

Minutes of Regular Meeting, September 11, 2023

The Town Council of the Town of Warren met Monday, September 11, 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, Jeremy Rufener, Tavis Surfus: Absent, Michelle Schweikhardt; Clerk-Treasurer, Marilyn Morrison; Employees, Lee Poulson, Dennis Spitler; Greg Guerrettaz, Financial Consultant, and others.

Under Special Order of Business, President Buzzard announced the opening of a scheduled Public Hearing on Ordinance 2023-3, 2024 Municipal Budget and requested Morrison summarize. Requesting public input and hearing none, the Public Hearing was closed. The consideration of adoption of the budget is scheduled for October 9.

President Buzzard introduced Greg Guerrettaz, Financial Solutions Group, to review financial planning for planned upcoming projects – Wayne Street Project, Fire Truck, Sewer Projects within the TIF District, Nancy Street Sewer Project, and Utility Building Project. Noting that in addition to a one million dollar grant from the state, all projects have local cash funds in place so that none will require loans or bonds or rate increases. Guerrettaz stated that the process for funding had been part of a ten year plan of financial preparation.

Mike Haggerty outlined a proposed volunteer work program at Tower Park over three weekends in October including planting trees, power washing, and clearing. Following discussion, Buzzard moved, seconded by Rufener, to approve the plan with a not to exceed cost of \$10,000. Motion approved unanimously.

Marshal Spitler submitted the August Activity Report.

Fire Chief Poulson submitted the August Activity Report. The two pumper trucks have passed the necessary testing procedure. Parking lot at the Station will be sealed on September 13 with trucks to be moved to utility garages for access reasons.

No reports from Warren Area Chamber or HCUED.

Becky Souder of Historic Warren reviewed upcoming community events and noted that a Community Bulletin Board had been installed on the exterior of The Exchange near the entrance.

Morrison reported that work continues with HGAC, Purchasing Cooperative, in regard to purchase of a pumper truck. The process will involve submission of specs to the company for bidding out followed by the need for review of the bids received. Salamonie Township Advisory Board and Town Council would then consider acceptance of a bid if warranted.

Marshal Spitler reviewed actions regarding the feral cat situation at Third and Nancy. He will continue to monitor the situation as twelve cats have been removed.

Based on a recommendation from Engineer Ben Adams, Buzzard moved, seconded by Surfus, to approve release of retainage in the amount of \$7500 to Jackson Construction as testing has been completed on the well and water plant upgrade portion of the Water Upgrade Project. Motion approved unanimously. That payment will complete the project although any problems arising until April of 2024 will be considered warranty.

Morrison submitted and reviewed the Accounts Payable Register in the amount of \$297,326.40. Approved by consensus. Under Financial Reports and after submission of the August reports and, to clear statements which have been made, Morrison reviewed financial tracking of expenditures and revenues noting that the Town has fifty five funds and 164 accounts within those funds. All payments are tracked through that process on State Approved Software on State approved forms and all are shown on the Accounts Payable Register. Also reviewed was the method of writing checks noting that a check cannot be issued without an invoice and involves a process set by state mandated procedures, including approval of Council, except in certain instances such as insurance premiums, utility payments, payroll, payment to avoid late fees and a few more. Bank reconciliements are completed through the same software and are submitted to the State as required.

The August Payroll Docket was submitted and will be acted on in the October meeting.

Utility Manager Poulson submitted an August activity report. Submitted was a request for update and addition of holes to the Disc Golf Course at Tower Park in the amount of approximately \$2700. Buzzard moved, seconded by Surfus, approval of the request and the motion was approved unanimously.

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Poulson submitted a quote/bid form for a tree trimming project and scrub clearance around primary electric lines in the amount of \$128,900 by Tucker Tree Service and a final quote of \$90,626 from Mint City. Poulson recommended that the Mint City quote be accepted due to cost and that the company is certified to work on primary lines and does so for Heartland REMC. Surfus, an electric lineman, commented on the need for the project as it had been discussed two years ago and not completed due to inaccurate bids. Rufener made a motion to table. Motion failed for lack of second. Discussion continued. Mint City will also be able to do the project without interruption of electric service. Buzzard and Surfus requested Poulson provide a schedule of when the project could be done and how long the process would take. Poulson has received one quote for construction of the pavilion replacement at Tower Park and is waiting on at least one more.

The next regular meeting of Town Council is scheduled for October 9.

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(Absent)

As \_\_\_\_\_ Member As \_\_\_\_\_ Member  
Tavis Surfus Jeremy Rufener

ATTEST:

As \_\_\_\_\_ Clerk-  
Marilyn Morrison Treasurer