

Minutes of Regular Meeting, June 14, 2021

The Town Council of the Town of Warren met Monday, June 14, 2021 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, Tavis Surfus: Clerk-Treasurer, Marilyn Morrison. Employees, Dennis Spitler, Lee Poulson, Brian Sills: Others.

President Stivers opened the meeting at 6:00 PM and announced the opening of a Public Hearing regarding the Water Upgrade Project. Neal Brook of Kleinpeter Consulting noted the Hearing was being held to meet the requirements of the OCRA Grant being used in the project. The hearing had been delayed from 2020 due to the COVID situation. Following review and asking for public input and hearing none, the Hearing was closed.

Minutes of the May 10, 2021 meeting were approved as submitted.

Clint Rosen was present to discuss his interest in the purchase of 218 W. Third, a property currently under a demolition order with the current owners with a timeline of July 26th, He requested that the timeline be extended for 90 days to allow time for rehabilitation of the property. Following discussion, Surfus moved, seconded by Buzzard to allow the time extension with report due September 20, 2021. Motion approved unanimously. DCD will prepare the necessary paper work to amend the notice for action at the next meeting of Council.

- The potential purchaser of Town owned property on Eleventh Street has reported the filing for rezoning of the parcel.
- Morrison reported that six invoices have been paid within the Water Project for a total of approximately \$180,000. Sills reported that construction underway was installation of concrete pads for the new tower at Tower Park. The well construction and the maintenance of the 11th Street Tower has not started.
- Comprehensive Plan – 3A is continuing with compilation of data.
- Medical Insurance – PHP Renewal at 19%. Miller moved, seconded by Buzzard to approve renewal of current policy. One company has declined to quote on the medical benefit package due to claim history. A second company should have quote in by next meeting. Miller requested further discussion on action which could be taken to reduce insurance costs including increasing employee share of premium cost and adjustment to the annual HSA payment.
- Summer Hours Policy – Following discussion, by consensus, it was determined that hours for utility employees will not be adjusted for heat index days but a policy will be written based on OSHA recommendations for adjustment of work load on such days.
- Following discussion, by consensus, it was determined to proceed with planning for a mural on the wall on NAPA next to the Town owned property on Wayne Street. The Town owns the wall. It will be a community project in conjunction with Historic Warren.
- A surveyor is needed for the Scout Cabin property as the last survey was not completed and the surveyor is no longer available. Morrison requested input from Council as those contacted do not do business in Huntington County due to work loads. Ben Adams, Engineer, added that if an area surveyor is not found he would be able to make suggestions. Stivers will be contacting the property owner as to reported problems which have arisen for those using the Cabin.
- Morrison requested that Council authorize her and Ethan to make a decision on a purchase necessary for Town upgrade of services to an entity which does not want a public statement made at this time. Quotes are available for the purchase. Buzzard moved, seconded by Miller to approve the request in an amount not to exceed \$30,000. Motion approved unanimously
- The family of a local resident, Janice Brown, recently deceased, has requested permission to place a bench and a tree near the War Memorial in Tower Park. Miller moved approval, Buzzard seconded and motion approved unanimously
- An initial request to close an alley running from SR 218 to the Knight Bergman Parking area was submitted. Decision put on hold pending input from KBC.

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- Discussion was held on a request to place a concrete ping pong table in Riverside Park. Following presentation and discussion, President Stivers requested a motion to approve the request. As no motion was made, the request denied.
- Jeff Souder, President of HCUED, gave an update report detailing that several projects are ongoing within the County with some to be announced shortly.
- Accounts Payable Register – approved as submitted in the amount of \$372,424.66.
- Morrison submitted the May financial reports and the May payroll report.
- Morrison submitted a draft contract provided by Invoice Cloud, a service for making payments online as well as other features. Reviewed was the scope of the service as well as the ability to link to other sites. Decision delayed for Council review of the document.
- Morrison submitted information related to the development of the 2022 budget and the calendar was set for an August 9th Public Hearing and August 23rd consideration of adoption. Reviewed were terms used in budget discussion, review of tax funds and current levies, and general procedure. The Town’s current Assessed Value is currently \$32,553,938.
- Morrison requested to make adjustments to clear outstanding revenues and disbursements which have accumulated over the past ten years as the new software form being used to reconcile the General Funds prints a clear listing for Council Review. Council consensus approval given to the report as submitted including making \$704.70 miscellaneous deposits and \$33.96 to clear unknown disbursements.
- Marshal Spitler submitted the May Activity Report.
- Fire Chief Poulson submitted the May Activity Report.
- Sills, as Utility Manager, reported that a hydrant had been hit at First and Main Street. When it is replaced, the location will be moved further back from that site.
- Sills reported a need for a flat trailer to haul equipment. Council concurred and requested that quotes be presented.
- Sills reported that Casey’s Tree Service had not proceeded with the tree trimming project awarded some months ago. Council, by consensus, directed that Casey’s be notified that that the award was rescinded, their equipment is to be removed from the Town facility and that Sills rebid the project.
- In general, painting and preparations for the Summer Festival are underway.
- Discussion was held in regard to parking during the Concerts at Riverside Park. No consensus reached and discussion will be ongoing.

The next regularly scheduled Council Meeting is June 21, 2021 at 6:30 pm

General discussion held.

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

Submitted _____ Clerk-Treasurer
Marilyn Morrison

Town Council:

As _____ President
Ethan Stivers

As _____ Member
Steve Buzzard

As _____ Member
Carrie Miller

As _____ Member
Tavis Surfus