

November 7, 2017

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 7th of November 2017 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 November 8, 2017 and will be mailed November 8, 2017.

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 sewer adjustment request for Harold Breames at 3525 Minnich Road. Dave said the Utility Office notified the customer of high water usage. In doing some checking the customer found a leak in a water line which fed an outbuilding. Dave explained he went out and noted the water went into the ground and not in sewer, and customer has since eliminated the line to the outbuilding. Mickey Hill made a motion to approve a sewer adjustment request for Harold Breames at 3525 Minnich Road in the amount of \$219.72. Wayne Doenges seconded the motion and the motion was approved.

Utility Office Manager Jill Cain asked for approval of the following annual write offs for the Utility Department:

23-54120.01	\$114.27 Water
Patricia Treat	\$187.98 Wastewater
3819 Westport Dr.	\$5.35 Stormwater
25-04277.02	\$12.98 Water
Chris Conrad	
9324 Waterside Ct.	
29-02027.01	\$12.81 Water
Tim/Alicia Stone	\$39.97 Wastewater
3867 Centerstone Pkwy.	\$ 5.35 Stormwater
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Total	\$ 378.71
Breakdown:	
Water	\$140.06
Wastewater	\$227.95
Stormwater	\$ 10.70

Wayne Doenges made a motion to approve the annual Utility Office write offs in the amount of \$378.71. Mickey Hill seconded the motion and the motion was approved

Clerk Treasurer Brenda Adams asked for approval to scrap an obsolete IBM Info Print 6500 from the Utility/Clerk's Office and to donate four unused cartons of green bar paper to nursery schools for use in their classrooms. Brenda explained attempts to sell the printer were unsuccessful, with vendors stating the printer is old and is of no value. Mickey Hill made a motion to approve to scrap an obsolete IBM Info Print 6500 from the Utility/Clerk's Office and to donate four unused cartons of green bar paper to nursery schools for use in their classrooms. Wayne Doenges seconded the motion and the motion

was approved.

Superintendent of Public Works Dave Jones asked for approval for the additional proposal for the door access control system at City Hall from Priority One in the amount of \$2,985.00. He explained this is for the handicap door which needed additional equipment to operate correctly with the recent updates to building access. Wayne Doenges made a motion to approve an additional proposal for the door access control system at City Hall from Priority One in the amount of \$2,985.00. Mickey Hill seconded the motion and the motion was approved.

Police Chief Henry McKinnon explained and asked for approval of the following changes to the Police Department Home Fleet Vehicle Policy:

V. PROCEDURES

Vehicle Assignment Criteria

1. Generally, Home Fleet Vehicles will be assigned to qualified officers after successfully reaching 1st class status. A minimum of eighteen (18) months service with the New Haven Police Department is mandatory for eligibility for Home Fleet Vehicles assignment. **“Officers who reach 1st class status prior to eighteen (18) months may be approved for a Home Fleet Vehicle at the discretion of the Chief.”**

VI. OPERATIONAL GUIDELINES, OFFICER AND PASSENGER APPEARANCE

- A. Only authorized NHPD personnel are permitted to operate the police vehicle. **“Exceptions to this rule may be for transportation to and from a vehicle sales or repair business and must have approval of the Chief of Police or his/her designee.”**
- K. Officers may utilize home fleet vehicles while engaged in off-duty employment within ~~the city limits~~ **“Allen County.”** **“The privilege of utilizing the home fleet vehicle for off-duty employment outside of city limits will be subject to change at the discretion of the Chief of Police, based on current gas prices or other budgetary considerations.”** Exceptions to this rule will be at the discretion of the Chief of Police or his/her designee.
- T. Under no circumstances will an officer leave any weapon(s) or portable radio in an unlocked home fleet vehicle.
 - a. If a weapon or radio must be left in a locked and unattended home fleet vehicle, the items will be secured in the vehicle's trunk, **“if applicable, or in an approved gun storage container attached to a rifle mount accessory.”**
- X. Any marked or unmarked car leaving New Haven on official business while in an on-duty capacity must be approved by the Shift Commander or above. **“Detectives will not need approval from a Shift Commander or their Supervisor to leave New Haven in their marked or unmarked car while conducting official business.”** Any marked or unmarked car leaving Allen County while the officer is off-duty must be approved by the Chief of Police or his/her designee.

VII. OFF DUTY USE CONDITIONS

Home Fleet vehicles assigned to officers who are residents of New Haven may drive the vehicle off duty for personnel use. Resident officers of New Haven shall be required to reimburse the gasoline usage outside the City of New Haven based upon the previous established formula of nineteen (19) mpg.

Home Fleet vehicles assigned to officers who are residents outside the city limits of New Haven are only permitted to drive their assigned vehicle to and from work, **“or to and from approved off-duty employment.”**

In the event there becomes a shortage of fleet vehicles due to collision or extensive repairs, non-resident fleet vehicles will be the first to be utilized as “pool” vehicles.

“Any” Non-resident fleet vehicles may be utilized by the Reserve Police Program if in need of additional vehicles for special events and other traffic enforcement details. **“The use of**

fleet vehicles utilized by the Reserve Police Program for special events and other traffic enforcement details must be approved by the Chief of Police or his/her designee.”

VIII. DISCIPLINE

- E. Non-resident officers found using their assigned vehicle other than to and from work “, or to and from approved off-duty employment”, will lose the privilege to take their vehicle home for thirty (30) days. If the officer receives two (2) or more violations, they may be considered for revocation of the privilege of off-duty use of a home fleet vehicle.

Wayne Doenges made a motion to approve the changes as explained and noted above to the New Haven Police Department Home Fleet Vehicle Policy. Mickey Hill seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of James Parker as part time Engineering Department employee at a rate of pay of \$15.00 per hour with a maximum of 29 hours a week effective October 23, 2017. Mickey Hill made a motion to approve James Parker as part time Engineering Department employee at a rate of pay of \$15.00 per hour with a maximum of 29 hours a week effective October 23, 2017. Wayne Doenges seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of a proposal from GME Testing for subsurface soils investigation in the Lakes of Scarborough Addition for the 2017 Community Crossings Project for a lump sum fee of \$10,200.00. Wayne Doenges made a motion to approve proposal from GME Testing for subsurface soils investigation for the 2017 Community Crossing Project in the Lakes of Scarborough Addition for a lump sum fee of \$10,200.00. Wayne Doenges seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of Amendment #2 to the Agreement between City of New Haven Board of Works and Wessler Engineering for Combined Sewer Overflow Long Term Control Plan Update in the amount not to exceed \$45,000.0. Mickey Hill made a motion to approve Amendment #2 to the Agreement between City of New Haven Board of Works and Wessler Engineering for Combined Sewer Overflow Long Term Control Plan Update in the amount not to exceed \$45,000.00. Wayne Doenges seconded the motion and the motion was approved.

Planning Director Brian Yoh presented an Amendment to the Agreement for Easement of Sanitary Sewer and Utility and Grant of Additional Easement for Sanitary Sewer for Victory Life Church. Brian said Greg and Patricia Fries own a piece of property on Rose Avenue and their congregation at Victory Life Church has grown and they would like to build a church on the Rose Avenue property. He explained we are in the process of vacating an unused easement and establishing an easement to protect our mainline sanitary sewer. After vacation of the easement our sewer will be protected and also preserving an easement for the Jerry and Amber Woods property for the sewer hookup. Brian said basically this cleans up and corrects the area and is basically exchanging an easement for an easement. Mickey Hill made a motion to approve an Amendment to the Agreement for Easement of Sanitary Sewer and Utility and Grant of Additional Easement for Sanitary Sewer for Victory Life Church. Wayne Doenges seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of invoice #17-1116 to A&Z Engineering in the amount of \$5,453.59 for work on Landin Road Improvement Project, Designation #1400694. Mickey Hill made a motion to approve invoice #17-1116 to A&Z Engineering in the amount of \$5,453.59 for work on Landin Road Improvement Project, Designation #1400694. Wayne Doenges seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of invoice #30965 to Wessler Engineering in the amount for \$2,050.00 for the New Haven Water Master Plan. Wayne Doenges made a motion to approve invoice #30965 to Wessler Engineering in the amount for \$2,050.00 for the New Haven Water Master Plan. Mickey Hills seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of invoice #30964 to Wessler Engineering in the amount of \$2,350.00 for the New Haven Wastewater Master Plan. Mickey Hill made a motion to approve invoice #30964 to Wessler Engineering in the amount of \$2,350.00 for the New Haven Wastewater Master Plan. Wayne Doenges

seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of invoice #95958 to DLZ in the amount of \$16,497.00 for updating the City Standards and Specifications Manual. Wayne Doenges made a motion to approve invoice #95958 to DLZ in the amount of \$16,497.00 for updating the City Standards and Specifications Manual. Mickey Hill seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of invoice #95923 to DLZ in the amount of \$607.50 for review for Victory Life Church. Wayne Doenges made a motion to approve invoice #95923 to DLZ in the amount of \$607.50 for review for Victory Life Church. Mickey Hill seconded the motion and the motion was approved.

Assistant Director of Engineering Tye Campbell asked for approval of an Agreement between the City of New Haven and INDOT for the 2017 Community Crossings Project. Mickey Hill made a motion to approve an Agreement between the City of New Haven and INDOT for the 2017 Community Crossings Project. Wayne Doenges seconded the motion and the motion was approved.

Under engineering projects Assistant Director of Engineering Tye Campbell explained the Community Crossings Project is going well and they are currently putting storm sewer in on Greenmoor Drive.

Terry McDonald spoke on the recent vandalism in Parks and the Veteran's Memorial was damaged again and it is very irritating.

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

Brenda Adams
Clerk Treasurer

Terry McDonald
Presiding Officer