

September 1, 2020

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 1st of September 2020 at the hour of 9:00 a.m.

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

Present: Bob Byrd, Rob Gutierrez, and Steve McMichael

Absent: none

The claim registers for payroll and vendor checks written since the last regularly scheduled meeting were presented to the Board and signed by the Board. Vendor checks are dated September 2nd, 2020 and will be mailed out of September 2nd, 2020.

The Title VI Statement

Bob Byrd made a motion to approve the minutes of the previous meeting. Rob Gutierrez seconded the motion and the motion was approved.

Rob Gutierrez made a motion to approve the amended minutes from February 18, 2020. Bob Byrd seconded the motion and the motion was approved.

Under new business Item A, Superintendent Dave Jones asked for approval for a sewer adjustment for Kevin Richardson at 10431 Erwin Lane in the amount of \$50.04. Bob Byrd made a motion to approve the sewer adjustment for Kevin Richardson at 10431 Erwin Lane in the amount of \$50.04. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item B, Superintendent Dave Jones asked for approval for a sewer adjustment for Amy Reuille at 3396 Landin Meadows Run in the amount of \$478.89. The bills ranged from 2016-2020. The Board discussed how far back the City should be adjusting bills. Rob Gutierrez made a motion to approve the sewer adjustment for Amy Reuille at 3396 Landin Meadows Run in the amount of \$478.89. There was no second. Bob Byrd made a motion to table the item for further review. Steve McMichael seconded the motion and the motion was approved by the following vote:

Aye: Bob Byrd and Steve McMichael

Nay: Rob Gutierrez

Under new business Item C, a discussion of a 4 way stop at Woodmere Drive and Melbourne Drive. After the discussion, there was no approval currently for a 4 way stop at Woodmere Drive and Melbourne Drive.

Under new business Item D, Clerk Treasurer Natalie Strock asked for approval of copiers and other equipment disposal that had been brought to the Board previously. The City reached out to non for profits in the area with no need at this time. The following items were up for disposal:

Located in Utility Office at the window (copier)

Toshiba Studio 455

Model DP-4570

Serial No. CLE136136

Located in Workroom First Floor (copier)

Toshiba Studio 353
Model DP-3540
Serial No. CGK866818

Located in Old Engineering Office (copier)
Sharp Mx-M464
Serial No. 4E001935

Located in Utility Office for Billing (unused since SmartBill) (large quantity printer)
Printer HP
Serial No. JPRCD650XP

Located in the Police Department (copier)
Toshiba Studio 355
Model DP-3570
Serial No. CLE911318
Located in the Workroom First Floor (fax machine)
Sharp FO-2081
Serial No. 35019621

Located in the Payroll Office (printer)
HP LaserJet 600 M602
Serial No. CNBCD922BC

Bob Byrd made a motion to approve the disposal of copiers and other equipment. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item E, Clerk Treasurer Natalie Strock brought a resolution for utility payment options due to COVID-19. Rob Gutierrez made a motion to number and read by title only A Resolution of the New Haven Board of Public Works & Safety Authorizing Utility Payment Plans. Bob Byrd seconded the motion and the motion was approved.

Clerk Treasurer Natalie Strock numbered and read by title only R-20-03 A Resolution of the New Haven Board of Public Works & Safety Authorizing Utility Payment Plans.

Presiding Officer Steve McMichael declared Resolution R-20-03 to have passed.

Under new business Item F, Community and Economic Development Director Pone Vongphachanh asked for approval of ArchiveSocial Services from ArchieveSocial in the amount of \$2,388.00/year. Rob Gutierrez made a motion to amend the agenda item to September 2020 to December 2020 in the amount of \$796.00. Bob Byrd seconded the motion and the motion was approved. Rob Gutierrez made a motion to approve ArchiveSocial Services from ArchieveSocial from September 2020 to December 2020 in the amount of \$796.00. Bob Byrd seconded the motion and the motion was approved.

Under new business Item G, the Board was asked to approve Invoice #7312020-96 from RQAW for the New Haven Fire Station Addition in the amount of \$9,180.00. Rob Gutierrez mentioned if the funding had come through from Allen County. Steve McMichael said there would be an afternoon meeting Thursday September 3, 2020. Bob Byrd made a motion to approve Invoice #7312020-96 from RQAW for the New Haven Fire Station Addition in the amount of \$9,180.00. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item H, the Board was asked to approve new hire Melissa Meehan as a part-time EMT starting at \$12.00/hour effective August 24, 2020. Rob Gutierrez made a motion to approve new hire Melissa Meehan as a part-time EMT starting at \$12.00/hour effective August 24, 2020. Bob Byrd seconded the motion and the motion was approved.

Under new business Item I, the Board was asked to approve Jury Park Bond Claim to Brooks Construction Pay Application #2 in the amount of \$17,719.20. Rob Gutierrez made a motion to approve Jury Park Bond Claim to Brooks Construction Pay Application #2 in the amount of \$17,719.20 pending Park Board approval. Bob Byrd seconded the motion and the motion was approved.

Under new business Item J, Police Chief Jeff McCracken asked for the approval of Policy Updates (Cellphone Use, Disciplinary, Dispatch Equipment, Dress Code, IDACS Validation, Media, OT Policy, Performance Evaluations, Quality Control & Auditing, Room Housekeeping and Personal Items, and Staffing Shift Bids). Bob Byrd made a motion to approve Policy Updates (Cellphone Use, Disciplinary, Dispatch Equipment, Dress Code, IDACS Validation, Media, OT Policy, Performance Evaluations, Quality Control & Auditing, Room Housekeeping and Personal Items, and Staffing Shift Bids). Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item K, Police Chief Jeff McCracken asked for approval of Jordyn Clark to part-time dispatcher starting at \$21.02/hour effective September 13, 2020. Rob Gutierrez made a motion to approve Jordyn Clark as a part-time dispatcher starting at \$21.02/hour effective September 13, 2020. Bob Byrd seconded the motion and the motion was approved.

Under new business Item L, Police Chief Jeff McCracken asked for approval of Kellie Minick to full-time dispatcher starting salary at \$43,500.00 effective August 31, 2020. Bob Byrd made a motion to approve Kellie Minick to full-time dispatcher starting salary at \$43,500.00 effective August 31, 2020. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item M, City Engineer Darrin Good asked for approval of contract with JPR for the NH Community Center Park. Nathan Deig was present from JPR to answer questions. The contract is not to exceed \$165,000.00 Bob Byrd made the motion to approve a contract with JPR for NH Community Center Park. There was not a second. Steve McMichael made a motion to table the item till legal counsel could look over the contract. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item N i 1, City Engineer Darrin Good asked for approval of Invoice #20-05-103 in the amount of \$2,650.00 for Easement Prep & Field Staking of Easements for Tanglewood Sanitary Sewer Relief Project (SSIP-2019-01) from Anderson Surveying. Rob Gutierrez made a motion to approve Invoice #20-05-103 in the amount of \$2,650.00 for Easement Prep & Field Staking of Easements for Tanglewood Sanitary Sewer Relief Project (SSIP-2019-01) from Anderson Surveying. Bob Byrd seconded the motion and the motion was approved.

Under new business Item N ii 1, City Engineer Darrin Good asked for approval of Invoice #20-2336 in the amount of \$7,775.76 for work on the Green Road Improvement Project (SIP-2019-02) from A&Z Engineering. Bob Byrd made a motion to approve Invoice #20-2336 in the amount of \$7,775.76 for work on the Green Road Improvement Project (SIP-2019-02) from A&Z Engineering. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item N iii 1, City Engineer Darrin Good asked for approval of Invoice #98171 in the amount of \$787.50 for Stormwater reviews at Victoria Lakes & SDI Lafarga-NIPSCO from DLZ. This will be reimbursement from the developers. Rob Gutierrez made a motion to approve Invoice #98171 in the amount of \$787.50 for Stormwater reviews at Victoria Lakes & SDI Lafarga-NIPSCO from DLZ. Bob Byrd seconded the motion and the motion was approved.

Under new business Item N iv 1, City Engineer Darrin Good asked for approval of Invoice #075532 in the amount of \$55,360.80 (which includes \$6,151.20 retainage withheld) for work on the 3R Lateral Replacement Project (SSIP-2020-01)(SRF) from Yardberry Landscape Excavating. Bob Byrd made a motion to approve Invoice #075532 in the amount of \$55,360.80 (which includes \$6,151.20 retainage withheld) for work on the 3R Lateral Replacement Project (SSIP-2020-01)(SRF) from Yardberry Landscape Excavating. Rob Gutierrez seconded the motion and the motion was approved.

Under new business Item N v 1, City Engineer Darrin Good asked for approval of Invoice #35410 in the amount of \$6,568.00 for work on the 3R Lateral Replacement Project (SSIP-2020-01) (SRF) from Wessler. This will be reimbursement from the developers. Rob Gutierrez made a motion to approve Invoice #35410 in the amount of \$6,568.00 for work on the 3R Lateral Replacement Project (SSIP-2020-01) (SRF) from Wessler. Bob Byrd seconded the motion and the motion was approved.

Under new business Item N iv 2, City Engineer Darrin Good asked for approval of Invoice #35501 in the amount of \$22,988.00 for work on the 3R Lateral Replacement Project (SSIP-2020-01)(SRF) from Wessler. Bob Byrd made a motion to approve Invoice #35501 in the amount of \$22,988.00 for work on the 3R Lateral Replacement Project (SSIP-2020-01)(SRF) from Wessler. Rob Gutierrez seconded the motion and the motion was approved.

Bob Byrd made a motion to adjourn the meeting. Rob Gutierrez seconded the motion and the meeting was adjourned.

Steve McMichael
Presiding Officer

Natalie Strock
Clerk-Treasurer