



Board of Works Meeting – Minutes

Date: April 27th, 2020

Time: 3:30 pm

Board of Works Members in Attendance: Mayor Phil Jenkins (IP), Wayne Scheumann (OL), Rod Stump (OL)

Also Present: City Attorney: Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), 11 guests (OL), and 1 member of the press (OL).

- Call to Order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll Call: All members were in attendance. Mayor Jenkins presided over the meeting in person. Mr. Scheumann and Mr. Stump attended and voted via Zoom videoconference.
- The minutes from the April 13th meeting were submitted by Clerk-Treasurer Knight. Mr. Stump motioned they be accepted. Mr. Scheumann seconded. There was no further discussion regarding the minutes. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens: There were none.
- Reports of Committees, Board, and Commissions: There were none.
- Unfinished Business: There was none.
- New Business:
 - Approve ADP Screening Solutions – Ms. Lewinski submitted, and gave an overview of, documentation pertaining to background checks and drug testing that can be completed via the ADP System. This will be the system and process the City uses going forward for new hires. Mr. Scheumann motioned to approve the agreement. Mr. Stump seconded. The agreement was approved unanimously via voice vote.
 - Approve Specifications and Authorize Bidding for Street Department Dump Truck – Superintendent Warren presented the specs for the new dump truck he would like to purchase. The request is to receive authorization from the BOW in order to move forward with the bid process. The existing truck will be turned into a de-icing truck for use in the winter. Bids will be due by 3:30 pm on May 26th, with public notice placed in the papers on May 7th and May 14th. Mayor Jenkins motioned to approve the specifications and for the bid process. Mr. Stump seconded. The requests were approved unanimously via voice vote.
 - Approve Supplemental Agreement for Woodview Drive – Superintendent Warren presented the request noting there were fewer parcels to acquire than were expected, but there was additional

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work required on the environmental side. Funds will be shifted to cover the additional environmental costs. Denny Cobb, with First Group concurred with Superintendent Warren's explanation, noting the additional offsite drainage needs for the project. Mayor Jenkins noted that this is a \$0 additional request. Mr. Scheumann motioned to approve the supplemental agreement. Mr. Stump seconded. Mr. Scheumann asked what the \$75,815 reduced cost of the Right of Way was due to. Mr. Cobb reiterated it was due to not needing to purchase as many parcels. Much of the Right of Way was already available and that their design turned out to be more efficient. With no further questions, the agreement was approved unanimously via voice vote.

- Approve Street Department Purchase of a New Paint Sprayer – Superintendent Warren requested approval of a new sprayer. He discussed the quotes that were received (Sherwin Williams - \$7,715.76; Rollie Williams Paint Spot - \$9,920 without dispenser; Snyder Paint \$10,753.53). This will be paid for out of the Cumulative Capital Development Fund. Sherwin Williams was selected by Superintendent Warren and submitted for approval to the BOW. Mr. Stump motioned to approve the purchase of the new paint sprayer. Mr. Scheumann seconded. The request was approved unanimously via voice vote.
- Approve Application for Drinking Water State Revolving Fund Loan Program – Andrew Robarge, with Commonwealth Engineering, presented the application to the BOW, noting that adjustments had been made based upon those requested by the BOW. Mayor Jenkins motioned to approve the application being made with the SRF Loan Program. Mr. Scheumann seconded. Mr. Scheumann inquired as to whether the utility had a backup power source. This was a question just related to information written just prior to the Cost Estimates, with the answer of N/A. Mr. Scheumann was concerned that the N/A may have an impact on how the application was scored. Mr. Robarge noted that the utility does have a backup generator. It wasn't part of this project, but he can change the answer to yes, just to make certain the SRF knows the utility does have a backup generator in place. With no further questions, proceeding with the application process was approved unanimously via voice vote.
- Approve Task Order 2020-06 – Wastewater Utility Asset Management Plan – Mr. Robarge presented the amendment to project future growth to the wastewater asset management plan. This is an hourly not to exceed fee estimated at \$8,500. The length of time is expected to be 60 days or less from Notice to Proceed. Mayor Jenkins confirmed that this is a 20-year plan. Mr. Robarge concurred. Mr. Stump motioned to approve the task order amendment. Mr. Scheumann seconded. The amendment was approved unanimously via voice vote.
- Approve WWTP Boiler Pay App #1 – Superintendent Gerber noted that the old boiler has been removed and the new one is in place. This pay app is for the cost of the new boiler. Mr. Scheumann motioned to approve the pay application. Mayor Jenkins seconded. The pay application was approved unanimously via voice vote.



- Approve LTCP Division D Pay App #7 – Mr. Robarge commented that this pay application is for \$168,811.67 and that the contractor (LD Docsa) has chosen to demobilize from the site due to the global pandemic. Payment of this application will be pending USDA approval. Mr. Robarge also commented that they are still recommending continuing to withhold \$86,000 due to their falling behind schedule prior to the pandemic outbreak. Mayor Jenkins motioned to approve the pay application pending USDA approval. Mr. Scheumann seconded. The pay app was approved unanimously via voice vote.
- Set Special Meeting for May 4th at 3:30 pm to accept bids/proposals for Micro Surfacing, Paving, and Crack Seal. Mayor Jenkins motioned to set the date. Mr. Stump seconded. The request to set the date was approved unanimously by voice vote.
- Accounts Payable Vouchers (Mayor Jenkins requested to be authorized to sign the APV's on behalf of the Board due the circumstances related to the COVID-19 pandemic. The Board members will sign the documents once access has been restored. All approved the request by voice vote):
 - 2020 Water Operating APV's totaling \$96,127.00. Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
 - 2020 WWTP Operating APV's totaling \$86,512.80: Mr. Stump motioned to approve the submitted APV's. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.
 - 2020 CSO Construction-In-Progress Payment Request Totaling \$197,766.30: Mr. Scheumann motioned to approve the submitted payment request pending USDA approval. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Reports by City Officers:
 - Planning Department – Superintendent Lehman informed the BOW that NIPSCO is abandoning a number of gas lines. Superintendent Lehman asked them to do this within a two-week period, but NIPSCO was not able to do that. Superintendent Warren interjected that there are 119 gas lines to be abandoned with 46 locations outside of the City limits. Of the remaining 73, many are on private locations. There will also be some storm water work completed for Tri-State Crush. These two issues will be submitted to the next BOW meeting on May 11th. Mayor Jenkins asked the BOW to give Superintendent Lehman and Superintendent Warren approval to move forward with the understanding that formal approval will be made at the next meeting. Mr. Scheumann motioned to approve the excavation of the right-of-way from NIPSCO and place those approvals with Superintendents Lehman and Warren. Mr. Stump seconded. The request was approved unanimously via voice vote.



- Street Department – Superintendent Warren requested approval to hire Bryce Harner and Jake Lone as summer employees with a start date of April 28th and a pay rate of \$11.00/hour for Bryce and \$10.50/hour for Jake. Mayor Jenkins motioned to approve the hiring. Mr. Stump seconded. The hiring was approved unanimously via vote.
- Park Superintendent – Superintendent Davis told the BOW that they continue to be in a holding pattern until further direction is given by the Governor.
- Water/WWTP – Superintendent Gerber commented that as it pertains to Water, the water main behind Kountry Wood products bound by Madison and Wabash to the railroad has been disconnected. They found a line that was feeding from the north that they didn't know was there. They also found a water leak underneath the railroad that they will get fixed. Next week they will move out to get provide water access to Power from the Past.
- Mayor – Mayor Jenkins informed the BOW that Ace and Eastlake from the west end of the shopping center approached the City with interest in dedicating right-of-way in order to extend Walnut Street. The extension would be to the east of Miriam and includes Family Fair Drive. The Mayor asked the BOW to allow Superintendent Warren, City Council Hoffer, and himself to draw up a draft a memorandum of understanding, while they work on a survey and title work in order to obtain transfer of ownership. Hopefully the two business to the east will work with the City as well. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.

With no further business to discuss, Mr. Stump motioned that the meeting be adjourned. Mr. Scheumann seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 4:17 pm.

Phil Jenkins, Mayor

Attest: _____
Jeff Knight, Clerk of Board of Works