

Minutes of Regular Meeting, April 18, 2022

The Town Council of the Town of Warren met Monday, April 18, 2022 in a Regular Meeting at Assembly Hall, Council Meeting Room, 131 N. Wayne St, in accordance with rules of Council and applicable law.

Those present were: Council Members, Steve Buzzard, Carrie Miller, Tavis Surfus, Michelle Schweikhardt; Clerk-Treasurer, Marilyn Morrison; Employees, Lee Poulson, Dennis Spitler; Others.

- Minutes of March 18 Regular Meeting and of Special Meeting of April 11 were approved as submitted.
- Two citizens present stated concern about a mural being placed on the Town owned wall on Wayne Street and requested financing information for the project. Historic Warren Mainstreet Group received a grant from the Huntington County Community Foundation for the project. Council approved adding the mural to the Town Wall in 2021 as the wall does not require any preparation for placing a mural.
- Marshal Spitler submitted the March Activity Report and reported that a citizen had been arrested and charged with theft for tampering with an electric meter after disconnect.
- Fire Chief Poulson reported that Truck #806, grass rig, was in for engine repairs. Estimated cost of \$5800.
- Jeff Souder reported that 2022 has already been a very active month for HCUED with announcements to be made soon.
- Becky Souder of Historic Warren reported that the Indiana Historic Preservation Review Board had approved the group's application to designate the downtown of Warren as a Historic District. The application will now be reviewed by Historic Preservation in Washington D.C.
- Water Project – Well has been drilled. A Progress Meeting with contractors, Engineer, and Town employees/officials is scheduled for April 19th. Submitted for Council review and approval was Pay Order #8 in the amount of \$31,500 to Macquire Iron (Tower). Council approved by consensus. The payment will be made from grant funds.
- A request from General Dynamics on behalf of AT&T for placement of a generator at the Eleventh Street Tower was discussed with Council still in agreement that the request will not be acted on until terms of the AT&T Lease Agreement are discussed.
- Donation of land at the corner of First and Main Street, accepted by the Town Council at a previous meeting, is still in process as attorneys prepare necessary documents.
- Morrison reported that a zoom meeting had been held on April 13th with Greg Guerrettaz and Charlie Joyce of Financial Solutions Group-FSG (Town financial advisors), Scott Canady, Township Trustee, and Morrison regarding financing of a Pumper Truck for the Warren Fire Department. Various financial options were discussed. Next discussion in early May.
- The Town's Comprehensive Plan has been completed and submitted in final draft form by 3A. The document will be submitted to the Plan Commission for review and then returned to Council for adoption.
- Discussion continued regarding property at 826 N. Nancy Street with Marshal Spitler reporting that clean up continued but there had been marked improvement.
- As required by State Statute, the annual Water Audit must be conducted. A report of the operating system, metering, residential count, etc. must be submitted after validation of the study. Surfus moved, seconded by Miller, to hire Commonwealth Engineers to conduct the audit and validate in the amount of \$3,000. The motion was approved unanimously.
- Upon notice from the Sportsman Club that the group was disbanding, the building located within Tower Park has reverted back to the Town. Council commended the group for seventy seven years of service to citizens of the area. Discussion will be held on use of the building.
- A notice of encroachment upon Town Property will be forwarded to the owners of a property at 608 E Third, adjacent to Tower Park, for placement of an invisible electric fence near the walking path. In addition, due to the number of complaints regarding the situation with dogs, Miller moved, seconded by Buzzard, that the Town install a chain link fence between the properties to keep the dogs from menacing those in the Park. The motion was approved unanimously.

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- Recent action of the Indiana Legislature that would repeal the Utility Receipt Tax, a tax on Electric and Water Utility collections paid by the Town, will result in the need to file a rate adjustment. Buzzard moved, seconded by Miller, to approve FSG to proceed with the rate adjustment calculation. The motion was approved unanimously.
- Approval by consensus was given to the Accounts Payable Register in the amount of \$279,511.22.
- Schweikhardt moved, seconded by Buzzard, to approve the annual maintenance software contract with Boyce-Keystone in the amount of \$10,205 which covers Key Data, Utility, Payroll, and Fund units. The motion was approved unanimously.
- Morrison reported that the tentative start date for Invoice Cloud – online bill payment- is scheduled for July 1st. Invoice Cloud and Keystone will be doing the interface work. Training and update sessions with Invoice Cloud will be done by zoom on a once a week schedule beginning the week of April 18th.
- Following discussion with Utility Manager Poulson, Surfus moved, seconded by Buzzard, to accept a quote from Mr. Fix It Right to replace the main door at the Water Plant at the cost of \$5315 which includes fascia, soffit and hardware waiving the need for additional quotes due to the emergency nature of the project. Motion approved unanimously.
- By consensus, Council approved Poulson’s request to solicit quotes for replacement of a door on the Wastewater Treatment Plant and for doors to the main Utility Garage to enlarge the opening for the Bucket Truck.
- Commodity Blenders filed a request to tap into the water system for the mill on 218 E. As the water main runs in front of the plant, the tap was approved. Poulson to work with Mill representatives.
- Surfus requested Council consider purchase of mats to create temporary road ways when Town trucks need to access lawns and landscaped areas. Poulson is to solicit quotes.
- Poulson reported that a lead inventory must be completed by the end of 2024 as Ty Surfus attended a Conference which summarized the requirement. More information will be needed before proceeding.
- A piece of equipment to be used for landscaping and reconstruction of work areas, tilling, as approved by Council has arrived.

The next Regular Meeting of Council is scheduled for Monday, May 9th.

General discussion was held in regard to listing of upcoming projects in 2022 and the Ten Year Project Planning Financial Plan.

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

Submitted _____ Clerk-Treasurer
Marilyn Morrison

Town Council:

As _____ President
Steven Buzzard

As _____ Member
Carrie Miller

As _____ Member
Tavis Surfus

As _____ Member
Michelle Schweikhardt