

Minutes of Regular Meeting, May 10, 2004

The Town Council of the Town of Warren met Monday, May 10, 2004, at 6:30 p.m. for a Regular Council Meeting in the Assembly Hall, Council Meeting Room

Those present were: Council Members, David Scheib, Ron Neff, Bill Cartwright, and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Larry Poulson and Dennis Spittler; Others, Warren Weekly Reporter, Ruth Herring, Park Board.

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

Minutes of the Special and Regular Meetings of April 26th and the Special Meeting of May 6th were approved as submitted.

Reviewed was the bid tabulation for the paving project and recommendation from Jim Lauer, Schnelker Engineering that E&B Paving be awarded the bid as the lowest responsive and responsible bidder at the cost of \$174,507.50. Jones moved, seconded by Neff to accept the engineer's recommendation. The motion was approved unanimously. Neff moved, seconded by Scheib, to issue a contract and "Notice to Proceed" to E&B Paving. The motion was approved unanimously. Review of streets which could be added to the paving project was done with additional paving recommendations from Council to be submitted to Schnelker Engineering for review.

Also reviewed was a listing of bids received by Schnelker Engineering for Council approved additional wastewater projects to complete the upgrade. Crosby Excavating of Fort Wayne submitted the low quote of \$15,628.72 and, as previously approved by Council, Engineer Ben Adams of Schnelker Engineer had verbally authorized Crosby Excavating to proceed. Council ratified the action.

Morrison submitted a quote from Print Shop in Bluffton for replacement of desks in the main office of Town Hall. However, request was not made for approval as some changes were being made in the design of the work spaces.

Ruth Herring, President of the Park Board, reported that the Huffman memorial tree had been planted and the park bench set in the Huffman Memorial Garden in Tower Park. The landscaper will be in within the next week. Girvin Tree Service has begun the trimming and tree removal in the park and the summer employee is scheduled to begin work on May 17th.

Morrison reported that installation of the utility billing software had been completed successfully and that the consultant would be on site on May 29th to run the June 1st bills on the new system. Submitted for approval was Resolution 4-2004, a resolution authorizing use of Keystone Consulting forms and procedures for budgeting, billing, and payroll. Cartwright moved, seconded by Scheib, approval of Resolution 4-2004. The motion was approved unanimously. The resolution will be attached to a letter of request to the Indiana State Board of Accounts for approval of Keystone forms. Morrison also notified Council a letter of request was being sent to the State Board of Accounts for use of an Excel version of the Clerk-Treasurer Monthly Financial Statement. The April financial report was submitted

President Jones reported the Town-wide clean-up had gone well with three roll-offs being filled. Larry Poulson reported that one third of the replacement trees, necessary due to wastewater and electric department projects, had been planted.

The Town Marshal's monthly activity report was reviewed.

General discussion was held.

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

Submitted _____ Clerk-
Marilyn Morrison Treasurer

Minutes of Regular Meeting, May 10, 2004 continued

Town Council, Town of Warren:

Harold Jones As President Bill Cartwright As Member

Ron Neff As Member David Scheib As Member