

BOARD OF PUBLIC WORKS & SAFETY  
JANUARY 08, 2010  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 8, 2010 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Ernest B. Wiggins presided and the following persons were noted as present or absent:

**PRESENT:** Board members, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Elaine Call, WWTP Utility Manager Brian Davison, Fire Chief Mike Rice, City Planner Jeremy Skinner, Park Superintendent Jon Garber, Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Park Activity Director Staci Young, Executive Director Pam Kennedy of Housing Opportunities of Warsaw, Stacey Page from News with Stacey Page, and Warsaw Times Union reporter Jennifer Peryam from the Times Union.

**ABSENT:** Board Member Charles Smith.

The meeting was called to order by Mayor Wiggins, followed by the Pledge of Allegiance.

**MINUTES –**

The minutes from the December 18, 2009 Regular Session were presented for approval. Board Member Thallemer made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

**NEW BUSINESS –**

**HOUSING OPPORTUNITIES/ADMIN COST REIMBURSEMENT –**

Executive Director Pam Kennedy presented Request for Payment Authorization #2 for Warsaw Housing Authority Administration Costs from the City Revolving Loan Fund in the amount of \$3,611.48, more specifically set forth within the request. Motion made by Mayor Wiggins to approve the request for payment #2, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**WARSAW HOUSING AUTHORITY – RELEASE OF LIENS/ MORTGAGES–**

Director of Warsaw Housing Authority Pam Kennedy requested release of liens on mortgages held by the City on the following owners of property:

1. Maria C. Nyenhuis – Recorded document #2001-08-0154.
2. Maria C. Nyenhuis – Recorded document #200800008624.
3. Deniese K. Myers and Hugh E. Ressler and Catherine M. Ressler – Document numbers more specifically set forth within the release.
4. Deniese K. Myers and Hugh E. Ressler and Catherine M. Ressler – Document numbers more specifically set forth within the release.

Motion made by Mayor Wiggins to approve the release of mortgages, seconded by Thallemer, carried by unanimous vote. (Documentation attached to minutes).

**LIMESTONE PURCHASE/CEMETERY –**

Cemetery Sexton Hal Heagy purchased limestone from Superior Excavating at a cost of \$78.08 to fill low areas around the Cemetery grounds. Rock Industries was awarded the bid for limestone purchases for 2010 and Mr. Heagy purchased from the wrong vendor. Discussion followed. Motion made by Mayor Wiggins to allow this one time purchase, seconded by Board Member Thallemer, carried by unanimous vote. (Copy attached to minutes).

**COMFORT CONTROL, LLC/CITY HALL MAINTENANCE AGREEMENT –**

An agreement with Comfort Control, LLC for maintenance of heating and cooling units at City Hall was presented for approval. Service is for year 2010 at a cost not to exceed \$700 per annum, more specifically set forth within the agreement. Motion made by Board Member Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of contract worksheet attached).

**COMFORT CONTROL, LLC/POLICE MAINTENANCE AGREEMENT –**

An agreement with Comfort Control, LLC for maintenance of heating and cooling units at the Police Station was presented for approval. Service is for year 2010 at a cost not to exceed \$800 per annum, more specifically set forth within the agreement. Motion made by Mayor Wiggins to approve the contract, seconded by Thallemer, carried by unanimous vote. (Copy of contract worksheet attached).

**PARK CONTRACT/CLASSIC ROCK CONCERT –**

Park Activity Director Staci Young requested approval of the Contract with Noisy S.O.D., Inc. and Paradise Artists for the Headline Entertainment for the Classic Rock Concert. Total cost of \$15,000, more specifically set forth within the contract. The Group is better known as FogHat. Motion made by Board Member Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**FIRE DEPARTMENT CONTRACT/CUMMINS CROSSPOINT, LLC –**

The Fire Department submitted for approval a contract with Cummins Crosspoint, LLC for maintenance of generators at each station. Motion made by Mayor Wiggins to approve the contract, seconded by Thallemer, carried by unanimous vote. (Copy attached).

**R.W. BASSETT & ASSOCIATES/CONSULTING SERVICE/FIRE –**

Fire Chief Mike Rice presented for approval a consulting agreement with R.W. Bassett & Associates to perform an ISO Pre-Audit Consulting Services. The City would agree to pay \$2,500 for these services. Motion made by Board Member Thallemer to approve the agreement, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**NEW HIRES/REHIRES/CHANGES –**

Human Resource Director Jennifer Whitaker presented for approval lists of three (3) payroll changes as follows:

- (1) Ed Kipker – Fire Department - Captain to Firefighter.
- (2) Kreg Warren – Fire Department. Captain to Firefighter.
- (3) Jaime de la Fuente – Police New Hire.
- (4) Mike Wilson – dog (Bailey) pay/Fire Department.

Motion made by Mayor Wiggins to approve the employee changes, seconded by Thallemer, carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth six (6) travel requests: Mike Rice (x two (2) trips) from the Fire Department, Shaun Gardner from the Park Department, H/R Director Jennifer Whitaker and Gerry Moser and Brian Davison from the WWTP. Motion made by Mayor Wiggins to approve all travel requests, seconded by Thallemer, carried by unanimous vote. (Info. attached to minutes).

**SPECIAL CLAIMS –**

Clerk's office submitted a listing of claims for approval of payment. The claim total is \$2,070.00. Motion was made by Mayor Wiggins to approve the claim for payment, seconded by Thallemer, motion carried by unanimous vote. (List attached to minutes).

**CLAIM DOCKETS–**

The following claim docket was presented for approval.

Regular Docket - \$920,596.63.

EOM Docket - \$6,726,786.59.

Pension Dockets - \$49,454.61.

Motion made by Board Member Thallemer to approve the claim for payment, seconded by Mayor Wiggins, motion carried by unanimous vote.

**DOWNTOWN CLEANING OF SIDEWALKS –**

Mayor Wiggins requested assistance from the news media to inform the public that the downtown sidewalks are the responsibility of the merchants to clean off the ice and snow. There are fines associated that may be imposed for not complying with the city regulations.

**ENCROACHMENT AGREEMENT/PARKING LEASE/SYMMETRY MEDICAL –**

City Planner Jeremy Skinner presented a request for approval of an “Access, Parking Lease and Encroachment Agreement” for Symmetry Medical, USA, Inc. The real estate location is 220 W. Market Street. Symmetry requires parking for customers and employees which encroaches onto a public right-of-way and are extending their roof and adding columns that also encroaches. The lease is for 20 years. Symmetry will pay to the City an annual payment of \$700, more specifically set forth within the minutes. Motion made by Mayor Wiggins to approve the request, seconded by Board Member Thallemer, carried by unanimous vote.

**ADJOURN –**

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

**ATTEST:**

**Elaine Call, Clerk-Treasurer**