

DECEMBER 4, 2019

TOWN COUNCIL MEETING

Those present:

Chalmer Tobias	Adam Penrod	Jennifer Hotchkiss	Steve Shumaker
Tom Dale	Carrie Mugford	Cam Kissinger	Bob Sklar
Laura Rager	Matt Mize	Anne Myers	Michael Larson
Allen Miracle	Jim Kirk	Craig Walters	

Those absent: Jim Smith. A quorum was attained.

The December meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on December 4, 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 11/12/19 special meeting and 11/06/19 regular meeting were presented for approval. Motion to approve: Rager/Dale. Motion passes unanimously.

VISITOR COMMENTS

Bob Sklar – 116 W Main Street. Sklar presented his allegations of malfeasance and nonfeasance on the part of the town council, town manager, and town marshal. Sklar commented that local ordinances were recently re-codified and that codification was formally adopted by council. Parking ordinances are part of the approved codification; however, the police are not enforcing downtown parking violations. Sklar read from a prepared statement about the ongoing misconduct of the police department and the failure to adhere to ordinances which he alleges is punishable up to \$2500 per incident. Sklar labeled this inaction as intentional misconduct. Sklar announced that he is putting the North Manchester town council on notice. Police Chief Jim Kirk stated that 69 parking tickets were written in November alone.

Keith Walters with the Wabash County EMA presented council a county-wide hazard mitigation plan. This plan has been worked on for a while with input from all the county public safety agencies. Walters asked council to consider passing a resolution to formally adopt this plan for the town as the county hazard mitigation plan. The resolution will be on the agenda for the December 18 meeting.

UNFINISHED BUSINESS

1. 2020 Salary Ordinance, GO#7 – Clerk-Treasurer Carrie Mugford read general ordinance #7 by title only. Motion to approve the 2020 salary ordinance as presented on second reading: Rager/Miracle. Motion passes unanimously.

NEW BUSINESS

1. 2019 Additional Appropriation Public Hearing & Resolution #3 – Clerk-Treasurer Mugford read resolution #3 verbatim. Mugford is requesting additional appropriations from CEDIT in the amount of \$180,000 to cover the cost of the 1100 N project and \$150,000 from Cinergy Metronet Allocation to cover the expenses associated with the new housing project. Mugford is also requesting a reduction in the Fire Fighting Equipment fund appropriation so that the money can

be appropriated next year. Mugford explained that this is a normal step in the budgeting process. Once the council approves resolution #3 the Department of Local Government Finance will be notified of the appropriation amendment to the home rule funds. Motion to approve the 2019 additional appropriations: Miracle/Rager. Motion passes unanimously.

2. 2019 Utility Write-Offs – Clerk-Treasurer Mugford explained the list of utility accounts submitted for write-off for 2019. The list includes 2 accounts for a total of \$574.71. In both cases the home sold before any action could be taken. Mugford thanked the utility department for the extraordinary effort to keep the list of bad accounts to a minimum. Motion to approve the 2019 utility account write-off: Rager/Miracle. Motion passes unanimously.

3. Reach Alert Proposal – Town Manager Adam Penrod explained the Reach Alert communication system. Reach Alert is used by schools and municipalities to get useful information out to residents. Residents can register themselves online or come to town hall in person to sign up. When signing up residents can add multiple phones and points of contact. Once a message is created, an administrator can send out information to cell phones and emails within seconds. The important and difficult piece is getting people signed up. The system has the ability to send out town wide message or pinpoint down to a specific address. Penrod explained that the first contract is for one year at around \$1 per household which is \$2,250. The town has the option to continue the contract or not. The second year and following years the annual contract is around \$4,000. The contract includes 100,000 messages per year which is only limited to prevent fraudulent activity. Penrod noted that Wabash City and the Town of Lagro have used Reach Alert for years to keep residents informed. The notification system is more direct than social media in getting useful information to residents. Councilmember Laura Rager asked if it is just for emergency situations? Penrod stated that it could be used for all kinds of things like leaf pick up, spring cleanup, or town events. Reach Alert is a one-way communication tool for the residents. Penrod asked for approval to try it for one year. Tobias commented that the system makes a lot of sense for the service it provides. Motion to approve Reach Alert for one year: Rager/Dale. Motion passes unanimously.

4. 2020 Calendar – Clerk-Treasurer Mugford provided a 2020 calendar with potential meeting dates noted. Council discussed any possible conflicts. 2020 is actually an easy year with little to no holiday conflicts. Motion to approve the 2020 calendar as presented with all meetings scheduled on the first Wednesday of the month: Rager/Dale. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None at this time. December 18 will have several.

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that the department has hosted groups of preschool kids from Wabash Metro on tours. K9 Strider underwent surgery to tack his stomach in place after a severe bout of flu. Strider is not back to work yet but will be soon. The officers have been very active with search warrants.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that November was a slow month. The volunteers voted to add three probationary firefighters at the last meeting. The officers stayed the same as last year. Kissinger noted that one thermal imaging camera has been replaced.

Code Enforcement – Report included in packet. Building Commissioner Steve Shumaker had nothing to add beyond report included in the packet.

Plan Commission – Did not meet.

Board of Zoning Appeals – Did not meet.

Traffic Commission – Did not meet.

Parks & Recreation – Minutes and reports included in packet. Park Director Jennifer Hotchkiss happily reported that the new Parks Department truck has been ordered from Shepherds Chevrolet. It will be delivered after the New Year. The aquatic facility is now accepting a new reimbursement program called Silver and Fit from participants. Havel has been at pool all week repairing the dessert air system which needed two new circuits for a compressor. Hotchkiss emphasized the need to have the dessert air fixed so the air quality can be monitored to figure out the ongoing roof issues. Two benches and a trash can will be ordered and placed for the new basketball court at Town Life Center.

Miracle asked about a replacement plan for fitness equipment. Hotchkiss reported that she is meeting with a sales rep to review annual maintenance reports and discuss options. Hotchkiss plans to investigate purchasing vs leasing the equipment.

Town Life Center – Report included in packet. TLC Administrator Anne Myers noted that 85 Hope will have an open house on Sunday, December 8, and would appreciate everyone stopping by to see the setup.

Tree Advisory – Nothing to report. Will meet in January.

Grow Wabash County – Nothing to report.

RDC – Did not meet.

MEDCOR – Councilmember Laura Rager stated that MEDCOR met to discuss the purchase of a property in poor shape in order to remove the blighted property from an upwardly trending neighborhood. Possibilities for the land at 308 S First Street were discussed. A couple of the options discussed were redevelopment into a building lot or a park area. MEDCOR approved moving forward with the purchase of the property and razing the building.

Solid Waste – Nothing to report.

Storm Water Board – Town Manager Penrod reported that the West Fourth Street storm water project is almost complete. One man hole is yet to be delivered and installed.

Public Works – Reports included in packet. Street Superintendent Craig Walters stated that the crew should be done picking up leaves on Friday. So far 179 loads of leaves have been taken to the pile at the industrial park. Tobias expressed his admiration of the employees working on the leaf crew.

TOWN MANAGER'S REPORT

Town Manager Adam Penrod gave an update on the Chester Heights housing addition. The street curbs are installed. The asphalt for the roads should be put down tomorrow. The unseasonable warm weather is helpful in keeping the project moving forward.

The asphalt put on Wayne Street as part of the Community Crossing grant is drivable. The surface layer will be done in the spring. Walnut Street and Mill Street resurface will also be done in the spring.

Penrod, Laura Rager and Carrie Mugford met with representatives from the other Wabash County municipalities to discuss a county wide comprehensive plan. This group was brought

together by the Wabash County Community Foundation and Grow Wabash County. The intention is to keep aware of projects in other communities and possibly work together on grants and collaboration. The group will consist of two members from each municipality and the county. They plan to meet at least once a month.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$215,787.02 and the Public Works docket totaling \$975,402.57 were submitted for payment. Motion to pay our obligations: Rager/Miracle. Motion carried by unanimous voice vote of members present.
3. Annual Elected Officials Contracting and Nepotism Forms – Mugford asked each council member to sign the annual nepotism and contracting forms. These are annual declarations that the elected official is not supervising or contracting with a direct relative. The signed forms will be kept in town hall for review during the audit process.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:36 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Allen Miracle, President

Jim Smith, Vice-President

Tom Dale

Laura Rager

Gary Montel

ATTEST

Carrie Mugford, Clerk-Treasurer