

Minutes of Regular Meeting, March 20, 2017

The Town Council of the Town of Warren met Monday, March 20, 2017 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, Julia Glessner, Steve Buzzard, Tracey Brown; Clerk-Treasurer Marilyn Morrison; Employees, Lee Poulson, Dennis Spitler; Huntington County Tab reporter and others.

President Glessner announced the opening of the meeting at 5:00 pm.

Minutes of the meeting of February 13, 2017 were approved as submitted.

Mandy Wood, Director of Huntington County Department of Community Development, gave a synopsis of work necessary for development of a county wide FREP (Flood Response and Evacuation Plan) citing that Warren had previously dealt with flooding so somewhat of a plan already exists. An engineering firm has been hired by the County to develop the plan which consists of assessment, analysis of data, and implementation. No schedule of completion was given.

Council reviewed a proposed contract with Commonwealth Engineering for consulting. The contract, as submitted, was the same as in the past two years. Following discussion, Glessner moved, seconded by Buzzard to approve. The motion was approved unanimously.

Morrison reported that a two year update of Fixed Asset data was being done by T.M. Wells Company, the original contractor. Wells will be working with the State Board of Accounts for more clarification on Electric Department purchases as to clarify operating costs and fixed asset costs and will be moving meter purchases to operating costs instead of fixed asset costs. The plan is maintained to meet State mandates. Morrison requested permission to hire a consultant to review and suggest corrections within the former Payroll Fund so that it can be closed out. The discrepancy has existed since the system was updated by Keystone Software. The consultant is a former employee of that company and has expertise in payroll software transfers. Stivers moved, seconded by Glessner, to approve the contract at forty dollars an hour. The motion was approved unanimously. Greg Guerrettaz, Financial Consultant, will be on side on March 23rd for the annual review of records, project planning, and sustainability reporting.

Marshal Spitler submitted the monthly activity report for February and reported that the newly purchased squad car will be outfitted on Wednesday for street use. Discussion was held on sale of the 2006 Tahoe but no definite decision will be made until equipment is removed from the vehicle.

Poulson submitted the February activity report for the Warren Fire Department.

Poulson, as Utility Manager, reported that the ceiling at the Water Plant has not yet been repaired. The recently purchased BobCat is to be delivered in this week. The Second Street sidewalk and street light project planning has been completed. The project will see the installation of three lights on Second Street in an area where there has never been street lighting, installation of additional Electric Pedestals for use during Festivals, etc., and sidewalk replacement due to the installations. Due to the need to have the project completed before the Summer Festival and to facilitate the start of the project, Glessner moved, seconded by Buzzard, to authorize Poulson and Morrison to review the quotes for the concrete work and assign the project. The motion was approved unanimously. As part of the project, four trees will need removed and Council accepted by consensus a quote from Tucker Tree Service in the amount of \$2150. Replacement trees will be planted when the project is complete.

The next Regular Meeting of Council has been rescheduled for April 17th.

The Accounts Payable Register was approved as submitted

General Discussion was held.

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

Minutes of Regular Meeting, March 20, 2017 continued

Submitted _____ Clerk-Treasurer
Marilyn Morrison

Town Council:

As _____ President
Julia Glessner

As _____ Member
Steve Buzzard

As _____ Member
Tracey Brown

As _____ Member
Ethan Stivers