

NOVEMBER 6, 2019

TOWN COUNCIL MEETING

Those present:

| | | | |
|----------------|----------------|--------------------|------------------------|
| Chalmer Tobias | Adam Penrod | Jennifer Hotchkiss | Eric Christiansen - NJ |
| Tom Dale | Carrie Mugford | Cam Kissinger | Steve Shumaker |
| Jim Smith | Matt Mize | Aaron Popplewell | Anne Myers |
| Laura Rager | Jim Kirk | Craig Walters | Brandon Whitcraft |
| Allen Miracle | | | |

Those absent: None. A quorum was attained.

The November meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on November 6, 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, who presided.

MINUTES

Minutes of the 10/29/19 special meeting and 10/02/19 regular meeting were presented for approval. Motion to approve: Rager/Miracle. Motion passes unanimously.

VISITOR COMMENTS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. 2020 Salary Ordinance, GO#7 – Clerk-Treasurer Carrie Mugford read general ordinance #7 verbatim. The 2020 salary ordinance was revised this year to be more inclusive with respect to employee benefits and benefits of elected officials. A 3% salary and wage increase was included as budgeted for. Motion to approve the 2020 salary ordinance as presented on first reading: Rager/Smith. Motion passes unanimously.
2. Acceptance of Chester Heights Final Plat – Building Commissioner Steve Shumaker reviewed the platting process that has been accomplished so far. The Plan Commission has reviewed and signed the final plat design. Once approved and signed by the Town Council, it will go to the Wabash County Recorder for plat numbers to be assigned. Shumaker acknowledged that this has been a long and tedious process, and it is good to have this final piece completed. Motion to approve the Chester Heights final plat: Smith/Miracle. Motion passes unanimously.
3. “Home for the Holidays” Street Closures – Town Manager Adam Penrod presented the street closures request for the Home for the Holidays parade and downtown tree lighting ceremony that will take place November 22. The parade will follow the normal Funfest parade route - down Mill Street, across Main Street, and up Wayne Street. Clerk-Treasurer Mugford explained that the council needs to approve the closure of Main Street so that the action is recorded in the minutes which are attached to the INDOT road closure application submittal. Penrod stated that closing Main Street is a safety precaution for all the people crossing the street to and from the tree

lighting on the corner of Main and Market. The roads should be closed for about 4 hours. Motion to approve the Home for the Holidays street closures: Rager/Dale. Motion passes unanimously.

4. Purchase of New Park Department Truck – Town Manager Penrod explained that Parks Department Superintendent Jennifer Hotchkiss would like to replace the 2000 Chevy plow truck. In the council packet are pictures of the truck showing the amount of rust that has eaten away at the body. Hotchkiss noted that the parks department refers to the truck as the Flintstone-mobile because the floor pan on the driver side is missing. Hotchkiss emphasized that the truck does not have good acceleration and is not safe to drive so it doesn't go out of town. The gas gauge doesn't even work. Hotchkiss and Mugford spoke to Shepherds about a 2020 half-ton double cab. The truck invoice is \$37,241.10 with \$9,600 in bid assistance making the cost \$27,641.10. Hotchkiss stated that the old truck has had some interested buyers. It will be placed for bids after the new truck arrives. Motion to approve the purchase of a 2020 half ton Chevy for the parks department: Rager/Smith. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that the annual haunted police station put on with Manchester University went very well. Over 900 people came through the facility. Officer Ray Houser and Sargent Nate Birch coached the all-inclusive football team at the high school. The team had a winning record and look forward to next season. Officer Isaac Adams applied for an enhanced enforcement grant and the department received \$12,500. This money will be used over the next several months for extra patrols.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that volunteers Delton Moore and Cody Meeks passed mod A training and will be starting mod B. All three pumper trucks passed mandatory testing. The Ford Explorer has been sold to Parkview EMS. The new Tahoe will be striped and lettered next week. Kissinger noted that Officer Cody Cook will be added to the roster as a relief driver.

Code Enforcement – Report included in packet.

Plan Commission – Report included in packet. Building Commissioner Steve Shumaker stated that the plan commission met in October for final plat review of Chester Heights. There is no anticipated activity in November.

Board of Zoning Appeals – Report included in packet.

Traffic Commission – Did not meet.

Parks & Recreation – Minutes and reports included in packet. Park Director Jennifer Hotchkiss reported that the high school girls swim team has started practicing. Next Monday the boys high school swim team will start practicing. November 8 is the first Manchester University home swim meet of the season. The Halloween pumpkin hunt event was held at Town Life Center on October 29. Over 125 people attended in Halloween costumes. The playground at Ogan's landing is coming together nicely. The canoe launch in the river should be taken out this week or next.

Town Life Center – Report included in packet. TLC Administrator Anne Myers reported that 85 Hope opened on Tuesday. 85 Hope provides medical services to residents who are uninsured or

underinsured. The group already has appointments set up for people in town who don't have transportation.

Tree Advisory – Minutes included in packet.

Grow Wabash County – Nothing to report.

RDC – Did not meet.

MEDCOR – Did not meet. Councilmember Laura Rager stated that MEDCOR will meet soon.

Solid Waste – Nothing to report. Councilmember Tom Dale noted that Solid Waste did not have quorum at their last meeting.

Storm Water Board – Wastewater Superintendent Aaron Popplewell stated that the Stormwater Board met to approved the docket and hear updates on the 4th street stormwater project. Knecht Excavating should be starting next week.

Public Works – Reports included in packet. Street Superintendent Craig Walters commented that leaf pickup has started. Applications were accepted for the position of temporary leaf raker. Nine people turned in an application but no one showed up to work. Walters is using town employees on the leaf crew at this time.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod gave an update on the housing addition. The Chester Heights final plat was approved tonight. Star Excavating is done with the dirt work and infrastructure. The road is cut out and stone will be coming soon. The plan is to get asphalt laid on the road yet this year. Asphalt may have to wait till next year depending on the weather in the next few weeks. It's encouraging to have everything utility related done.

The 1100 N project had final walk-through today. The town will be billed for 1/3 of the project cost from Wabash County in the near future. Penrod has received several compliments from people thanking the town for the improvements to 1100 N.

Penrod reported that Wayne Street will be torn up for longer than anticipated. Contractors found 3-4 inches of concrete under the asphalt at the south end of the street. The project engineer is working to determine the best course of action considering the concrete. Also, falling temperatures interfere with road work. Penrod commented that there have been some problems with the contractor getting into underground utilities. That is causing problems and delays.

Penrod mentioned that Parkview EMS included a quarterly report in the council packet. Carla Gebert would like to come to a meeting to give an update and forecasting for 2020.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$358,295.68 and the Public Works docket totaling \$171,070.53 were submitted for payment. Motion to pay our obligations: Smith/Rager. Motion carried by unanimous voice vote of members present.
3. Annual Conflict of Interest Form – Clerk-Treasurer Mugford presented an annual conflict of interest form for her ownership of Round Barn Metal Works, Inc.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:21 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