

Minutes of Regular Meeting, August 9, 2021

The Town Council of the Town of Warren met Monday, August 9 July 26, 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, Tavis Surfus: Clerk-Treasurer, Marilyn Morrison, Employees, Lee Poulson, Dennis Spitler, Brian Sills: others.

President Stivers opened the meeting at 6:00 PM.

Minutes of the July 26 minutes were approved as submitted.

Marshal Spitler submitted the monthly activity report.

- In a discussion regarding reinstatement of vacation days and by consensus, Assistant Marshal Caley was given two days, In discussion of the same issue, and with agreement from Sills, his vacation will be calculated by calendar year instead of by the policy currently in place which will continue to be used by all other employees.
- Fire Chief Poulson submitted the monthly activity report. Also reported was that the Department had received an anonymous donation of \$15,000 which will be used toward purchase of equipment. As for the cost of replacing the repeater, no quotes have been received by Huntington County Dispatch. A training will be held at Salamonie School for Huntington County Fire Departments and Samaritan will be landing during that time.
- Warren Area Chamber has two events upcoming: Taste of Warren and Scarecrow Festival.
- Historic Warren has one event upcoming: The Holiday Walk.
- Stivers reported that there were no announcements or action to be taken in regard to the Executive Meeting held prior to the Regular Meeting.
- ADA Compliance – Sills is to be in contact with Ben Adams, engineer.
- Morrison reported no additional invoices since the last meeting in regard to Water Upgrade Project. Sills reported no activity just now but underline equipment has been installed.
- Morrison reported that development of the Town's Comprehensive Plan continues by 3A Development District as work is being done on the zoning and planning sections of the document.
- Submitted for Council review was an outline of services and amended charges as provided by Invoice Cloud, a system which would allow online payments of utility bills at the choice of the customer and at a cost to the consumer, and additional services such as notifications by emails of events or announcements, 24/7 access to personal utility accounts, and more. As Invoice Cloud already interfaces with the existing Utility Billing Software, the set up cost has been waived. Following further review and discussion, Miller moved, seconded by Buzzard to move forward with Invoice Cloud. Miller, Buzzard, Stivers voting for, Surfus voting against. Morrison noted it will be a few months before the system will be operational.
- Morrison reported that the 2021 draw of ARP funds in the amount of \$136,705.27 has been deposited in a Town Account from the Indiana Finance Authority. The second payment in the same amount is scheduled for August of 2022.
- In discussion of the situation with the Scout Cabin and conflict as to ownership of the cabin and following discussion, Surfus moved, seconded by Buzzard, to move forward with legal procedures under advice of legal consul. The motion was approved unanimously.
- In further discussion regarding establishment of a Stormwater Utility, Morrison reported that a review of other communities showed residential rates in the amount of \$5.00 to \$12.00. Morrison also reported that the Town's Financial Consultant had recommended a residential rate of \$5.00 ten years ago and that the Town Engineer had recommended \$6.25 in a report recently reviewed by Council. Following discussion, Miller moved, seconded by Buzzard to institute a Stormwater Utility with a Residential rate of \$6.25 per month with a cap of \$50.00. Users other than residential would have rates determined through size of building and impervious area. Miller, Surfus, Buzzard voting in the affirmative, Stivers voting against.
- A Letter of Notice from Indiana DNR and the Division of Fish and Wildlife was reviewed in which the Salamonie River project/grant project has been closed. Morrison further reported that the Department of the Army had also signed off.

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- Morrison reviewed the Capital Improvement Plan by providing documents from the most recent plan. Along with the utility project planning part of the plan, Sills will also need to provide a project list of equipment, vehicle replace, maintenance schedules, etc. The Fire Department Board will also need to update their schedule that was submitted in 2020 as the Comprehensive Plan was not completed as planned in 2020. The Police and Park Departments will also be included.
- The TRECS program (Tax Refund Exchange and Compliance System) has deposited just over \$1,000 in the Town's Trust Indiana Account. The monies are collected from delinquent utility customers through Individual State Income Tax filings.
- Morrison reported that she, Sills, and Scheiman had met with a representative of Wolverine Power, the current supplier of Electricity to the Town to review the local system, to learn more about Wolverine Power, and to plan for future planning to improve the Town system.
- Introduced was Ordinance 2021-17, an Ordinance to establish a budget for 2022. Morrison reviewed and asked for any comments. As the budget had been discussed at previous meetings, there were none. The Public Hearing and Adoption of the Budget is set for August 23.
- In regard to a request from AT&T to place a generator at the Eleventh Street Water Tower which would possibly need a revision of the lease, Morrison reported she had replied requesting a copy of the most recent lease and stating that the area would not be available for some time due to work on the Tower. No response has been received.
- Morrison reviewed the process of Ordinance Codification, a collection of all ordinances into one volume, and requested approval to continue that update of the current Code Book which is also online. Council approved by consensus. Cost will be determined after American Legal receives documents and will then be submitted for Council final approval.
- Stivers read a letter from the Warren Public Library Board requesting that David Swanson be reappointed for a term to from October 1, 2021 to September 30, 2025. Stivers moved, seconded by Miller, to approve the request. Motion approved unanimously.
- Accounts Payable Register in the amount of \$125,390.19 was approved by consensus as submitted.
- Sills, Utility Manager, submitted the Monthly Activity Report, Buzzard reminded that quotes had not been submitted for tree trimming project has planned. Stivers requested a project planning update. Sills reported it should be available by next meeting. By consensus of Council, Connor Miller is to be offered continued summer employment in 2022, pending his availability. Discussed was disposal of sports lights which will be removed from the Tower Park Diamonds and Tennis Court in late fall. As previous lighting fixtures had been donated to a not for profit, the same method was approved by consensus which notices to be sent out to other Towns.
- The next regular meeting of Town Council is scheduled for August 23.
- 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