

Minutes of Regular Meeting, January 27, 2003

The Town Council of the Town of Warren met Monday, January 27, 2003, for a Regular Meeting in the meeting room of the Town Hall Annex, 131 N. Wayne Street, in accordance with the rules of this Town Council and applicable law.

Those present were: Council Members, Ron Neff, Bill Cartwright, and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Larry Poulson, Steve Donnelly, and Darrel Bice; Others, Huntington Herald Press Reporter, Warren Weekly Reporter, Mike Ley of Spectrum Engineering.

President Jones called the meeting to order at 6:30 p.m.

Minutes of the Regular Meeting of January 13 were approved as submitted.

As advertised, bids for the Electric System Upgrade project were opened and read as follows:

N.G. Gilbert	\$214,344.40
Burns Corporation	\$158,939.47
Gaylor	\$146,857.77
L.E. Myers	\$180,442.08
T&B, Inc	\$122,239.90

By consensus, all bids were taken under advisement and forwarded to Spectrum Engineering for review and recommendation. Award of the bid is scheduled for the next regularly scheduled council meeting, February 10th.

Mike Ley, Spectrum Engineering, updated projects currently underway. Asset inventory, including pole numbering, mapping, and development of a data base, along with the vegetation control project are expected to be completed by the end of March with May 31 set as a tentative completion for the upgrade project, all subject to weather considerations. Ley suggested that Council would need to come to a decision soon regarding the Wayne Street distribution line area as it would involve either tree removal or line relocation. President Jones advised that a decision would be reached at the next regular meeting of Council.

Morrison submitted a spread sheet detailing unit pricing from the four companies which had bid on the material for the upgrade project. Morrison and Bice detailed that the survey showed that purchase by item would require extensive time in inventory control before, during, and after the project. Bice recommended that Hughes Company, the low bidder, be approved as supplier of material for the project. Following further discussion of the storage and use of materials, Jones moved, seconded by Cartwright, that the total quote of Hughes Co., upon recommendation by Bice, be selected as supplier for the upgrade project. The motion was approved unanimously.

Morrison reported that the Centennial Contract had been submitted to that company for final approval. Morrison submitted a draft of an application to the Department of Community Development for a special exception to allow placement of communication antenna on the Eleventh Street Tower as required to complete the Centennial project. Following discussion, Neff moved, seconded by Cartwright, approval of the application. The motion was carried unanimously.

President Jones outlined the proposals related to the employee benefit insurance package as was presented at the previous regular meeting of Council and indicated that Boxell, although not present, had reported that the Starmark proposal which would increase the deductible to \$500 and the encounter fee to \$20 with addition of preventative care would be his recommendation. Cost increase would be held to approximately \$100 making total monthly premium cost approximately \$7200. Following discussion of the proposals, Jones moved, seconded by Cartwright, acceptance of Starmark proposal #2 for renewal of employee benefit insurance. The motion was carried unanimously. Mike Terry, insurance agent, will be scheduled to meet with Council following application for renewal and availability of further information from Trustmark/Starmark.

Bice reported that the property owner at Seventh and Main, location of a tree interfering with railway operation, had informed the Town that while not pleased with the removal of the tree, it would be appropriate to do so. The INDOT Railway Division will be advised to proceed with notification to the Railroad operator that the tree must be removed.

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Upon review of information received from attorney DeLaney in regard to training associated with the recent personnel policy upgrade, and following discussion, Neff moved, seconded by Cartwright, that DeLaney be notified that such training be scheduled as soon as possible following the March 3 deadline noted for other Huntington County municipalities to approve participation in the process, and that such training be offered in the evening so that Council members may attend. The motion is to stand regardless of the number of municipalities participating. The motion was approved unanimously.

President Jones reviewed information from Warren Area Chamber of Commerce outlining a motivational seminar scheduled for March 18th at the Knight Civic Center, cost per person being \$15. Council concurred with a recommendation from President Jones that registration be paid for any employee attending. Morrison is to be notified by February 1st so that registration can be made.

Submitted for approval was an invoice from IDEM for the annual NPDES fee, wastewater treatment plant operations fee, in the amount of \$5400. Jones moved, seconded by Neff, payment of the invoice. The motion was approved unanimously.

Bice recommended that Council consider membership in the Indiana Water Pollution Control Association in place of renewing membership in INAFSM. Membership in the IWPCA is \$20 per individual and training sessions provide continuing education hours toward licensing. With three employees licensed, annual membership would be \$60. Council concurred with the recommendation.

Morrison reported that a vacancy needed to be filled on the Redevelopment Commission. Current members are Marv Foland, Clint Glessner, Cynthia Smyth-Wartzok, and Dennis Stroud. President Jones requested that Council Members notify Morrison of recommendations to complete the Commission. Action will be taken at the next regular meeting.

President Jones reminded members that all had been invited by the Board of Directors of the Knight Civic Center to a dinner meeting with representatives of the crews of the USS Salamonie on February 1 at 5:00 p.m.. That group is considering the designation of the KCC museum as an official site for the collection and display of artifacts and memorabilia of the ship and crews. Jones, Neff, and Cartwright indicated they would be attending the dinner and meeting.

Morrison reported that Greg Guerretaz, financial consultant, had scheduled to be on site on January 30 from approximately 9:00 a.m. until late afternoon and would be available to talk with any Council members. The on site visit is to collect financial data related to compilation of the annual electric tracker factor, the TIF payment toward the outstanding debt for the water line extension to I-69, preparation for the CEDIT application to Huntington County, and update of the business plan. In addition, Town of Warren files will be updated with 2003 budget information.

Bice submitted a request from Indiana Municipal Electric to hold a safety meeting at the Town Hall Annex on February 27th. Town electric utility employees will attend the meeting. Council concurred with the request.

Neff moved, seconded by Cartwright, to once again offer trees to town residents through Steve's Landscaping of Bluffton for \$25 with trees to be ordered and paid for at Town Hall. Arrival of trees is scheduled for March. The motion was approved unanimously.

Jones, Neff, and Cartwright reported on the W.H.A.R.M.M. meeting hosted by Huntington on January 20th. Main discussion topic had been the elimination of the inventory tax with Huntington County Council members and Commissioners present as well as a representative of H.J. Umbaugh along with Huntington City and Town representatives. Huntington County Council members stated that a thorough impact review would be done before any action would be taken as local budgets will be affected.

Morrison reminded Council that the Clerk-Treasurer's office would be closed on February 19th for the rescheduled computer software budget system upgrade. The upgrade includes installation and training. Summarized was a letter from National League of Cities noting that Morrison has been appointed to the Community Economic Development Steering Committee. Morrison will represent small cities, towns, and villages on the committee of 25 municipal officials from across the country.

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Morrison reviewed a copy of an excel version of the State Board of Accounts' required monthly financial report. While the excel version has been used during 2002, it supplemented the official SBA form. The revised version of the Excel form will now be submitted to SBA for approval which would allow it to be used in place of the standard form. Morrison reviewed the December financial statement, excel version, detailing changes made from the 2002 version. Also reviewed was the 2002 Investment Report. Submitted for Council consideration were invoices from the State Board of Account for the audit completed in 2002 and were as follows: Electric, \$2006; Water, \$1943; and Wastewater, \$1739. The Town (tax funds) portion of the audit charges are automatically deducted from the spring property tax draw. Jones moved, seconded by Cartwright, approval of SBA invoices as submitted. The motion was approved unanimously. Also submitted for consideration was an invoice in the amount of \$8,670.95 to Rural Development as the first payment toward the loan portion of the wastewater projects, due February 1. The payments have been scheduled to be handled through a preauthorized debit agreement with Rural Development. Neff moved, seconded by Cartwright, approval of the proposed payment withdrawal. The motion was approved unanimously.

As the Fire Chief and Town Marshal had been dispatched from the meeting, those agenda items were moved to the end of the meeting.

Morrison suggested that Council Members submit e-mail addresses if interested in receiving the IACT weekly Legislative Update and the new monthly Municipal Dispatch. As the documents come through the Town's email system, they could be forwarded to each member allowing for access to websites provided within the context.

Announcements were as follows:

- February 10, 24 Council Meetings
- January 28 Progress Meeting, 9:45 a.m., Annex

As Fire Chief Ford and Marshal Donnelly returned to the meeting, their reports were heard by Council. Ford submitted the following as 2003 officers for the Fire Department: Fire Chief, Tim Ford; Assistant Chief, Larry Poulson; and Captains, Scott Canady and Mike Bolinger. Jones moved, seconded by Cartwright, approval of officers. The motion was approved unanimously. Ford also reported that Mike Davis had been elected President of the Association with Lee Poulson being elected secretary/treasurer.

Marshal Donnelly reported that it would not be necessary to purchase a radio for the '00 police car as presented at the last meeting of Council. The County communication system upgrade had not reached a level requiring replacement at this time.

General discussion was held.

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

By Marilyn Morrison Clerk-
Treasurer

Approved by Town Council:

As Harold Jones President

As Bill Cartwright Member

As Ron Neff Member

As Chod Boxell(absent) Member