

Minutes of Regular Meeting, November 9, 2020

The Town Council of the Town of Warren met Monday, November 9, 2020 in a Regular Meeting at Assembly Hall, Council Meeting Room, 131 N. Wayne Street, in accordance with rules of Council and applicable law.

Those present were: Town Council, Ethan Stivers, Carrie Miller, Steve Buzzard, Present electronically but not voting was Council Member Tavis Surfus; Clerk-Treasurer, Marilyn Morrison; Employees, Lee Poulson, Ty Surfus, Brian Sills, and others.

President Stivers opened the meeting at 5:00 pm.

Jessica Beal of the Huntington County Department of Community Development reported on property inspections at 313 Matilda, 319 Matilda, and 218 W. Third. Also commenting was Brandt Ricker of the Board of Health. A demolition order on the 313 Matilda property had expired. Ricker reported that there had been no improvements on the structure and in fact, the structure had deteriorated. Reported was the porch structure at the 319 Matilda site was in need of work. Ricker reported that the structure at 218 W. Third Street had a tarp over an area of the house but the building was not secured to prevent rodents entering. In addition, there had not been any work at the site for some time. Following discussion, Miller moved, Buzzard seconded, to have DCD proceed with orders of demolition on the 313 Matilda and 218 W. Third properties. The motion was approved unanimously.

Submitted was a proposed Agreement of Payment previously approved by Council and as submitted on October 30, 2020 to Golfo following input of data from the Town Compliance Engineer. The five month payment plan for surcharges owed the Town due to extreme loading of the Wastewater Treatment Plant due to lack of Pretreatment was outlined and discussed. No Golfo response has been received as of this date. Also submitted was notice from Golfo that installation and operation of Pretreatment is not expected until December, delaying their proposed compliance. Council will discuss action on nonpayment giving Golfo thirty more days to respond to the Payment Plan.

A timeline for the next steps in the OCRA Grant, Water Tower, was submitted from the Grant Consultant. The project must be bid by February 9, 2020. The financial package will then be finalized and submitted to the State Revolving Loan Fund for authorization.

A Services Agreement from Cardno, approved contractor for the removal of the dam in the Salamonie River, was submitted for consideration. Buzzard moved, seconded by Stivers, to sign the Agreement. The motion was approved unanimously. The information will be submitted to the DNR so that the project can go forward. An onsite meeting is scheduled for November 19th with Cardno, DNR, Town Officials, and others involved in the process. It is still expected that the project will be completed by the end of 2020.

Discussion was held on addition of vision insurance to the Employee Benefit Package with Companion Life. The cost per employee would be \$6.58 per month adding \$59.22 to the current monthly charge for coverage. Following discussion, Stivers moved, seconded by Buzzard, to approve the policy change. Stivers and Buzzard voting in the affirmative with Miller voting against. Due to the lack of quorum of elected Council Members, the motion failed.

Collection of electronics has been set for the week of November 16th. The collection will be for Town of Warren residents only.

The State has extended the due date for completion of a Water Systems Audit by all systems within the State. Commonwealth Engineering is completing the Town's plan as it must be certified.

The December Council Meeting was rescheduled to December 21st to allow extra time for actions necessary for end of year.

Stivers outlined his plan for year-end Employee Evaluations noting the procedure would not change from what had been done before. Stivers will work with Sills and Marshal Spitler to schedule the times. In addition, Stivers asked if Council would consider meeting with Sills and Spitler to discuss with each the operations of each of their departments. In addition, a meeting will be held with the Clerk-Treasurer to do the same.

No reports given for Chamber and HCUD. Discussion was held that a new downtown business would be opening soon, Studio 7Nineteen. The business is located at the former site of Kim's Katered Affair.

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Morrison reported that the installation of a new phone system was not going well as line interference was an issue. The consultant continues to work on the problem. Also reported was that the part-time Utility Clerk would return from maternity leave on December 15th. Submitted for Council review and discussion was the Accounts Payable Register which was approved by consensus. Also submitted for Council review and comment was the October Financial Report. No discussion. CARES Act monies were received and deposited as outlined previously. The week of November 14th will see three days of training for the Clerk-Treasurer and Deputy. Although the office is usually closed to allow attendance at those sessions, this year's will be virtual so the office will not close. Two days are computer system update training and one day is State Board of Accounts training.

Discussion was held on protocol related to COVID. Miller moved that temperature of each employee be taken at the beginning of the day. The employee must have a temperature less than 100.4 to remain at work. A basic written protocol is to be written by Morrison based on Miller's submitted documents for Council review.

Fire Chief Poulson stated that no update had been received about the radio grant received by entities in the County. The match will be met by all the communities and county, Warren's total not known at this time. By consensus, Council approved payment of 2020 Firemen Compensation by December 1st.

Sills submitted the monthly activity and project report. Discussed was status of a sewer camera and sewer vacuum truck. Council took no action on either. Reviewed was a list of vehicles with attached information as to age, mileage, etc. Submitted was an invoice from Heartland REMC offering the sale of six new transformers no longer used within that system and at a quoted total price of \$5235.66. Citing that the Town system has use of the transformers and as the price reflects a substantial discount, Sills requested consideration of purchase. Buzzard moved, seconded by Stivers, approval of purchase. The motion was approved unanimously.

Poulson, Wastewater Plant Manager, requested final approval of purchase of chains in the amount of \$28,000 to continue the upgrade of the Plant. The replacement membranes have been installed with only the chains left to replace. Miller moved, seconded by Buzzard to approve the purchase. The motion was approved unanimously.

Council Overview Session for Internal Controls was cancelled due to the length of the meeting.

There was no discussion under Council questions and discussions.

The next Regular Session of Council is scheduled for December 21st.

The meeting was adjourned at 7:25 P.M.

Town Council, Town of Warren, Indiana

Signature

Ethan Stivers	Aye	<input type="checkbox"/>
Nay <input type="checkbox"/>		
Abstain <input type="checkbox"/>	<input type="checkbox"/>	_____

Steve Buzzard	Aye	<input type="checkbox"/>
Nay <input type="checkbox"/>		
Abstain <input type="checkbox"/>	<input type="checkbox"/>	_____

Carrie Miller	Aye	<input type="checkbox"/>
Nay <input type="checkbox"/>		
Abstain <input type="checkbox"/>	<input type="checkbox"/>	_____

Tavis Surfus	Aye	<input type="checkbox"/>
Nay <input type="checkbox"/>		
Abstain <input type="checkbox"/>	<input type="checkbox"/>	_____

Attest:

Marilyn Morrison Clerk-Treasurer
