

January 15, 2019

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 15th of January 2019 at the hour of 9:30 a.m.

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

Present: Terry McDonald, Mickey Hill
Absent: Wayne Doenges

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. The vendor checks are dated January 16, 2019 and will be mailed January 16, 2019.

The Title VI Statement

Mickey Hill moved to approve the minutes of the previous meeting as presented. Terry McDonald seconded the motion and the motion was approved.

The first item on the agenda was the discussion of the Court computer. Terry McDonald spoke in the absence of retired Judge Robison and explained Geoff has requested to take his computer with him, as he has a lot of personal items on the hard drive. Terry told him he could he has to replace the computer with a computer with the same operating system we have, including Office 0365 and it must be compatible with our systems. He explained Geoff wanted to buy a computer at the depreciated value of his current computer. Terry said he told Geoff no, and it must be equal to the computer he wants to take with him. Clerk Treasurer Brenda Adams said Geoff wanted to take the computer offsite and have someone download files off it. Mickey Hill suggested someone from here sits with and downloads what needs to be taken off it and when he replaces the computer then he can take this one with him and anything City related is to come off the computer before he takes it. Terry McDonald said he stays firm and whatever the computer costs the replacement must have the same quality of computer, the same memory, the same speed, and Office 0365 to replace it. He could also take the computer and clean and remove the City files while it's here. Mickey Hill suggested he download his personal files with someone sitting with him on an external hard drive, since he is no longer employed by the City of New Haven. Terry McDonald said he had limited access. Terry McDonald made a motion that it would be the boards position; he can either take all his personal files from the computer and load onto an external hard drive while the computer is here or he can take off the City files from it and take it with him, but he must replace it with an identical computer or something even better. Mickey Hill seconded the motion and the motion was approved.

Tammy Schoel of the Utility Office presented a sewer adjustment request for 533 Sara Drive in the amount of \$42.34. She read an email saying there was a hose left on in the backyard which burst, and the water was still on at the spigot. Superintendent Dave Jones went out and verified the water ran into the yard. Mickey Hill made a motion to approve a sewer adjustment request for 533 Sara Drive in the amount of \$42.34. Terry McDonald seconded the motion and the motion was approved.

Terry McDonald asked for approval of a Professional Services Contract for Grant Writing and Income Survey Services with Sturtz Public Management Group in the amount of \$10,250.00. Terry explained this is part of the Stellar Grant Project for the trail to connect the community center to local neighborhoods. Mickey Hill made a motion to approve a Professional Services Contract for Grant Writing and Income Survey Services with Sturtz Public Management Group in the amount of \$10,250.00. Terry McDonald seconded the motion and the motion was approved.

Police Chief Henry McKinnon explained Merit Board Member Jordan Palmer resigned from his position on December 7, 2018. The three qualified candidates nominated were: Sergeant Chad Vaughan, Officer Tyler Karns and Jerry Runyan. Henry said the vote took place at 1:30 pm on January 4, 2019 by secret ballot at the New Haven Police

Department Training Room. Of the 21 full-time officers on the department 19 participated in the vote. Only 1 of the 19 officers participating in the vote was not present to vote but he provided the name of the candidate he was voting for to his sergeant and that vote was counted. The ballots were counted by Henry and verified by a department member, Officer Jeffers. A majority was reached, and the results of the vote are as follows:

Chad Vaughan: 11 Votes
Tyler Karns: 1 Vote
Jerry Runyan: 7 Votes

Henry explained since the vote was taken within 30 days of Jordan Palmer's resignation, but after his term was to expire, this would be a three-year appointment. The Board Members thanked Henry for the information.

Police Chief Henry McKinnon asked for approval to hire Nancy Burton, Pam Tipsord, Amy Barron as dispatchers for the Police Department effective January 1, 2019 at a starting pay of \$20.41 per hour. Terry McDonald made a motion to approve to hire Nancy Burton, Pam Tipsord and Amy Barron as part time dispatchers for the Police Department effective January 1, 2019, at a pay rate of \$20.41 per hour. Mickey Hill seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to purchase three 4RE in-car cameras from Watch Guard in the total amount of \$14,460.00. Henry explained this is a discounted rate due to negotiated savings the Indiana Police Department extended to the department. He said they wish to continue to use WatchGuard as the reliability as a quality recording system is paramount and to maintain uniformity throughout our fleet for continuity. WatchGuard is the sole provider of hardware and software maintenance support for 4RE Systems. 4Rd is the only high definition digital in-car camera system available today that features the patented multiple resolution encoding. This allows the front camera to record in two different compliant resolutions simultaneously, allowing the most critical events to be saved in high definition. Mickey Hill made a motion to approve to purchase three in-car cameras from Watch Guard in the total amount of \$14,460.00. Terry McDonald seconded the motion and the motion was approved.

Police Chief Henry McKinnon asked for approval to purge the following non-serviceable, outdated and non-working items from the Police Department:

COMPUTERS

- (1) HP computer tower serial # MXL1291XKW
- (1) ACER computer tower serial # CD-36ELARW
- (1) HP computer tower serial # 2UA970LH5
- (1) HP computer tower serial # 2UA9470LH6
- (1) Dell laptop PS7G
- (1) OEM-Microcomputer & keyboard SL-86-911-USB serial # 9105-00C-080806
- (1) OEM-Microcomputer & keyboard SL-86-911-USB serial # 9105-00C-080727
- (1) Lenovo laptop FRUPN04W6948
- (1) HP computer tower serial # MXL2102JGC

MISC EQUIPMENT

- (1) HP LaserJet printer P1102W serial # UNB4K2622
- (1) Sceptre monitor X9C-nagau
- (1) Dell monitor serial # CN-066CR3-70163-02R-0002
- (1) ELO Monitor serial # B10C007303
- (1) ELO Monitor serial # B10C007262
- (1) Motorola console model L2OURS9PW1AN serial # 276CKD0270
- (1) Motorola console model L2OURS9PW1AN serial # 276CKD0269

Henry explained some of the items will be auctioned off at AAA Auction and non-working items of no value would be destroyed and anything with a hard drive would either be wiped clean or it would be removed and destroyed. Mickey Hill made a motion to approve for the Police Department to purge and auction or destroy the above outdated, and non-working items. Terry McDonald seconded the motion and the motion was approved.

Alex Bourke of the Engineering Department asked for approval of contract with GME for 2018 Community Crossings Project, CC-2018-01 in the amount not to exceed \$14,470.00. Alex explained this contract is for Green Road widening and improvements and

is for seven borings and approximately eighty core samples to be taken. Mickey Hill made a motion to approve a contract with GME for the 2018 Community Crossings Project, CC-2018-01 in the amount not to exceed \$14,470.00. Terry McDonald seconded the motion and the motion was approved.

Under projects, Director of Engineering Keith Schlegel explained the Stellar Grant has been a process and we may have a contract with A&Z Engineering to begin survey work. We will know more after our meeting on February 5th and we just want to be cautious since this is all new territory for us. Keith explained we are making good progress on our Green Road plans and we had a meeting with our consultant. Our staff made some interesting observations and we were able to pare down some of the underground infrastructure needs to reduce costs. We are waiting on the revised design. Keith said they are in the process of reviewing the videos for the 3R Program concentrating on the Canal, Railroad and Summit Street area. Everything except for what the City did in the road right of way is in good shape, but it is what we connected to in a lot of cases which needs some help.

Director of Engineering Keith Schlegel asked for the board to rescind the approval given at the January 2, 2019 Board of Works Meeting for the Notice to Proceed to A&Z Engineering for right of way acquisitions for the Landin Road Improvement Project, Designation #1400694. Keith explained after reading the LPA Guidance on the website, this was requested prematurely and there is a request for federal funds that needs to be processed prior to allowing our consultant to work on the right of way acquisitions. Mickey Hill made a motion to rescind approval of the Notice to Proceed to A&Z Engineering for right of acquisitions for the Landin Road Improvement Project, Designation #1400694. Terry McDonald seconded the motion and the motion was approved.

Terry McDonald said in 2018 the New Allen Alliance the Allen County Commissioner reduced some of their support for Kristi Sturtz for being their consultant. He explained an email was sent with an invoice in March 2018 and he overlooked it. The invoice was for our portion of the support for the program which is \$10,000.00. Terry asked for approval of the 2018 portion and informed the board there will be an invoice for 2019 for \$10,000.00, also. Mickey Hill made a motion to approve to pay the New Allen Alliance \$10,000.00 for 2018 services. Terry McDonald seconded the motion and the motion was approved.

Mickey Hill made a motion to adjourn the meeting. Terry McDonald seconded the motion and the meeting was adjourned.

Brenda Adams
Clerk Treasurer

Terry McDonald
Presiding Officer