

## Minutes of Regular Meeting, July 17, 2003

The Town Council of the Town of Warren met Thursday, July 17, 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. The meeting had been rescheduled as the regularly scheduled meeting of July 14<sup>th</sup> was not held due to lack of a quorum.

Those present were: Council Members, Ron Neff, Bill Cartwright, and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Darrel Bice, Dennis Spittler; Others, Warren Weekly Reporter, Dave Scheib.

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

Minutes of the Special Meeting of June 30, July 7 and Regular Meeting of June 23 were approved as submitted.

Dave Scheib, President of the Warren Advisory Park Board, requested that Council consider getting an appraisal from Girvin Tree Service of Markle for removal and trimming of several trees in Tower Park. Council concurred with the request and an inspection will be scheduled. Scheib presented Council members with a catalogue and a video tape from R&C Fencing previewing playground equipment available through that company. The Park Board is requesting consideration of expenditure from the Tower Park Capital improvement appropriation of approximately \$6000 for additional playground equipment. Council took the matter under advisement pending review of the information submitted. The next meeting of the Advisory Park Board is scheduled for August 11<sup>th</sup>.

Bice reported that completion of the electric distribution upgrade project is back on schedule. The pole inspection project has not yet started. AEP is to be contacted regarding status of that project.

Bice reported that a trial run of the new wastewater plant should be within the week. Delay was experienced due to the past week's flooding as lines leading to the river could not be completed. Morrison submitted copies of the Substantial Completion Report issued as a result of the June 24<sup>th</sup> pre-final construction progress meeting. Morrison reported that Mark Baller of the Bluffton INDOT Subdistrict had notified that the Town should certify to the Fort Wayne office as to the status of the completion of the separation portion of the wastewater project so that the resurfacing of the SR 5 and 218 could be added to the INDOT project list. Bice recommended to Council that the notice be issued to INDOT that the highway project could be scheduled and Council concurred.

Submitted to Council for review was the final form of the Agreement for Utility Connection to the Dogwood Glen Villa development area having been executed by the United Methodist Memorial Home and the Council.

Bice reported that no further action had been taken in regard to quotes for replacement of the Public Restroom doors as information had not been received.

President Jones reviewed the list of invitees/speakers for the July 21<sup>st</sup> W.H.A.R.M.M. meeting scheduled to be held at the Knight-Bergman Center and to be hosted by the Warren Town Council. Featured speaker will be Charlie Pride, State Board of Accounts Supervisor for Cities/Towns.

Reviewed was written material submitted by Centennial Wireless related to that company's request for approval of site plans for the construction of a support building and placement of antenna on the Eleventh Street water storage unit. Following discussion and review by Bice, approval of the submitted site plans was given by consensus.

Morrison reported that Les Ambriole of Sign Source had verified that quotes given in November of 2002 for placement of two smaller entrance signs to the Town were still viable. Following discussion, Jones moved, seconded Cartwright, that approval for two potential placement sites, as selected with input from Ambriole, will be sought and the installation of two signs be approved. In addition, suggestions for replacement of the sign at the Police Station will be requested from Ambriole. The motion was approved unanimously. Part of the cost is to be covered by a \$1000 grant awarded by the Huntington County Bureau of Tourism.

President Jones reported on the development of the 2004 budget and announced the schedule for publication and adoption. The budget will be published and then amended following receipt of information such as assessed value figures.

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Submitted for approval was an invoice to be forwarded to the Town of Poneto in the amount of \$203.76 for mosquito spraying as previously approved by Council. Approval given by consensus.

Morrison notified Council that the trash collection contract had expired and was in a year of extension. By consensus, Council authorized Morrison to take the steps toward bidding out the trash collection/recycling program and to notify T&C, current contractor, and Wabash Refuse, past bidder, of the action.

Reviewed for approval was a form submitted by Kevin Dogan, Attorney, in regard to providing record of tap, connection, and interceptor fees related to all utilities. The form, currently used in other communities, was adapted for the electric utility and would provide a means of signature from both the town and the other party as to the amount and cause of the payment. Following discussion, Council concurred with the recommendation of the Clerk-Treasurer that the form be approved for use.

Following discussion of an invoice from Huntington County United Economic Development in the amount of \$1700, action was delayed pending receipt from other county towns as to the amount being paid in annual support.

Following review of an invoice submitted by Indiana Northeast Development in the amount of \$500, the last payment of a three year agreement, approval for payment was given by consensus.

Morrison submitted and read Resolution 1-2003, a resolution approving the annual transfer of \$10,000 from the Electric Utility Reserve Fund to the General Fund in lieu of taxes. Neff moved, Cartwright seconded, approval of Resolution 1-2003. The motion was approved unanimously.

Morrison submitted and read Resolution 2-2003, a resolution providing legal authorization related to the Town/AEP electric service extension. Jones moved, seconded by Cartwright, approval of Resolution 2-2003. The motion was approved unanimously.

President Jones summarized a letter from a representative of the Huntington County Humane Society requesting to be scheduled to appear before Council with a proposal for animal control services. Following discussion, Morrison was directed to schedule the presentation.

Morrison submitted a report from Marshal Donnelly requesting the town accept 200 community service hours to a local individual. Due to the large number of hours, Council requested a clarification as to the actions such an individual could perform and stated that hours should also be made available to the Knight-Bergman Center. Bice submitted that some hours were needed at the Fire Station. Marshal Donnelly will be contacted for further details.

Morrison submitted the June financial and appropriation report. Morrison also summarized the meeting with the representative of the Board of Local Government Finance stating that the calendar for publication and adoption had been approved. That meeting did not detail any further information related to assessed value. By consensus, Council requested that the 2004 municipal budget, as prepared, be used for publication as further steps can be made following receipt of information. Morrison submitted billing forms from A.E. Boyce to be considered as the current billing cards will need to be replaced after update to the new system. No decision made on a form to be used.

Bice updated current projects, many related to storm and flood clean-up. Bice supplied further information related to a contract from McAllister for an annual maintenance program in the amount of \$1645. The original quote had been amended to include the Cummins generator at the Water Treatment Plant as well as the generator at the Wastewater Plant. While not approving the contract, members requested that Bice contact the company requesting that the term of the contract be for three years, at the annual cost as quoted, and that the contract be rewritten removing Darrel Bice as named signatory of the contract and naming the Town Council President. Bice and Morrison reported on the IPEP Safety Audit of July 16<sup>th</sup>. An excellent report was given citing the Town's control of records, the existence of safety policies and personnel policies, and the actions to support such policies and procedures. A general report was given as to a report that a company representing Indiana Corrugated would be requesting that the Council approve acceptance of processed water into the wastewater system. Council concurred that such approval would not be given without recommendation from the Town's engineering company.

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President Jones requested that each Council member compile a list of minor projects to submit to Bice to include such activities as replacement of signs, painting of sign posts, etc.

Assistant Marshal Spitler requested input as to whether a request for the purchase of a Tahoe to replace the 1999 Crown Vic police vehicle had been included in the 2004 budget. General discussion followed after which President Jones directed that the department should look into the possibility of trade-in of the '99 vehicle as the amount budgeted for a police vehicle at this time would not provide for a Tahoe.

The IACT Annual Conference will be held in South Bend from September 28 to October 2.

The next meeting of Town Council will be July 28<sup>th</sup>.

Cartwright moved, seconded by Neff, approval of Accounts Payable Vouchers as follows:

Electric	250-286	\$210,535.41
Water	239-293	\$39,150.00
Wastewater	182-213	\$240,320.76
Sanitation	10,11	\$3306.01
General	275-345	\$81,573.41

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  
Harold Jones

As \_\_\_\_\_ Member  
Bill Cartwright

As \_\_\_\_\_ Member  
Ron Neff

As \_\_\_\_\_ Member  
Chod Boxell(Absent)