

Minutes of Regular Meeting, September 27, 2021

The Town Council of the Town of Warren met Monday, September 27, 2021 in a Regular Meeting at Assembly Hall, Council Meeting Room, 131 N. Wayne Street, in accordance with rules of Council and applicable law.

Those present were: Town Council, Ethan Stivers, Carrie Miller, Steve Buzzard, and Tavis Surfus: Clerk-Treasurer, Marilyn Morrison, Employees, Brian Sills: others.

President Stivers opened the meeting at 6:00 PM.

Minutes of the Regular Meeting of August 23, 2021 were approved as submitted.

Matt Brinkman, Region 3A, introduced Mark Cullnone, staff member working to develop the Town Comprehensive Plan. A draft document was submitted for Council review and comment. Following that step, public comment will be solicited and addressed and returned to Council for review and adoption.

Jessica Beal of the Huntington County Department of Community Development submitted a report on the work progress at 218 W Third Street. The owner was also present. By consensus and due to the progress to date, the Notice of Demolition was extended until January 10, 2022 at which time progress will again be reviewed,

- The August Fire Department report was reviewed by Council. Due to the resignation of a member due to relocation, the Department is now taking applications for replacement.
- Jeff Souder reported for the Warren Area Chamber noting that the Concert Series for 2021 had been a success and the schedule has been set for 2022,
- Souder also reported for Historic Warren noting that three grant applications were being prepared to meet the anticipated cost of Phase 3 of the Riverside Park Project. Noting that one grant would match up to \$50,000, Souder requested Council reconsider an original donation of \$5,000. Stivers moved, seconded by Surfus, to reconsider and donate a total of \$10,000 from CREDIT funds to be paid in 2022 toward the grant match. The motion was approved unanimously. Estimated cost of Phase 3 is \$137,000. Council, by consensus, also approved a letter of support for a grant application to Huntington County Community Foundation for a grant to support the project.
- An Executive Session was set for October 18<sup>th</sup> at 4:30 for discussion related to sale or transfer of real property and for utility/street employee evaluations.
- Resolution 6-2021, a Resolution adopting the Americans with Disabilities Act and naming of an ADA Coordinator and adopting procedures was unanimously approved with Buzzard making the motion and Surfus seconding. Motion was approved unanimously.
- Resolution 7-2021, A Resolution accepting ADA Guidelines on Accessibility was unanimously approved with Buzzard making the motion, Surfus seconding. Motion was approved unanimously.
- Consensus was given for payment of \$33,250 for payment three to Maquire Iron as part of the Water Tower Project. The invoice will be submitted to State Revolving Loan Fund for payment.
- Sills, Operations Manager, reported that a problem with the existing casing for the water well replacement would be discussed as to whether to drill a new well or to repair the casing. A meeting with the engineer will be held to discuss options.
- Work continues on establishing Invoice Cloud, scheduling a survey for the Scout Cabin property, and collecting data for establishment of a Stormwater Utility.
- Morrison reported a meeting was scheduled with Ben Adams for Tuesday, September 28, for discussion related to the well situation and to discuss updated project costs for the Comprehensive Financial Plan. Needed for completion of the plan, in addition to Adam's work, will be a schedule of vehicle replacement, projects other than those being updated by the engineer, and equipment replacement. The plan will cover the next ten years for planning purposes.
- A draft updated Lease Agreement between the Town and the Conservation Club as had previously submitted to Council members was reviewed and will be submitted to the President of the Club for comment.

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- Due to a glitch in the Gateway System, the August 27<sup>th</sup> adoption of the 2022 Municipal Budget required additional action by Council. As noted by the DLGF Field Representative, certain numbers within the system did not transfer. Buzzard moved, seconded by Miller, to rescind the adoption of Ordinance 2021-17 and moved adoption of Ordinance 2021-27, the 2022 Municipal Budget. The motion was approved unanimously.
- Fall Clean-up days have been set for October 4-9.
- Morrison reported that the 2020 payment from Salamonie Township had not yet been received for Fire Department expenses. Receipt is expected within the next few weeks.
- Resolution 3-2021, a resolution reducing appropriations in the 2021 Municipal Budget to fund the 2022 Municipal Budget was unanimously approved with Buzzard making the motion and Surfus seconding.
- Resolution 4-2021, Transfers from Electric Cash Operating to Electric Depreciation, was unanimously approved with Buzzard making the motion and approval.
- Resolution 5-2021, Adoption of Internal Controls, was unanimously approved with Buzzard making the motion and Miller seconding.
- A request from INDOT for Council concurrence on realignment (reduction) of speed limits on 218 East was submitted for review. Following discussion, concurrence was approved by consensus. The reduction to 35 and 45 MPH will not be in effect for some time and will extend from Nancy Street to County Road 150 East (across from Commodity Blenders Mill site).
- Trick or Treat hours were set for Sunday, October 31 from 6:00 -8:00 pm.
- Wayne Street from First Street to Third Street and Second Street from Wayne Street to Main Street will be closed on Friday, October 29<sup>th</sup> from 5:00 pm to approximately 8:30 pm for the annual Scarecrow Festival.
- The Accounts Payable Register in the amount of \$425,807.37 was approved as submitted.
- Morrison submitted copies of the current Purchasing Policy for Council review prior to it being included in the Internal Controls document.
- Sills submitted the September Activity Report. Submitted was a quote form for concrete curbing at a recently installed catch basin on Second Street. Miller moved, seconded by Buzzard, to approve a quote of \$1800 from Doctor Construction for the project. The motion was approved unanimously.
- The next regular meeting of Town Council will be October 25<sup>th</sup>.
  - General Discussion was held.
  - There being no further business to come before Council, the meeting was adjourned.

Submitted \_\_\_\_\_ Clerk-Treasurer  
Marilyn Morrison

Town Council:

As \_\_\_\_\_ President as \_\_\_\_\_ Member  
Ethan Stivers Steve Buzzard

As \_\_\_\_\_ Member as \_\_\_\_\_ Member  
Carrie Miller Tavis Surfus