

June 7, 2016

A REGULAR MEETING OF THE BOARD OF
PUBLIC WORKS AND SAFETY OF THE CITY OF NEW HAVEN, INDIANA

The Board of Public Works and Safety of the City of New Haven met in the Council Chambers in the City Administration Building on the 7th of June 2016 at the hour of 9:30 a.m.

The meeting was called to order by Terry McDonald who presided. On checking the roll the following members were shown to be present or absent as follows:

Present: Terry McDonald, Wayne Doenges, Mickey Hill
Absent: None

The claim registers for payroll and vendor checks written since the last regularly scheduled meeting were presented to the board and also signed by the board. The vendor checks are dated June 8, 2016 and will be mailed June 8, 2016.

The Title VI Statement was read for public outreach for statistical data.

Wayne Doenges moved to approve the minutes of the previous meeting as presented. Mickey Hill seconded the motion and the motion was approved.

Mr. Brad Grate owner of Lincoln Heights Community at 418 Lincoln Highway West was present and wanted to appeal the late charge of \$177.65 on his utility bill. Mr. Grate said he mailed his payment on May 12th from Waterloo, Indiana but it didn't arrive by the 15th and was posted on his account on the 17th. He would like the board to waive his late fee of \$177.65. Terry McDonald asked Office Manager Jill Cain if this information was correct and if Mr. Grate had been late on his utility bill prior to this. Jill said yes the information is correct and this is the third time he has paid late. Terry McDonald said he doesn't feel we should waive the late charge as this has happened before and there have been numerous issues with this community in the past with maintenance and if you pay late you pay the penalty. Wayne Doenges agreed along with Mickey Hill who commented you cannot depend on the Post Office when the deadline is that close. Jill Cain gave a recommendation to Mr. Grate to pay by credit card in the future as the credit card fees would be less than the late penalty. After a brief discussion Mickey Hill made a motion to deny Mr. Grate's request to for removal of late fees of \$177.65 for Lincoln Heights Community at 418 Lincoln Highway West. Wayne Doenges seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to change the Off-Duty Employment Policy for the Police Department. He requested to add the stipulation for Officers to call on-duty and off-duty via police radio when they are engaged in Off-Duty Employment, which is for the safety of the officer. Mickey Hill made a motion to approve to change the change the Off-Duty Employment Policy that Officers call on-duty and off-duty via police radio when they are engaged in Off-Duty Employment. Wayne Doenges seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to purchase equipment and installation for three New Haven Police Department vehicles in the total amount of \$11,031.58. Henry said the first part of the request is to purchase a Watch Guard In-Car Camera for one of the new 2016 Dodge Chargers, as the old camera is a MPH Model and is not working. The cost for the new camera would be \$5,020.00 and would be purchased from First Response Fleet Service and is a Watch Guard brand and is compatible with all of our current cameras. The second purchase request is for an in-car weapon mount for \$352.59 from First Response. The third and fourth requests are for labor and equipment for two of the 2016 Dodge Chargers in the amount of \$2,446.26 and \$3,212.73 from First Response. Henry said the Police Department previously utilized R&B Sales for equipment purchase and installation, but this past year we have had serious customer service issues and installation problems with them. After researching other businesses in this field they have selected First Response Fleet Service for the equipment and installation for the purchases being brought to the board today. Wayne Doenges made a motion to approve the purchase and installation of the equipment from an in-car camera in the amount of \$5,020.00, and in-car weapon mount for \$352.59, equipment and installation in the amount of \$2,446.26 and \$3,212.73 from First Response Fleet Service in the total amount of \$11,031.58. Mickey Hill seconded the motion and the motion was approved.

Utility Office Manager Jill Cain asked for approval of a pay raise for Part-time Utility Clerk Amber Hale to \$14.50 per hour effective May 29, 2016. Jill explained Amber has worked in the Utility Office for one and a half years and is doing a really good job and is a very conscientious worker. Mickey Hill made a motion to approve a pay raise for part-time Utility Clerk Amber Hale to \$14.50 per hour effective May 29, 2016. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of a Resolution Amending Title VII, Chapter 71, Schedule II and Chapter 72, Schedules I, III, IIIA, IV, and V of the New Haven Traffic Code. Keith explained this resolution updates the traffic codes due to annexations, along with a few changes and updates. Mickey Hill made a motion to approve and read by title only a Resolution

for Amending Title VII, Chapter 71, Schedule II and Chapter 72, Schedules I, III, IIIA, IV, and V of the New Haven Traffic Code. Wayne Doenges seconded the motion and the motion was approved.

The Deputy Clerk numbered the Resolution R-16-02 and read by title only.

Director of Engineering Keith Schlegel asked for approval of invoice #94830 to DLZ in the amount of \$1,170.00 for storm water review on the New Haven/Adams Township Parks and Recreation Community Center. Wayne Doenges made a motion to approve invoice #94830 to DLZ in the amount of \$1,170.00 for storm water review on the New Haven/Adams Township Parks and Recreation Community Center. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of Payment #9 to Phoenix Fabricators & Erectors in the amount of \$9,000.00 for work on the Elevated Water Storage Tank Project, WMP-2013-01. Keith explained he is comfortable with paying this invoice now as it was previously denied by the board due to the lack of performance by the contractor. He said the City will be pursuing penalties against the contractor for not meeting the contract deadlines. Wayne Doenges made a motion to approve Payment #9 to Phoenix Fabricators & Erectors in the amount of \$9,000.00 for work on the Elevated Water Storage Tank Project, WMP-2013-01. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of Payment #1 to Rothenberger Company in the amount of \$181,655.01 for work on the Nelson Road Water Main Project, WMP-2016-01. Keith said the contract is going very well and they could possibly be done with main installation at the end of this week. Mickey Hill made a motion to approve Payment #1 to Rothenberger Company in the amount of \$181,655.01 for work on the Nelson Road Water Main Project, WMP-2016-01. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of the Certificate of Substantial Completion for 2015 Street Improvement Projects, South Street, SIP-2010-03, North West Street, SIP-2014-02 and Melbourne Drive, SIP-2014-03. Keith said a punch list is going to be attached to the certificate making them aware of the items which still need to be addressed. Mickey Hill made a motion to approve the Certificate of Substantial Completion for 2015 Street Improvement Projects, South Street, SIP-2010-03, North West Street, SIP-2014-02 and Melbourne Drive, SIP-2014-03. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of the Certificate of Substantial Completion for the Hartzell Road Sanitary Sewer Improvement Project, SSIP-2012-01. Keith said a punch list is going to be attached to the certificate making them aware of the items which still need to be addressed. Wayne Doenges made a motion to approve the Certificate of Substantial Completion for the Hartzell Road Sanitary Sewer Improvement Project, SSIP-2012-01. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel explained he was just handed a Special Event Permit Application for a 5K/10K Run for July 17, 2016 for Temporary Home Ministry. Keith said he doesn't feel comfortable asking for approval of the permit at this time, since we have not received the certificate of insurance and it hasn't been approved by the Department Heads, including the Police Department. Terry McDonald agreed and said this would need the Department Heads approval and to bring the application back to the board at the next meeting since the event isn't until July 17, 2016. The other board members were in agreement with Terry's request.

Mayor Terry McDonald and Craig Dellinger of the New Haven Community Foundation presented a lease agreement between the City of New Haven, Board of Public Works and Safety, and the New Haven Community Foundation for the 1913 Building at 428 Broadway, New Haven, Indiana. Craig explained the lease is for one year commencing on July 1, 2016 and ending July 1, 2017 unless sooner terminated as provided in the agreement. He said the Community Foundation was comfortable with a one year lease, but the lease will automatically renew each year for a successive one year period unless written notice is given by either within sixty days of the lease anniversary date. The lease explains under care of premises says the tenant's shall receive a fee for managing the premises on the landlord's behalf. The fee shall be equal to twenty percent of rent from all Subtenants. Tenant agrees to use the remainder of all rental income to meet its responsibilities under the lease including payment of utilities, insurance, repairs, renovations and maintenance of the historic esthetics of the premises. Terry McDonald said they are excited for this lease as the New Haven Chamber of Commerce will be moving in on the bottom floor of the building, and hopefully WHNH 101.3/FM Radio will be also. Craig Dellinger said they will starting cleaning out the main level in July and hope to get the Chamber of Commerce moved in as soon as they can. Wayne Doenges made a motion to approve the Lease Agreement by and between the City of New Haven, Board of Public Works and Safety, and the New Haven Community Foundation for the 1913 Building at 428 Broadway, New Haven, Indiana. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Utilities Mike Clendenen asked for approval of two claims, which have already been approved by the Park Board for the New Haven Community Center. The first one is invoice #4424 in the amount of \$1,912.50 to Martin Riley for design of sand volleyball courts. The second is invoice #3523 in the amount of \$3,800.00 from Closet Storage Solutions for built in storage units. Wayne Doenges made a motion to approve invoice #4424 in the amount of \$1,912.50 to Martin Riley for design of sand volleyball courts and invoice #3523 in the amount of \$3,800.00 from Closet

Storage Solutions for storage and cabinets for the New Haven Community Center. Mickey Hill seconded the motion and the motion was approved.

Mr. Jim Smith of Republic Services was presented and explained they have tripped a little on their performance standards especially when people are calling their customer representatives and the responses they are receiving from them. He wanted to let the board know those comments are not falling on deaf ears and they are working hard to make sure those things get straightened out.

Under projects Director of Engineering Keith Schlegel explained the sidewalk installation was started on Green Road yesterday and the residents seem to be excited about it. Keith said there has been a lot of survey work being done on the next phase of the Landin Road Project from Rose Avenue to just shy of the North River Road intersection and they hope to deliver the final survey at the end of the month. Terry McDonald commented on how well the projects are going this construction season.

Under further business Terry McDonald said there has been a temporary emergency no parking order placed on the north side of Glencoe Blvd. from Jury Park entrance to the corner of Highland Terrace Drive. Mike Clendenen said when you get attendance of 900 plus people at Jury Park and Pool they tend to park in places they shouldn't instead of the overflow/additional parking in the park lot. Terry McDonald suggested for Mike to get with the sign shop at the Utility Department to make a sign directing people to the additional parking in the park. Mike Clendenen said the foundation wall for the band shell in Schnelker Park is going up. They had hoped to have the band shell finished in Schnelker Park for Canal Days, but instead of trying to rush through it we are taking our time and making sure it is done right. Wayne Doenges said he has been trying to get a hold of someone at WHNH 101.3/FM Radio as there is a very good opportunity there to have emergency communications to broadcast on his frequency in case of power outages, emergencies, etc. Terry McDonald told Wayne he is very glad he brought that up. Terry said sitting in his office right now is an emergency broadcast system and he cannot get Mr. Nelson to have his engineering come and install it. He said it would allow the Police Chief and Fire Chief to call in and punch in and do a live emergency broadcast, but Mr. Nelson won't send his engineer to install it. The equipment belongs to the City and we paid the majority of the bill because we wanted emergency broadcast opportunity. He doesn't have people there 24 hours a day, but Terry said he will send Mr. Nelson an email today telling him the Board of Works inquired about this. Wayne Doenges and Mickey Hill agreed this equipment definitely needs to be installed. Wayne Doenges inquired about the fees for the Park Department building, room and New Haven Depot rentals. Mike Clendenen said they don't actually rent out the New Haven Depot that is still done by the New Haven Heritage Association, but what they do is the scheduling and advertising for it only. He said they do keep up on fees other places charge to and try to stay in line with those fees.

Wayne Doenges made a motion to adjourn the meeting. Mickey Hill seconded the motion and the meeting was adjourned.

Laura Hartman
Deputy Clerk

Terry McDonald
Presiding Officer