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## **COMMON COUNCIL MEETING MINUTES**

**Date:** November 18, 2025

**Time:** 6:00pm

**Location:** Chalmers Town Hall 205 E. Walnut St.

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### **Attendance**

- Council Members Present: (CVP) Amy LaOrange, (CP) Pam Brown, (CM) Lee Trippett and (CM) Fred Schrader Absent: (CM) Josh Rinehart
  - Staff Present: (CT) Rene'e Collier, (S&U Superintendent) Doug Reed, Town Engineer Ken Smith, Town Marshal Jim Bolen and Town Attorney Rebecca Trent
  - Guests/Public Attendees: Ashley White, Jim Finnegan, Bruce Hiner, Pam Hiner, and David Kurth
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### **Call to Order**

- Time: 6:00pm
- Presiding Officer: (CP) Pam Brown
- Agenda Check: Nothing Added

### **Approval of Minutes**

- Date of Previous Meeting Minutes: October 18 Common Council Meeting Minutes
- Approved: Meeting Minutes vote was decided to be put off until the Common Council Meeting on November 25 due to Clerk Treasurer stating that she got them to council late and understood they might want to take time to review and then sign at next meeting.

### **Legion Building**

Council President Pam Brown presented to the council that an inspection of the roof and electrical systems completed at the Legion Building due to the insurance stating that they had not received a building questionnaire on the Legion. CP Brown has different options on improvements that could or needed to be made to improve the building. The estimate was \$6,000.00 to have Electric and More LLC. update the electricity, move the water heater to the storage room, remove the smoke eaters and fix the breaker box in the kitchen. Motion to approve these changes was made by Council President Pam Brown and seconded by Council Member Fred Schrader and passed by a vote of 4 Ayes to 0 Nays. Other updates discussed were the changing out of some ceiling tiles and painting ceiling and walls. Motion to approve these updates was given by Council President Pam Brown and seconded by Council Vice President

Amy LaOrange. Motion passed by a vote of 4 Ayes to 0 Nays. This shall be paid out of the General account.

### **Executive Meeting for Employee Performance**

The executive meeting for employee performance was scheduled for 5:15pm on December 4, 2025, at the Chalmers Town Hall located at 205 E Walnut Street Chalmers, IN 47929.

### **Vote to have only one meeting in December 2025**

Council President brought to Council the issue of the second council meeting in December falling on the 23<sup>rd</sup> and that in the past we have went with just the first meeting in December and giving the Council President permission to sign claims. Motion to approve this for 2025 was given by Council Vice President Amy LaOrange and seconded by Council Member Fred Schrader. Motion carried by a vote of 4 Ayes to 0 Nays.

### **2025 Budget Items**

Council Member Fred Schrader talked about wanting to spend all monies left in General Operating on tools for the Street and Utility Department. He wanted to know how much would be left in this appropriation to which Clerk Treasurer responded that she believes these funds should go towards tools also but there is no way for her to have a close estimate to how much is left until closer to the end of December. Clerk Treasurer Renee Collier agreed to have a pretty good number of how much would be available on December 9, 2025, Council Meeting.

### **Attorney Report**

Rebecca Trent, Town Attorney talked to Council about the Amendments to White County Zoning Control Ordinances A85 and A86 because she would not be able to attend the Council Meeting on November 25, 2025. Clerk Treasurer Renee Collier asked Rebecca if she had been getting the emails and messages that she has left with her office to which Rebecca responded no to the emails and yes to the message to call back but when she called back it was after hours.

### **Engineer Report**

Ken Smith, Town Engineer, reported that he has talked to Seth from F & K Construction and Seth said he should have a crew here next week to fix the broken-down spots on East Walnut Street. Ken also reported that he would have the Paser Report completed by December 1, 2025.

### **Superintendent Report**

Street and Utility Superintendent Doug Reed reported that his department has been working on leaf pick up, servicing of the police department's truck, and the need to replace the wheel bearings on the red Ford pickup. He also reported that there is a lot of foam in the lagoon at the WWTP and that he will get with the plant operator Scott Robinson to get instructions on what to

do. He says that his workers want to know what happened to the \$.50 raise that Doug had discussed with Council about giving them in the spring. The Clerk Treasurer said she did not remember getting anything about this and that there were no raises put in the budget but she would look back to see if this was discussed in a council meeting. Also reported was that the furnace was up and running at the town garage and the thermostat is currently set at 68 degrees.

## **Clerk Treasurer Report**

Clerk Treasurer Renee Collier presented Bank 1 Claims dated November 11, 2025, in the amount of \$32,827.48. Claims were approved by a vote of 4 Ayes to 0 Nays with the motion to approve coming from Council Vice President Amy LaOrange and the second coming from Council Member Fred Schrader. Also presented to Council were Miscellaneous Receipts for the month of October 2025 which the Council reviewed and signed.

Reports sent to Council by email for their review were the Fund Report with Investments, Appropriation Report, Miscellaneous Receipts for the month of October, Copies of 2025 Contracts, Common Council Meeting Minutes for the October 28, 2025 meeting and Bank 1 Claims for November 11, 2025.

Clerk Treasurer Renee also brought up the key control issue once again since Town Marshal Jim Bolen has returned from vacation there was much discussion on what to do with Town Marshal Jim Bolen, who is also the SRO Officer for Frontier School Corporation, explaining how they handle key control for the schools and that in his opinion there should only be two grand master keys created, one for Doug to carry and one to be kept in the lock box in the Town Hall. Submaster/Department keys can be created to allow employees to get in to only the buildings that they need to be in for example the Park Board would have one key to access all Park Buildings, the Clerk and Deputy Clerk would have one key to get into the Town Hall and their Personal Offices and Town Marshal Jim Bolen and his employees would have a key that gets them into the Town Garage, the Evidence Room, the Town Hall and the Police Department's Office. He explained that this would be expensive, but it can be done. Also discussed was the fact that the keys to the Legion Building have still not been turned into the Clerk's Office and Doug has still not signed his Legion Key out and that the only person who can order Keys, Re-keying of Locks and new locks is the Clerk Treasurer as it was decided by Council in a previous meeting that the Clerk Treasurer and Town Marshall would be in charge of Key Control. Council President Pam Brown stated that we will discuss the re-keying of locks at a later date.

Clerk Treasurer Renee Collier discussed the Rental Contract for the Legion Building and how it needs to be updated if the Council is going to allow town employees to rent it at a discounted price of \$25.00 and that everyone who uses the building needs to sign the contract and pay the rental fee if it is not a town event due to the fact that the building has liability insurance only. Council President Pam Brown asked the Town Attorney to also add a clause in the contract that explains that if the building is used for a big event such as a wedding that the renter may want to purchase a plan from their insurance company to cover any losses, they may incur.

Items currently being worked on by the Clerk Treasurer are the Corrective Actions and Internal Controls Policy that the SBOA noted in the Audit of 2024, Capital Assets Report for 2025 due



early 2026, Insurance Paperwork for 2026, and researching the best interest rates for CD's as we have two maturing at the end of the month.

Questions on invoices from Electric and More LLC. for Electrical line that was ran into the fire department and fans that were installed at the town garage. The invoice for the Electric Line ran into the Fire Department was for \$1,600.00 and was not included in the town's budget. Council President Pam Brown said that the town is not responsible to pay it as the fire department purchased the equipment that they needed the line ran for, so it is not a building maintenance issue therefore their bill to pay. She will meet with Fire Chief Mike Hill to discuss this. The bill for ceiling fans at the garage, which was also not included in the town's budget was for \$1,450.00. Renee informed the council that not all the bill can/should be paid out of utilities as the building is also used for things that do not benefit the utilities. The bill will be split up between utilities and fund 1101 General Funds.

We have received our 1782 Notice from the Department of Local Government Finance (DLGF). Our Budget for 2026 has been approved as sent and we are receiving the maximum levy allowed. Renee will be signing and submitting first thing in the morning,

Items the Clerk Treasurer is still waiting on for the town's records. Bids from Huff and Unique for the furnace at the town garage, proof of insurance from Huff, W9 from Huff, proof of renters insurance for the Wessell Building from the Chalmer's House, keys to the Legion Building, Case Report that Council President read in the Executive Meeting on June 2, 2025.

## **Park Board Report**

Park Board President David Kurth reported the park has rescheduled their monthly meeting until this Thursday due to this meeting being held on their regularly scheduled meeting night of the third Tuesday of each month. Ellis Mann, the contractor hired to install the new basketball court at the park has completed the project. The estimates for the Lawn Mower that the park board is donating money to help buy were given to Council Member Fred Schrader who read them off and then presented copies to the Clerk Treasurer. David stated that Nancy Loy asked if the park would own the mower because she cannot give money to the town. Council President said she would get with Nancy Loy and have all the information back to the council and Park Board at next Tuesday's council meeting.

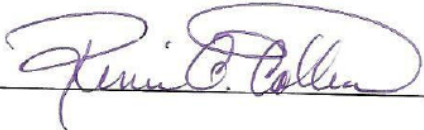
## **Adjournment**

Meeting adjourned at 7:52pm. The motion to adjourn was given by Council Vice President Amy LaOrange and seconded by Council Member Lee Trippett. Motion to adjourn was passed by a vote of 4 Ayes to 0 Nays.


The next council meeting will be held on November 25, 2025.

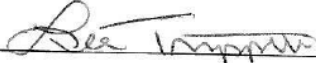
Upcoming events around town: A season of giving on Saturday December 13, 2025, from 1:00 to 4:00pm at the Legion Building.

Common Council Meeting Minutes for **November 18, 2025**

Clerk Treasurer 

Council President Pamela S Brown ☒ Yay or Nay Abstain

Council Vice President  ☒ Yay or Nay Abstain

Council Member  ☒ Yay or Nay Abstain

Council Member  ☒ Yay or Nay Abstain

Council Member  ☒ Yay or Nay Abstain

Signed this 9<sup>th</sup> day of December, 2025