

## Minutes of Regular Meeting, October 13, 2003

The Town Council of the Town of Warren met Monday, October 13, 2003 for a Regular Council Meeting at Assembly Hall, Council Meeting Room, 131 N. Wayne Street, in accordance with the rules of this Town Council and applicable law.

Those present were: Council Members, Chod Boxell, Bill Cartwright, Harold Jones and Ron Neff; Clerk-Treasurer, Marilyn Morrison; Employees, Darrel Bice, Larry Poulson, and Steve Donnelly; Others, Herald Press Reporter, Warren Weekly Reporter, David Scheib, Tim Ford and others.

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

Minutes of the Regular Meeting of September 22 were approved as submitted.

John Gamble, local resident, expressed concern over location of a lateral connection to his property as part of the wastewater upgrade. Eva Mae Minnich also expressed concerns related to lateral connection. Those concerns will be discussed in an administrative meeting with Ben Adams, engineer, scheduled for Wednesday, October 15<sup>th</sup> at 4:00 in the Council Meeting Room.

Dave Scheib, President of the Park Board, announced that the next regular meeting of the board would be held on March 8<sup>th</sup>, 2004. Submitted for Council review was a summary of projects/concerns as listed and discussed by the board following the September 26<sup>th</sup> walk-through of Tower Park. The Park Board had authorized Scheib to continue working with the Council toward purchase of additional playground equipment. Consensus of Council was that netting for the back board area on the ball diamonds be purchased at the cost of \$2700 to replace the much patched wire net currently in place. Bice was instructed to order and install the netting as soon as possible.

President Jones read a letter from IDEM in which notice was given that the Sewer Connection Ban placed in 1997 has been lifted due to increased hydraulic capacity of the sewer plant which went on line in July and the near completion of the separation project. The step eliminates the need for IDEM waivers for connection to the wastewater system.

A final invoice for project engineering from Schnelker's was reviewed. Action was delayed pending the Administrative Meeting with the engineers as previously cited.

Bice reported that the public restroom replacement doors have been received but the company has yet to schedule the installation. Neff and Boxell requested that Bice call the company, as the doors were to be installed before winter weather.

Submitted for consideration was an amendment to the Centennial Lease Agreement of July, 2003. The amendment was necessary due to an entity change by Centennial. Following reading of the proposed amendment and further discussion, Cartwright moved, seconded by Neff, to approve and sign the amendment. The motion was approved unanimously.

Neff reported that the two entrance signs, the Assembly Hall sign, and the Police Station sign were installed by Sign Source on Saturday, October 11<sup>th</sup>. Jones reported that he had already heard complements regarding the signs. Morrison reminded that \$1,000 of the cost was being covered through a grant from Huntington County Tourism.

Jones reminded members of the October 31<sup>st</sup> Scarecrow Festival being sponsored by the Warren Area Chamber of Commerce. Morrison stated that she and office staff would be building a scarecrow as had been requested of all downtown businesses. Council Members were encouraged to participate by attending the parade and being at Town Hall to cover Trick or Treat duties.

Larry Poulson reported that installation of the additional Christmas lighting around downtown local business windows as co-sponsored by Chamber and the Town was underway. The process showed that an additional \$450 of supplies was needed to complete the project. Following discussion, Neff moved, seconded by Boxell, to approve purchase of additional bulbs, wiring, and hooks at a cost not to exceed \$450. The motion was approved unanimously.

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Morrison reported that paper work to complete the request for grant monies from USDA/RD had been submitted on September 25<sup>th</sup>. However, due to vacation of the RD representative, reimbursement of the grant portion of the purchase price of the light brush vehicle for the Fire Department is not expected until the end of October.

Resolution 5-2003, establishing Christmas Holiday observance for the 2004 calendar year, was submitted for consideration with those dates being December 23<sup>rd</sup>, 24<sup>th</sup>, and 27<sup>th</sup> as chosen by the employees. Jones moved, seconded by Boxell, approval of Resolution 5-2003. The motion was approved unanimously.

A proposal from Resource Maintenance of Bluffton for cleaning of Town Hall, Assembly Hall, and the public restrooms was reviewed. Monthly cost would be \$164 with other specific cleaning such as the second floor audit room being done upon request at \$40 each time. The company would furnish all supplies, clean after 8:00 p.m. or on Saturdays, and would submit insurance and bond information. Following further discussion and review, Neff moved, seconded by Cartwright, to accept the quote as submitted. The motion was approved unanimously. Morrison is to submit a contract to Resource Maintenance for signature.

President Jones read notification from the Town of Markle that the next regularly scheduled meeting of WHARMM would be held on October 20<sup>th</sup> in Markle. Morrison, Neff, Jones, and Cartwright plan to attend the meeting.

Morrison reviewed a letter from the family of Jackie Huffman and a donation in the amount of \$856.51 for purchase of a park bench with a request to place it near the War Memorial in Tower Park. The Park Board had submitted a sketch drawing of suggested placement of the bench. Under consideration was whether another bench would be necessary in the area. Council members expressed appreciation for the donation but made no decision on purchase of a second bench or placement location.

Jones read a meeting notification from III-A setting the date for a Board of Director's Meeting for October 23<sup>rd</sup> at Potawatami Inn at 6:30. Morrison would be attending as a member of the III-A Board of Directors and Jones and Neff indicated they would also be attending.

Morrison reported that in a phone call on this date, a representative of National Serv-All notified that T&C Sanitation, contract holder with the Town for sanitation services, had been purchased by that company effective October 1<sup>st</sup> and that the Town would be under the Wabash Office of National Serv-All. Assumed by National Serv-All was that the Town had received notification from T&C of the sale. Morrison reported that the representative had been informed that the contract with the Town would be placed for bid within the next six weeks due to contract terms and was informed that National Serv-All would be bidding.

President Jones read a letter from Downey Insurance informing the Council that the Town of Warren had been given a safety award for the third consecutive year due to loss ratio status and pro-active implementation of safety policies and procedures. The Town has been a member of the IPEP since 2000 and has been awarded the safety designation each year.

Morrison submitted the September financial report and summarized computer software training from an October 9<sup>th</sup> workshop.

Bice reported that UTE, a heavy equipment company, had offered a proposal for Town purchase of a replacement dump truck which would be the current truck, the manure spreader, and \$8,000 in exchange for a 1983 vehicle used by the Fort Wayne Street Department, mileage unknown. By consensus, the proposal was declined as it involved too many unknowns and would be a trade back in years. Bice was instructed to continue with already approved plans to repair the current truck. Bice requested permission for two employees to attend an Indiana Rural Water Association workshop on November 5<sup>th</sup> in Aboite. CEU credit hours would be available. Council concurred with the request.

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Fire Chief Ford submitted the September activity report. Also reported was that outfitting of the recently purchased light brush vehicle would be completed by October 20<sup>th</sup>. Following discussion, Boxell moved, seconded by Neff, that discussion be held with Township Trustee Howell on the possibility of the Town purchasing the current truck. The motion was approved unanimously. In addition, Boxell moved, seconded by Neff, that the 1991 Caprice Police Car be advertised for purchase by sealed bid with bids to be opened at the November 10<sup>th</sup> Regular Council Meeting. The motion was approved unanimously.

Town Marshal Donnelly submitted the department September activity report. A quote for purchase of a 2004 Tahoe through Eckman Motors at the cost of \$24,000 and trade-in of the '99 Crown Vic was submitted. Council had budgeted \$24,000 for purchase of a vehicle in 2004 with Cigarette Tax monies as distributed by the State. Following discussion, Jones moved, seconded by Cartwright, approval of purchase of a black 2004 Tahoe to be used as an unmarked vehicle with equipment to be transferred from the '99 Crown Vic with installation to be done by part-time officer Allan Foster. Payment is to be made in 2004. The motion was approved unanimously.

Announcements were as follows:

- October 27 Council Meeting
- October 20 WHARMM, Markle
- October 31 Scarecrow Festival

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

Electric	353-432	\$177,303.24
Water	366-419	\$ 16,526.89
Wastewater	283-320	\$214,623.88
Sanitation	15, 16	\$ 3311.00
General	445-508	\$ 68,068.74

The motion was approved unanimously.

General discussion was held.

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

Submitted \_\_\_\_\_ Clerk- Treasurer  
Marilyn Morrison

Approved by Town Council:

As \_\_\_\_\_ President  
Harold Jones

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

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

As \_\_\_\_\_ Member  
Chod Boxell