

MAY 1, 2019

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Carrie Mugford	Jennifer Hotchkiss	Eric Christiansen
Tom Dale	Matt Mize	Anne Myers	Joe Egner
Jim Smith	Jim Kirk	Steve Shumaker	Sam Knight
Allen Miracle	Cam Kissinger	Brandon Whitcraft	Kent Coble
Adam Penrod	Craig Walters		

Those absent: Laura Rager. A quorum was attained.

The May meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on May 1, 2019 at 7:00 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.

MINUTES

Minutes of the 04/10/19 regular meeting, 04/10/19 executive session, and 04/09/19 work session were presented for approval. Motion to approve: Smith/Dale. Motion passes unanimously.

VISITOR COMMENTS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Asphalt Bid Opening – One bid was received on time at Town Hall. Town Attorney Matt Mize opened the bid from Gaunt & Son Asphalt. The bid packet was complete. Gaunt & Son bid for 2019 street asphalt:

500 ton more/less of 12.5 intermediate binder: \$69.50 per ton

1000 ton more/less of 9.5 surface: \$79.95 per ton

500 gallons of AE tack coat applied: \$3.50 per gallon

The bid was taken under advisement and will be reviewed before the next council meeting.

2. Engineering Contract for Community Crossing Grant – Town Manager Adam Penrod commented that with large amounts of money comes restrictions. Part of the Community Crossings grant work includes replacing crosswalk ramps to ADA standards. Also included is removing and replacing 7 blocks of Wayne Street. All this work requires engineering and surveying. Penrod noted that Jones and Henry Engineering is the firm the town normally works with, but this is outside of their scope of work. Jones and Henry referred APEX Consulting and Surveying. The contract amount is not to exceed \$23,840 which Penrod feels is very reasonable. APEX will put together the bid packet for the Community Crossings work. That is very important because INDOT did not approve of how the bidding was handled last time the town received a grant. Penrod requested council approve the contract. Motion to approve the professional engineering services contract with APEX Consulting and Surveying for not more than \$23,840:

Dale/Miracle. Motion passes unanimously. Penrod noted that the cost of the engineering is a low percentage of a \$600,000 project.

3. 5K Request for Memorial Day – Joe Egner, McKee Mortuary, stated that he would like to partner with the American Legion to have a 5K on Memorial Day. The 5k will be run in the morning and end at the ceremony at Halderman Park. The intent of the run is to bring more awareness to helping the veterans in our community and to bring more people to the Memorial Day ceremony. The money raised will be used for remounting plaques that fall off the veteran's memorial in Halderman Park. In addition, they would like to help at least one veteran per year with living expenses. President Chalmer Tobias confirmed that Egner was asking for council approval of the street closures during the event. Egner affirmed the request. The volunteers putting the event together are from McKee Mortuary. Egner remarked that the event will probably start next year because time is slipping away to get everything done this year. Tobias and other council members encouraged Egner to start the 5K this year and pursue it again next year because it is a great cause. Motion to approve street closures for a Memorial Day 5k as presented: Tobias/Dale. Motion passes unanimously.

4. Annual Tax Abatement Recertification – Clerk-Treasurer Carrie Mugford explained that once a tax abatement is granted for real or personal property the council must certify that the grantee is in compliance and give annual approval. The requests at this meeting come from Oji Intertech with four abatements and PreMedTec with one. TM Penrod commented that the new construction makes it obvious that these companies are moving forward with their planned expansions. Motion to approve the CF-1's as presented: Dale/Miracle. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Report included in packet.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger introduced Brandon Whitcraft as the new driver replacing Mark Roser. Kissinger explained that interviews were conducted with two great candidates. It was a difficult decision, and ultimately Whitcraft was chosen. Tobias welcomed Whitcraft as a new full-time employee and acknowledged his years of work as a part-time driver and volunteer fireman.

Code Enforcement – Report included in packet.

Plan Commission – Report included in packet.

Board of Zoning Appeals – Report included in packet. Building Commissioner Steve Shumaker reported that BZA will meet on the third Monday of May to consider variance request.

Traffic Commission – Did not meet.

Parks & Recreation – Minutes and report included in packet. Park Director Jennifer Hotchkiss reported that CMS Roofing will be at the facility in May to fix the roof as soon as the weather warms up and quits raining. Spring break camp averaged 16 kids per day. Hotchkiss is gearing up for summer camp by interviewing for camp counselors and working on scheduling. Hotchkiss happily reported that all funds have been procured for the new basketball court at the Town Life Center. Hotchkiss has notified Gaunt & Son to begin work as soon as they can.

Town Life Center – Report included in packet. TLC Administrator Anne Myers thanked Carrie Mugford and Miriah Tobias for handling the business of the Town Life Center while Myers was recovering from knee replacement. Myers also thanked Jo and Mick Bowers for taking on extra responsibility in her absence. Myers stated she is “Back in the saddle again”.

Tree Advisory – Report included in packet.

Grow Wabash County –

RDC – Town Manager Penrod reported that the Redevelopment Commission did not meet.

Medcor – Did not meet

Solid Waste – Councilmember Tom Dale reported that nothing has changed at Solid Waste.

Storm Water Board – Town Manager Penrod reported that the Storm Water Board met and approved the docket.

Public Works – Street Superintendent Craig Walters noted that spring cleanup is not being helped by rain but they are trucking right along. The crew is not quite halfway done. Tox-away day is scheduled for Saturday, May 4, from 8-1.

TOWN MANAGER’S REPORT

Town Manager Adam Penrod reported that the current water and wastewater projects have been held up by rain. The wastewater project near Wabash Road required an extra easement to avoid a Duke Energy pole. Both projects will hopefully be underway soon.

Penrod reported that after a meeting with the county surveyor the housing developer got permission to tie stormwater into the county ditch. Penrod recently had a meeting with Crossroads Bank and Kevan Biggs concerning project financing. Penrod reported that the financial documents are being worked on between the bank and developer. The hope is to finalize all financing documents long before the excavation work takes place. That way the only thing holding up the new housing development is the weather.

CLERK-TREASURER’S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$275,734.58 and the Public Works docket totaling \$178,323.88 were submitted for payment. Motion to pay our obligations: Smith/Dale. Motion carried by unanimous voice vote of members present.
3. Special Meeting for Tax Abatement Recertification – Clerk-Treasurer Mugford explained that six companies in town have active tax abatements. Only two were able to get the information gathered and forms ready for this council meeting. Mugford asked for a special council meeting before May 15 to review CF-1’s from the other four companies. Council decided to meet May 13 at 4:45 at the Public Safety building to finish the annual tax abatement certifications.
4. Preliminary Budget Calendar – Clerk-Treasurer Mugford presented a preliminary budget schedule for the 2020 budget cycle. Mugford explained that department heads will be putting together preliminary budgets in June to be delivered to council at the July 3 meeting. Council will need to set a date for a special meeting to discuss the budgets, but that can be done closer to July.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:22 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Chalmer Tobias, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Jim Smith

ATTEST

Carrie Mugford, Clerk-Treasurer