

Minutes of Regular Meeting, November 8, 2021

The Town Council of the Town of Warren met Monday, November 8, 2021 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, Ethan Stivers, Steve Buzzard, Carrie Miller, Tavis Surfus (Absent); Clerk-Treasurer, Marilyn Morrison. Employees, Dennis Spitler, Brian Sills; Others..

President Stivers opened the meeting at 6:00 PM.

Minutes of the Regular Meeting of October 25, Executive Meeting of October 25 and Special Meeting of October 25 were approved as submitted.

Representatives of Ness Tree Service and Tucker Tree Service summarized quotes as had been submitted for Tree Trimming under and around electric equipment. Following discussion, neither quote was accepted. Specs for the project will be redrawn.

Marshal Spitler submitted the written October Activity Report. The ordered cleanup of a property at 826 N. Nancy is not progressing. Council requested the owner be notified to attend the November 22<sup>nd</sup> meeting of Town Council.

Fire Chief Poulson submitted the written October Activity Report and reported that Ben Eppard had been added as a member of the department. Council approved by consensus. Also approved by consensus was a request to set the number of members at twenty seven. Markle and Warren Departments will be working together on possible development of a Cadet program.

No Warren Area Chamber report.

Miller, representative to the Huntington County United Economic Development Board of Directors submitted a written monthly report from the Executive Direct.

Becky Souder of Historic Warren reviewed Festival of Trees which will this year feature Ice Sculpturing on November 19<sup>th</sup>. Local businesses will be decorated with trees. Other events highlighting area businesses are a Snowflake Shop Hop from November 19-Dec 15<sup>th</sup> and a Marketplace scheduled later in the season.

Miller moved approval of Resolution 8-2021 relating to Title VI, seconded by Buzzard, which was approved unanimously.

Updates of Water Project by Engineer Adams shows the erection of the Tower is expected to be completed by the end of November but finish work will not be done until May of 2022, rehabilitation work on the Eleventh Street Tower has been delayed until Spring of 2022, and installation of a new well has been delayed by need to relocate which required filing for new IDEM permits. No time line available for well work.

Morrison reported that initial work was well under way on the development of the Ten Year Financial Plan and that the Financial Consultant would be working on site within the next two weeks to review, offer direction, and begin formal development of the plan. Estimated two to three months until final draft.

In review of procedure to fill a vacancy on Town Council which will exist as of December 31, 2021, and following attorney discussion, the following schedule was set. Letters of interest and short resume must be received in the Office of the Clerk-Treasurer by 4:30 PM on Monday, December 13<sup>th</sup>. In an Executive Meeting following the Regular Meeting of December 13<sup>th</sup>, the letters will be reviewed and the number reduced to three. If three letters are not received, the Council will move directly into review of the letters in the Regular Meeting. The Council plan is to announce a decision on that evening so that the person can begin preparation to serve. The appointment is to fill the remaining two years of Ethan Stivers' term.

In a request to close an unimproved section of Adams Street as discussed at previous meeting, the owner is to be notified that the Council will not take action on the request making it the owner's responsibility to petition the Council.

A letter from LKQ-Saturn Wheel was read in which plans to expand operations in Warren which would require upgrade to a 1000KVA were addressed. Work on the facility has begun and the transformer is on site but not yet installed.

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Morrison reported that Brian Kleinpeter, Grant Administrator, had been contacted as part of the process of the financial planning work for availability of grants. In that discussion, it was indicated that another income survey would have to be done for Wastewater Projects as the customer list would be different than the water customer listing. An income survey would be good for four years. Miller moved, seconded by Buzzard to approve a \$4000 contract with Kleinpeter Consulting for an Income Survey of wastewater customers but that work should not be started until early 2022. The motion was approved unanimously.

The Accounts Payable Register was approved by consensus in the amount of \$\$120,956.83.

Morrison reported that destroying of Town records as allowed by State Statute will be done in 2022. The State Schedule for Record Retention/Removal was distributed for Council review listing such items as receipts, payment stubs, etc. Records considered as permanent are filed in fire proof cabinets at Town Hall.

Sills, Operations Manager, submitted the Activity report in writing. Poulson had filed paperwork quoting cost for replacement of a '96 bucket for the Bobcat for removal of sludge and snow. Of the two quotes, only one was relevant and was in the amount of \$1450. Miller moved, seconded by Buzzard, to approve purchase. Motion approved. Submitted was a quote for purchase of two capacitor banks and installation in the amount of \$29540.06, identical cost of the previous replacement project of two others. Buzzard moved, seconded by Miller to approve purchase. Motion approved.

Next Regularly scheduled meeting of Council is November 22<sup>nd</sup>.

Town Hall, Utilities closed on November 11<sup>th</sup> for Veterans Day.

General Discussion was held.

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

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

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

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