

## **Minutes of Regular Meeting, January 12, 2004**

The Town Council of the Town of Warren met Monday, January 12, 2004, for a Regular Meeting at Assembly Hall, Council meeting room, 131 N. Wayne Street, in accordance with the rules of this Town Council and applicable law.

Marilyn Morrison, Clerk-Treasurer, administered oath of office for incoming Council Member David Scheib.

Those present were: Council Members, Bill Cartwright, Ron Neff, David Scheib and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Darrel Bice and Dennis Spitler; Others, Huntington Herald Press Reporter, and Girl Scouts of Warren Troop #360 and Huntington Troop #378.

Reorganization of Council was conducted with Harold Jones being selected as President and David Scheib as Vice-President, both by acclamation. Jones made the following appointments: Street, Cartwright; Electric, Neff; Water, Scheib; Wastewater and Police, Jones.

President Jones introduced Scout Troops in attendance and gave a short overview of Council.

Minutes of the Regular Meeting of December 22 and Special Meeting of January 7 were approved as submitted.

Bice reported that he would be meeting with Ben Adams of Schnelker Engineering to continue planning of projects necessary to complete the Wastewater upgrade.

Reviewed were sample copies of two forms of utility bills as had previously been submitted. Following discussion and by consensus, the form currently being used by Ligonier utilities was selected. The form will be used for the March 1<sup>st</sup> billing.

Morrison reported that no quotes had been received for installation of lateral at Town Hall. Bice will continue to work with local contractors on the situation.

Resolution 1-2004, a resolution allowing for transfer of \$24,000 from Cumulative Capital Improvement to General Fund for purchase of a police vehicle, was submitted for consideration. Following discussion, Cartwright moved, seconded by Scheib, that Resolution 1-2004 be approved and that payment upon delivery of the vehicle be authorized. The motion was approved unanimously.

On motion by Jones, second by Neff, legal service will be continued with Ted Bendall of Bendall Delaney Hartburg McNeely & Roth, LLP as Municipal Attorney. The motion was approved unanimously.

Neff moved, seconded by Cartwright, to extend the Engineering Consulting Contract with Schnelker Engineering at the cost of \$700 per quarter. The motion was approved unanimously.

Jones moved, seconded by Cartwright, that Morrison continue as Board Member for 3-A Development District. The motion was approved unanimously.

Jones moved, seconded by Cartwright, appointment of Morrison to represent Council on the Board of Directors of Huntington County United Economic Development with Neff as alternate. The motion was approved unanimously.

Following discussion, Jones moved, seconded by Scheib, appointment of Fay Cartwright to fill a vacancy on the Warren Redevelopment Commission. The motion was approved unanimously. Members are Harold Jones, Clint Glessner, Cynthia Smyth-Wartzok, Dennis Stroud, and Fay Cartwright.

Morrison submitted an invoice from USDA-Rural Development for February 1<sup>st</sup> payment in the amount of \$73,907.50 as the transaction will be made electronically. Council approved by consensus.

President Jones announced that W.H.A.R.M.M. will be held in Andrews on Monday, January 19<sup>th</sup>. All Council Members and the Clerk indicated plans to attend.

Morrison submitted the December Financial Report and reviewed items as it also serves as the 2003 End of Year Report. The 2004 appropriation report was submitted as it also serves as copy of the 2004 budget. Also filed was the 2003 Investment Report which detailed investments, interest, and investment by fund. Submitted for consideration was a Sales Agreement and Nondisclosure Agreement with Keystone Consulting for installation of Fixed Asset Software as had previously been approved by Council at the cost of \$2995. Cartwright moved, seconded by Neff, to authorize signing of the documents by President Jones. The motion was approved unanimously. Morrison reported that auditors with the State Board of Accounts are on site for audit of the 2002, 2003 records.

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Bice reported that the auditors would be doing onsite review of 2003 End-Of-Year inventory reports on January 13<sup>th</sup>. Submitted to Council were annual water reports. Bice reported that approximately 60% of water meters have been replaced in the past 36 months with the remaining scheduled to be replaced within the next 24 month. There are approximately 650 meters. Repair to the road grader is being completed with delivery expected within the next ten days and the plow unit has been attached to the '93 truck, both recently purchased.

The monthly activity report had been submitted by Town Marshal Donnelly. Assistant Marshal Spitler reported that the Chevrolet Tahoe should be delivered within the week.

IACT Report: Newly Elected Officials Conference on January 15, 16 in Indianapolis; Legislative Conference on January 26, 27 in Indianapolis.

Announcements were as follows:

January 26	Council Meeting	
January 19	Andrews, W.H.A.R.M.M.	
February 18, 19	Office Closed, Installation of Billing Software	
Neff moved, seconded by Scheib, approval of Accounts Payable Vouchers as follows:		
Electric	1-19, 535-541	\$ 87,818.07
Water	1-24, 528-535	\$ 33,543.49
Wastewater	1-18, 400-407	\$345,156.93
Sanitation	1,2	\$ 3,204.01
General	1-36, 652-671	\$122,030.37

The motion was approved unanimously.

General discussion was held.

There being no further business to come before Council, the meeting was adjourned.

By \_\_\_\_\_ Clerk-  
Marilyn Morrison Treasurer

Approved by Town Council:

_____ as President	_____ as Member
Harold Jones	Bill Cartwright
_____ as Member	_____ as Member
Ron Neff	David Scheib