

BOARD OF PUBLIC WORKS & SAFETY
MARCH 20, 2020
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, March 20, 2020 at 10:30 a.m. in the Council Chambers at City Hall. Mayor Thallemer presided and the following persons were noted as present or absent:

PRESENT: Board members Jeff Grose, and George Clemens. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Scott Reust, WWTU Manager Brian Davison, Fire Territory Chief Mike Wilson, City Planner Jeremy Skinner, and H/R Director Jennifer Whitaker.

ABSENT: None noted.

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

MINUTES-

The minutes from the March 6, 2020 Regular Session were presented for approval. Mr. Clemens made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

NEW BUSINESS-

SANDS OFFICE EQUIPMENT SERVICE, INC.-

The following maintenance agreements with Sands Office Equipment for copier needs were presented for approval. All of the agreements are for five (5) years and annual amounts are listed.

Fire - \$396.00

Mayor - \$821.00

Parks - \$1,586.00

B&P - \$1,290.00

Street - \$761.30

Wastewater - \$1,140.00 (Collections Office); \$4,544.60 (Treatment Plant)

Motion made by Mr. Clemens to approve all of the above agreements, seconded by Mr. Grose, carried by unanimous vote.

INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) INTERLOCAL AGREEMENT/HICKORY STREET-

City Planner Jeremy Skinner presented an Interlocal Agreement between the City and INDOT. The agreement is necessary to move forward with the Hickory Street Rail Crossing Upgrade Project, and basically states the City will accept and maintain the street improvements once the project is completed. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

CR 300 NORTH/PAY APPLICATION #4

Mr. Skinner presented Pay Application #4 to Phend & Brown for work completed on the CR 300 North Phase II project. Pay Application #4 is in the amount of \$132,305.62. Motion made by Mr. Clemens to approve Pay Application #4, seconded by Mr. Grose, carried by unanimous vote.

LPA VOUCHER (PE) #10/LINCOLN SCHOOL NEIGHBORHOOD SIDEWALK PROJECT/B&P-

Mr. Skinner presented a pay request to Troyer Group in the amount of \$12,263.00 for the Lincoln School Neighborhood Sidewalk Project. Also included was LPA Voucher (PE) #10 to the Indiana Department of Transportation (INDOT) requesting reimbursement from the State for the 80/20 grant for Preliminary Engineering (PE). Motion made by Mr. Clemens to approve the request and LPA Voucher (PE) #10, seconded by Mr. Grose and carried by unanimous vote.

CHANGE ORDER #4/KOKOSING INDUSTRIAL, INC. /PLANT EXPANSION PROJECT-

Change Order #4 for the Wastewater Treatment Plant Expansion Project was brought before the Board for consideration. Kokosing Industrial, Inc. needs to reroute the primary electrical feed at the Plant at a cost of \$98,005.00. Motion made by Mr. Grose to approve the Change Order, seconded by Mr. Clemens, carried by unanimous vote.

BAKER TILLY BIENNIAL REPORTS-

An agreement between the City and Baker Tilly was presented for approval. Baker Tilly will conduct two bi-annual financial reports for Wastewater Utility at a cost of \$14,200.00 and for the Stormwater Utility at a cost of \$13,600.00. Motion made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

BAKER TILLY ANALYSIS-

Another agreement with Baker Tilly was presented for consideration. Baker Tilly will conduct an analysis of revenue and costs associated with the Stormwater Utility. Cost of the services is not to exceed \$12,000.00. Motion made by Mr. Grose to approve the agreement, seconded by Mr. Clemens, carried by unanimous vote.

IFA-SRF #48/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #48 to the Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for \$1,170.00 to NV Grant Services, LLC. in regards to the Plant Expansion Project was presented for approval. Payment comes from funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Grose to approve the payment to NV Grant Services, LLC seconded by Mr. Clemens carried by unanimous vote.

IFA-SRF #49/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #49 for \$1,115,976.00 to Kokosing Industrial, Inc. in regards to the Plant Expansion Project was presented for approval. This is Kokosing's 12th pay request. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Grose to approve the payment to Kokosing, seconded by Mr. Clemens, carried by unanimous vote.

IFA-SRF #50/PLANT EXPANSION PROJECT/WWTU-

Disbursement Request #50 for \$2,191.00 to Wessler Engineering in regards to the Wastewater Plant Expansion Project was presented for approval. The application will be sent to Indiana Finance Authority (IFA)/State Revolving Fund (SRF) for funds held at the Bank of New York (BNY) Mellon from the Revenue Bonds of 2018. Motion made by Mr. Clemens to approve the payment to Wessler Engineering, seconded by Mr. Grose, carried by unanimous vote.

NEW HIRES/CHANGES IN PAYROLL REPORT-

A list of eight (8) payroll changes was presented for approval: Street - one (1); WWTU- three (3); Fire - one (1); Building and Plan - one (1); Police - one (1); and Cemetery - one (1). Motion made by Mr. Grose to approve the report, seconded by Mr. Clemens, carried by unanimous vote.

SS SOFTWARE TECHNOLOGIES, INC./PEOPLETRAK/HR-

Human Resources Director Jennifer Whitaker presented an annual maintenance and support agreement with SS Software Technologies, LLC (PeopleTrak) for support and program maintenance for the software used by the Human Resources Department at a cost of \$1,200.19. Motion was made by Mr. Clemens to approve the agreement, seconded by Mr. Grose, carried by unanimous vote.

CLAIM DOCKET-

The following claim docket was presented for approval:

Regular Docket - \$2,112,194.05

Motion made by Mr. Clemens to approve all claims for payment, seconded by Mr. Grose, motion carried by unanimous vote.

OTHER-

APPROVAL OF CLAIMS DURING PUBLIC HEALTH EMERGENCY-

City Attorney Scott Reust presented information to the Board on approval of claims during the COVID-19 Public Health Emergency. He advised that during the period of the pandemic crisis that the Board designate the Mayor to sign for essential functions of the Board of Works, such as claim dockets, and otherwise to approve such things that would normally be approved by the entire Board. Any and all items that the Mayor has signed during this time would be later ratified by the entire Board at a public meeting. If the Mayor is unavailable then approval may be made by Board member and City Council member Jeff Grose, and then Board member George Clemens if Mayor Thallemer or Mr. Grose are unavailable. After discussion Mr. Clemens made a motion to approve the recommendation of the City Attorney, seconded by Mr. Grose, carried by unanimous vote.

-Mr. Davison reminded those in attendance and listening by live stream to only flush toilet paper and not disposable wipes, paper towels, napkins, or facial tissues. Toilet paper is the only item that will not clog up the lift pumps and wastewater system.

-Fire Chief Mike Wilson advised the board that an MOU they had approved earlier between the City and the County for the Communications Grant is not needed as the grant period has expired.

-Board Member Grose wanted to thank all department heads and employees for all their work during the Public Health Emergency.

ADJOURN-

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

ATTEST:

Lynne Christiansen, Clerk-Treasurer