

Minutes of Regular Meeting, November 13, 2023

The Town Council of the Town of Warren met Monday, November 13, 2023 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, Tavis Surfus, Michelle Schweikhardt, Jeremy Rufener; Clerk-Treasurer, Marilyn Morrison; Employees, Lee Poulson; others.

Minutes of the Regular Meeting of October 9, 2023 were approved as submitted.

Under Citizens Comment, electric outages were discussed.

Police Report submitted in writing was reviewed.

Poulson, Fire Chief, requested Council permit payment of Annual Fire Compensation on or about December 1st as has been done in the past. Surfus moved, seconded by Schweikhardt, to approve the request and the motion was approved unanimously.

Historic Warren, Jeff Souder, updated projects and thanked the Council for support of 'The Exchange' renovation project. Also reviewed were preparations for the Annual Holiday Walk and Festival of Trees scheduled for November 17th.

Acceptance of the Annual Report of the Redevelopment Commission was by consensus.

Surfus moved, seconded by Buzzard, to approve Utility Improvements, Contract B, Warren Business Park and Huggy Bear Sanitary Sewer and Water Extension bid recommendation from Engineer Ben Adams in the amount of \$373,406.15 from Bunn Excavating of Fort Wayne. Financing will be done through the Tax Increment District in the I-69 area. An Intent to Proceed will be issued. Motion approved unanimously.

Morrison submitted an estimate for the establishment of a Veterans Memorial as discussed previously. Discussion held on a possible location with public access to the site. No decision made.

Mint City, the company contracted for Electric Primary Line Tree/Shrub clearing has requested a payment schedule. Morrison submitted that the Company had agreed to a monthly billing schedule as the Company usually bills by the week. Council concurred.

Morrison reported that the Huntington County School Board would be considering acceptance of an Intent to Purchase document previously approved by Town Council at a meeting on this date. The document would allow procedures which would lead to consideration of purchase of the property at a later date.

No update on Wayne Street Reconstruction Project scheduled to start in April, 2024.

A Bid Notice for replacement of the Nancy Street Lift Station and replacement of Sewer Main has been scheduled to be advertised on Wednesday, November 15 and November 22. Bids will be opened on December 7th by the Engineer and scheduled to be considered by Council at the December 11th meeting.

Ordinances to set Wages/Benefits for 2024 were introduced. Discussion held with Surfus moving, Buzzard seconding to set wage increase at \$1.10 per hour and an increase of \$30 per week on retirement for all employees. Clerk-Treasurer declined raise. Seasonal Labor wages were also reset. Buzzard, Surfus, Schweikhardt voted approval and Rufener abstained.

Submitted was a cost estimate from T&B Powerline for upgrade of electric service for Edgewater Mills in the amount of \$48,862.14. With Edgewater agreeing to pay labor cost of \$17,872.61, the total cost to the Electric Utility would be \$30,989.53. Surfus moved, Rufener seconded to approve the project. Approved unanimously.

Schweikhardt moved, seconded by Buzzard, to approve a three year Rental Service Agreement with Cintas. Motion approved unanimously.

Morrison submitted information from Keystone Software requesting consideration be given to an autorenewal agreement instead of an annual contract. Information would be submitted as has been done with the Council being able to review. Approved by consensus.

Accounts Payable Register in the amount of \$460005.64 was approved by consensus.

October Financial Reports were submitted to Council for review.

Payroll Docket Register was submitted and signed by Council Members.

Town Hall closed on Friday, November 17 for annual Keystone Training.

Poulson explained that a water hydrant had been installed near the Huggy Bear at I-69 as the business will be connecting to Municipal Water and as part the process, a hydrant could be added.

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Poulson reported that the tree/scrub removal to clear primary electric lines was going as scheduled with Mint City. Also reported was that a preconstruction meeting had been held with Brooks Construction and the Engineer for the Wayne Street Project and minor revisions were made to the plan. Submitted was a quote and report from Peerless Midwest in the amount of \$19,400 for cleaning and rehabilitation of Well #1 which would conclude the ten year planned schedule of work on the three wells with installation of two new wells already completed. Schweikhardt moved, seconded by Buzzard to proceed with the project. Approved unanimously.

Miller Construction is proceeding with the permit process of the construction of a pavilion at Tower Park.

The next Regular Meeting of Council is scheduled for December 11.

General discussion was held.

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

Warren Town Council

As _____ President As _____ Member
Steven Buzzard Michelle Schweikhardt

As _____ Member As _____ Member
Tavis Surfus Jeremy Rufener

ATTEST:

As _____ Clerk-
Marilyn Morrison Treasurer