st reading.
 - President Kauffman read Ordinance #1513 by title only for the 2nd reading.
 - President Kauffman read Ordinance #1513 by title only for the 3rd/final reading.
 - A motion was made by Council Member Short to approve Ordinance #1513. The motion was seconded by VP Colanese. Motion carried 4-0.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NEW CARLISLE, INDIANA, AMENDING TITLE VII, CHAPTER 75, SCHEDULE I OF THE TOWN CODE TO DESIGNATE A NO PARKING AREA ON THE EAST SIDE OF ARCH STREET BETWEEN MICHIGAN STREET AND CHESTNUT STREET

WHEREAS, the New Carlisle Town Code establishes designated no parking areas within the Town; and

WHEREAS, the Town has historically prohibited parking on the east side of Arch Street between Michigan Street and Chestnut Street, as evidenced by existing yellow curb markings; and

WHEREAS, the Town Council finds that formally incorporating this existing no-parking designation into the Municipal Code will improve clarity, consistency, and enforcement;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of New Carlisle, Indiana, that the Municipal Code is amended as follows:

SECTION 1. Title VII, Chapter 75, Schedule I of the Town of New Carlisle Code is hereby amended by adding subsection (C)(4), as follows:

C (4) Parking shall be prohibited at all times on the east side of Arch Street between Michigan Street and Chestnut Street. The area shall be designated by appropriate traffic control signs and pavement markings in accordance with applicable law.

The remaining provisions of Title VII, Chapter 75, Schedule I shall remain unchanged and in full force and effect. Existing subsections shall be renumbered as necessary to maintain sequential order.

SECTION 2. All ordinances or parts of ordinances in conflict with Ordinance #1513 are hereby repealed.

SECTION 3. This Ordinance shall be in full force and effect upon its passage, adoption, and publication as required by Indiana law.

- **Ordinance #1517 : Amending the Fee Schedule for Certain Permits**

- President Kauffman read Ordinance #1517 by title only for the 1st reading.

- President Kauffman read Ordinance #1517 by title only for the 2nd reading.

- President Kauffman read Ordinance #1517 by title only for the 3rd/final reading.

A motion was made by Council Member Abbott to adopt Ordinance #1517. The motion was seconded by Council Member Short. Motion carried 4-0.

AN ORDINANCE OF THE TOWN OF NEW CARLISLE AMENDING THE FEE SCHEDULE FOR CERTAIN PERMITS

WHEREAS, the Town Council of the Town of New Carlisle (the "Town"), St. Joseph County, Indiana has adopted a schedule of fees for certain building permits, inspections, and related services; and

WHEREAS, the Town Council deems it necessary to amend such fees from time to time; and

WHEREAS, the Town has not amended the fees for certain building-related permits since the 1990's in some cases; and

WHEREAS, the Town has determined that updating certain building permit fees is necessary to more accurately reflect the cost of providing such services and to ensure the continued effective administration of the Town's Development Ordinances; and

WHEREAS, the Town Council finds that updating these fees is in the best interest of the community;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEW CARLISLE, THAT:

SECTION 1.

Pursuant to Indiana Code Sections 36-1-3-4, 36-1-4-11 and 36-5-2-9, Portions of Chapter 98 of the Town code of the Town of New Carlisle is hereby amended as follows:

CHAPTER 98: FEE SCHEDULE

150.009 (A) Permit fees, generally:

RESIDENTIAL PERMITS	
New Construction	
Permit fee base charge	\$100.00
Plus per total square feet	\$0.10
Additions/Remodels/Solar Panels	
Permit fee base charge	\$50.00
Plus per total square feet	\$0.05
Accessory Structures	
Under 100 square feet	\$40.00
101 to 600 square feet	\$65.00
601 to 1,500 square feet	\$90.00
Each additional square foot over 1,000	\$0.10
Exterior	
Window	\$50.00
Siding & Masonry	\$50.00
Roofing (including roofing systems and decking)	\$50.00

Demolition	
All residential structures	\$50.00
Plumbing & Heating	
Water heater	\$30.00
Water softener	\$30.00
Furnace	\$30.00
Gas line (inspection)	\$50.00
Swimming Pools	
In & above ground	\$60.00
Fire Suppression or Sprinkling System	
1 to 150 heads	\$50.00
151 to 300 heads	\$120.00
301 heads & over	\$250.00
Miscellaneous	
Re-inspection (Per hour with one hour minimum)	\$75.00
New Driveway Permit	\$50.00
Certificate of Occupancy (C of O)	\$30.00
COMMERCIAL PERMITS	
New Construction/ Addition/Remodel/Solar Panels	
Permit fee base charge	\$300.00
Per total square feet up to 20,000 square feet	\$0.10
Per total square feet 20,001 square feet & over	\$0.03
Foundation (before full release)	\$300.00
Exterior	
Window	\$200.00
Siding & Masonry	\$200.00
Roofing (including roofing systems & decking)	\$200.00
Demolition	
All commercial structures	\$100.00
Plumbing & Heating	
Water heater	\$50.00
Water softener	\$50.00
Furnace	\$50.00
Gas line (Inspection)	\$75.00
Fire Suppression or Sprinkling System	
1 to 150 heads	\$60.00
151 to 300 heads	\$120.00
301 heads & over	\$250.00
Miscellaneous	
Reinspection (per hour with a one hour minimum)	\$75.00
Parking lot improvement base charge	\$100.00
New Driveway Permit	\$100.00
Certificate of Occupancy	\$50.00
SIGN PERMITS	
Portable sign permit	\$25.00
Permanent sign permit	\$50.00
ELECTRICAL PERMITS	
Temporary service for construction (all amperage)	\$150
Minimum permit	\$30
Meter service (replace, repair, temporary)	\$20
Mobile home	\$20
Circuits (new and replaced)	\$5 each

Main service (new and replaced - includes circuits)	
For every amp 200 amp over 600 amp	\$25
100 amp	\$100
200 amp	\$125
400 amp	\$150
600 amp/more	\$175
Plus each sub-panel (includes circuits)	
For every 200 amp over 600 amp	\$25
60 amp	\$25
100 amp	\$100
200 amp	\$125
400 amp	\$150
600 amp/more	\$175
License new/renewal	\$150
Each re-inspection	\$25
Each additional final inspection	\$50
Swimming pool permit (electrical)	\$10

SECTION 2.

This ordinance shall become effective after passage and publication as required by law.

- **Ordinance #1518 : Salary Amendment**

- This ordinance is to include payroll for the new Electric lineman position.

- President Kauffman read Ordinance #1517 by title only for the 1st reading.

- President Kauffman read Ordinance #1517 by title only for the 2nd reading.

- President Kauffman read Ordinance #1517 by title only for the 3rd/final reading.

A motion was made by Council Member Abbott to approve Ordinance #1518. The motion was seconded by Council Member Short. Motion carried 4-0.

Council Reports

- **Council Member Pemberton**

- Absent

- **Council Member Short**

- None

- **Council Member Colanese**

- He asked Tristen how utilities are going.

- Fire Territory has been back and forth for negotiations.

- **Council Member Abbott**

- Concurred with VP Colanese. She appreciates all the answers from Chief Schweizer and Asst. Chief Hess from all her questions in learning the FT processes, etc. She mentioned that it certainly is a learning experience.

- **President Kauffman**

- None

Clerk-Treasurer Report

-Yvonne (Deputy Clerk) and I met with the other small-town Clerk's and discussed the new LIT structure and are trying to come up with a unified way to present to the County what each town needs to stay whole with this new structure. St. Joseph County will be having another MUST meeting to gather information from each city/town within the next week or two.

-Let the Council know that I will be out of the office on September 4th and 8th.

Bills to be Paid

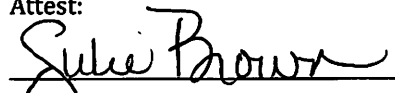
A motion to pay all bills as presented on the Claim Docket and the Payroll Allowance Docket was made by Council Member Short and seconded by VP Colanese. Motion carried 4-0.

Adjournment

Upon a motion by Council Member Abbott and second by Council Member Short, the meeting adjourned at 6:52PM.


Marcy Kauffman, Council President

Attest:


Julie Brown, Clerk-Treasurer