

Minutes of Regular Meeting, February 13, 2023

The Town Council of the Town of Warren met Monday, February 13, 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 Spitler; others.

Under Special Order of Business, Greg Guerrettaz, Financial Solutions Group, submitted and reviewed a proposed financial plan for use of American Fiscal Recovery Funds (ARPA). A plan must be filed before the Federal Distribution Funds may be used. Also reviewed was a Discussion Draft of Financial Planning and Use of Funds to support projects being proposed for 2023. Additional information will be added as project planning continues and status of grant applications which have been filed becomes known.

- Marshal Spitler submitted the January activity report and reported that it is expected that the police vehicle on order would be received in late April and put into service in May.
- Fire Chief Poulson submitted the January activity report and reported on vehicle repair.
- Rufener reported that Warren Area Chamber of Commerce Taste of Warren is scheduled for March 4th at Dogwood Glen Golf Course. Tickets are available.
- Jeff Souder of Historic Warren submitted a request for \$10,000 to be used toward a \$44,943 project for structural repairs to The Exchange (formerly PNC Bank Building). Buzzard moved, seconded by Schweikhardt, to approve the request with payment from CEDIT monies on hand. The motion was approved unanimously. A contract will be prepared.
- An Intent to Purchase document for purchase of land as revised by Attorney Garrott was reviewed with discussion notations from the attorney. A special meeting has been scheduled for Monday, February 27th for more detailed discussion regarding the document.
- A generator is to be installed at Town Hall on Monday, February 20th as part of the newly installed HVAC system. It had been delayed due to availability.
- Submitted to Council was notification that the necessary account for transfer of Opioid Funds to Huntington County Community Foundation is now in place. As transfer of Restricted Opioid Funds had been previously approved by Council, Morrison requested authorization to make the transfer of \$2878.42. Council concurred.
- Update to the Personnel Policy continues with the next discussion with the attorney scheduled for February 16th.
- Submitted was email notification from Engineer Ben Adams that an additional time extension on OCRA grant monies would need to be filed as another delay of delivery of equipment would not meet the current extension of March 1st. Grant Administrator of the project, Mike Kleinpeter, will be filing the request for extension.
- Ordinance 2023-1, Capital Asset Policy, was introduced. The ordinance is necessary to be in line with State Board of Accounts requirements which have been updated in recent years.
- Resolution 1-2023 was submitted for consideration of Council on recommendation from the financial consultant to move funds in Water, Sewer, and Electric Cash Operating Accounts to Depreciation Accounts in preparation for project funding. Buzzard moved, seconded by Schweikhardt, to adopt the Resolution. Motion approved unanimously.
- The 2023 Electric Consumption Report was submitted by Morrison noting that 95% of KW's purchased by the Town had been resold to end users.
- Submitted to Council was an email from Innovative Technology Group, Bob Peters, IT consultant, noting that the current server will no longer be supported by Microsoft as it is a 2012 version. Keystone, software supplier to the Town, will no longer be able to support the system after October 2023. When Dell Computer was contacted it was found that the 2012 system could not be updated. Submitted was a quote from ITG for purchase and installation of a server at the cost of \$9619.00 which would include transfer of all Keystone Programs. The quote was accepted by consensus.
- The Accounts Payable Register in the amount of \$605,943.53 was approved by consensus.
- The January Payroll Docket was approved as submitted by consensus.

