

DECEMBER 21, 2022

TOWN COUNCIL MEETING

Those present:

Laura Rager
Tom Dale
Gary Montel

Adam Penrod
Carrie Mugford
Matt Mize

Shannon Carter
Cam Kissinger
Dave McManus

Gloria & Rod Carter
Craig Lutz
Jeremy Hardy

Those absent: Jim Smith, Allen Miracle. A quorum was attained.

The second December meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on December 21, 2022, at 5:30 p.m., pursuant to notice duly given in accordance with the rules of the Council. The meeting was called to order by Council Vice-President, Laura Rager, who presided.

MINUTES

None

VISITOR COMMENTS

None.

UPDATES

None

UNFINISHED BUSINESS

1. 2023 Salary Ordinance, GO#6 – Third Reading – Clerk-Treasurer Carrie Mugford read general ordinance #6 by title only. Motion to approve the 2023 salary ordinance: Dale/Montel. Motion passes by a unanimous vote of members present.
2. Alley One-Way Consideration, GO#8 – Second Reading – Clerk-Treasurer Mugford read general ordinance #8 by title only. Motion to approve the one-way alley request: Montel/Dale. Motion passes by a unanimous vote of members present.

NEW BUSINESS

1. Wastewater Truck Revised Request – Wastewater Superintendent Shannon Carter reported that he has been in constant contact with Shepherd's Chevrolet about the work truck that was approved in January. At this point there is no timeframe for when Chevy will be accepting orders for work trucks. The next option is to order the Crew Cab in the next available package. The truck may have carpet and a few more options but won't be much more than the work truck. Carter requested permission to purchase the upgraded truck for the sewage department. Shepherds confirmed that the truck would be ordered as soon as approved and delivered within 6-12 weeks. The price of the new quote is \$50,834 without the buyers assist. Councilmember Tom Dale asked that Carter put Weathertech liners down protect the floor. Motion to approve the revised truck purchase: Dale/Montel. Motion passes by a unanimous vote of members present.
2. Republic Services Fuel Adjustment Request – Town Manager Adam Penrod introduced Craig Lutz of Republic Services. Penrod explained that the current trash contract has a fuel escalator clause and Republic Services has been negotiating for a proper amount considering the elevated

cost of diesel. Lutz thanked the council for the working partnership. Republic Services is committed to providing the highest quality service throughout their operations. Unfortunately, fuel costs are not something that can be controlled. Lutz reviewed the calculations involved in determining the requested amount of \$11,871.13. Council Vice-President Rager confirmed that the fuel escalator will be reviewed again in June of 2023. Penrod recommended taking the request under advisement and make a decision at the next regularly scheduled council meeting.

3. Apex CCMG Service Contracts – Design and Construction Management – Town Manager Penrod explained that Apex Consulting and Surveying is the engineering services provider the town has been working with for the Community Crossing Matching Grant the past few years. Penrod feels they do a great job and have been easy to deal with. The town was recently awarded the 2023 Community Crossing Match Grant and Apex would like to get started on survey, design work, and bid documents. The project is required to be under contract by March. There are eight streets planned for improvements. The contract amount is \$19,528.00. Motion to approve the Apex contract not to exceed \$20,000: Dale/Montel. Motion passes by a unanimous vote of members present.

4. Asset Management Plan – Commonwealth Engineers – Town Manager Penrod introduced Jeremy Hardy from Commonwealth Engineers. Indiana Finance Authority (IFA) funding through the State Revolving Loan Fund (SRF) program is necessary for the upcoming water and wastewater projects. SRF requires an asset management plan as part of the loan application before the application will be scored. Hardy noted that both financing and state permitting process now require the asset management plan. Hardy explained that the asset management plan is a process to avoid throwing good money at a bad project and a tool to use in combination with a financial advisor to determine utility rates and long-term financial plan. The asset management plan will also look at how the plant and distribution system are run and who runs it. Policies and procedures will be documented so that any employee can walk into the plant and know how to take care of the utility. The first step is an in-depth assessment of the condition of the physical assets to determine useful remaining life. Penrod remarked that he is looking forward to having the document completed because it will bring together a lot of conversations that have been happening individually to determine the direction of the utility. Hardy noted that this will also help the utility deal with lead and copper regulations and possible grant funding for replacement of residential service lines. Current regulations stipulate that lead and copper survey of infrastructure has to be done by December 2024. Penrod stated that the cost of the asset management plan for both water and wastewater is \$85,000. Included in the Commonwealth contract is a peer review of the long-term control plan designs at the wastewater plant and proposed water infrastructure plans done by Jones & Henry. This is part of due diligence to ensure we are spending resources efficiently. The time frame is 180 days for full completion with peer review done in approximately 120 days. Motion to approve the Commonwealth Engineers asset management plan contract for \$85,000: Montel/Dale. Motion passes by a unanimous vote of members present.

5. Public Works Write-Offs for 2022 – Clerk-Treasurer Mugford explained that the Utility Office is requesting one account be written off this year. Angie Casper, Deputy Utility Clerk, has posted this account in the TRECS system for over a year and not had a hit. The total request for write off is \$32.35. Casper provided account standings and where they are in the collection process. Mugford explained the TRECS system to council. Council commented on the remarkably low write-off amount and thanked the utility office for their diligence. Motion to approve the 2022 utility account write-off: Montel/Dale. Motion passes by a unanimous vote of members present.

6. 2022 Encumbrances, Resolution #7 – Clerk-Treasurer Mugford explained that encumbrances are an annual process to move the permission to spend money from the current year to the next

year for specific purchases. The tree commission had several invoices from Lewis Tree Trimming that were not submitted in time and will be paid next year (\$22,000). The street department is still trying to purchase a new dump truck from WA Jones (\$117,646). The fire department is planning to buy 2 full sets of turnout gear from Hoosier Fire (\$7,903.80) and the remaining Community Crossing Match Grant will be expended after the Grant Street water project is complete (\$116,007.46). Motion to approve the 2022 encumbrances: Dale/Montel. Motion passes by a unanimous vote of members present.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. –

Fire Dept. –

Building Commissioner –

Plan Commission –

Board of Zoning Appeals –.

Traffic Commission –

Parks & Recreation – Reports included in packet.

Town Life Center –

Tree Advisory –

Grow Wabash County –

Redevelopment Commission –

MEDCOR –

Solid Waste –

Storm Water Board –

Public Works –

TOWN MANAGER'S REPORT

Town Manager Adam Penrod met with Wabash County officials and their engineers to discuss bridge reconstruction projects on State Road 114 and South Market Street. Both projects are scheduled for the first quarter of 2025. Both bridges have utility line conflicts that will have to be addressed. The South Market project is estimated to have traffic rerouted for 6 months. The project does include adding a 6' walk path along the west side of the bridge. Current engineer estimates are \$3,500,000 which is \$1,000,000 over the grant received. Wabash County is seeking additional funding. Dale expressed his frustration at having both bridges under construction at the same time. Penrod explained that time limitations on federal dollars are driving the construction schedule.

The structure of the pavilion is constructed showing the size of the finished build. Contractors will continue to work on restroom facility. However, there may not be concrete poured until spring depending on the weather.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.
2. Claims - The Town claim docket totaling \$367,472.46 and the Public Works docket totaling \$96,777.46 were submitted for payment. Motion to pay our obligations: Dale/Montel. Motion passes by a unanimous vote of members present.
3. 2022 Fund Report – Clerk-Treasurer Mugford explained that a year end fund report was provided to council. The fund balances aren't reconciled so they may change some, but the report is fairly close to how the year will end. Mugford thanked the department heads and staff at town hall for a successful year.
4. Elected Official Nepotism and Contracting Forms – Clerk-Treasurer Mugford provided council members with annual nepotism and contracting forms for signature. These forms will be kept with other materials for the year and reviewed at audit time.
5. 2023 Council Meeting Calendar – Council reviewed the calendar and possible conflicts with meetings on the first Wednesday of the month. The June 7 meeting is moved to June 14.

VISITOR COMMENTS

Rod Carter, 501 W Second Street, asked who has ultimate responsibility for the alleyways and putting up signs. Town Attorney Matt Mize stated that towns do not install traffic signs in alleys and the expectation is that cars will yield to another car. Penrod explained that the purpose of an alley is to allow access to the back of a property and not intended for traffic. Gloria Carter asked if signs will be installed letting drivers know of the restricted traffic flow in the alley. Penrod replied that a "Do Not Enter" sign will be placed at the south end of the alley.

COUNCIL COMMENTS

Merry Christmas.

Meeting adjourned at 6:20 pm.

TOWN COUNCIL, TOWN OF N. MANCHESTER

Jim Smith, President

Allen Miracle

Laura Rager, Vice-President

Gary Montel

ATTEST

Tom Dale

Carrie Mugford, Clerk-Treasurer