

Minutes of Regular Meeting, December 8, 2003

The Town Council of the Town of Warren met Monday, December 8, 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, and Ron Neff; Clerk-Treasurer, Marilyn Morrison; Employees, Larry Poulson, Darrel Bice and Dennis Spittler; Others, Warren Weekly Reporter and Tim Ford.

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

Minutes of the Regular Meeting of November 24 were approved as submitted.

Sealed bids for sale of the 1991 Caprice Police car were opened by Boxell and were as follows: Rippy at \$800, Scheiman at \$300, and Cartwright at \$262. Neff moved, seconded by Cartwright, that the car be sold to Rippy for \$800. The motion was approved unanimously.

Bice reported that the railroad and Fourth Street portion of the Electric Distribution Upgrade project, added to the original project, would not be started until January of 2004.

Submitted was Change Order #8 for a thirteen day time extension at the request of Indiana Construction, wastewater plant project. No additional cost would be incurred. Council concurred with the request.

Boxell submitted a report from the United Methodist Memorial Home amending the original landscaping plan as previously approved by Council due to the need to change the type of tree. The amendment would call for total cost for the Town portion to be \$423 instead of the original \$200. Council concurred with the proposed amendment.

Submitted by Morrison was a quote from Keystone Consulting in the amount of \$2995 for installation of Fixed Asset Accounting Software. Following discussion, Boxell moved, seconded by Neff, acceptance of the quote. The motion was approved unanimously.

In discussion concerning switching of utility billing to an 8 ½ by 11 inch mailing form, Morrison reported that a Folder/Inserter Machine would cost in the range of \$6000. Rebuilt machines are available. Following discussion, Council, by consensus, requested that three quotes be solicited for a new Folder/Inserter/Sealer/Postage Machine with two form capacity. Decision on the form to be used will be discussed at the next regular meeting of Council.

Following discussion, Neff moved, seconded by Cartwright, adoption of Ordinance 2003-7 which sets the 2004, 2005 component pay for the Clerk-Treasurer at \$13,200. The motion was approved unanimously.

Fire Chief Ford submitted two appraisals of value for the 1993 Fire Department Grass Buggy at \$7500 and \$8000. The truck is owned by Salamonie Township and the Town with the Town Council considering buying out the Township portion as the truck has been replaced. Further discussion will be held at the next regular meeting of Council.

Discussion was held on Resolution 8-2003, a resolution authorizing transfers between appropriations within Town budgets. Cartwright moved, seconded by Neff, adoption of Resolution 8-2003. The motion was approved unanimously.

Submitted by Morrison was a summary of the 2003 municipal electric billing for a total of \$39,716.29 covering all departments of the Town charged for electric usage. Discussion was held.

Boxell moved, seconded by Neff, payment of annual dues to Huntington County Chamber of Commerce in the amount of \$80. The motion was approved unanimously.

Following discussion, by consensus, purchase and installation of an electric stove for Assembly Hall from DeWeese Appliances at cost not to exceed \$500 was approved.

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Morrison submitted the November financial report and appropriation report. The Utility Software installation has been rescheduled for February 18th resulting in closure of the Clerk-Treasurer's Office on February 18th and 19th. As payment from all Town departments to balance the Payroll Fund due to amendments to insurance coverage and change in insurance companies had previously been approved by Council, Morrison submitted a report of the Payroll Fund. The total payment would be \$386.32 divided among five departments with payment reflected in the Accounts Payable Vouchers.

Bice submitted quotes from Peerless Midwest for cleaning of Wells #1 and #2 at the approximate cost of \$13,000-\$15,000 each. Further discussed was the need to clean and resurface one of the water storage units. Information will be submitted to Greg Guerrettaz, Financial Consultant, for inclusion in the cost of service study being done related to water utility rate amendment. Bice further reported that the road grader is currently being repaired by John Deere (Holt Equipment). Other equipment had been readied for winter weather. Also reported was that 90% of the sewer laterals have been completed or are scheduled to be done. Discussion was held concerning portions of the project delaying completion of the separation project. Council members requested Bice work with the engineer to schedule completion.

Fire Chief Ford submitted the monthly report and expressed thanks to the Warren Area Chamber for hosting the annual Firemen's Association Banquet.

Announcements were as follows:

- December 22 Council
- December 24, 25, 26 Christmas Holiday
- December 31, Jan 1 New Year's Holiday

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

Electric	470-516	\$ 80,247.91
Water	459-509	\$ 21,427.34
Wastewater	352-382	\$255,124.18
Sanitation	18	\$ 3,180.00
General	561-620	\$103,289.26

The motion was approved unanimously.

General discussion was held with Council Members and Clerk-Treasurer being thanked for support of "Winter WarrenLand", the Santa Walk, and the Christmas Lighting project.

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

Submitted _____ Clerk-Treasurer
Marilyn Morrison

Approved by Town Council:

As _____ President As _____ Member
Harold Jones (Absent) Bill Cartwright

As _____ Member As _____ Member
Ron Neff Chod Boxell