

SEPTEMBER 6, 2023

TOWN COUNCIL MEETING

Those present:

Laura Rager	Matt Mize	Cam Kissinger	Eric Christiansen
Tom Dale	Jim Kirk	Dave McVicker	Maddie Schultz
Allen Miracle	Craig Walters	Jeremy Hardy	Barb Amiss
Gary Montel	Jennifer Hotchkiss	Ryan Wisman	Deb Chalk
Adam Penrod	Shannon Carter	Alex Downard	Jerry Egolf
Carrie Mugford			

Those absent: Jim Smith. A quorum was attained.

The September meeting of the North Manchester Town Council was held at the Public Safety Building, 709 W. Main Street, North Manchester, Indiana, on September 6, 2023, at 7:00 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.

AGENDA AMENDMENT

Town Manager Adam Penrod requested the Jones & Henry Engineering contracts be removed from the agenda.

MINUTES

Minutes of the 08/02/23 meeting and 06/14/23 Board of Public Safety were presented for approval. Motion to approve the minutes as presented: Miracle/Montel. Motion passes unanimously.

VISITOR COMMENTS

None.

UPDATES

None.

PUBLIC HEARINGS

1. Commonwealth Rural Development Grant Application – Town Manager Adam Penrod explained that North Manchester Public Works is applying for USDA Rural Development funding with possible grant dollars for long term control plan projects and plant upgrades. The town is under an agreed order to remove all combined sewer overflow and these are the final projects of that mandate. One of the pieces of the application is a public hearing. Jeremy Hardy, PE, Commonwealth Engineers, presented an executive summary of the wastewater preliminary engineering report. The full wastewater PER and executive summary are available at Town Hall. The sewer plant is operating at 50% of volume capacity because there is less stormwater infiltration but at 90% process capacity because of the concentration of the flow into the plant. Hardy explained that there are three process alternatives to consider, each costing approximately \$25,000,000. One of the first steps will be hydraulic modeling of the wastewater system to determine the actual scope of the projects. Repurpose of current facilities and long-term operating and maintenance costs will also be considered. Hardy explained the grant funding

levels based on population and income figures and the effect on utility rates. The preliminary project schedule envisions construction beginning in 2027 and lasting about two years.

Council member Tom Dale asked if the plant would continue to operate during construction. Hardy stated that infrastructure will be built along side the current plant and intermittent bypassing will be utilized. Penrod noted that the Rural Development application could take almost a year to be scored before we know if we will receive any grant money. Hardy stated that the application will go through a local review and a national review. There will be questions to answer along the way. Council member Allen Miracle commented that the employees have been doing a great job keeping the plant running but we must comply with the federal mandate. Council member Gary Montel asked if solar options could be investigated with the new equipment. Hardy explained some of the possible options for solar and other places it is not an option. Attorney Matt Mize remarked that it is a big price tag but half of it is the long-term control plan which is required regardless of other improvements.

Council Vice President Laura Rager opened the public hearing. Deborah Chalk, 405 South River Road, stated that when the town agreed to take Laketon sewage the plant was big enough. Chalk asked what has changed. Hardy confirmed that statement is still true. During dry weather the plant has more than enough capacity. However, during peak rain events the sewage plant reaches capacity. This project will also finish removing combined sewer overflows during rain events per the agreed order. Hardy reiterated that the plant has enough capacity during dry weather.

Craig Walters, Street Superintendent, asked if improvements and expansion at the sewage plant will help with business attraction. Hardy confirmed that additional sewer capacity will help with growth and gaining unsewered areas outside of town. Wastewater Superintendent Shannon Carter noted that some businesses have wanted to come to town but the plant can't handle the heavy loads of discharge. This expansion will help.

Hearing no further comments, Rager closed the public hearing. Motion to approve and accept the preliminary engineering report as presented and approve moving forward with the USDA Rural Development grant application: Montel/Dale. Motion passes unanimously.

2024 Budget Public Hearing – Clerk-Treasurer Carrie Mugford stated that the notice to taxpayers was posted on Gateway on August 21. Mugford reported that the budget is fully funded as presented. The budget form 3 that is presented is the maximum amount of tax levy. It will be decreased after miscellaneous revenues are more accurately applied during the review process. Rager opened the public hearing. No comments were received. The public hearing was closed.

UNFINISHED BUSINESS

1. Operation Change the Future Funding Request Consideration – Town Manager Penrod stated that the Community Foundation of Wabash County presented a request for funding at the August council meeting. The Community Foundation requested \$10,000 per year for 3 years to sustain programs supporting early education and the Early Award Scholarship program. Motion to approve \$10,000 per year for 3 years for the Community Foundation for 2 education programs: Dale/Miracle. Motion passes unanimously. Dale commented on the benefit these initiatives are in our community since they support and encourage our children.

NEW BUSINESS

1. Constitution Week Proclamation – Vice President Rager read the 2024 Constitution Week proclamation verbatim. Rager thanked Barb Amiss for presenting the proclamation to council.

2. 2024 Budget Ordinance, GO #8, First Reading – Clerk-Treasurer Mugford explained that this is first reading of the 2024 budget ordinance. Mugford read general ordinance #8 verbatim. Motion to approve GO#8 on first reading: Montel/Miracle. Motion passes unanimously.

DEPARTMENTAL & COMMISSION REPORTS

Police Dept. – Report included in packet. Police Chief Jim Kirk reported that officers have been working Operation Pull Over the past month. Officers completed 195 traffic stops during the enhanced enforcement. Officer Houser recently completed additional training as the defensive tactic instructor.

Fire Dept. – Report included in packet. Fire Chief Cam Kissinger reported that the department held SCBA training on August 15. The new equipment was put into service immediately after the training. On August 8, a group attended training in Wabash for electric vehicles. They worked on extrication and fighting battery fires. On August 19, two volunteers attended fireworks shooter training. Kissinger reported that the fire department has an intern through the end of the year. The annual pancake and sausage breakfast will be September 23. Penrod commented that Wabash will be building a training facility and asked Kissinger if the department will be utilizing that facility. Kissinger is unsure.

Building Commissioner – Report in packet. Building Commissioner Dave McVicker reported that two houses are started in the Northridge Estates addition. Three retention ponds are being dug.

Plan Commission –

Board of Zoning Appeals –

Traffic Commission –

Parks & Recreation – Report in packet. Parks Director Jennifer Hotchkiss reported that Warvel Park has new wood carpet around the play areas. Hotchkiss is very thankful for the Manchester University football team who spread 2 truckloads of wood carpet. The MU football team also put together picnic tables and benches in the park department maintenance building. Hotchkiss has created a survey to allow people to vote on the name of the dog park. There have been lots of suggestions for a name and the official name will be announced at a later date. Rager asked if there are plans to add charcoal grills or fire pits at Ogan's Landing. Penrod commented that there are plans to add additional amenities but only as funding allows. Hotchkiss noted there was a ribbon cutting for a Rotary Little Library at Warvel Park.

Town Life Center –

Tree Advisory – Report in packet

Grow Wabash County – Penrod reminded everyone that the Grow Wabash County annual dinner will be October 12.

Redevelopment Commission – Nothing to report.

MEDCOR –

Solid Waste – Councilmember Tom Dale reported that Solid Waste received bids for the drop off sites that were outrageous. Solid Waste rejected the bid and will solicit a bid from the current provider.

Storm Water Board – Penrod reported that the Stormwater Board met and approved the docket.

Public Works – Street Superintendent Craig Walters reported that fall cleanup will be October 13 & 14. Residents should bring unwanted items to the street barn.

Penrod reported for Water Superintendent Ryan Shock that hydrant flushing will begin Monday.

Wastewater Superintendent Shannon Carter reported that Ron McConnell passed lab standards again at the plant.

TOWN MANAGER'S REPORT

Town Manager Penrod reported that the south Mill Street pavilion punch list is still ongoing. The roof ridge cap is still scheduled to be replaced.

Manchester Alive is planning a Grillin and Chillin event at the pavilion on October 7. Lots of events similar to Harvestfest. Several concerts are planned for the evening.

Penrod has solicited for quotes for a stone parking lot at the dog park. The contractor should be able to get that work done yet this fall.

Penrod sent out RFPs for EMS service in North Manchester. Proposals were due today at 2:00. One proposal was received on time and will be reviewed. A new 5-year contract will be finalized by the end of the year.

Penrod announced that the lead service line inventory survey is being blasted on social media and in the newspapers. It is important to get a response from every household. This is a mandate from the EPA, not indicating a problem with the water, but gathering information about each water distribution system. Penrod acknowledged that it will not be easy to gather this much information but there are several outlets for homeowners to use. Residents can expect to get a mailer from Commonwealth Engineers with a link to the survey. A link was sent out on Reach Alert so residents can fill out the survey on a phone. There is material on the town website and Facebook posts with details. After the initial attempts to gather the information, the utility will be going door to door to help residents identify their residential water service line.

CLERK-TREASURER'S REPORT

1. Financial Reports – Approved subject to audit.

2. Claims - The Town claim docket totaling \$828,394.94 and the Public Works docket totaling \$187,458.39 were submitted for payment. Motion to pay our obligations: Miracle/Dale. Motion passes unanimously.

3. Annual Conflict of Interest Forms – Clerk-Treasurer Mugford explained that annual conflict of interest forms are submitted for someone who might receive a benefit from contracting with the town. Mugford submits a conflict of interest form for her ownership of Round Barn Metal Works, Inc. A conflict of interest is also submitted for Allen Miracle who is the towns agent of record with Inguard Insurance.

VISITOR COMMENTS

None.

COUNCIL COMMENTS

Tom Dale asked about a local contractor who has not been paid for work done at the pavilion. Penrod stated that the general contractor and the construction manager have not been completing invoices appropriately. Penrod noted that the local contractor did a very good job.

Meeting adjourned at 8:10 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