

**Minutes of Regular Meeting
November 24, 2003**

The Town Council of the Town of Warren met Monday, November 24, 2003 for a Regular Council Meeting in the 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, Ron Neff, Bill Cartwright, and Harold Jones; Clerk-Treasurer, Marilyn Morrison; Employees, Steve Donnelly, Larry Poulson, and Darrel Bice; Others, Huntington Herald Press Reporter, Warren Weekly Reporter, Tim Ford, Bob Bauer and David Scheib.

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

Minutes of the Regular Meeting of November 10th were approved as submitted.

President Jones opened the meeting for citizen comment. Hearing none, President Jones moved to the agenda as printed.

Bice and Poulson reported that the electric tagging and inspection project field work was basically completed with mapping being finalized.

Submitted for Council review for submittal to Rural Development at the November 25th Wastewater Project Meeting were invoices from Drier-Maller in the amount of \$17,630 and from Indiana Construction in the amount of \$113,646.48. Jones moved, seconded by Neff, approval of payment. Motion was approved unanimously.

Submitted in introduction was Ordinance 2003-7, component pay for Clerk-Treasurer. Further discussion will be held regarding the ordinance.

President Jones reminded Council Members of the Christmas lighting ceremony with Jones, Neff, and Boxell indicating they would be available. Approved by consensus was closing of Second Street from Wayne to Nancy from 5:15 – 6:46 pm allowing the Santa Walk to the Knight-Bergman Center and placement of luminaries on the street.

Discussed was a proposal from the UMM Home concerning placement of trees to border the area of the Town's entrance sign on State Road 5 and the Dogwood Golf Course/Villa development area. The Town portion would be planting of ten trees at the cost of \$200, total cost of the project being \$1300. Cartwright moved, seconded by Boxell, approval of the proposal. Motion approved unanimously.

Following review of invoicing from Indiana Association of Cities and Towns for 2004 dues, Boxell moved, seconded by Cartwright, payment of dues in the amount of \$880 plus Foundation donation of \$350. Motion approved unanimously.

Submitted was a request for a sewer credit in the amount of \$41.86, requiring Council consideration as the credit would be for the November 1st billing. The leak, as verified by a Utility Employee was eligible for credit but had occurred in a previous month. Approval by consensus.

President Jones reported that Jones, Neff, Cartwright, and Bice had attended a November 17th training session presented by Attorney DeLaney on aspects of implementation of the personnel policy.

Morrison submitted a copy of the published 2003 tax rates and a county wide comparison of municipal rates. Also reported was that Keystone Consulting would have an updated version of Fixed Asset Record Accounting available by early Spring of '04. Morrison requested that Council consider purchase of the system as new requirements in Fixed Asset Tracking would be more complex. More information will be submitted upon receipt. Also reported was that the upgrade to Windows Utility Billing system would be scheduled for mid-February, actual date yet to be determined. The training would require the office to be closed for two days and would be scheduled for after the 15th of the month. Morrison submitted two billing form examples as Council had discussed moving from the post card system of utility billing to letter size. Decision on form delayed until next meeting. As information, the current edition of the Town of Warren

brochure as prepared by the Warren Chamber of Commerce and the recently edited version of the Town economic development package as prepared by Morrison were submitted.

Bice summarized daily projects. Requested was that approval be given for purchase of a pipe cutter from EJP at the cost of \$1927.95 as other quotes had been higher. Neff moved, seconded by Boxell, approval of purchase. Motion approved unanimously. Bice requested permission for Chuck Booher to attend the annual Indiana Rural Water Association Conference in Columbus on December 1-3 for continuing education hours for water licensing. Cost of the conference is \$56 plus hotel. Council concurred. Bice reported that the heater in the work bay was in need of upgrade. Bolinger's is to prepare a quote for Council consideration. Boxell requested that Bice report on preparedness for winter weather. Machinery has been serviced and readied and the County Highway has scheduled delivery of road mix for the first week of December. Also requested by Boxell was update on connections of sewer laterals as part of the wastewater project. Bice reported that 80% had been completed with almost daily inspections being requested by contractors. Bice and Lee Poulson will be attending a conference in Montpelier on December 4th related to the water utility.

Fire Chief Ford filed the October activity report. Morrison requested that Council authorize payment of 2003 fire department compensation. An exact amount is not known as the report is expected to be filed on Monday, December 1st with payment needed before the next meeting of Council. Council concurred citing completeness of records and review by the Clerk-Treasurer.

Marshal Donnelly reported that the transmission had to be replaced in the '99 Crown Vic. Purchase of an extended warranty for \$500 reduced the cost to that amount. The '04 Tahoe is being built on December 1st and should be delivered shortly thereafter which will result in trade-in of the '99 Crown Vic.

Park Board President Scheib requested Council set an amount for purchase of playground equipment for Tower Park as previously discussed and stating that if the order was placed prior to January 1, installation charges would be waived. Boxell moved, seconded by Cartwright, that purchase should be made at cost not to exceed \$8000. Motion approved unanimously. Morrison requested approval to order a park bench as donation had been made from the Jackie Huffman family to cover the cost. Council concurred.

President Jones stated that the meeting would be opened for general discussion. Hearing none, Jones requested that Council members return to discussion of Ordinance 2003-7, Clerk-Treasurer component pay, recommending that the fifteen or more year component pay be set at \$12,950. Following discussion, Neff moved, seconded by Cartwright, to set the component at \$13,200. The motion was approved with Neff, Cartwright, and Boxell voting in the affirmative and Jones voting in the negative. Ordinance 2003-7 would be submitted for final approval at the next regular meeting of Council.

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

Submitted _____ Clerk-
Marilyn Morrison Treasurer

Approved by Town Council:

By _____ President
Harold Jones

By _____ Member
Bill Cartwright

By _____ Member
Ron Neff

By _____ Member
Chod Boxell