

September 18, 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 18th of September 2018 at the hour of 9:30 a.m.

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

Present: Wayne Doenges, Mickey Hill
Absent: Terry McDonald

Wayne Doenges asked for a moment of silence for former Councilman Bob Ames, who passed away this week.

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 September 19, 2018 and will be mailed September 19, 2018.

The Title VI Statement

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

Superintendent of Public Works Dave Jones presented a letter from Brad Grate who owns the mobile home park at 418 Lincoln Highway who is asking for a sewer adjustment request in the amount of \$3,642.03. He said Brad was notified by the Utility Office of a high read and he did find the leak, dug it up and repaired it. Dave showed the board pictures of what was found to be the leak and said from the City's standpoint it was a water leak which went into the ground and he requested to be put on the agenda for the request. Brad Grate was present and said what Dave Jones explained is correct and after he was notified of the leak he asked his park supervisor to check for a leak. A toilet was found leaking in a trailer where the residents were away, and they shut the water off in the trailer. He said the next day he received his bill and it was nearly \$10,000.00 and followed up that day. After taking another read and comparing it, the leak had not stopped with, 10 days into the new bill the usage was what is normally used for a month. They then went back to the park and to the trailer where the toilet was leaking and that is where the problem was, and it was dug up and fixed. Brad Grate commented the previous owner(s) had used black pipe instead of galvanized at the T, which was where it ate away the pipe. He asked for the Board in addition to the request of an adjustment on the large bill, to also consider an adjustment on the new bill for 11 days the leak continued. Wayne Doenges asked if the leak was about 4 feet below the surface. Brad Grate answered yes, it was. Wayne Doenges asked Utility Office Manager Jill Cain if the \$3,642.03 request included the additional 11 days. Jill Cain said no, it does not. Superintendent of Utilities Dave Jones spoke and said he had talked to the Mayor about this and wanted to add there is some ownership on Brad Grate's part to keep up the maintenance of his waterlines and he has had this happen three or four times already. Wayne Doenges explained based on what we were presented today, this probably could not have been foreseen on this one, but in the past there have been problems there and it was obvious the leaks was not caught in time. Mickey Hill commented there is a level of responsibility of maintaining your infrastructure, just like the City does. She said you have come before the Board before and some of it was negligence on your part and she strongly suggested for him to go test all the pipes, as the Board might not be as forgiving next time. Mickey Hill made a motion to approve a sewer adjustment request in the amount of \$3,642.03 to Brad Grate for 418 Lincoln Highway. Director of Engineering Keith Schlegel suggested the board look at the additional 11 days adjustment at the next Board of Works Meeting, so members would have the proper information before them. Wayne Doenges seconded the motion and the motion was approved. Wayne Doenges asked Mickey Hill if she would agree to look at the additional 11 days at the next meeting. Mickey Hill responded yes.

Superintendent of Public Works Dave Jones asked for approval of a pay step increase for Public Works Employee Jon Meyers of 80 cents per hour for a new rate of

\$20.92 per hour effective September 2, 2018. Wayne Doenges made a motion to approve a pay step increase for Public Works Employee Jon Meyers of 80 cents per hour for a new pay rate of \$20.92 per hour effective September 2, 2018. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones asked for approval of an annual agreement with Perfect Power for UPS back up for City Hall in the amount of \$3,533.34. Dave explained this contract has increased over the years, so he is going to look for alternatives before the contract is up for renewal next year. Mickey Hill made a motion to approve the annual agreement with Perfect Power for the UPS back up for City Hall in the amount of \$3,533.34. Wayne Doenges seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones asked for approval of the annual Bobcat trade-in the amount of \$1,500.00 with Bobcat of Fort Wayne. Dave said they are trading in the 2017 Bobcat S570 and will get a 2018 Bobcat S570 in return to use until next year. Wayne Doenges made a motion to approve the annual Bobcat trade-in the amount of \$1,500.00 with Bobcat of Fort Wayne. Mickey Hill seconded the motion and the motion was approved.

Police Chief Henry McKinnon explained he is trying to keep the rules and regulations up to date and asked for approval of the following changes to the Police Department Internal Policy for personal days:

NEW HAVEN POLICE DEPARTMENT PERSONAL DAY POLICY

I. PURPOSE

The purpose of this policy is to establish the procedure for the New Haven Police Department to follow when being considered for personal time off.

II. POLICY

It shall be the policy of the New Haven Police Department to utilize personal days off for employees who have completed ninety (90) days of continuous service. Each employee shall be entitled up to five (5) days per year with pay at the regular hourly rate, as determined by the employee's regular scheduled work hours per day. Personal days are designated for use to conduct personal business which cannot be taken care of outside normal working hours. Personal days may not be accumulated from year to year. The personal day privilege applies to all full-time employees. ~~Personal days are not to be used to lengthen or extend a vacation or holidays.~~

III. PROCEDURE

- a) On January 1st of each calendar year following the employee's ninety (90) day probationary period, employees will receive five (5) personal days.
- b) Upon completion of the probationary period, full-time employees will receive five (5) personal days.
- c) Personal days will not accumulate from year to year but can be converted to sick days not to exceed sixty (60) days. After the employee's bank reaches (60) days, unused personal days will be lost after December 31st of that year.
- d) If the need arises, an employee may use personal days on an extended sick leave situation.
- e) ~~Personal days shall not be used as vacation days or holidays, nor may they be used to extend or lengthen a vacation or holiday time off.~~ "Personal days cannot be used to extend or lengthen vacation or holiday time off during seniority vacation bids."
- f) ~~Personal days will not be scheduled back to back unless authorized by the Chief of Police due to extenuating circumstances.~~ "Shift supervisors will be responsible for approving and scheduling all personal day requests for their shift. Shift supervisors are authorized to approve their own personal day requests if there is not already one person off on their shift. If a shift supervisor would like to use a

personal day when there is already one person off on their shift they will need approval from the Deputy Chief. If the Deputy Chief is unavailable the Chief of Police will make the determination regarding the request.”

- g) Adequate staffing levels will always be a priority when deciding whether to authorize a personal day request “in cases where there is already one person off for that shift.” In cases where there is a “scheduling” conflict the employee must explain “to their supervisor” the need for the day off so that special accommodations can be explored, “if needed.” “If a supervisor approves a personal day request that brings a shift below minimum staffing levels, then the approving supervisor will be responsible for adjusting the schedule in order to maintain minimum staffing levels on that shift.”
- h) Notification of personal days taken must be made by the employee to ~~the Chief of Police~~ “their supervisor”-24 hours prior to the requested day off. ~~and no more than 60 days out.~~ “For an emergency situation, where a request is made less than 24 hours prior, an explanation must be provided and approved by the supervisor.” “In cases where there is already one person off on the requesting employees shift” the day off will be at the discretion of the ~~Chief of Police~~ “employee’s supervisor” based upon department staffing needs.

“Personal time cannot be scheduled in hour increments prior to 24 hours before a scheduled shift. In cases where there is already one person off on a particular shift, the need for the time off in hour increments must be explained to the employee’s supervisor before approval is considered.”

Mickey Hill made a motion to approve the changes as requested and noted above to the New Haven Police Department Internal Policy for personal days. Wayne Doenges seconded the motion and the motion was approved.

Mickey Hill asked Police Chief Henry McKinnon what else can be done for Police Officer retention. Police Chief Henry McKinnon explained we are getting closer to Fort Wayne and the County on wages with the proposed increase for 2019. He said even the small things we can offer make a huge difference, but down the road wages are going to be a challenge.

Director of Engineering Keith asked for approval of a pay step increase for Alex Bourke of the Engineering Department from \$45,400.00 annually to \$48,900.00 annually for completing his 90-day probationary period, with an effective September 9, 2018. Wayne Doenges made a motion to approve a pay step increase for Alex Bourke of the Engineering Department from \$45,400.00 annually to \$48,900.00 annually for completing his 90-day probationary period, with an effective September 9, 2018. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of an Agreement between the City and A&Z Engineering for a proposed Community Trail Project in the amount not to exceed \$33,500.00. Keith explained the proposed Meadowbrook Trail Project is approximately 7,400 feet in length, which would connect the New Haven Community Center to surrounding neighborhood. The project also includes a pedestrian bridge over an unnamed ditch crossing on Moeller Road approximately 590 feet west of Hartzell Road. Mickey Hill made a motion to approve an Agreement between the City and A&Z Engineering for a proposed Community Trail Project in the amount not to exceed \$33,500.00. Wayne Doenges seconded the motion and the motion was approved.

Item H. Bid Bond was removed from the agenda.

Director of Engineering Keith Schlegel asked for approval of invoice #18-1384 to A&Z Engineering in the amount of \$7,233.21 for the Landin Road Improvements Project, Designation #1400694. Wayne Doenges made a motion to approve invoice #18-1384 to A&Z Engineering in the amount of \$7,233.21 for the Landin Road Improvements Project, Designation #1400694. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #18-1369 to A&Z Engineering in the amount of \$17,375.00 for the 2018 Community Crossing Project Green Road, CC-2018-01. Mickey Hill made a motion to approve invoice #18-1369 to A&Z Engineering in the amount of \$17,375.00 for the 2018 Community Crossing Project Green

Road, CC-2018-01. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #0170080.00-10 in the amount of \$3,347.50 for the 2017 Community Crossing Project, CC-2017-01, 2017. Keith explained there are issues yet to be resolved and he handed out a letter from Etica regarding those and he feels this invoice should be paid today and the issues can be ironed out in the future. Mickey Hill made a motion to approve invoice #0170080.00-10 in the amount of \$3,347.50 for the 2017 Community Crossing Project, CC-2017-01, 2017. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #32640 to Jones Petrie Rafinski in the amount of \$331.00 for the 2016 Community Crossing Projects, CCMG1 and CCMG2. Wayne Doenges made a motion to approve invoice #32640 to Jones Petrie Rafinski in the amount of \$331.00 for the 2016 Community Crossing Projects, CCMG1 and CCMG2. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of Pay Tab #5 to Wayne Asphalt in the amount of \$290,693.05 for the 2017 Community Crossings Projects, CC-2017-01. Mickey Hill made a motion to approve Pay Tab #5 to Wayne Asphalt in the amount of \$290,693.05 for the 2017 Community Crossings Projects, CC-2017-01. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of Pay Tab #8 to Hipskind Concrete in the amount of \$573,225.05 for the 2016 Community Crossing Projects, CCMG1 and CCMG2. Keith explained the invoice has been corrected and the reason being is the City of New Haven disagrees with the contractor's interpretation of the subgrade treatment. Jones Petrie Rafinski, went through this invoice and they had originally told us about it in July. We have made modifications to reflect what the amount should be and reflects the way the specifications were written for the project. Mickey Hill made a motion to approve Pay Tab #8 to Hipskind Concrete in the amount of \$573,225.05 for the 2016 Community Crossing Projects, CCMG1 and CCMG2. Wayne Doenges seconded the motion and the motion was approved.

Under projects Director of Engineering Keith Schlegel explained the 2016 Community Crossing Project is complete. On the 2017 Community Crossing Project all the curb has been replaced, all the driveways have been completed, the area between the existing asphalt and new curbs have been prepped with a base material and October 2nd the roto miller will be coming in to reprofile all the pavement and shortly after the surface will be applied. He said the 2018 Community Crossing Project has 98 percent of the topographic mapping complete in Phase I of the project and they have started preliminary design work. When they are 40 to 50 percent done with the preliminary engineering work on Phase I, they will hold a meeting and invite the Board of Works. Director of Engineering Keith Schlegel explained the Ryan Road Project, which is a County managed project, is progressing nicely and said he is going to attend a progress meeting today after this meeting. Director of Engineering Keith explained on inflow and infiltration we have had a good response to people who have received our letters. We did another round of smoke testing, and we know we have an issue to resolve in the Fairview Addition. He said there is a public information meeting on Monday, September 27, 2018 at 7:00 p.m. for the Landin Road Project and invited the Board to attend.

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

Brenda Adams
Clerk Treasurer

Wayne Doenges
Presiding Officer