

BOARD OF PUBLIC WORKS & SAFETY
DECEMBER 3, 2010
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, December 03, 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 Charles Smith, Joseph Thallemer and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, Superintendent of Public Works Lacy Francis, Park Superintendent Jon Garber, City Planner Jeremy Skinner, WWTU Manager Brian Davison, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, Fire Territory Chief Mike Rice, Deputy Clerk Kelly Geiger, Warsaw Housing Authority Director Pam Kennedy, H/R Director Jennifer Whitaker, and Times Union reporter Jennifer Peryam.

ABSENT: City Attorney Michael Valentine

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

MINUTES –

The minutes from the November 19, 2010 Regular Session were presented for approval. Board member Smith made a motion to accept the minutes as presented, seconded by Mayor Wiggins, motion carried by unanimous vote.

**REPORTS/UNFINISHED BUSINESS-
EQUIPMENT REPLACEMENT LIST/STREET-**

Street Department Superintendent Lacy Francis Jr. distributed a list of equipment that will need to be replaced in the future. Mr. Francis had not included a completely detailed list of possible equipment replacement in his 2011 budget and had been requested to do so. Mr. Thallemer asked Mr. Francis to provide the Council with the list as well. (Copy of list attached).

NEW BUSINESS –

BANKRUPTCY NOTICE/BLOCKBUSTER/WWTU-

Mayor Wiggins advised the board that he had received a letter from WWTU Payment Collection Office Manager Mary Lou Plummer that Blockbuster, Inc has filed for Bankruptcy. Per law the City is required to dismiss any wastewater collection charges unpaid to their filing date of September 23, 2010. The total write off amount is \$161.89 and City Attorney Mike Valentine has been provided a notice of filing a claim to recoup this loss. Mr. Smith made a motion to accept the write off, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached).

CONTRACT #17/BIO SOLID FACILITY IMPROVEMENTS/WWTU

Mr. Davison presented the contract from Jones & Henry Engineers, Ltd. with Michiana Contracting, Inc. for the Bio Solid Facility Improvement which will close WWTU Plant #1 located at 794 W. Center St. Two bonds had been provided with the bid, one from Michiana Contracting, Inc. with AIA and the standard bond provided from Jones & Henry. Mr. Davison had City Attorney Mike Valentine compare both bonds and AIA had a few more steps involved pertaining to the certain of affordability for making a claim. Mayor Wiggins advised either bond would be acceptable to use. The bid amount of the contract that was awarded on November 19, 2010 is \$2,215,512.50. Motion made by Mr. Thallemer to accept the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Partial copy of contract attached).

MUNICIPAL TRADE PROGRAM/BOBCAT OF WARSAW/WWTU-

Mr. Davison distributed a letter from Bobcat of Warsaw explaining Bobcat's Municipal Trade Program. The program allows municipalities to purchase new Bobcat's and trade old Bobcat equipment on an annual basis at a lower expense. Bobcat claims the program will allow a reduction in maintenance and overall operating costs for equipment. Motion made by Mr. Smith for approval, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of agreement attached).

LAND PURCHASE/FIRE TERRITORY-

Warsaw-Wayne Township Fire Territory Chief Mike Rice presented a letter to the Board seeking permission to gather two (2) appraisals for land selected along County Road 200 South for a new fire station. Wayne Township Advisory Board and the Fire Territory Board have already given their approval. Motion made by Mr. Smith to seek two appraisals, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of letter attached).

PARKER & ARGONNE LPA INVOICE/VOUCHER/BUILDING & PLAN-

City Planner Jeremy Skinner presented a LPA Invoice-Voucher for the Parker/Argonne Street project. The Invoice-Voucher is for the period of August 28, 2010 to October 1, 2010 and the amount is \$11,941.53. Motion made by Mayor Wiggins to approve the Voucher, seconded by Mr. Smith, carried by unanimous vote. (Copy attached)

VALENTINE LAW OFFICE AGREEMENT/CITY ATTORNEY –

An agreement for legal services with Mike Valentine of Valentine Law Office was presented for approval. The annual contract amount is \$36,000 payable in monthly installments of \$3,000. Some work will be at the hourly rate set at \$155, more specifically set forth within the agreement. Motion was made by Mr. Thallemer to approve 2011 Valentine Legal Service Contract effective from January 1, 2011 to December 31, 2011, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

2011 TAKE HOME VEHICLES–

Human Resource Director Jennifer Whitaker provided for approval a “2011 Take Home Vehicle List” of those employees with City vehicles. Discussion followed. Motion made by Mr. Smith to approve the Take Home Vehicle Requests, seconded by Mayor Wiggins, carried by unanimous vote. (Documents attached to minutes).

NEW HIRES/REHIRES/CHANGES –

Human Resource Director Jennifer Whitaker presented for approval a list of five (5) payroll changes as follows: Police-Angela Howard, Records Clerk, and Unknown, Administrative Assistant, Street-Fred Ratcliff Jr., Refuse Collector six-month evaluation, Park-Shaun Gardner promoted to Maintenance Supervisor and Joe Vetor promoted to Carpenter. Motion made by Mr. Thallemer to approve the new hire and changes, seconded by Mr. Smith, carried by unanimous vote (List attached to minutes).

SPECIAL CLAIMS –

Clerk’s office submitted a listing of special claims for approval of payment totaling \$60,000.00. Motion was made by Mayor Wiggins to approve the claims for payment, seconded by Mr. Smith motion carried by unanimous vote. (List attached to minutes).

CLAIM DOCKETS–

The following claim dockets were presented for approval.

Regular Docket - \$844,830.08.

EOM Docket - \$5,203,263.13.

Police & Fire Pension Docket - \$46,352.16.

Motion made by Mayor Wiggins to approve all claims for payment, seconded by Thallemer, motion carried by unanimous vote.

UNIFORM CONTRACT/STREET DEPARTMENT-

This matter had been tabled from the November 19, 2010 meeting. Today Mr. Francis brought in examples of shirts that he would like to use for Street Department Uniforms. The contract he had presented at the November 19, 2010 with Cintas was tabled pending more information from Mr. Francis. The Board had more questions as to the difference in length of time of contracts presented, service, pick-up, delivery, lost and damaged items, etc. Mr. Thallemer made a motion to table the matter, seconded by Mayor Wiggins, carried by unanimous vote.

KOMPUTROL/KEYSTONE SOFTWARE SYSTEMS AGREEMENT –

Komputrol and Keystone Software Systems submitted Disaster Recovery Agreements on computer software at the WWTU Payment Collection Office and the Clerk’s Office for 2011. The fee for disaster recovery is \$450 for the Clerk’s office and \$275 for the WWTU Payment Office. The WWTU Payment Office’s contract is \$175 less than from the 2010 contract since their conversion to Keystone software earlier this year. Motion made by Mayor Wiggins to approve the agreements, seconded by Mr. Thallemer, carried by unanimous vote. (Copies attached to minutes).

ENGAGEMENT LETTER/MONITORING SERVICES/BUILDING & PLAN-

City Planner Jeremy Skinner presented an Engagement Letter for Monitoring Services for Tax Increment Financing (TIF) from H.J. Umbaugh & Associates. The terms of the letter are more specifically set out in the letter. Motion made by Mr. Thallemer to accept the letter, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of letter attached).

ITEMS CARRIED FORWARD/UNFINISHED BUSINESS-

None presented.

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