

APRIL 1, 2020

TOWN COUNCIL MEETING

Those present:

Allen Miracle
Jim Smith
Laura Rager
Tom Dale

Gary Montel
Adam Penrod
Carrie Mugford
Matt Mize

Aaron Popplewell
Cam Kissinger
Jennifer Hotchkiss

Eric Christiansen
Rob Burgess
Steve Shumaker

Those absent: None. A quorum was attained.

The April meeting of the North Manchester Town Council was held virtually through the ZOOM app in North Manchester, Indiana, on April 1, 2020 at 5:00 p.m., pursuant to Governors Directive 20-09. The meeting was called to order by Council President, Allen Miracle, who presided.

MINUTES

Minutes of the 03/04/20 regular meeting were presented for approval. Motion to approve the minutes as presented: Rager/Dale. Motion passes unanimously.

VISITOR COMMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Open Trash Contract Bids – Town Manager Adam Penrod confirmed that 2 bids were received on time one in person and one emailed. Penrod will distribute a bid tab once the bids are opened and reviewed. The bid price is per unit per month and were as follows:

Republic Service: Trash \$9.86, Recycling \$4.87

Advanced Waste Disposal: Trash \$11.23, Recycling \$6.50

Both bids will be taken under advisement and reviewed. Penrod will bring a recommendation to the May council meeting. Motion to take bids under advisement: Rager/Dale. Motion passes unanimously.

2. Baker Tilly Continuing Disclosure Contract – President Allen Miracle stated that this contract with Baker Tilly is to complete the required continuing disclosure requirements for the downtown sidewalk lease involving the Redevelopment Commission. Clerk-Treasurer Mugford expressed her appreciation for the council allowing Baker Tilly to complete this work. Motion to approve the Baker Tilly Continuing Disclosure contract: Rager/Dale. Motion passes unanimously.

3. Town Life Center Lease Extension – Town Manager Adam Penrod explained that the town leases the Town Life Center from Historic Landmarks. The lease expired at the beginning of the year, but Historic Landmarks would like to extend the current lease for another 5 years. Motion to approve: Rager/Dale. Motion passes unanimously.

4. Arbor Day Proclamation – President Miracle read the proclamation verbatim declaring April 24 as Arbor Day in North Manchester.

5. Waiver of Utility Penalties, Resolution #3, 2020 – Town Manager Penrod explained that one of the recent directives from the Governor prohibits utility shutoffs. This resolution goes along with that and demonstrates that the town realizes residents may be facing difficult times right now. Waiver of penalties will be through July 15 but can be extended if necessary. This does not mean that bills aren't due, but there won't be penalties for late or nonpayment. Clerk-Treasurer Mugford explained that this is for bills due and payable up until July 15. On July 16 penalties will be applied to the most recent unpaid bill. Councilmember Laura Rager commented that this is similar to what other utility companies are doing right now. Councilmember Jim Smith clarified that April, May and June utility bills will not be penalized. Councilmember Tom Dale remarked that this may need extended once the extent of this health emergency is realized. Mugford clarified that this resolution covers bills that are due in April, May and June and has nothing to do with the time frame the water is used. Payment arrangements will still be allowed for those falling behind. Motion to approve resolution #3: Rager/Dale. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – None.

Police Dept. – Report included in packet.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that fire runs have reduced during the health emergency. The fire department is working with Parkview on proper protocols for emergency scenes.

Code Enforcement – Report included in packet.

Plan Commission – Did not meet.

Board of Zoning Appeals – Did meet. Report in packet

Traffic Commission – Did not meet

Parks & Recreation – Report included in packet. Parks and Recreation Director Jennifer Hotchkiss reported that there are lots of maintenance projects happening while the facility is closed to the public.

Town Life Center – Report included in packet.

Tree Advisory – Minutes included in packet.

Grow Wabash County –

Redevelopment Commission – The RDC met March 18.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

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

Public Works – Reports included in packet.

TOWN MANAGER’S REPORT

Town Manager Adam Penrod reported that the countywide comprehensive plan is moving forward. Multiple firms are submitting proposals. Penrod will represent the town and work on vetting the proposals. Hopefully a firm will be chosen and work beginning in August.

Penrod received two quotes to remove the house at 308 S First Street. Eades and Son quoted \$8,100 and Tim Moyer quoted \$3,800. Moyer will tear down the house, back fill, and prep the property for future use.

Spring clean-up has been postponed until early June per the request of Republic Services. Penrod will notify everyone when a date is set for that to happen.

Penrod has been asked to participate in a community task force made up of business leaders and local healthcare providers. The group is looking at various scenarios surrounding the pandemic. Webb Pharmacy has obtained a large supply of PPE and hand sanitizer. Penrod plans to make a video for Facebook reminding everyone to help each other by following the governor’s directions.

CLERK-TREASURER’S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$339,386.96 and the Public Works docket totaling \$151,799.80 and a Parks Department docket totaling \$49,700.45 were submitted for payment. Motion to pay our obligations: Smith/Rager. Motion carried by unanimous voice vote of members present.
3. Financial Update During Pandemic – Clerk-Treasurer Mugford confirmed that there will be a financial impact from this health emergency but it is not yet determined. The growth quotient will likely be lower for the next 6-7 years. Distributions tied to income taxes will be lower. Mugford is monitoring information as it becomes available and staying in contact with state officials. Mugford mentioned the work done over the past several years to put the town in a better cash position. This work will help the town ride out this situation and fare better than some other communities.
4. Annual RDC Report – Clerk-Treasurer Mugford stated that the annual Redevelopment Commission Report is a part of the council packet. There is no action needed but providing it to the legislative body is part of the annual reporting requirement.

VISITOR COMMENTS

None

COUNCIL COMMENTS

Miracle remarked that he has asked the clerk and deputy clerk to increase the town’s Facebook page activity to make sure people are aware of the information and resources available to them.

Meeting adjourned at 5:33 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