

February 2, 2022

TOWN COUNCIL MEETING

Those present:

| | | | |
|---------------|----------------|--------------------|---------------|
| Jim Smith | Adam Penrod | Cam Kissinger | Rob Burgess |
| Laura Rager | Carrie Mugford | Shannon Carter | Dave McVicker |
| Tom Dale | Matt Mize | Jennifer Hotchkiss | Jeff Hersha |
| Allen Miracle | Jim Kirk | Ryan Shock | Eric Lambert |
| Gary Montel | | | |

Those absent: None. A quorum was attained.

The February meeting of the North Manchester Town Council was held virtually through the ZOOM app in North Manchester, Indiana, on February 2, 2022 at 7:00 p.m., pursuant to the Governors ongoing emergency declaration. The meeting was called to order by Council President, Jim Smith, who presided. All votes were conducted by roll call.

MINUTES

Minutes of the 01/05/22 regular meeting and 01/19/22 special meeting were presented for approval. Motion to approve the minutes as presented: Miracle/Rager. Motion passes with 5 votes in favor and 0 votes against.

VISITOR COMMENTS

None.

UNFINISHED BUSINESS

1. Grow Wabash County Fee for Service Agreement – Town Manager Adam Penrod stated that Keith Gillenwater, Grow Wabash County President and CEO, presented a new fee for service agreement at the January council meeting. Penrod explained some of the ways that Gillenwater assists the town in economic development matters and workforce development. The new agreement includes an increase of \$4,000. The last increase was 6 years ago and the new rate will stay in place for several years. Motion to approve the GWC fee for service agreement: Rager/Dale. Motion passes with 5 votes in favor and 0 votes against.

NEW BUSINESS

1. Jones and Henry Fee for Service Updated Contract – Penrod introduced Jeff Hersha of Jones and Henry. This fee for service contract is done annually and has been done for several years. The water and wastewater utilities work with Jones and Henry to stay compliant with changing mandates and create plans to keep the infrastructure up to date. This contract sets rates for on call services and used as needed. The overall amount of the contract is \$20,000 and if that amount is exceeded, Hersha will return to council to request an extension of the contract. Penrod noted that this contract is not project specific which allows the utility superintendents to seek help on various small projects. Penrod recommends continuing the Jones and Henry fee for service contract. Motion to approve: Rager/Miracle. Motion passes with 5 votes in favor and 0 votes against.

2. Request to Purchase New Police Department Truck – Penrod stated that Police Chief Jim Kirk requested to purchase a pickup truck to replace the current drug task force car during the 2022

budget process. A pickup truck is necessary to haul items that are not conducive to an enclosed environment. Chief Kirk explained that the car to be replaced is a 2012 Impala with 136,000 miles that was purchased in 2018 to be used by the officer assigned to drug task force. Bids were received from Shepherd's Chevy and John Jones Chrysler Dodge Jeep Ram. The bid for a 2022 Dodge was \$44,090. The bid for a 2022 Chevy Silverado 1500 was \$36,099. Kirk requested to purchase the Silverado from Shepherds. Penrod stated that the Impala will be transferred to the Building Commissioner for code enforcement. Motion to approve the purchase of a new truck for the police department: Miracle/Rager. Motion passes with 5 votes in favor and 0 votes against.

3. Stale Check Write-off – Clerk-Treasurer Carrie Mugford explained that checks written more than 2 years prior are allowed to be written off as stale. The checks on the list this year were originally written in 2019. One town check totaling \$643.82 and four utility checks totaling \$476.96 are submitted. Motion to approve declaring the submitted checks as stale and removing them from the books: Miracle/Rager. Motion passes with 5 votes in favor and 0 votes against.

DEPARTMENTAL & COMMISSION REPORTS

Appointments – Council President Jim Smith stated that the 2022 boards and commissions renewals are as follows.

Park Board: Becky Kreps

Economic Development Commission: Sam Knight, Chalmer Tobias, Joel Garber

Plan Commission: Laura Rager, Lois Karnof

Trees: Deb Huston, Phil Orpurt, Gary Eberly, Wilson Lutz, Bernie Ferringer, David Kreps

Board of Zoning Appeals: Tom Brown, Dale Carpenter, Ron Eberly

Traffic: Dennis Unger

Storm Water: Adam Penrod

A new appointment to traffic is necessary after Anne Myers stepped down. Smith recommends Eric Lamber to fill that position. Motion to approve boards and commissions renewals and appointments: Rager/Dale. Motion passes with 5 votes in favor and 0 votes against.

Police Dept. – Report Included

Fire Dept. – Report Included

Code Enforcement – Report Included

Plan Commission – Report Included

Board of Zoning Appeals – Report Included

Traffic Commission – Did not meet

Parks & Recreation – Report included in packet.

Town Life Center –

Tree Advisory – Did not meet

Grow Wabash County –

Redevelopment Commission – Did not meet.

MEDCOR – Did not meet.

Solid Waste – Nothing to report.

Storm Water Board – Nothing to report.

Public Works – Reports Included

TOWN MANAGER'S REPORT

Town Manager Adam Penrod reported that the countywide comprehensive plan, Imagine One 85, is undergoing final revisions. The next step is to release the final version to the municipalities and plan commissions within the county. Each municipality will pass a resolution signifying the council approves the plan later this spring.

The Chester Heights trail bid opening is scheduled for March 2 at 2:00 pm at Town Hall. The project will be awarded at the March 9 Redevelopment Commission meeting.

Penrod noted that several town officials will be attending the AIM legislative dinner in Indianapolis on February 8.

Jeff Hersha, Jones and Henry, gave an update on the work being done with the water and wastewater utilities. The water department has been working on the emergency response plan and the risk and resiliency report. They are also working to determine utility lines that need work in coordination with the paving schedule for this year. The wastewater department is working on the chemical digester. Both departments are working on preliminary engineering reports.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.

2. Claims - The Town claim docket totaling \$530,613.85 and the Public Works docket totaling \$151,958.79 were submitted for payment. Motion to pay our obligations: Rager/Dale. Motion passes with 5 votes in favor and 0 votes against.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

None.

Meeting adjourned at 7:25 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Laura Rager, Vice-President

Tom Dale

Allen Miracle

Gary Montel

ATTEST

Carrie Mugford, Clerk-Treasurer