

BROWNSBURG TOWN COUNCIL MEETING MINUTES

REGULAR MEETING

Thursday, December 19, 2024, 7:00 p.m.

Brownsburg Town Council Meetings are live-streamed and archived

01. CALL TO ORDER BY PRESIDING OFFICER – Town Council President Travis Tschaenn called the meeting of the Brownsburg Town Council to order at 7:00 p.m. on December 19, 2024 in the Brownsburg Town Hall, 61 N. Green Street.

02. INVOCATION/PLEDGE OF ALLEGIANCE – Rob Deas, Chaplain for the Brownsburg Police Department gave the invocation, followed by the Pledge of Allegiance.

03. ROLL CALL – Members of the Council present were Travis Tschaenn, Ben Lacey, Glenn Adams and Cindy Hohman. Matt Simpson was not present. Also present, were Clerk-Treasurer, Ann Hathaway; Debbie Cook, Town Manager and Town Attorney, Scott Krapf.

04. CITIZENS COMMENTS RELATING TO NOVEMBER 21, 2024 AGENDA –

Emily Symmonds – 5964 Autumn Trail

David Weyant – 20 Raccoon Court

Chuck Danbom – 510 S School St

Rob Kendall – 624 S Grant St

Ron Matthews – 32 Nelson Circle

05. CONSENT ITEMS

05.01. The November 21, 2024 Regular Meeting Minutes were considered.

05.02. The December 3, 2024 Special Meeting minutes were considered.

05.03. The December 5, 2024 Regular Meeting minutes were considered.

Ben Lacey made a motion to pass all minutes, as presented. Cindy Hohman seconded the motion. Passed 4-0.

05.04. The Civil Town and Fire Territory Claim and Payroll Dockets for December 6, 2024 through December 19, 2024, in the amount of \$1,917,903.38, were considered. Ben Lacey made a motion to approve the docket, as presented. Glenn Adams seconded the motion. Passed 4-0.

06. BID OPENING AND/OR AWARD –

06.01. Motion to Award Bid results for Arbuckle & Williams Park Basketball Court Improvements – Aaron Kaytar, Capital Projects & Procurement Sr. Manager, presented this item to the Council. Three bids were received. Staff recommends acceptance of the bid from First Due Company for the base bid of \$352,900 with Alternate #2 and reject Alternates #1 & 3. Cindy

Hohman made a motion to award the bid to First Due Company. Ben Lacey seconded the motion. Passed 4-0.

06.02. Motion to Approve Bid for 2024-2 CCMG HMA Resurfacing – Aaron Kaytar, Capital Projects & Procurement Sr. Manager, presented this item to the Council. Eight bids were received. Staff recommends the Baumgardner bid in the amount of \$1,011,871.35 be awarded. Ben Lacey made a motion to accept the bid from Baumgardner. Glenn Adams seconded the motion. Passed 4-0.

06.03. Motion to Approve Bid for Northfield & South Green Traffic Signal – Aaron Kaytar, Capital Projects & Procurement Sr. Manager, presented this item to the Council. Two bids were received. Staff recommends the bid be awarded to Morphe Construction for a base bid of \$685,000.00. Ben Lacey made a motion to accept the bid from Morphe Construction. Cindy Hohman seconded the motion. Passed 4-0.

07. REPORTS FROM COMMISSIONS AND BOARDS –

07.01. Police Department Report – Chief Joe Grimes presented his report to the council. On December 13th four individuals graduated from the Indiana Law Enforcement Academy. They are now integrated into the field training program. Currently, there are five positions to fill for 2025 and are actively recruiting. There were no questions from the council.

07.02. Fire Territory Report – Chief Larry Alcorn presented his report to the council. Four new firefighters were sworn in last Friday evening. They are fully staffed right now but will have two retirements next month. The new pumper has been inspected and should be in service in January.

08. TOWN ADMINISTRATIVE ITEMS –

08.01. Chamber of Commerce Report – Sam Lowe, President, presented his report to the Council. There were no questions from the Council.

08.02. Capital Projects Report – Aaron Kaytar, Capital Projects & Procurement Sr. Manager, presented this report to the Council. He highlighted that the Main and College Project is 65% complete. He also discussed the Main Street project progress.

09. PARK AUTHORITY ITEMS –

09.01. Park Authority Summary Report – Megan Attwood, Community Recreation Manager, presented this report to the Council. She highlighted the success of the Christmas Under the Stars event with the winter market and parade. There were three thousand participants. Cindy Hohman asked about tree planting and a playground at Cardinal Park.

10. PREVIOUSLY CONSIDERED ITEM – None.

11. NEW FOR CONSIDERATION –

11.01. Motion to Consider and Approve annual COLA Rates for Water and Sewer Fees – Kathy Dillon, Water Utilities Director, and Frank Monts, Water Superintendent, were on hand to give their presentation and answer questions regarding this item. Glenn Adams made a motion reject the annual COLA rate increase for 2025. Passed 3-1. A roll call vote was taken; Glenn Adams, Ben Lacey and Travis Tschaenn were in favor and Cindy Hohman was not in favor.

11.02. Resolution #2024-36 - A Resolution of the Town Council of the Town of Brownsburg authorizing certain actions relating to the purchase of real estate E 300 N & N 900 E Intersection improvements – Shawn Pabst, Assistant Town Manager, presented this resolution to the Council. The Town has recently obtained grant funding to improve the intersection of E 300 N and N 900 E. 3015 N County Road 900 E on the North East corner of the intersection is currently for sale. This property is one of three properties affected by the road improvements. The acquisition of this property would reduce the amount Right of Way needed from the property owners on the South side of the intersection. In addition to causing less impact to the remaining property owners this acquisition would provide additional design options to reduce financial cost for the relocation of the electrical distribution lines currently located along E 300 N and N 900 E. Ben Lacey made a motion to approve Resolution #2024-36, as presented. Glenn Adams seconded the motion. Passed 4-0.

11.03. Ordinance #2024-20 – An Ordinance to Amend the Official Zoning Map from TR to UC (104 N Jefferson) (Correction) – **Proposed 1st Reading, Proposed 2nd Reading, Proposed 3rd Reading and Final Adoption** – Jenna Wertman, Director of Development Services, presented this ordinance to the Council. Ben Lacey recused himself from this item. The applicant is requesting a zone map amendment to change the zoning district of their site to UC (Urban Commercial). There are multiple parcels owned by the applicant and two are zoned TR (Traditional Residential). If approved, their planned use of the site is an insurance agency. Consent to hear on 1st, 2nd and 3rd readings and final adoption was requested by the Council President. All gave consent with the exception of Ben Lacey who was recused. Glenn Adams made a motion to approve Ordinance #2024-20 on 1st, 2nd and 3rd readings and final adoption. Cindy Hohman seconded the motion. Passed 3-0.

Attorney, Scott Krapf asked the Council to act on Ordinance #2024-21 that was previously removed from the agenda. Cindy Hohman made a motion to table this ordinance. Ben Lacey seconded the motion. Passed 4-0.

11.04. Resolution 2024-35 – A Resolution Declaring Surplus Items for the Town of Brownsburg. Clerk Treasurer, Ann Hathaway, presented this resolution to the Council. Ben Lacey made a motion to approve Resolution #2024-35, as presented. Cindy Hohman seconded the motion. Passed 4-0.

12. TOWN MANAGER ITEMS – None.

13. CLERK-TREASURER ITEMS – None.

14. CITIZENS COMMENTS –

Emily Symmonds – 5964 Autumn Trail
Nancy Stinson – 938 Glenhorn Trail

Rob Kendall – 624 S Grant St
Dave Weyant – 20 Raccoon Court
Chuck Danbom – 510 S School St

- 15. **TOWN COUNCIL ITEMS** – None.
- 16. **TOWN ATTORNEY ITEMS** – None.
- 17. **ADJOURNMENT** – Ben Lacey made a motion to adjourn at 8:38 p.m.

These minutes are a summary of actions taken at the Brownsburg Town Council meetings. The full video archive of the meeting is available for viewing <https://brownsburgin.new.swagit.com/videos/323245> for as long as this media is supported.

Brownsburg Town Council

By: _____
Travis Tschaenn, President

ATTEST:

By: _____
Ann Hathaway, Clerk-Treasurer