

**THE GREENFIELD BOARD OF WORKS AND PUBLIC SAFETY**

**APRIL 14, 2010**

**4:15 P.M.**

**10 SOUTH STATE STREET**

**COUNCIL CHAMBERS, ROOM 127**

<b>PRESENT:</b> Joe Duffy	Mike Farrer
Ron Nichter	Greg Niece
Brad DeReamer	Chief Jester
Gregg Morelock	Nelson Castrodale
Larry J. Breese	Joanie Fitzwater
Mike Fruth	David Scheiter
Chief Roberts	Larry Bruner

**APPROVAL OF MINUTES:**

Nichter moved to approve the meeting minutes of the April 14, 2010, as circulated by Clerk-Treasurer, seconded by Duffy. Motion carried *viva voce*.

**MAYOR'S OFFICE:**

Mayor DeReamer announced based on the information received at the just held Executive Session of this board, he moved that the Greenfield Board of Works and Public Safety rule, as final disposition of a grievance filed by Tracy Althoff, that Ms. Althoff has failed to substantiate that she was the victim of either sexual harassment or discrimination by Wayne Guinn and as such, that the matter be closed and no further action is required, seconded by Duffy. Motion carried *viva voce*.

Nichter addressed Ms. Althoff before making his motion that he had certain expectations of the job and one of those would be that you would be reinstated, effective on April 24, 2010 as a new hire so the procedure for any new hire would apply and that you would again be on a 90 probation period and based on performance and elevated for job performance during that time. Nichter moved to hire Tracy Althoff for the opening of Kennel Assistant, effective April 24, 2010 as a probationary employee, seconded by Duffy. Motion carried with a 2 to 1 vote with DeReamer voting no.

DeReamer moved to dismiss Misty Dean as Administrative Assistant with Animal Management, effective March 26, 2010, seconded by Nichter. Motion carried *viva voce*.

DeReamer moved to accept the resignation of Wayne Guinn, effective March 25, 2010, seconded by Duffy. Motion carried *viva voce*.

DeReamer moved to promote Jeffrey Leffel as acting Animal Management Director for a trial period of 90 days. As acting Director he has all of the responsibilities that come with being the Director. His temporary salary will be \$40,000.00 per year, effective April 3, 2010 and will be considered an exempt employee for that time period, seconded by Duffy. Motion carried *viva voce*.

DeReamer moved to promote Mike Unger to the allowable pay status of \$14.84, effective April 17, 2010, seconded by Duffy. Motion carried *viva voce*.

DeReamer moved to approve the hiring of Linda Carlton as Administrative Assistant of Animal Management, effective April 17, 2010 at the allowable rate of pay of \$14.29 per hour, seconded by Duffy. Motion carried *viva voce*.

**CITIZENS COMMENTS:**

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Mike Farrer and Tim Capen with Village of Bowman, Homeowners Association requested to speak before the Board of Works and Public Safety to address an issue with sidewalks being completed in this subdivision. Mr. Farrer presented the original Subdivision Improvement Agreement where this work would be completed on or by September 11, 2001 and as this date some of the sidewalks have not been completed. This problem stems from that several of the lots are owned by individuals where the individual bought two lots and built on one so you have one lot not developed and no sidewalks. DeReamer stated that the responsibility to have sidewalks installed would be that of the developer and typically done after the lot is developed and yes inadvertently the city released the bonds to insure that this work was completed. Mr. Fruth stated that he had talked to the developer, Reed and Reed about installing sidewalks and they insisted that the responsibility of installing sidewalks would be that of the owner of those particular lots. Nichter moved to authorize Mr. Morelock on behalf of the city to write to Reed and Reed the developer and insist that they comply with the terms of the agreement and if not the city will proceed with filing a lawsuit against the developer and allow for a 30 day response, seconded by DeReamer. Motion carried *viva voce*, with a 2 to 0 vote with Mr. Duffy abstaining with a conflict.

**CLERK-TREASURER’S OFFICE:**

Clerk-Treasurer, Breese presented the Claim / Vouchers for approval. DeReamer moved to approve the Claims as presented, seconded by Duffy. Motion carried *viva voce*.

**STREET / CEMETERY DEPARTMENT:**

Greg Niece presented the park Cemetery Deeds for approval by the board. DeReamer moved to approve the Park Cemetery Deeds as presented, seconded by Duffy. Motion carried *viva voce*.

**POLICE DEPARTMENT:**

Chief Jester asked that bids received for new vehicles be opened and read into public record at this time. City Attorney, Morelock opened and read the following;

1.	Burd Ford	Crown Victoria Police	\$20,555.65
		Expedition SSV	\$29,060.05
2.	Capital City Ford	Crown Victoria Police	\$20,679.70
		Expedition SSV	\$29,308.80
3.	Inskeep Ford	Crown Victoria Police	\$20,454.00
		Expedition SSV	\$28,393.00

Nichter moved to table the bids for further review by Chief Jester before awarding this contract to purchase vehicles, seconded by DeReamer. Motion carried *viva voce*.

Chief Jester presented a proposal with Guardian Tracking for employee performance documentation software for tracking the performance for all city employees for an additional cost of \$3,840.00 for the remainder of this year for with 300 user licenses. Nichter moved to approve this request as presented, seconded by DeReamer. Motion carried *viva voce*.

**POWER & LIGHT DEPARTMENT:**

Nelson Castrodale recommended after reviewing bids received at the last meeting for building expansion that the lowest and most responsive bid was from Design & Build Corporation with a total amount being \$270,082.00. Nichter moved to approve this request as recommended by Mr. Castrodale, seconded by Duffy. Motion carried *viva voce*.

**PLANNING DEPARTMENT:**

Joanie Fitzwater presented an update on the unsafe building located at 311 W. 4<sup>th</sup> Street owned by Larry Bruner. Mr. Bruner was present to answer any questions and explain what has been done to date.

Mr. Bruner stated that work was progressing on the walls and that the trusses would be delivered sometime next week. Nichter asked Mr. Bruner if this work could be completed within a thirty day schedule. Nichter moved to continue to monitor this situation at 311 W. 4<sup>th</sup> Street until the May, 26, 2010 meeting of this board and at that time to have completed the trusses set and the roof completely installed, seconded by Duffy. Motion carried viva voce .

Joanie Fitzwater presented request from three property owners within the same subdivision of Keystone for an encroachment to install fences and the necessary agreements have been included and are for Lots, 71, 72, and 67 of the Keystone Subdivision. Ms. Fitzwater stated that staff has reviewed these requests and find no adverse affect of permitting this encroachment. Nichter moved to approve as presented, seconded by DeReamer. Motion carried viva voce .

Joanie Fitzwater presented a request for encroachment for Lot 66 of Oak Commons / 1352 Evergreen Drive and after staff reviewing this request recommended that the request be denied as it would adversely affect the use of the easement. DeReamer moved to deny this request as recommended by staff, seconded by Duffy. Motion carried viva voce .

Joanie Fitzwater asked that quotes received for mowing, trimming and trash removal be opened and read into public record at this time. City Attorney, Morelock opened and read the following quotes;

- 1. V Feeney Inc.
- 2. Sam’s Mower Service LLC
- 3. MKB Construction
- 4. Huber Enterprises, LLC
- 5. Fairway lawn Specialists, LLC
- 6. Rutledge Enterprises, Inc.

Quotes are on file and additional are made apart of these minutes and attached. DeReamer moved to accept all six quotes and the city will use the lowest quote pending availability to perform the work upon our request by the city, seconded by Duffy. Motion carried viva voce .

**SEWER & WATER DEPARTMENT:**

David Scheiter recommended awarding the bid for Sewer Rehabilitation to the lowest and most responsive bid received at the last meeting to L & S Underground for the year 2010 in the amount of \$249,000.00 per unit costs as outlined in the bid packet. Nichter moved to approve as recommended by Mr. Scheiter, seconded by DeReamer. Motion carried viva voce .

David Scheiter asked that quotes for the Weston Water Tower Project be opened and read into public record at this time. City Attorney, Morelock opened and read the following;

- 1. Pittsburg Tank & Tower maintenance Co., Inc. \$53,400.00
- 2. The Leary Construction Co., Inc. \$46,900.00

DeReamer moved to table until further review and recommendation by Mr. Scheiter, seconded by Duffy. Motion carried viva voce .

David Scheiter presented revised Design Standards for boards’ approval as discussed at past meetings. Nichter moved to approve the revised design Standards as presented by Mr. Scheiter, seconded by Duffy. Motion carried viva voce .

**ENGINEERING DEPARTMENT:**

Mike Fruth requested that bids for the meridian Road Sanitary Sewer Project be opened and read into public record. City Attorney, Morelock opened and read the following;

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- 1. Atlas Excavating Total \$158,800.00
- 2. Millennium Contractors, LLC Total \$198,999.00

3.	Poindexter Excavating	Total	\$258,000.00
4.	Central Engineering & Construction	Total	\$252,129.50
5.	Filson Earthwork Co.	Total	\$139,942.00
6.	McCullough & DiBenedetto	Total	\$203,675.00
7.	Tramco Inc.	Total	\$129,234.00
8.	Harvey Construction	Total	\$142,463.00
9.	Earth Resources	Total	\$116,000.00
10.	Yardberry landscape Excavating	Total	\$142,664.00
11.	King's Trucking & Excavating	Total	\$293,341.66

This project will be funded by using TIF Funds and Mr. Fruth recommended that the bids be tabled until further review and awarded at a later date. Nichter moved to table for further review, seconded by DeReamer. Motion carried viva voce.

Mike Fruth requested that bids received for the Franklin & McKenzie Intersection Improvement Project be opened and read into public record at this time. City Attorney, Morelock opened and read the following;

1.	Reith-Riley Construction Co.	Total	\$803,000.00
2.	E & B Paving	Total	\$780,500.00
3.	Calumet Civil Contractors	Total	\$796,998.00

Duffy moved to table these bids for further review before awarding the contract, seconded by Nichter. Motion carried viva voce.

Mike Fruth asked that the quotes received for the Progress Park Entrance Landscaping Project be opened and read into public record. City Attorney, Morelock opened the quotes as follows;

1.	Brower / Jacques Design Inc.	Total	\$ 5,741.20
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Nichter moved to approve this quote as presented for this work, seconded by DeReamer. Motion carried viva voce.

Mike Fruth presented a Change Order No. 2 for the Water Plant Improvement project from Smith Projects, Inc. for an increase of \$8,538.00 for additional asphalt work to complete this project. Nichter moved to approve this Change Order as presented, seconded by DeReamer. Motion carried viva voce.

Mike Fruth requested permission to solicit proposals for engineering services for the Franklin Street Project that runs from Main Street (US40) to Davis Road and will be funded from Federal dollars for these improvements to this street. Nichter moved to approve this request to solicit proposals for engineering services as recommended by Mr. Fruth, seconded by DeReamer. Motion carried viva voce.

#### **FIRE DEPARTMENT:**

Chief Roberts requested that the bid received for Heart Monitors and AED's be tabled and not opened until he has a chance to talk with the Grant Administrator as this will be purchased from a Federal Grant and the Grant application requires more than one bid and he would to have the opportunity to discuss this issue with them before proceeding at this time. Nichter moved to table until further notice, seconded by DeReamer. Motion carried viva voce.

#### **MISCELLANEOUS BUSINESS:**

Chief Jester recommended after reviewing the bids received for new vehicles that the vehicles be purchased from the lowest and most responsive bid from Inskeep Ford. Nichter moved to approve this recommendation to purchase the vehicles locally from Inskeep Ford as outlined in the bid packet, seconded by DeReamer. Motion carried viva voce.

David Scheiter recommended awarding the quote for Weston Water Tower Project to the low quote of Leary Construction as presented earlier in this meeting. Nichter moved to approve awarding this project to Leary Construction as quoted, seconded by DeReamer. Motion carried viva voce.

Mayor DeReamer requested that the Position Description for Director, Animal Management Shelter be revised under Section I. Job Requirements and Difficulty of Work, beginning on paragraph one, that the words Bachelor's Degree be removed from these requirements for the position. DeReamer moved to approve this request to remove the words Bachelor's degree from the Position Description for the Director of Animal management as requested, seconded by Nichter. Motion carried viva voce.

Mayor DeReamer presented an Interlocal Agreement between the City of Greenfield and Hancock County for using work release individuals for Community Corrections and using Trustees from the Hancock County Jail. It has been suggested when using these individuals that lunch be provided and after reviewing this with the State Board of Accounts it was suggested that an Interlocal Agreement would be appropriate and would allow to use budgeted funds for the purchase of those lunches for those individuals. DeReamer moved to approve this Interlocal Agreement as presented, seconded by Duffy. Motion carried viva voce.

**ADJOURNMENT:**

There being no further business to be brought before the Greenfield Board of Works and Public Safety, Nichter moved to adjourn the meeting at 5:40 p.m., seconded by DeReamer. Motion carried viva voce.

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Larry J. Breese, IAMC, MMC  
Clerk-Treasurer

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Joe Duffy, Chairman  
Presiding Officer