**GREENFIELD BOARD OF PUBLIC WORKS AND SAFETY**

**February 13th 2024**

**10:00 A.M.**

**10 SOUTH STATE STREET**

**COUNCIL CHAMBERS, ROOM 127**

Present: Mayor Guy Titus Kathy Locke Glenna Shelby Brent Robertson Gregg Morelock Lori Elmore Penny Lawyer Jason Koch Chief Brian Hartman Tyler Rankins Joanie Fitzwater Amanda Dehoney Charles Gill Jane Webb Nicholas Dezelan Rob Souchon Scott Yost Chief Jason Horning

Zoom: Larry Breese

Mayor Guy Titus called the BOW meeting to order for the purpose of conducting the business for the City of Greenfield, Indiana. Shelby moved to approve the minutes of January 23rd, 2024 duly seconded by Locke.

Motion carried viva voce.

**CLERK-TREASURERS OFFICE:**

Clerk-Treasurer Lori Elmore requested approval of the Claims Docket as submitted. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Clerk-Treasurer Lori Elmore requested approval of the January 2024 Payroll Allowance Docket as submitted. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Clerk-Treasurer Lori Elmore requested approval for Boyce Systems Addendum 1 Software License Agreement. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

Clerk-Treasurer Lori Elmore requested approval for the Conflict of Interest form for Nelson Castrodale. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce

Clerk-Treasurer Lori Elmore requested approval for the Conflict of Interest form for Brent Robertson. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Brent Robertson abstained from voting.

Clerk-Treasurer Lori Elmore requested approval of the December 2023 Fund, Appropriation and Revenue reports. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Clerk-Treasurer Lori Elmore requested approval of the 2024 PTO Buyback in the amount of $30,794.85. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**ENGINEERING DEPARTMENT:**

Jason Koch requested approval of the Professional Services Agreement Amendment #13 between the City of Greenfield and Wessler Engineering for Storm Water Professional Services, with an increase cost of $30,000.00, for a new contract not-to-exceed total of $283,500.00. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Jason Koch tabled the Parkrose Development Agreement until the next BOW meeting.

**POLICE DEPARTMENT:**

Chief Brian Hartman requested approval to seek quotes for a new pole camera for the Hancock County Joint Tactical Team. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Chief Brian Hartman tabled seeking quotes for a 2024 Ford Mustang GT till a later date.

**STREET DEPARTMENT:**

Tyler Rankins requested approval to seek quotes for a new asphalt paver. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Tyler Rankins requested approval of the Certificate of Burial Rights which were in circulation.

**PLANNING DEPARTMENT:**

Joanie Fitzwater requested approval of the Consulting Contract between the City of Greenfield and Sara A. Peterson with a cost of $18,900.00. Greenfield Main Street and The Community Foundation of Hancock County have committed to support this contract by contributing $5,000.00 each. The balance of $8,900.00 will be paid from Stellar funds. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**ANIMAL MANAGEMENT:**

Amanda Dehoney requested approval to hire Nichole Aldridge to Shelter Assistant with an hourly rate of $24.94, effective February 17th with standby pay. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

**WATER DEPARTMENT:**

Charles Gill requested approval of the recommendation from Donohue and Associates, Inc. for the Partial Payment #1 to Brackney, Inc. for the South Side Water Improvements Project – Water Main Project in the amount of $563,531.00 with a retainage of $29,660.00 for a total payment for Application #1 of $593,191.00. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Charles Gill requested approval of the recommendation from Donohue and Associates, Inc. for the Partial Payment #1 and #2 to Phoenix Fabricators and Erectors, LLC for the South Side Water Improvements Project – Water Storage Tower Project in the amount of $765,225.00 with a retainage of $40,275.00 for a total payment for Applications #1 and #2 of $805,500.00. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Charles Gill requested approval for the invoices that have been submitted from Donohue and Associates, Inc. for engineering services rendered from December 10th – January 13th for the Southside Water Improvements Project in the total amount of $10,314.25. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Charles Gill requested approval of the SRF Disbursement Request Form for engineering funds expended prior to the SRF funding with a total being returned back to the City of $710,472.00. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

Charles Gill requested approval for the advancement of Garrett Redd to Plant Operator D with an hourly rate of $27.78, effective February 17th. Garrett has successfully completed the requirements of the Apprenticeship Program. Robertson moved to approve, duly seconded by Locke. Motion carried viva voce.

**UTILITY COORDINATOR:**

Jane Webb requested approval of the 2023 Crowe Audit for Power and Light Engagement Letter, along with Exhibit A, IMPA’s letter stating they would pay anything in excess of State Board of Account’s audit fee of $10,320.00. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Jane Webb requested approval of the December Financials for electric, water, sewer, and storm water utilities. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Jane Webb requested approval to hire Riley Cales to Customer Service Representative Float with an hourly rate of $23.00, effective February 12th. Robertson moved to approve, duly seconded by Locke. Motion carried viva voce.

Jane Webb requested approval of the pay increases for Karen Gardner with an hourly rate of $37.90, Tracy Walter with an hourly rate of $37.90, Jill Schwamberger with an hourly rate of $29.34 and Christi Roberts with an hourly rate of $27.75, all effective February 3rd. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**WASTE WATER DEPARTMENT:**

Nicholas Dezelan requested approval for the invoices that have been submitted from Commonwealth Engineers, Inc. for engineering services rendered from December 1st – December 31st for the Waste Water Treatment Plant Improvements Project in the total amount of $46,149.77. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

Nicholas Dezelan requested approval of the recommendation from Commonwealth Engineers, Inc. for the Partial Payment #15 to F.A. Wilhelm Construction for the Waste Water Treatment Plant Improvements Project in the amount of $2,923,870.19 with a retainage of $153,887.90 for a total payment for Application #15 of $3,077,758.09. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**INFORMATION TECHNOLOGY DEPARTMENT:**

Rob Souchon requested approval of the revised job description for the Technology Technician Level II position. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**POWER AND LIGHT:**

Scott Yost requested the bids received for the Hastings Substation fencing project be opened and read into record. The bids received were:

**K & K Fence Co. $15,330.00**

**Safeguard Solutions, LLC $11,950.00**

Scott Yost requested to table the bids and return at the next BOW meeting.

Scott Yost requested the bids received for the sale of the EZ Hauler Easement Machine be opened and read into record. The bids were:

**City of Rensselaer Electric Dept $24,001.00**

**Crawfordsville Electric Light & Power $35,000.00**

Scott Yost requested approval that the EZ Hauler Easement Machine be awarded to Crawfordsville Electric Light & Power with the high bid of $35,000.00. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Scott Yost requested the bids received for the 1999 Case 460 Trencher be opened and read into record. No bids were received. Discussion was held. Scott Yost tabled until the next BOW meeting.

Scott Yost requested approval for the release of the bid cashier’s check #126019 from Stover Excavating, Incorporated in the amount of $9,935.00; for the completed installation of Greenfield Power & Light facilities at Redwood Apartments. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Brent Robertson abstained from voting.

Scott Yost requested approval for the promotion of Jacob Belcher to Lineworker Class I with an hourly rate of $34.36, effective February 17th. Jacob has successfully completed his training period requirements per the U.S. Department of Labor’s Bureau of Apprenticeship & Training Standards. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Scott Yost requested approval to hire Amy Robertson to Administrative Assistant with an hourly rate of $27.00, effective February 17th; pending a successful physical and drug screening. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Brent Robertson abstained from voting.

Scott Yost requested approval for the resignation of Cole Dishroon, effective February 2nd. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Scott Yost was very proud to inform the Board that Greenfield Power & Light received the Diamond Award from the American Public Power Association reliability public power provider where they scored a 98 out of 100. This award is a demonstration of reliability, safety, workforce development and system improvement with their utility. The Department will hold this award, which is a National award, for (3) three years. The Mayor and the Board congratulated Scott and his team on a job well done.

**FIRE DEPARTMENT:**

Chief Jason Horning requested approval for the resignation of Damon Mack, effective February 1st. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Chief Jason Horning requested approval to hire John Woods to Fire Prevention Specialist at a bi-weekly amount of $2,500.00, effective March 2nd. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Chief Jason Horning requested approval of the Inter-local EMS Agreements with Brandywine Township, Green Township and Jackson Township. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

**MISCELLANEOUS ITEMS:** Gregg Morelock acknowledged that we had received Request for Proposals for the renewal of our cell tower lease from Everest Infrastructure Partners and American Tower. Discussion was held. Gregg Morelock requested to table and return at a later BOW meeting.

**ADJOURNMENT:**

There being no further business to be brought before the Greenfield Board of Public Works and Safety,

Shelby moved to adjourn the meeting at 10:53 a.m., duly seconded by Locke. Motion carried viva voce.

Mayor Guy Titus declared the meeting adjourned and announced that the next meeting of the Board of Works will be held on Tuesday, February 27th at 10:00 a.m.

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Penny Lawyer Guy Titus, Mayor

Deputy Clerk-Treasurer Presiding Officer

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Lori Elmore

Clerk-Treasurer