

The Town Council of the Town of Warren met Monday, October 14, 2002, for a Regular Council 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, Chod Boxell, Jacqueline Huffman, and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Larry Poulson, Darrel Bice, and Dennis Spitler; Others, Warren Weekly Reporter, Huntington Herald Press Reporter, Tim Ford and David Scheib.

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

Minutes of the Regular Meeting of September 23 were approved as submitted.

Charles Cofer, representing Centennial Wireless, gave an overview of the process for placement of an antenna on the Eleventh Street Water Tower as previously requested by that company. Included in the discussion was outline of the need for engineering and permitting. Following discussion, it was determined that the Town would make application for the proper permit upon completion of and agreement on a contract. Attorney Bendall had supplied information that a contract is being developed for the same process in Roanoke. That contract, with modification as necessary for this project, should also be applicable to Warren. Further detailed by President Jones was that any placement of an antenna on the tower and subsequent engineering by Centennial would have to be reviewed and approved by Jim Lauer, contractual engineer for the Town, before further consideration of approval. Cofer also requested that Council consider approving that Centennial fence around the Tower for security purposes as part of the process. By consensus, Council authorized Morrison to proceed with contractual and permitting details of the project.

David Scheib, President of the Advisory Park Board, submitted the winter project report as was developed following the September 24<sup>th</sup> Tower Park inspection. Following review of the listing and discussion by Council, President Jones directed that the utility employees plan to complete the projects as presented before the spring opening of Tower Park. The next meeting of the Park Board has been scheduled for March, 2003.

Bice reported that Ben's Landscaping had completed the required landscaping of the Water Treatment Plant as part of the construction project. Submitted was a quote from Ben's Landscaping in the amount of \$850 for additional landscaping of the area as had been requested by Council as the treatment facility is located within Tower Park. Following discussion and review of the submitted diagram, Boxell moved, seconded by Huffman, to accept the quote. The motion was approved unanimously.

Neff, not in attendance, had reported to Morrison that the information from Huntington County Solid Waste District had been promised for the past week but had not been delivered. Neff will check on the situation in the coming week. Discussion was held that the information must be received by the next Council Meeting or Council will proceed to establish a local procedure.

Bice and Morrison updated the Spectrum Engineering Upgrade Project. Bice reported that inspection of vegetation and service lines was continuing and that representatives of Spectrum had been in town for the past week. Morrison updated and submitted copies of forms being used to chart the progress of the projects. One such form, a map to establish zones for electric pole numbering, was submitted for Council action. Following discussion and upon input from Morrison, Bice, and Poulson, approval was granted by consensus. Also requiring Council action was a section of the Specification, Bidding, and Management Manual as prepared by Spectrum and dealing with payment of services to project contractors. Following discussion, Council, by consensus, approved the direct submission of invoices to Spectrum. Upon approval and certification by Spectrum, the invoices will be submitted to the Clerk-Treasurer for payment. The procedure is the same as has been used with other projects administered by Schnelker Engineering.

Morrison reported that the SR 218 entrance sign designs had been submitted to Warren Area Chamber of Commerce, Warren Area Local Development Corporation, and "Our Town" Committee for input. Members of those groups had each selected and voted for a design of choice. Sign designs had also been made available at Town Hall with approximately eighty persons participating to date. By consensus it was determined that further discussion be delayed as citizen input is ongoing with a report to be filed with Council at the next regular meeting. Also being considered is a message sign at the Fire Station and signage for the Town Hall Annex Building.

Jones moved, seconded by Huffman, approval of Ordinance 2002-18, an ordinance amending Town Code stipulating that the Tower Park walkway be used for pedestrian traffic only. The motion was approved unanimously.

Bice gave an update of the wastewater plant project citing that Indiana Construction was well underway with preliminary preparations of the site and that he had been notified that the company would be on-site six days a week, ten hours per day.

Updates of the Town Code have been received and have been submitted to Council Members, to the attorney, to the Town Marshal and Utility Manager, and for Town office copies, updating the Town Code to July 2003. An ordinance will be submitted at the next regular meeting of Council for approval of the update. All users of the Town Code should review the update for accuracy prior to that meeting, submitting any questions to the Clerk-Treasurer for review of ordinances prior to the meeting.

In preparation for the Scout Camporee to be held at the Scout Cabin on October 18-20, Bice reported that cleaning of the area had been completed. Trash containers are to be moved to the site on October 17<sup>th</sup> with utility employees to clean the area on Monday, October 21 using dumpsters at the utility garage and Tower Park. Testing of water at the flowing well located at the Scout Cabin site has been completed with the report to be received by October 16<sup>th</sup>.

Following discussion, Jones moved, seconded by Boxell, approval of payment of an assessment from the Indiana Association of Cities and Towns in the amount of \$152.64. The motion was approved unanimously.

A quarterly W.H.A.R.M.M. meeting, municipal and county officials, has been scheduled for October 21 in Markle. Municipal Attorneys will be discussing issues and concerns. Neff, Huffman, and Morrison have planned to attend.

Following discussion related to a letter submitted by Attorney Rick DeLaney in which a plan to provide training pertaining to the revised personnel policy was detailed, Council, by consensus, approved participation. Final cost will be determined by the number of communities participating in the training project as all four Huntington County towns had participated in the initial revision process.

By consensus, trick-or-treat hours were set for October 31<sup>st</sup> from 6-8:00 p.m..

Following discussion, leaf pick-up was scheduled to start on Monday, October 21<sup>st</sup>. Scheduled pick-up would once again be on Fridays and Mondays until determined no longer necessary.

Morrison submitted an initial draft of proposed updates to the Town of Warren brochure, that process being conducted by the Warren Area Chamber of Commerce. Submitted for Council input was a directory of businesses being developed for publication within the brochure. The directory is being submitted for review for assistance in making sure that all businesses are included. Any updates should be reported to Morrison for submission to the Chamber for inclusion in the project.

President Jones referenced a letter from Jim Pembroke, attorney for the Indiana and Michigan Municipal Distributors Association (IMMDA) of which the Town is a member, detailing steps to be taken by AEP due to a restructuring plan due to acquisitions. The attorney alert was issued in that the restructuring will require response from IMMDA.

Morrison submitted the September financial report, detailing changes within the report related to financial reporting necessary for the wastewater project and related to recent sale of investments. Morrison also reported that notice had been received that the State Board of Local Government Finance public hearing held on October 8, attended by Morrison, had had to be rescheduled for October 21 and 22 due to an error in publication by the Huntington County Auditor's office. All taxing units within the county are affected by the notice. Final budget forms were submitted on October 8 and attendance at the rescheduled hearing will not be mandatory.

Bice updated utility and street projects including Fifth Street/Grover water main repair, Camporee preparedness, and maintenance projects. In addition, Poulson and Bice have contacted three companies regarding solicitation of quotes for purchase of pole truck. Poulson reported that two hundred feet of Christmas light strands need to be purchased to complete outlining of the downtown buildings. Approved by consensus of Council, Morrison will order through General Plastics.

Pat Riley, local Scout leader, thanked Council for the Town's involvement with preparations for the Camporee and updated plans for the week-end event.

Announcements were as follows:

October 28 Council Meeting ("Our Town" report)

Jones moved, seconded by Boxell, approval of accounts payable vouchers as follows:

Electric	360-415	\$106,134.23
Water	363-414	\$17,406.29
Wastewater	286-325	\$16,335.28
Sanitation	16-18	\$3500.23
General	482,487-551	\$58,770.19

The motion was approved unanimously.

Minutes of the Regular Meeting, October 14, 2002 continued

In general discussion, Randy Voight, representing EMC, updated the review that company had conducted of the utility and street departments and cited that the company would be forwarding a report within the next weeks. Also requested was that Council schedule a meeting time to meet with EMC representatives. President Jones, after discussion, requested that any action be delayed until next regular meeting of Council giving time to review any EMC documents submitted and to have the matter placed as a main agenda item.

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

By \_\_\_\_\_ Clerk-  
Marilyn Morrison Treasurer

Approved by Town Council:

As \_\_\_\_\_ President As \_\_\_\_\_ Member  
Harold Jones Jaqueline Huffman

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