



Board of Works Meeting – Minutes from October 29th, 2020 (this was a special meeting as an emergency caused the originally scheduled meeting for the 26th to be cancelled)

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

Also Present: City Attorney: Brian Hoffer (OL), **Clerk-Treasurer:** Jeff Knight (IP), 6 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: Members were in attendance as stated above. Mr. Stump was unable to attend the meeting.
- The minutes from the October 12th, 2020 meeting were submitted by Clerk-Treasurer Knight. Mr. Scheumann motioned they be accepted as written. Mayor Jenkins seconded. There was no further discussion regarding the minutes. The minutes were approved unanimously by voice vote.
- Petitions and Comments by Citizens:
 - Schmucker Family – On Monday afternoon (October 26th, 2020) EMS Superintendent Jim Sumpter, Jr. presented a plaque to Mr. Bob Ivin in special recognition of his life saving actions on behalf of Mr. Tim Schmucker’s life. The Schmucker family along with Mr. Ivin, his wife, and various City personnel were in attendance. Mayor Jenkins congratulated Mr. Ivin’s efforts and the Schmucker family noted their deep appreciation of him.
- Reports of Committees, Boards, and Commissions: There were none.
- Unfinished Business:
 - Receive Quotes for Installation of Lights on West Market Street: The quotes were due to the Clerk-Treasurer’s office by 3:30 pm on Monday, October 26th. One quote was received from Anglin Electric, Inc. (from Nappanee) in the amount of \$62,706.50. The quote was received, opened, and read allowed by CT Knight. Mayor Jenkins motioned to take the quote under advisement and have Street Superintendent Warren make a recommendation at the next BOW meeting. Superintendent Warren told the BOW he would make copies of the quote documentation, send it over to Mr. Mike Reese (The Troyer Group) for review, and then come back at the next BOW meeting with a recommendation. Mr. Scheumann seconded. There were no further questions or comments. The quote was taken under advisement unanimously by voice vote.
- New Business:



- Application for Sewer Connection: Mr. Gerber presented each of the following and said that all was in order.
 - 1102 Blackstone Blvd. – Team Construction – This is for a new residence. Mayor Jenkins motioned to approve the sewer connection. Mr. Scheumann seconded. The sewer connection was approved unanimously by voice vote.
 - US 6 & Williams Street – INDOT: This is for road drainage at the intersection. Mr. Scheumann motioned to approve the sewer connection. Mayor Jenkins seconded. The sewer connection was approved unanimously by voice vote.
 - US 6 & Morningside – INDOT: This request was also for road drainage at the intersection. Mayor Jenkins motioned to approve the sewer connection. Mr. Scheumann seconded. The sewer connection was approved unanimously by voice vote.
- Commonwealth Engineers – Task Order 2020-11 (Airport and Miriam Tank Improvements): Mr. Andrew Robarge presented this request. This is for the construction and commissioning services as well as RPR and additional services required during construction. These services are all hourly not to exceed. The additional services that are required are all AIS compliance, record drawings, and post construction monitoring. The duration is expected to be 18 months. Mayor Jenkins confirmed that these appeared in the PER and matched with it. Mr. Robarge responded that for each of the task orders submitted, the costs are equal to, or less than, what appears in the PER. Mr. Scheumann motioned to approve the task order. Mayor Jenkins seconded. The task order was approved unanimously by voice vote.
- Commonwealth Engineers – Task Order 2020-12 (Water Main Replacement AMR): Mr. Robarge presented this request. It pertains to the Division C portion of the project. This is for specific work within the right of way. This is for the construction and commissioning services as well as RPR and additional services required during construction. The additional services that are required are all AIS compliance, record drawings, and post construction monitoring. These services are all hourly not to exceed except for Labor Standards which are lump sum. The duration is expected to be 16 months. Mayor Jenkins motioned to approve the task order. Mr. Scheumann seconded. The task order was approved unanimously by voice vote.
- Commonwealth Engineers – Task Order 2020-13 (Water Service Replacement Project AMR): Mr. Robarge presented this request. It pertains to the Division C portion of the project, specifically the water service line work. The funding agency would like to see these items broken out and tracked separately. This is for the construction and commissioning services as well as RPR and additional services required during construction. The additional services that are required are all AIS compliance, record drawings, and post construction monitoring. The duration is expected to be 16 months. With

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respect to the land and right-of-way acquisition, there are still a few easements necessary. There is a deduct for this line item as they have been more effective than originally anticipated. Mr. Scheumann motioned to approve the task order. Mayor Jenkins seconded. The task order was approved unanimously by voice vote.

- WWTP Sludge Pad Roof Replacement: Superintendent Gerber informed the BOW that he and Mr. Mark Svetanoff have been working with insurance to get the wind damaged roof replaced. He noted his appreciation for Mr. Svetanoff's help. They have received three bids for a 24-gauge metal roof, and they would like to recommend Love Contractors in the amount of \$64,900. After insurance payments received, the out of pocket expense to the Wastewater Utility will be \$25,792.81. Mayor Jenkins motioned to approve issuing the replacement work to Love Contractors for \$64,900 knowing that insurance will pay a portion of that cost. Mr. Scheumann seconded. Mr. Scheumann confirmed with Superintendent Gerber that the new roofing material will be metal versus what was originally used. Superintendent Gerber said yes, due to the longer lasting more durable material. Mayor Jenkins commented that the 24-gauge roof would be much more hail resistant. The roof replacement was approved unanimously by voice vote.
- TRECS Debt Setoff Program MOU: CT Knight presented this memo of understanding in order to help solve the problem of how to collect water/wastewater debts outstanding in lessee's names once they have left the property. The new state law does not allow the utility to pursue payment from the property owner if the water was in the lessee's name. What the TRECS program allows is a "set-off" of the amount owed to the utility from the lessee's state income tax return. Approval of this MOU will allow CT Knight to initiate the set-up process with the Clearinghouse and begin to utilize their services to collect the outstanding balances. This is a recovery process that is no cost to the utility. Mayor Jenkins inquired if the debtor does not have a sufficient tax refund to cover the amount, if the Utility would be allowed to file against the lessee's following year return. CT Knight responded that he did not know the answer although he believed that was the case. Mayor Jenkins thought this was a great program. Mr. Scheumann motioned to approve the City moving forward with the MOU and completing the set-up process to begin utilizing this program. Mayor Jenkins seconded. The MOU was approved unanimously by voice vote.
- Troyer Group – Proposal for Improvements to Multi Use Trail from Derksen Drive to Woodview Drive: Mr. Mike Reese (Troyer Group) presented the proposal. There have been issues with tree roots and drainage causing damage to the pavement between Derksen Drive and Woodview Drive. This proposal is to allow for analysis of the area and design and engineering to reconstruct the trail in the area, bidding and administration services, and obtaining a survey. Mayor Jenkins noted that the Art Council received a grant from the Community Foundation for lighting, the design of which is included in this proposal. It has been 20 years since the path was put in. Mayor Jenkins motioned to enter the



agreement with The Troyer Group. Mr. Scheumann seconded. The agreement was approved unanimously by voice vote.

- Accounts Payable Vouchers:

- 2020 Water Operating APV's totaling \$98,970.15: Mr. Scheumann motioned to approve the submitted APV's. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.
- 2020 WWTP Operating APV's totaling \$83,488.95: Mr. Scheumann motioned to approve the submitted APV's. Mayor Jenkins seconded. The APV's were approved unanimously by voice vote.
- 2020 CSO Construction in Progress APV's Totaling \$15,800: Mayor Jenkins motioned to approve the submitted APV pending USDA approval. Mr. Scheumann seconded. The APV's were approved unanimously by voice vote.

- Reports by City Officers:

- EMS Director: Nothing to report.
- Fire Chief: Nothing to report.
- Police Chief: Nothing to report
- Street Department: Nothing to report. Superintendent Warren requested that the piles of leaves not be piled too high for safety reasons with Halloween coming up this Saturday.
- Park Superintendent: Nothing to report
- Water/WWTP: Nothing to report.
- Clerk-Treasurer: Nothing to report.
- Mayor: Mayor Jenkins notified the BOW members that the Water Rate Ordinance, Bond Ordinance, Salary Ordinances would be introduced at the upcoming Council Meeting on Monday.

Adjournment: With no further business to discuss, Mayor Jenkins motioned that the meeting be adjourned. Mr. Scheumann seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 3:55 pm.

Phil Jenkins, Mayor

Attest: _____

Jeff Knight, Clerk of Board of Works

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