

BOARD OF PUBLIC WORKS & SAFETY  
JANUARY 07, 2011  
10:30 A.M.  
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, January 7, 2011 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, Charles Smith and Mayor Wiggins. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Mike Valentine, WWTU Manager Brian Davison, WWTU Payment Officer Manager Mary Lou Plummer, Street Department Superintendent Lacy Francis, Fire Territory Captain Kerry Stogsdill, Fire Territory Marshal Mike Wilson, City Planner Jeremy Skinner, Park Superintendent Jon Garber, Police Chief Scott Whitaker, Police Lieutenant Kip Shuter, H/R Director Jennifer Whitaker, Park Activity Director Staci Young, Libbie Tom of Housing Opportunities of Warsaw, Todd Deaton, Keith Sampson and Josh Wildman from Wildman Uniforms, Myron Bontrager, and Times Union reporter Jennifer Peryam.

**ABSENT:** None.

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

**MINUTES –**

The minutes from the December 17, 2010 Regular Session were presented for approval. Board Member Thallemer made a motion to accept the minutes as presented, seconded by Mr. Smith. Motion carried by unanimous vote.

**REPORTS/ORAL & WRITTEN COMMUNICATION-**  
**LETTER FROM WAYNE TOWNSHIP TRUSTEE-**

A letter from Sheila K. Burner, Wayne Township Trustee, was presented stating that the Wayne Township Advisory Board made a decision not to approve any of their 2011 contracts, including the Park Contract, until they have received the Department of Local Government Finance (DLGF) final approval for their 2011 budget. They believe they will receive significant cuts to their revenue and once they receive the notice from the DLGF they will review their funding to see if they can provide any financial assistance for the Parks.

**NEW BUSINESS –**

**WWTU LIEN-111 S. WOOD ST.-**

Myron Bontrager appeared before the Board requesting that paid WWTU liens on property that he had sold and re-purchased at 111 S. Wood St. be refunded. Liens in the amount of \$1,178.52 had been placed on the property for non-payment of accrued waste-water billings that were later paid during the purchase settlement at closing. Originally there were four (4) apartments in the building and in March of 2010 building inspector Roger Long verified that there are only three (3) apartments in the building, however a building permit was never issued for the remodel. After discussion Mayor Wiggins made a motion not to refund Mr. Bontrager any money, seconded by Mr. Smith, carried by unanimous vote. (Copy of letter attached).

**HOUSING OPPORTUNITIES OF WARSAW/ RELEASE OF MORTGAGES-**

Libbie Tom of Housing Opportunities of Warsaw requested release of mortgages on the following owner of property:

1. Paul Beyel (two releases) – Recorded documents #2000-09-0447 and #200600010929.

Property Address is 604 Morton St.

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

**KEYSTONE SOFTWARE/SIGNATURE MODULE/WWTU-**

WWTU Manager Brian Davison presented a letter/quote from Keystone Software in regards to the Key-Billing program option-Signature Module. The Signature Module will be used to record lien-notices for property in arrears and comes in at a cost of \$250.00. Motion made by Mr. Smith to accept the quote, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of quote attached).

**CORRECTED INVOICE/MILLER BROTHERS BUILDING/BLDG. & PLAN-**

City Planner Jeremy Skinner advised the Board that a correction needed to be made to an invoice dated December 15, 2010, #2010-1833, for a sewer permit at Silver Fox. The agreement with the developers, Miller Brothers, states that their fees for Silver Fox should be \$400.00 per permit but were charged \$1,500.00 amounting to a reimbursement of \$1,100.00. Mr. Thallemer made a motion to refund the money, seconded by Mayor Wiggins, carried by unanimous vote. (Copy of invoice attached).

**HEARING OFFICER/L. CLIFFORD AGREEMENT –**

An agreement between the City of Warsaw and Lawrence Clifford was presented for approval. This agreement retains the services of Mr. Clifford as an independent Hearing Officer for the City's Department of Code Enforcement. Motion made by Mayor Wiggins to approve the agreement, seconded by Mr. Smith, carried by unanimous vote.  
(Copy attached to minutes).

**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 Classis Rock Concert. Total cost is \$15,000 and more specifically set forth within the contract. The group, better known as Foghat, will perform on June 17, 2011 in Central Park. Motion made by Mr. Thallemer to approve the contract, seconded by Mayor Wiggins, carried by unanimous vote. (Copy attached to minutes).

**PARK CONTRACTS –**

Park Activity Director Staci Young requested approval of following activity contracts:

- 1) Catering with Our Fathers House for the Daddy-Daughter Dance, \$750.00 maximum.
- 2) Catering with Our Fathers House for Brunch with the Bunny, \$1,000.00 maximum.
- 3) Catering with Our Fathers House for Girls Night Out, \$750.00 maximum.
- 4) DJ services with Derek Tenney for Daddy –Daughter Dance \$175.00.

Motion made by Mr. Thallemer to approve the contracts, seconded by Mr. Smith, carried by unanimous vote. (Documentation attached to minutes).

**CINTAS UNIFORM RENTAL/PARK –**

Park Superintendent Jon Garber requested approval of a 24 month contract with Cintas for uniform rental, shop, and roll towels more specifically set forth within the agreement. Wildman Uniforms had submitted a proposal for the 24 month contract as well. Representatives from Wildman Uniforms were in attendance and requested the Board award the contract to a local company citing that Cintas was no longer located in Warsaw. Discussion followed and Mr. Smith motioned to table the matter until further review and the Board asked for a representative from Cintas to be in attendance, seconded by Mayor Wiggins, carried by unanimous vote.

**WARSAW-WAYNE FIRE TERRITORY VOLUNTEER FIRE AGREEMENT –**

The contract with the Warsaw-Wayne Fire Territory Volunteer Fire Department was presented for approval. City agrees to pay \$35,000 for services more specifically set forth within the contract. Motion was made by Mayor Wiggins to accept the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

**N.E.W. HEATING & COOLING MAINTENANCE AGREEMENT/FIRE–**

An agreement with N.E.W. Heating & Cooling for maintenance of H.V.A.C units at both Fire Stations was presented for approval. Contracted service for 2011 comes in at a cost of \$900, more specifically set forth within the agreement. Motion made by Mr. Thallemer to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

**SCEARCE RUDISEL ARCHITECTS/ARCHITECTURAL SERVICES-**

Mayor Wiggins presented a contract from Scarce Rudisel Architects for architectural services for the new City Hall at 102 S. Buffalo Street. The contract includes design, development, and construction phases and compensation more specifically set out in the contract. Motion made by Mr. Smith to accept the contract, seconded by Mr. Thallemer, carried by unanimous vote. (Copy attached).

**COMFORT CONTROL, LLC/CITY HALL/POLICE DEPT./MAINTENANCE AGREEMENT –**

Agreements with Comfort Control, LLC for maintenance of heating and cooling units at City Hall and the Police Department were presented for approval. Service is for year 2011 at a cost not to exceed \$672 per annum for City Hall and not to exceed \$760 per annum for the Police Dept., more specifically set forth within the agreement. Motion made by Mayor Wiggins to approve the contracts, seconded by Mr. Thallemer, carried by unanimous vote. (Copy of contract worksheet attached).

**NEW HIRES/REHIRES/CHANGES –**

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

(1) Robert Barker – Fire Department – Firefighter to Captain.

(2) Unknown – WWTU Payment Office-Payment Clerk

Motion made by Mr. Smith to approve the employee new hires/changes, seconded by Mayor Wiggins carried by unanimous vote. (List attached to minutes).

**TRAVEL REQUESTS –**

A list setting forth three (3) travel requests: Tim Whitright, Michael Cox, and Becky Anglin -Police Department. Motion made by Mr. Smith to approve all travel requests, seconded by Mr. 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 \$7,905.50. 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 docket was presented for approval.

Regular Docket - \$599,332.25.

EOM Docket - \$3,324,809.55.

Pension Dockets - \$46,352.16.

Motion made by Mr. Thallemer to approve the claims for payment, seconded by Mayor Wiggins, motion 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:**

**Lynne Christiansen, Clerk-Treasurer**