

December 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 December 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 signed by the board. The vendor checks are dated December 19, 2018 and will be mailed December 19, 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.

Human Resources Director Deb Adams brought to the board a request from Paramedic Amanda Jones, who was also present, to ask for approval to borrow 31.75 hours of sick time from 2019 due to medical issues. Wayne Doenges made a motion to approve for Paramedic Amanda Jones to borrow 31.75 hours of sick time from 2019 due to medical issues. Mickey Hill seconded the motion and the motion was approved.

Steve McMichael was present and requested signage to be placed in the right of way at the intersections of Minnich and Moeller Roads and Green and Moeller Roads for Lancia Homes. Steve explained Lancia recently received approval to put in a 153-lot subdivision called Victoria Lakes and they would like to place and maintain two 8 x 4 foot signs in the right of way, as noted, like they do for all of their subdivision's. He said they are also willing to place a time limit of 3 to 5 years on the sign placement. Wayne Doenges expressed his concerns with the sign being placed at on the south side of Moeller Road even in the right of way, because of the New Haven Park being located there. Mickey Hill agreed and thought it would detract from the park to have the sign located there as an emphasis of New Haven is our Parks Department. Steve asked if there would be an objection to it being placed on the east side of Minnich Road south of Moeller Road. Terry McDonald said if it is in the right of way, he wouldn't have a problem with it if it doesn't block views. Wayne Doenges and Mickey Hill both agreed. Director of Engineering Keith Schlegel commented he doesn't want to start a precedence with having multiple requests. Terry McDonald said one of the things we could look at in the future is to build a sign tower like other cities do, so it's a uniform look and points to the subdivisions. Wayne Doenges said the modified proposal would be to put one of the signs on the southeast corner of the Moeller and Minnich Roads as opposed to the southwest corner. Terry McDonald said he feels that corner would work just fine. Steve McMichael told Director of Engineering Keith Schlegel he would be happy to have the sign company get with him before it is placed. Keith asked if they would be required to have a right of way permit. Terry McDonald asked what the fee is, and he would be interested in waiving the fee. Keith commented he is not sure if we have a fee structure for placing signs in the right of way, but typically a drive way would be about \$40.00. Terry McDonald made a motion to approve signage to be placed in the right of way at the intersection on the southeast corner of both Minnich and Moeller Roads and Green and Moeller Road for Lancia Homes and waive the fee on the right way permit. Wayne Doenges seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones presented a sewer adjustment request for 4793 Wintergreen Way in the amount of \$345.16. Dave explained a water activated sump pump malfunctioned and he verified the water discharged in the backyard. This is a second part of the adjustment which was approved at the last Board of Works Meeting. Mickey Hill made a motion to approve a sewer adjustment request for 4793 Wintergreen Way in the amount of \$345.16. Wayne Doenges seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones presented a sewer adjustment request for 509 South Street in the amount of \$282.04. Dave explained this was due to a hose left running in the backyard, which he did go out and verify the water ran into the ground. Wayne Doenges made a motion to approve a sewer adjustment request for 509 South Street in the amount of \$282.04. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones presented a sewer adjustment request for 921 Bell Avenue in the amount of \$136.62. Dave explained this was due to a hose left running in the backyard, which he did go out and verify the water ran into the ground. Wayne Doenges made a motion to approve a sewer adjustment request for 921 Bell Avenue in the amount of \$136.62. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones presented a sewer adjustment request for 9612 Greenmoor Drive in the amount of \$141.42. Dave explained this was due to a hose left running in the backyard, which he did go out and verify the water ran into the ground. Mickey Hill made a motion to approve sewer adjustment request for 9612 Greenmoor Drive in the amount of \$141.42. Mickey Hill seconded the motion and the motion was approved.

Superintendent of Public Works Dave Jones presented a sewer adjustment request for 122 Moeller Road in the amount of \$299.62. Dave explained this was due to a broken pipe in the slab for hot water heat, which he did go out and verify. Mickey Hill made a motion to approve a sewer adjustment request for 122 Moeller Road in the amount of \$299.62. Wayne Doenges seconded the motion and the motion was approved.

The next item on the agenda was the discussion and adoption of a limit on sanitary sewer adjustments for residential and commercial customers effective in 2019. Superintendent of Public Works Dave Jones explained this has been something the Board of Works has discussed in the past and feels it is something which needs put in place. Wayne Doenges said he would like to see a percentage given for adjustments of 100 percent for the first occurrence, 50 percent for the second and zero percent for the third occurrence. Clerk Treasurer Brenda Adams asked 100 percent of what. Terry McDonald commented of the adjustment. Brenda explained we will have to say how the Utility Department adjustments are calculated and it will need to be written in the ordinance. Director of Engineering Keith Schlegel asked if this would be per residence, or property owner. Terry commented that is a very good question and is something we would need to consider. Utility Office Manager Jill Cain said the adjustments are based on a six-month average of their usage, but if they don't have six-months to calculate then the number of months available is used. Terry McDonald asked the board members if they were okay with the 100 percent, 50 percent and zero percent sewer adjustment policy format for both residential and commercial. Terry McDonald comment these are good things to consider and since this would have to be an ordinance this information should be forwarded to Attorney Steve Harants, so he can draft it for Council to approve.

Director of Engineering Keith Schlegel asked for approval of invoice #18-1461 to A&Z Engineering in the amount of \$15,968.00 for 2018 Community Crossings Project, CC-2018-01. Keith explained they have 50 percent of the plans and are hoping to have this project shelf ready to bid when the time comes. Mickey Hill made a motion to approve invoice #18-1461 to A&Z Engineering in the amount of \$15,968.00 for 2018 Community Crossings Project, CC-2018-01. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of invoice #33463 to Jones Petrie Rafinski in the amount of \$331.00 for 2016 Community Crossings Project. Wayne Doenges made a motion to approve invoice #33463 to Jones Petrie Rafinski in the amount of \$331.00 for 2016 Community Crossings Project. Mickey Hill seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of an LPA Consulting Contract between the City of New Haven and A&Z Engineering in the amount not to exceed \$15,025.00 for work on the Landin Road Project, Designation #1400694. Keith explained the next step on this project is for right the of way acquisitions and this agreement is for that process. Mickey Hill made a motion to approve an LPA Consulting Contract between the City of New Haven and A&Z Engineering in the amount not to exceed \$15,025.00 for work on the Landin Road Project, Designation #1400694. Wayne Doenges seconded the motion and the motion was approved.

Director of Engineering Keith Schlegel asked for approval of the Certificate of

Substantial Completion for the 2016 Community Crossings Project from Jones, Petrie, Rafinski and Hipskind Concrete to the City of New Haven. Mickey Hill made a motion to approve the Certificate of Substantial Completion for the 2016 Community Crossings Project from Jones, Petrie, Rafinski and Hipskind to the City of New Haven. Wayne Doenges seconded the motion and the motion was approved.

Under projects, Director of Engineering Keith Schlegel explained we are reviewing plans for projects paying close attention to driveway elevations, crosswalks and sidewalks. He said they are 75 percent done with the revised Construction Standards and will hopefully bring it to the Board in the first part of 2019 for adoption. Terry McDonald asked if it will be electronic format, so it will be easier to make updates to. Keith commented yes, and it will make it much easier for everyone to use. Wayne Doenges asked Keith if he has talked with Ralph Barker at Barker Imports about the storm line they were talking about that goes from the highway. Keith said he has provided all the work he has available and the Utility Department went out and did some work, but he feels like INDOT has some interest in this also. He commented he believes Barker's has contacted Fritch Construction about re-routing it, which is the only solution at this point. Wayne Doenges asked Keith to check into a manhole which has dropped on State Road 930 east of Entrance Drive. Keith commented he and Superintendent of Public Works Dave Jones will check into it.

Police Chief Henry McKinnon asked for approval to hire two full-time Police probationary Officers effective December 10, 2018. The new officers are Cade Hetrick and Brandon Bryant who will start at Probationary Officer pay of \$42,285.00. Henry explained after the successful completion of the FTO Program and the Indiana Law Enforcement Academy with 1 year of service, their pay will increase to \$45,222.00. Then after completion of 18 months of service they will request from the Board of Works for a status change to Officer First Class pay of \$49,429.00. Wayne Doenges made a motion to approve the hiring of Cade Hetrick and Brandon Bryant as full-time probationary Police Officers for the City of New Haven effective December 10, 2018 at a starting pay of \$42,285.00. 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.

Brenda Adams
Clerk Treasurer

Terry McDonald
Presiding Officer