

Minutes of Regular Meeting, June 14, 2022

The Town Council of the Town of Warren met Monday, June 13, 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.

- Special Order of Business: DCD gave inspection report on status of house at 313 Matilda and recommended 60 days additional added to Consideration of Demolition. Schweikhardt moved that thirty days additional be approved and was seconded by Surfus. Motion approved.
- Ben Adams, Commonwealth Engineers, updated Water Project noting that progress had been delayed even beyond amended original estimates and that cleanup of the project areas was deficient. Council Members stressed that the Tower Park area had to be useable in time of for the July 4th Festival with Adams stating contractors would be notified immediately and to state that the Town Council would consider liquidated damages if immediate progress and cleanup was not done. Morrison informed Council that the OCRA grant had already been extended to August 1st so, in conversation with the Grant Administrator, another extension application will be made.
- Adams discussed proposed Wayne Street Reconstruction Project noting that a PASER Study, street condition rating, must be conducted before application can be made for a grant. Estimated cost is \$5,000 and would rate all streets. More information will be supplied
- Sealed bid opening moved to the July 11th meeting of Council for sale of truck.
- Minutes of the May 9 meeting approved as submitted.
- Marshal Spitler submitted May activity report. Noting that a part time officer, Tom Emely, had retired, an application for the position was submitted. Following review and discussion, Surfus moved, seconded by Miller to hire Daniel Lowes to fill the position. Motion approved unanimously.
- Spitler requested permission to bid out a police vehicle for purchase in 2023 due to the expected delay in delivery. Approved by consensus.
- Spitler requested permission to serve as counselor at Camp Hero. Approved by consensus.
- Poulson, Fire Chief, reported that Marty Sieburns had been added to the Department Roster. Approved by consensus.
- Becky Souder of Historic Warren Main Street submitted a monthly report noting that the application to the National Register of Historic Places had been approved placing the Town of Warren on the Register. Official recognition will be made later in the year. Souder also reported that a grant in the amount of \$5000 had been received from the Indiana Destination Development Corporation for the proposed mural. Souder reported that Historic Warren Main Street had been nominated to participate in Project Spotlight through Beacon Credit Union. Voting will be done in the month of July with a cash donation to winners. More information can be found on Historic Warren Facebook page.
- Pay Orders #6,7,10 for the Water project approved by consensus.
- Final Action on the Town Comprehensive Plan is scheduled on July 13 as the Warren Plan Commission has approved the document.
- Morrison submitted documentation related to the update of the Town's Financial Comprehensive Plan for the next ten years noting that it should be ready to submit to the Financial Consultant by next month for compilation.
- Festival Street Closing were approved by consensus as follows: Second Street from Matilda to Nancy, Nancy Street from First to Second Street except for residents, Main Street from alley to alley between First and Third Street. Streets will close Friday, July 1 and will remain closed until cleared of Festival gear.
- Morrison reviewed preliminary 2023 Municipal Budget Planning and requested Council approval of a budget schedule along with additional pre budget must be submitted to the State by the end of June.

- To comply with action of the State Legislature, Ordinances 2022-1, Water Utility, and 2022-2, Electric Utility were introduced. The Legislature removed the collection of Utility Receipts Tax paid by Indiana Utilities, Water and Electric for Warren. The average residential utility customer will see a combined reduction of approximately .43 to 1.00 per month based on calculations provided by the Financial Consultant.
- Accounts Payable Register was approved by consensus in the amount of \$528,506.06.
- Due to State required Internal Control procedures, Morrison reviewed an update to the monthly submitted financial reports which will now require Council approval and signature. The May report was approved by consensus.
- Invoice Cloud – Training sessions continue with representatives from the online payment company. System work necessary has been completed by Keystone Software and the Town’s IT Consultant. The next training will be a two hour session to review the system and is scheduled for Friday, June 17th.
- Phone system – A replacement phone system has been installed in Town Hall. As the change has been successful, the phones in the Utility Garages and the Police Station will be installed as soon as phones arrive.
- Poulson, as Utility Manager submitted the following:
 - Quotes being requested for sidewalk replacement projects.
 - Only one quote received for fence construction at Tower Park. Second quote coming.
 - All sludge has been cleared from the drying beds.
 - Eleventh Street Storm Drain has been installed.
 - Eleventh Street water tower to be operational by June 20th pending positive test results.
 - Sewer Vacuum Truck still being repaired due to delay in parts.
 - Heritage Pointe Storm Drain projects to be prepared.
 - Request for paving bids have been mailed.
- Morrison reviewed the Heat Advisory/Index policy approved by Town Council noting that the utility hours for Tuesday will be 7 Am to 3:30 pm with restrictions on outside activity with the same procedure possible for Wednesday due to forecast.
- The State Permit for construction of a pavilion in Tower Park is on hold pending information from the contractor which is necessary for approval.
- The next Regular Meeting of Town Council will be July 11th.
- General discussion was held on a listing of properties submitted by a citizen which should possibly be considered to be cited for cleanup. Marshal Spitler reported citation or notice had been given.
- 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