

## Minutes of Regular Meeting, August 11, 2003

The Town Council of the Town of Warren met Monday, August 11, 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, Chod Boxell and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Darrel Bice, Dennis Spitler; Others, Warren Weekly Reporter, Huntington Herald Press Reporter, Tim Ford, David Daugherty and members of the Park Board.

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

David Daugherty, owner of property adjacent to Parkway Drive in Salamonie Heights, reported that a drainage area had been cleared as it had amplified mosquito breeding. In doing so, drainage in that area would filter to a pond owned by Daugherty. Requested was that the Town not use salt on the street. President Jones clarified that a sand mixture is used for ice removal.

David Scheib, President of the Advisory Park Board, complimented the summer employees for a good job in Tower Park and requested that Council Members view the video from R&C Fencing related to park equipment. The next meeting of the Advisory Park Board will be September 8<sup>th</sup>. Treva Flemming presented a money-making plan to generate additional revenues for park maintenance. Morrison will contact a representative of the State Board of Accounts to ascertain whether the plan would meet state regulations.

Following discussion and summary, Jones moved, seconded by Neff, adoption of Ordinance 2003-1, an ordinance vacating certain unimproved portions of Hendricks Street. The motion was adopted unanimously.

Submitted and read in introduction was Ordinance 2003-2, an ordinance clarifying terms with sewer and water regulations.

Bice reported that completion of the electric distribution upgrade project is in closing stages. A meeting is being scheduled by Spectrum Engineering to develop a punch list of items to be completed before release of the project. The pole inspection project has not yet been scheduled.

Reviewed was Payment #11, Sullivan Excavating, Contract A-1, which would be release of all but \$2600 in retainage. Following discussion, Council, by consensus, directed that Bice work with the Engineer and project inspectors to review the project punch lists and to conduct a final inspection. Council would consider approval of Payment #11 upon certification from the engineer that the remaining retainage would cover any additional action required by the contractor.

Bice submitted one quote for purchase of doors for the public restrooms. Council, by consensus, directed Bice to obtain one additional quote for consideration.

Morrison reported that a hearing on a request for a variance for placement of antenna on the Eleventh Street water storage unit has been scheduled for Thursday, August 14<sup>th</sup>. Bice will represent the Town at the meeting.

Reviewed was the quote from Thompson Fire for purchase of additional fire extinguishers and replacement of existing with an improved model. Bice had not completed an inventory for placement of extinguishers so decision was delayed pending submittal of that information.

Morrison reported that contact with a representative of Indiana Department of Transportation had been made in regard to certification of road/street miles and a request had been made to INDOT for documentation regarding the current certification as the Council's position is that the current certification is in error. In addition, Ben Adams of Schnelker Engineering had submitted information to be used in the review process. The process of review and development of documentation will take some time but Morrison reported that there should be a significant increase in the mileage figure which impacts State Distribution to the Motor Vehicle Highway and Local Roads and Street Funds.

Neff reported that Wes Ambricole of Sign Source has been scheduled for a site visit on Tuesday, August 12<sup>th</sup>, as two property owners have approved use of ground for placement of 'Town of Warren' entrance signs. Also included in the project is a sign for the Annex Building designating the building as Warren Assembly Hall. To be added to the sign project is replacement of the sign at the Police Station.

Morrison reported that all other comparable size Towns in the county are paying \$1700 per year as annual support to the Huntington County United Economic Development Corporation. Jones moved, seconded by Boxell, that an invoice in the amount of \$1700 to HCUED be approved. The motion was approved unanimously.

Morrison submitted quotes for three styles of fax machines available through Allen Business Machines at the cost of \$1688, \$1455, and \$729 and recommended that the machine similar to the model currently being used be purchased. Following discussion, Cartwright moved, seconded by Neff, that a Sharp Fax Machine, Model FO-2950M, at the cost of \$729 be purchased through Allen Business Machines and that a maintenance contract be held on the machine as is done with all equipment through ABM. The motion was approved unanimously.

Upon review of an invoice and supporting documentation from Mug-a-Bug, Cartwright moved, seconded by Neff, that Option #2 be used for payment as in error two drums of mosquito spray had been shipped instead of one as ordered. Option #2 would allow for payment for one barrel at \$2479.65 within thirty days and payment for the second barrel in April of 2004 without interest or late fee being assessed. The motion was approved unanimously.

Morrison submitted a revised version of a generator maintenance contract with McAllister Engine Power for generators at the Water Treatment Plant and the Wastewater Treatment Plant. The amended contract provides maintenance for a three year period, originally one year, at \$1645 per year. Jones moved, seconded by Cartwright, to approve the maintenance contract. The motion was approved unanimously.

Read was a letter from Citizen's Telephone, d/b/a Citizen's Cable, requesting Council approval for a \$2.50 monthly rate increase on the basic tier of service bringing the total monthly charge for that basic service to \$18. A public hearing has been scheduled for August 25 at 6:45 p.m. in the Council Meeting Room.

Morrison reported on an Indiana Downtown Roundtable held in Warsaw on August 6<sup>th</sup> and attended by Morrison and Brady Smekens, Chairman of the "Our Town" Committee. Attending were representatives of the ten "Indiana Downtown" communities with wayfinding being the main topic. Lafayette, Warsaw, Aurora and Fort Wayne presented signage, graphics, and placement programs being used in those communities.

Morrison submitted the July Financial Report. By consensus, two utility accounts in amounts less than forty dollars were authorized for deletion from the utility billing system as collection can not be made. Also reported was that the 2004 budget had been submitted for advertising as had been approved by Council.

Bice updated street/utility projects. Discussion centered on repair/replacement of a lift station pump with cost of replacement to approach \$4000 with repair to be approximately \$1000. As the station services the I-69 area it was moved by Jones, seconded by Cartwright, that authorization be given to proceed with repair of the pump, if that cost was set at less than \$1500, and to proceed with ordering a new pump. The rebuilt pump would be held as a back-up unit to system as delivery of a new pump can take up to six weeks. The motion was approved unanimously. By consensus, Lee Poulson, Darrel Bice, and Rick Scheiman, were authorized to take steps toward becoming certified operators of the Water Treatment Plant.

Fire Chief Ford submitted the July activity report. Following submittal and discussion of invoices for purchase and outfitting of a light brush vehicle, Boxell moved, seconded by Cartwright, approval of invoices as follows: Crain Ford, \$28,149.12, Firehouse Concepts, \$23,021. The motion was approved unanimously. Ford reported that a grant had been received from FEMA in the amount of \$11,303 for turn-over gear with the local match being paid by the Firemen's Association.

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Cartwright moved, seconded by Neff, approval of accounts payable vouchers as follows:

Electric	287-334	\$114,875.59
Water	294-329	\$13,543.29
Wastewater	214-248	\$300,035.16
Sanitation	12,13	\$3,410.00
General	346-374	\$50,163.46

The motion was approved unanimously.

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 Member