

Minutes of Regular Meeting, April 10, 2023

The Town Council of the Town of Warren met Monday, April 10, 2023 in a Regular Meeting at Assembly Hall, Council Meeting Room, 131 N. Wayne St, in accordance with rules of Council and applicable law.

Those present were: Council Members, Steve Buzzard, Jeremy Rufener, Tavis Surfus, Michelle Schweikhardt; Clerk-Treasurer, Marilyn Morrison; Employees, Lee Poulson, Dennis Spittler; others.

Under Special Order of Business, Ben Adams, Commonwealth Engineering, updated the water improvement project noting that the newly installed well should be online by the end of the week which would complete the project. Proposed Wastewater projects are being finalized including replacement of the Nancy Street Lift Station and the Huggy Bear Lift Station. Submitted was a task order in the amount of \$252,800 for engineering of the Wayne Street Reconstruction Project to facilitate moving forward immediately if a grant to the Community Crossings Grant through INDOT is awarded. Buzzard moved, seconded by Surfus. Motion approved unanimously.

Citizen inquired about paving of Tenth Street.

- Marshal Spittler submitted March Activity Report and submitted a quote from Copsgear for purchase of a police radio at the cost of \$3116.45. Following discussion, Surfus moved, seconded by Rufener, to approve the request. Motion approved unanimously.
- Fire Chief Poulson submitted March run report. Scheiman has been elected to serve the department as secretary/treasurer. Council concurred.
- Jeff Souder, Warren Area Chamber, reported that Phase III of Riverside Park is progressing with completion expected by end of April.
- Jeff Souder, Historic Warren, reported that a fund raiser was underway and displayed a brochure developed by a college student as a class project which showcases the Town.
- HCUED – No report.
- Following discussion, Resolution 2-2023, a Resolution adopting an Amended/Updated version of the Town of Warren Personnel Policy was submitted for consideration. Buzzard moved, seconded by Schweikhardt, to approve. Approved unanimously. Policy goes into effect immediately.
- Based on recommendation from Greg Guerrettaz, Financial Solutions Group, discussion was held on moving forward with a 10% water rate hike with preparation of an ordinance. Approved by consensus.
- Submitted was the annual maintenance update with Keystone Consulting, supplier of municipal software for the Town, in the amount of \$11,115.00, an increase of \$1560 from 2022 due to the Invoice Cloud addition. Following discussion, Buzzard moved, seconded by Schweikhardt, to approve the invoice. Voting for: Buzzard, Surfus, Schweikhardt. Abstaining: Rufener. Invoice approved.
- The 2022 TIF annual Report has been filed with the State as required.
- Town-wide Clean Up is scheduled for May 1-6.
- Submitted for consideration was the Accounts Payable Register in the amount of \$1506608.56. Approval by consensus.
- A meeting with Greg Guerrettaz, Financial Solutions Group, is scheduled for April 14<sup>th</sup> with Salamonie Twp Trustee and Morrison for further financial planning regarding proposed purchase of a fire truck for consideration of Town Council and Advisory Board.
- Utility Manager Poulson submitted an invoice from Bolinger Excavating for work done on the SR 218 Water Leak. Surfus moved, seconded by Buzzard, approval of the invoice in the amount of \$18,572.10. Approved unanimously.
- Poulson reported that Bolinger Excavating had offered \$18,000 to purchase the Town's vac truck which has been replaced. Following discussion, Surfus moved, seconded by Buzzard, to approve the sale. Voting in favor: Buzzard, Surfus, Schweikhardt. Abstaining: Rufener, Motion carried.
- Morrison reviewed the method of bank reconciliation used through the Keystone Software Program, reviewed in detail the reconciliations for Utilities and General Funds for January and February, and reviewed the reports to back those forms. As no questions were asked, Morrison submitted the form to be signed by Council that those statements had been reviewed and accepted. Surfus moved to accept, Buzzard seconded. Voting for: Buzzard, Surfus, Schweikhardt. Abstaining: Rufener. Motion carried.

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In general discussion, a Special Meeting was set for Monday, April 17<sup>th</sup> to begin discussions on hiring of employees to fill future vacancies.

- There being no further business to come before Council, the meeting was adjourned.

Warren Town Council

As \_\_\_\_\_ President As \_\_\_\_\_ Member  
Steven Buzzard Michelle Schweikhardt

As \_\_\_\_\_ Member As \_\_\_\_\_ Member  
Tavis Surfus Jeremy Rufener

ATTEST:

As \_\_\_\_\_ Clerk-  
Marilyn Morrison Treasurer