

DECEMBER 19, 2018

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Adam Penrod	Cam Kissinger	Anne Myers
Tom Dale	Carrie Mugford	Craig Walters	Bob Sklar
Laura Rager	Matt Mize	Steve Shumaker	Amanda Bridgman
Allen Miracle	Jim Kirk	Aaron Popplewell	

Those absent: Jim Smith. A quorum was attained.

The second December meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on December 19, 2018 at 5:30 p.m., pursuant to notice duly given in accordance with the rules of the Council. The meeting was called to order by council president Chalmer Tobias, who presided.

The agenda was amended by removing new business item #3, the Town/County EMS service contract renewal.

**MINUTES**

Minutes of the 12/05/18 regular meeting were presented for approval. Motion to approve the minutes as presented: Rager/Dale. Motion passes unanimously.

**VISITOR COMMENTS**

Bob Sklar, 116 E Main, stated that as a resident and business owner in this community there is an expectation of weekly trash pick-up as paid for on the monthly utility bill. Sklar remarked that for the 6<sup>th</sup> time this year he is dealing with lack of trash service at one of his properties. Sklar stated that he has made Town Manager Adam Penrod well aware of each instance as well as notifying the utility department. Most recently the trash cans in the alley behind Mr. Sklar's downtown business were missed last week. Sklar feels the town isn't doing anything about the lack of service from a contracted vendor and stated it is the town's responsibility to hold them accountable. Sklar commented that the next contract should have a performance clause with documented consequences because Republic Services is getting paid to perform a service that they aren't. Sklar noted that he has spoken to multiple Republic Services representatives about his concerns but still believes the town should do a better job holding them accountable. Council President Chalmer Tobias will provide a response to Sklar's comments at the following regularly scheduled council meeting.

**UNFINISHED BUSINESS**

1. New Codification Adoption, GO#8, 2018 – Clerk-Treasurer Carrie Mugford read general ordinance #8 by title only. Motion to approve on third reading: Rager/Dale. Motion passes unanimously. Mugford is glad to have this process complete and thanked the council for approving the new codification.
2. 2019 Salary Ordinance, GO #9, 2018 – Clerk-Treasurer Carrie Mugford read general ordinance #9 by title only. Motion to approve on third reading: Rager/Dale. Motion passes unanimously. Again Mugford thanked the council for their support of the employees by approving the salary ordinance as presented.

**NEW BUSINESS**

1. County Law Enforcement Mutual Aid Agreement – Town Manager Adam Penrod explained that the council is being presented a new mutual aid agreement for law enforcement agencies throughout the county. The previous agreement presented and signed in February was handled by the sheriff's department and signed by representatives of law enforcement. At that time North Manchester was the only department to sign the agreement. Wabash County would prefer an agreement signed by the legislative body not law enforcement, therefore, this rendition of the agreement comes from the Wabash County council. A mutual aid agreement between law enforcement is standard procedure in most counties as a way to better use available resources. Motion to approve this law enforcement mutual aid agreement with Wabash City and Wabash County: Rager/Miracle. Motion passes unanimously.
2. Central Dispatch Contract with Wabash County – Town Manager Penrod presented a proposed contract with Wabash County to move our dispatch services to central dispatch. Penrod noted that central started receiving 911 calls from town on December 18. All other dispatch services are scheduled to be transferred on January 2, 2019. Penrod has been trying to work with the county for several months to come to an agreeable contract. There has been disagreement over the estimated additional call volume for central dispatch and the cost of the perceived need for two additional full-time dispatchers. After months of negotiations and studies to glean usable data, this contract is for North Manchester to pay \$73,544 to central dispatch. Penrod confirmed that this is one year contact that will be closely reviewed before renewal next year. Motion to approve the contract with central dispatch as presented: Rager/Miracle. Councilmember Laura Rager asked if the town will receive quarterly reports as requested. Penrod replied that required quarterly reports on call volume is in the contract. Rager asked if central can supply data from 2018. Penrod confirmed that he will get the 2018 numbers when they are available. Penrod acknowledged that if there is a second year with central dispatch, there is a provision in the contract for an increase in our contribution for dispatcher wage increase. However, the entire contract will be reviewed before renewal. Town Attorney Matt Mize remarked that central dispatch will look different over the next few years as computers get integrated into police cars and officers do more on their own. Motion passes unanimously.
3. Town/County EMS Service Contract Renewal – Removed from the agenda.
4. 2018 Utility Account Write-Off – Clerk-Treasurer Mugford presented the 2018 list of utility accounts to be written off. The 2018 list contains two accounts for a total of \$159.44. Mugford praised the work of the utility office for keeping good records and tracking down delinquent accounts. Mugford noted that both account holders on the list are actually deceased. Motion to approve the 2018 utility write off: Rager/Dale. Motion passes unanimously.
5. 2018 Encumbrances, Resolution #13, 2018 – Clerk-Treasurer Mugford presented resolution #13, 2018 as the 2018 encumbrances. The first encumbrance is for the park department to encumber \$50,297 of insurance money for roof repairs that could not be completed in 2018 and are scheduled for spring of 2019. The second encumbrance is for the tree commission to encumber \$5,000 to pay Lewis Tree Service for work that has been completed but not paid for yet. Mugford read resolution #13 verbatim. Motion to approve the 2018 encumbrances: Rager/Dale. Motion passes unanimously.

## **DEPARTMENTAL & COMMISSION REPORTS**

Appointments – Councilmember Laura Rager submitted a list of new appointments for approval:

Tree commission – Dave Good, BZA – Steve Olsen. Motion to approve the new appointments as presented: Miracle/Dale. Motion passes unanimously.

Police Dept. – Police Chief Jim Kirk reported that new laptops for five cars will be installed in January. The computers are paid for by grant and will be a valuable tool for the officers. Chad Pearce was recently hired as the newest patrol officer. Pearce comes to the department with 13

years of military experience. Kody Cook will be sworn in December 20 as a probationary deputy marshal. David McManus has been hired as the final probationary deputy marshal and will start in January. Chief Kirk confirmed that the department will switch entirely to central dispatch by January 2, 2019.

Fire Dept. – Nothing new to report

Code Enforcement – Nothing new to report

Plan Commission – Did not meet. Building Commissioner Steve Shumaker reported that Plan Commission plans to meet in January.

Board of Zoning Appeals – Did not meet. Building Commissioner Steve Shumaker reported that BZA plans to meet in January.

Traffic Commission – Did not meet.

Parks & Recreation – Parks & Recreation Director Jennifer Hotchkiss reported that the new diving board is installed and ready for use.

Town Life Center – TLC Building Administrator Anne Myers reported that she received an official letter notifying her that the Shepard Center group is moving their meetings to the library.

Tree Advisory – Nothing to add

Grow Wabash County – Nothing to report.

RDC – Did not meet.

Medcor – Did not meet.

Solid Waste – Nothing new to report

Storm Water Board – Town Manager Penrod reported that the storm water board met and approved the docket. Penrod stated that another storm water project on Wayne Street and College Avenue was recently completed. The storm drain was full of roots and was a constant source of flooding during rain events. The project replaced 15 feet of pipe that will now remove storm water from the area.

Public Works – Wastewater Superintendent Aaron Popplewell reported that the primary tanks at the wastewater plant are done and running.

Street Superintendent Craig Walters reported that leaf pick up is complete and the trucks have been switched over to be ready for salt and snow.

## **TOWN MANAGER'S REPORT**

Town Manager Adam Penrod thanked all the department heads for the excellent job they do which makes his job easier. There are several new faces over the last few years but everyone is working together. Penrod also thanked the council for working together with him and as a group to accomplish what needs done.

## **CLERK-TREASURER'S REPORT**

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$255,448.81 and the Public Works docket totaling \$40,861.96 were submitted for payment. Motion to pay for our obligations: Rager/Dale. Motion carried by unanimous voice vote of members present.
3. 2019 Meeting Dates – Clerk-Treasurer Mugford asked council to review the calendar provided for proposed 2019 meeting dates. Potential conflicts in January, April and July were discussed. Council agreed to schedule its regular meetings on the first Wednesday of every month except April which conflicts with spring break. The second meeting of December will be December 18, 2019.

**VISITOR COMMENTS**

None

**COUNCIL COMMENTS**

Chalmer Tobias thanked Carrie Mugford for her outstanding record as a clerk-treasurer and thanked Adam Penrod for his role as an active and thorough town manager. Tobias expressed his appreciation for having a council that is engaged with the best interest of the town at heart. Tobias thanked everyone for their support.

Meeting adjourned at 5:56 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

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Chalmer Tobias, President

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Laura Rager, Vice-President

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Tom Dale

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Allen Miracle

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Jim Smith

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ATTEST

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Carrie Mugford, Clerk-Treasurer