

March 20, 2018

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 20th of March 2018 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, Wayne Doenges, Mickey Hill
Absent: None

The claim registers for payroll and vendor checks written since the last regularly scheduled meeting were presented to the board and also signed by the board. The vendor checks are dated March 21, 2018 and will be mailed March 21, 2018.

The Title VI Statement

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

Deputy Clerk Renee Lyons asked for approval to hire Natalie Cook as accounts payable/payroll Clerk effective April 2, 2018 at a pay rate of \$41,581.00. Wayne Doenges made a motion to approve the hiring of Natalie Cook as accounts payable/payroll Clerk effective April 2, 2018 at a pay rate of \$41,581.00. Mickey Hill seconded the motion and the motion was approved.

Deputy Clerk Renee Lyons asked for approval for timeclocks for the City of New Haven from Novatime in the amount of \$34,255.50 for a five year contract. The following three quotes were received:

Style of clock	<u>Novatime</u>		<u>Executime</u>		<u>Aladtech</u>
	Biometric		Biometric		Computer login
	<u>Buy</u>	<u>Rent</u>	<u>Premise</u>	<u>Cloud</u>	
Hosting/Licensing	* 9600.00	16,320.00	24,950.00		servers in UT, TX
Annual Maintenance	* 2965.00	900.00	4,990.00	17,964.00	15,552.00
Setup Cost	8,065.00	8,065.00	15,360.00	19,360.00	
7 Timeclocks	13,625.50		13,965.00	13,965.00	
1st year cost	<u>\$34,255.50</u>	<u>\$25,285.00</u>	<u>\$59,265.00</u>	<u>\$51,289.00</u>	<u>\$15,552.00</u>
Recurring Annual Cost	* \$12,565.00	\$17,220.00	\$4,990.00	\$17,964.00	\$15,552.00
Advanced Scheduling	included		\$11,300.00		(EMS currently use) \$2,495 annually through 9/17/18
Mobile Access	included		\$7,345.00		
Conversion	included		extra		n/a
Travel Expenses	included		extra		n/a
Test Environment	included		extra		free trial
BS&A Interface	included		extra		extra
Training	included		remote included		remote included

Renee explained the proposed timeclock locations are the Park Community Center, Jury Pool, Park Maintenance Building, the Fire Station on Hartzell Road, Police Department/ Dispatch back door, Administration Building side hallway, and the Utility Shop. Terry McDonald commented we have been working on this for a couple of years and it's time for a change to tighten up accounting and payroll. Renee said Novatime is compatible with the BS&A Software currently used by the payroll department, so it will eliminate the employee needing to fill out time sheets and uses biometrics or a finger print for employees to clock in and out. It has an advanced scheduling module included in the cost which might

work well for areas like the Police, Fire and EMS Departments. Mickey Hill made a motion to approve the quote from Novatime for timeclocks for the City of New Haven in the amount of \$34,255.50. Wayne Doenges seconded the motion and the motion was approved.

Deputy Chief Rod Hormann asked for approval to auction or destroy the following non-working obsolete and no value items from the Police Department:

Camcorder/Camera

1. One (1) Vivitar/ Vivicam X327 Serial #MID005090

Computers

2. Eleven (11) Dell Laptops
 - a. Serial # 63G97R1
 - b. Serial #45P8RT1
 - c. Serial #GF2M2C1
 - d. Serial #98L6RT1
 - e. Serial #91GP421
 - f. Serial #DRKC4Q1
 - g. Serial #GCNY2R1
 - h. Serial #H6JC4Q1
 - i. Serial #1GNY2R1
 - j. Serial #1J960M1
 - k. Serial #28GP4L1
3. One (1) IBM ThinkPad Serial # 78BDHB1
4. Three (3) HP Desktop Towers
 - a. Serial #2UA1420KBS
 - b. Serial #MXL3410LH9
 - c. Serial #MXL2251C3K
5. One (1) LG Desktop Tower Serial #D42050738500455
6. One (1) APC Desktop Tower

Miscellaneous Equipment

7. Four (4) Dell Power Cable
8. Two(2) Dell Power Adapter
9. One (1) Lind Power Adapter
10. One (1) Lenovo Battery Serial #11545N1022Z1ZW215C4AC4
11. One (1) Misc. Battery
12. One (1) Misc. Computer Mouse Serial #LZC03850046
13. One (1) HP Computer Mouse Serial #672652-001
14. One (1) Logitech Computer Mouse Serial #810-000718
15. One (1) Verizon Jetpack 4G LTE Hotspot
16. One (1) Logitech Keyboard Serial #5Y012UK
17. One (1) Sharp VCR/DVD Player Serial #207714861
18. One (1) GBC 4260X Shredmaster Serial #74790
19. One (1) Nakajima Electric Typewriter Serial #9907
20. One (1) Toshiba Studio 35 Printer Serial # CUD241462
21. Six (6) 8ft. wooden folding tables
22. One (1) Betco wet/dry vacuum

Wayne Doenges made a motion to approve to auction or destroy non-working or no value items the above listed items from the Police Department. Mickey Hill seconded the motion and the motion was approved.

Deputy Chief Rod Hormann asked for approval to purchase ballistic blocks for indoor firing range from Range Systems in the amount of \$6,413.67 for 80 blocks at \$72.00 per block including shipping. The other bids were received from AeroBase Group at \$99.99 per block for a total of \$7,999.20 for 80 blocks not including shipping and Army Property at \$96.90 per block for a total of \$8,334.86 including shipping. Mickey Hill made a motion to approve the purchase of ballistic blocks for indoor firing range from Range Systems in the amount of \$6,413.67 for 80 blocks at \$72.00 per block including shipping. Wayne Doenges seconded the motion and the motion was approved.

Utility Office Manager Jill Cain spoke in place of Public Works Superintendent Dave Jones for a sewer adjustment request for 1050 Bell Avenue in the amount of \$335.57. Jill explained their outside spigot froze and burst allowing water to run into the ground and was repaired by Korte on February 14, 2018. Wayne Doenges made a motion to approve a sewer adjustment request for 1050 Bell Avenue in the amount of \$335.57. Mickey Hill seconded the motion and the motion was approved.

Utility Office Manger Jill Cain spoke in place of Public Works Superintendent Dave Jones for a sewer adjustment request for 1420 Centerbrook Drive in the amount of \$99.86. Jill explained

they have a water activated sump pump which ran and discharged in the pond so no water went in to the sewer. Mickey Hill made a motion to approve a sewer adjustment request for 1420 Centerbrook Drive in the amount of \$99.86. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel presented Special Event Permit EV-18-03 for the New Haven 10K Run to be held on July 28, 2018 from 7:30 a.m. until 9:30 a.m. Superintendent of Park Mike Clendenen spoke and said they can adjust the route if the Community Crossing Project is still in progress in the Arrow Haven Addition. The event will start and finish at Jury Park with the route as noted on the permit application. Mickey Hill made a motion to approve Special Event Permit EV-18-03 for the New Haven 10K on July 28, 2018 from 7:30 a.m. until 9:30 a.m. with the route as listed on the permit application. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel presented Special Event Permit EV-18-04 for the Jury Kid's Triathlon to be held on July 7, 2018 from 8:00 a.m. until 10:00 a.m. The swimming and running will take place in the park and the bike riding will be in the Highland Terrace Addition as listed on the permit application. Mickey Hill made a motion to approve Special Event Permit EV-18-04 for the Jury Kid's Triathlon on July 7, 2018 from 8:00 a.m. until 10:00 a.m. with the route as listed on the permit application. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel presented Special Event Permit EV-18-05 for the Canal Days 5K on June 6, 2018 from 8:00 a.m. to 9:00 a.m. He said the event will start and end at Havenhurst Park with the route as listed on the permit application. Mickey Hill made a motion to approve Special Event Permit EV-18-05 for the Canal Days 5K Run on June 9, 2018 from 8:00 a.m. until 9:00 a.m. with the route as listed on the permit application. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel presented Special Event Permit EV-18-06 for the Running for the Bulldogs Event on May 26, 2018, from 8:00 a.m. until noon, with the route as listed on the permit application. Mickey Hill made a motion to approve Special Event Permit EV-18-06 for the Running for the Bulldogs Event on May 26, 2018 from 8:00 a.m. until noon with the route as listed. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of Pay Tab #4 to Hipkind Concrete Corp in the amount of \$167,785.20 for the Community Crossing Projects CCMG1 and CCMG2, Designation #1601476 and 1601478. Keith explained this pay tab is mostly for work in the box culvert on Norland Lane. Wayne Doenges made a motion to approve Pay Tab #4 to Hipkind Concrete Corp in the amount of \$167,785.20 for the Community Crossing Projects CCMG1 and CCMG2, Designation #1601476 and 1601478. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel present to the board the quotes for the Community Crossings 2017 Street Improvement Project CC-2017-01. The bids received were from API Construction for \$753,088.10, Brooks Construction for \$764,705.00 and Wayne Asphalt for \$749,998.48. He said etica group reviewed the bids and recommended the awarding of bid to the lowest bidder Wayne Asphalt in the amount of \$749,998.48 for the Community Crossings Street Improvement Project CC-2017-01. Mickey Hill made a motion to approve to award the bid for the Community Crossings 2017 Project, CC-2017-01 to the lowest bidder Wayne Asphalt in the amount of \$749,998.48. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of the Construction Contract by and between the City of New Haven and Wayne Asphalt Construction Company for the Community Crossings 2017 Street Improvement Project, CC-2017-01 in the amount of \$749,998.48. Mickey Hill made a motion to approve the Construction Contract by and between the City of New Haven and Wayne Asphalt Construction Company for the Community Crossings 2017 Street Improvement Project, CC-2017-01 in the amount of \$749,998.48. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval and the signing of the Notice to Proceed for Wayne Asphalt for the Community Crossings 2017 Project, CC-2017-01 with work beginning on March 20, 2018. Mickey Hill made a motion to approve and the signing of the Notice to Proceed for Wayne Asphalt for the Community Crossings 2017 Project, CC-2017-01. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel presented the following Chapter 51 Violation Fine Schedule for the City of New Haven Dealing with Sewers and Sewage System:

The City of New Haven has within its Code of Ordinances an ordinance dealing with sewers and sewage systems found at Section 51.01 through 51.99. That Code provides that the Board of Works shall establish a fine schedule for various violations of the ordinance. The following fine schedules have been proposed through a committee process based upon what New Haven believes to be the reasonable cost and administrative cost to the City of New Haven for the violations listed in the ordinances being submitted to the Board of Works for its consideration and/or approval.

1. Section 51.03. Discharge of Gray Water or Waste Water with clear water via Sump Pump to the Sanitary Sewer.

	Proposed Fine	\$52.65
2.	<u>Section 51.10. Permit Inspection Fee for Private Sewage Disposal Systems.</u>	
	Proposed Fine.	\$25.00
3.	<u>Section 51.12. Discharge of Unpolluted Water from Air Conditioners, Cool and Condensing Systems.</u>	
	Proposed Fine.	\$10.00 per 10,000 square feet (commercial and industrial customers only)
4.	<u>Section 51.45. Monthly Fine Schedule for Continuing Violations.</u>	
	Proposed Fines:	
	<u>Residential Service</u>	
	a. Sump pump connected to sewer lateral	\$52.65
	b. Downspout connected to sewer lateral	\$15.00
	c. Faulty or damaged sewer lateral	\$(TBD)
	d. Faulty or broken clean out cap	\$10.00
	e. Unplugged downspout tile	\$10.00
	<u>Commercial Service</u>	
	a. One sump pump connected to sewer lateral	\$52.65
	b. Downspout connected to sewer lateral (per equivalent residential unit (“ERU)) ERU (One ERU equals 2534 square feet) fine to be established based on storm water drawings in the Engineering Department	\$15.00
	c. Fine for each ERU	\$15.00
	d. A faulty or damaged sewer lateral	\$(TBD)
	e. Discharge of unpolluted water from air conditioners cooling and condensing systems (per 10,000 square feet)	\$10.00
	f. Faulty or broke cleanout cap	\$10.00
	g. Unplugged downspout tile	\$10.00
	h. Violation corrected by owner, but not inspected by City.	Continue fine based on schedule

Keith explained an extensive study was done to establish this fine schedule. He said the way we came up with the \$52.65 for sump pump, was to use the example of the November 18, 2017 at the Walnut Ridge Pump Stations using pump run times and actual information on what was experienced. It is one of the perimeters which was used to identify the volume of water we talked about versus the number of known homes in that collection system and came up with the fee. The \$25.00 sewage disposal fee inspection fee was agreed upon at the Council’s Utility Committee meeting, which is rarely used, but can be from time to time. The \$10.00 unpolluted water from air conditioners, cooling and condensing systems is only applicable to commercial and industrial customers, residential customers are excused. The monthly fine schedule Item 4 identifies all of the different fines identified by the Council’s Utility Committee listing them by residential and commercial. Keith said they did not come to a decision on the faulty or damaged sewer lateral because we are still waiting on some feedback from Wessler Engineering on the 3R Program and how we are going to handle it. Terry McDonald asked how a commercial service would get charged if they have three sump pumps. Keith said it is the intent they would get charged that fee per sump pump. Terry McDonald said it should probably say per sump pump under Item a under Commercial Service. Keith said he would have Attorney Steve Harants add it. Terry McDonald said the board will will make it an amendment to document and he can add it. Councilman Steve McMichael said at the Utility Committee Meeting of the members of Council there was a quorum present of Councilman Cheviron, Councilman Byrd, Councilman Dellinger and himself. Those members do fully support this and don’t anticipate any problems with Council approving this if the Board of Works does recommend it. Terry asked Steve if there is any issue with making the change per sump pump. Steve said no that was their intent. Keith said the Engineering Department is in the process of updating the ERU drawings that have not been updated since 2002 and we are nearly 50 percent through all of them. Hopefully Council will approve this and we can get started with issuing notices for reducing the amount of clear water entering our sewer system. Mickey Hill made a motion to approve the Fine Schedule for the City Code of New Haven Dealing with Sewers and Sewage Systems with the amendment to add “per sump pump” under Item a. sump pump connected to sewer lateral. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #18-1238 to A&Z Engineering in the amount of \$14,787.57 for the Landin Road Improvement Project. Designation #1400694. Keith explained this invoice is for preliminary design phase and project management. Mickey Hill made a motion to approve invoice #18-1238 to A&Z Engineering in the amount of \$14,787.57 for the Landin Road Improvement Project. Designation #1400694. Wayne Doenges seconded the motion and the motion was approved.

Fire Chief Josh Hale asked for approval to purchase fire gear and received the following three quotes

	<u>Morning Pride Fire Gear</u>	<u>Hoosier Fire</u>	<u>Nowak Supply</u>
Pants	\$961.13	\$1,049.00	\$1,198.02
Coat	<u>\$1,254.44</u>	<u>\$1,469.00</u>	<u>\$2,041.72</u>
Total	\$2,215.57	\$2,518.00	\$3,239.74

Josh asked the board to approve the lowest bid from Morning Pride Fire Gear in the amount of \$961.13 per pair of pants and \$1,254.44 per coat. He said the funds would come from the Cumulative Fire Fund and is asking for a not to exceed approval of \$79,900.00 to order up to 36 sets and said the Fire Governing Body has approved the purchase at their March 15, 2018 meeting. Wayne Doenges made a motion to approve the purchase of 36 sets of fire gear in amount not to exceed \$79,900.00, from Morning Pride Fire Gear at \$961.13 per pair of pants and \$1,254.44 per coat. Mickey Hill seconded the motion and the motion was approved.

Mickey Hill made a motion to adjourn the meeting. Wayne Doenges seconded the motion and the meeting was adjourned.

Laura Hartman
Clerk

Terry McDonald
Presiding Officer