

**BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD MEETING
HELD, NOVEMBER 12, 2019, GOSHEN, INDIANA**

The Board of Public Works and Safety and Stormwater Board of the City of Goshen met in the Council Chambers, 111 E. Jefferson St., on November 12, 2019, at 2:00 p.m. for their weekly Board meeting. Mayor Jeremy Stutsman was the presiding officer with members of the Board present or absent as follows:

PRESENT: Board Member Mike Landis, Board Member Mary Nichols

ABSENT:

OTHERS:

Clerk-Treas. Admin Assistants
~~Asst. Brownfield Coordinator~~
Central Fleet Manager
Fire Chief
Street Commissioner
Human Resources
Director of Public Works
Wastewater Superintendent
Mayor's Admin Assistant

~~Police Chief~~
Utilities Office Manager
Contracts & Claims Manager
~~Water & Sewer Superintendent~~
~~City Attorney~~
~~Asst. Street Commissioner~~
Civil Traffic Engineer
~~Brownfield Coordinator~~
~~Assistant Fire Chief~~

Asst. Building Commissioner (T. Eash)
~~City Planner~~
Assistant City Planner
Legal Compliance Admin (C. Newcomer)
Communications Coordinator
Assistant Police Chief
~~Building Inspector~~
Parks Superintendent

Minutes of the meeting of November 4, 2019, were presented. On motion of Board Member Landis and second by Board Member Nichols, the minutes were approved as presented.

REQUEST TO PROMOTE—A. MEDINA GPD

Assistant Police Chief Shawn Turner requested Board approval to promote Antonio Medina from the position of Probationary Patrol Officer to the rank of Patrol Officer effective November 12, 2019.

As of November 12, 2019, Officer Medina will have completed his twelve (12) month probationary period. In addition, Officer Medina has successfully completed the Tier 1 Basic Training Course at the Indiana Law Enforcement Academy.

Officer Medina was not present for the promotion as he is currently deployed overseas with the military.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO AWARD CONTRACT – TRUCK CENTERS, INC.

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to award the contract for the purchase of a dump truck to Truck Centers, Inc. as the lowest responsive and responsible bidder for a total contract price of \$106,965.00.

On October 21, 2019, the Board of Public Works and Safety opened quotes for the Purchase of a Dump Truck (Q19-09-014). The table below compares the quotes received:

BIDDER	ITEM BID
Truck Center's Inc	\$106,965.00
Wiers International Trucks Inc	\$113,050.00
Selking International Trucks	\$114,261.53

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously

REQUEST TO APPROVE VARIANCE REQUEST

Tim Short of Zehr Construction requested Board approval for a variance at 320 South Fifth Street for sewer tap and water tap in accordance with sewer Ordinance 4333 Section 3.03(M) and water Ordinance 4290 Section 1(F) and 1(H)(1) which covers a subordinate sewer top to a primary structure's utilities. Permission is requested for the proposed residence, a subordinate structure, be allowed to connect to primary residence's sewer and water services.

The owners of 320 S. Fifth Street are rethinking the use of their downtown property and would like to convert the existing garage into a single family residence. The home will be subordinate to the primary structure and per the BZA's action the entire property shall remain under single ownership and the two dwellings shall not be sold separately and the lot shall not be subdivided. The request was approved by the Board of Zoning and Appeals on February 26, 2019 Case No. 19-02UV & 19-03DV.

The garage conversion into residence will be serviced with domestic water through the primary structure. Sewer service will be extended along the south side of the property to South Fifth Street and connect to the existing home's sewer lateral. Both residences will be billed for water and sewer under one utility account.

As a condition of approval, the property owners understand the subordinate residence will be required to connect directly to a public sewer main and a public water main should either of the residences be parceled off or sold separately. Civil Traffic Engineer Leslie Biek confirmed.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO APPROVE SEWER RELIEF

Dennis Wolf of 2009 Marabou Place requested Board approval for sewer relief in the amount of \$543 as calculated by the Utility Office from charges between August 17 and August 25, 2019.

On October 22, 2019 Water Supervisor John Hutsell went to 2009 Marabou Place to look for proof of a hose running from large consumption from August 17 to August 25, 2019. Customer claimed they left the hose in the same place he found it running and merely turned it off stopping the water usage. Mr. Hutsell could not confirm or deny that a hose was leaking during the time of the large

consumption since the occurrence was two months ago and there have been several rain events since.

The consumption report indicates a much higher than normal usage that would be consistent with a garden hose running for that length of time.

Utilities Manager Kelly Saenz was at the residence on October 22, 2019 and determined the property owner had an old meter that should have been changed out in 2011 and that old meter created a delay in notification of excessive use. New meter was installed on November 7, 2019. There are late fees of approximately \$71 on the property owner's account for failure to pay the bill.

Mayor Stutsman suggested waiving the late fees on the account.

Board Member Landis moved to approve the request including removing the late fees. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO APPROVE AGREEMENT – ARCADIS

Legal Contracts and Claims Manager Keitha Windsor requested Board approval for an agreement with Arcadis US to establish the asset management criteria for water distribution and sewer (sanitary and combined) collection system analysis and forecasting of rehabilitation and replacement of the linear infrastructure.

Effective July 1, 2018, Indiana Code 5-1.2-10-16 requires that all State Revolving Fund (SRF) Participants that receive a loan or other financial assistance from the SRF Loan Program certify that the participant has documentation demonstrating that it has the financial, managerial, technical and legal capability to operate and maintain its water or wastewater system in the form of an Asset Management Program (AMP).

The City has decided to develop its AMP using a phased in approach by first developing a capital improvement plan for its water and wastewater (sanitary and combined) linear assets to ensure that proper investment is made to repair and place these assets.

Work shall be completed within ten (10) months from the receipt of the notice to proceed at a cost not to exceed \$236,900.00.

Discussion – Mayor Stutsman questioned the State's intent of having to prove the City is capable of running a utility that the City has been running for years. Board Member Landis questioned the sizable cost. It does include all assets of the utility including 198 miles of water mains and 148 miles of sewers. Board Member Landis questioned if there were other options besides Arcadis. Mayor Stutsman suggested the request be approved as the State of Indiana is requiring action, but he will have a meeting with Dustin and other parties before action is taken. Jim Kerezman is not sure what all the agreement entails and who will supply the legwork and the data.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO APPROVE AGREEMENT – KENT’S EXCAVATING & PLUMBING

Legal Contracts and Claims Manager Keitha Windsor requested Board approval to enter an agreement Kent’s Excavating & Plumbing LLC to perform drilling of a two inch (2”) IPS HDPE water lines at 62226 County Road 15, Goshen to correct the water’s chlorine residual.

The cost for the work is \$7,000.00 and the work will be completed within 2 weeks form receipt of the notice to proceed.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO APPROVE OCCUPANCY PERMIT WITH WINDSHIRE CORP.

City Paralegal Carla Newcomer requested Board approval and authorization for the Mayor to execute an Occupancy Permit Agreement with Windshire Corp. for the new residence constructed at 703 Wingate Court.

The construction project is now substantially complete except for certain exterior work that cannot be completed due to weather conditions. The owner agrees to complete all remaining work as soon as conditions permit, but no later than June 15, 2020.

With the exception of the work to be completed under the agreement, once all Building Code requirements have been met, the agreement has been executed by all parties, and a surety in the amount of Six Thousand Five Hundred Dollars (\$6,500) is provided to the City to insure the timely completion of the remaining work, the City will issue a certificate of occupancy for the location.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO APPROVE AGREEMENT – ABONMARCHE

City Traffic Engineer Leslie Biek requested Board approval to enter an agreement with Abonmarche Consultants for the completion of a topographic survey along the Lincoln Avenue corridor in East Goshen from Steury to Blackport for a contract price of \$22,350.00.

The existing water main along this corridor was installed prior to 1933 and recent analysis has shown that fire flows in the area are lower than desired. The topographic survey will provide background information to aid in the design of a new water main to replace the existing main.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

REQUEST TO APPROVE ELECTRICAL LICENSE—J. YOUNG

Code Compliance Officer Travis Eash requested Board approval for an electrical license for John W. Young, Jr. of Hi-Tech Electric Company located at 3103 Cannongate Drive, Fort Wayne, IN.

He received a score of 70.5% on the Prometric Master Electrical exam taken on March 6, 1984, in Fort Wayne, IN.

Board Member Landis moved to approve the request. Second by Board Member Nichols and motion passed unanimously.

NOTIFICATION ONLY – KERCHER ROAD


Civil Traffic Engineer Leslie Biek notified the Board that Kercher Road Phase II is open for two-way traffic and will remain open for the remainder of the project.


There being no further business Mayor Stutsman moved to process claims and then to adjourn. Second by Board Member Landis and motion passed unanimously.

BOARD OF PUBLIC WORKS AND SAFETY AND STORMWATER BOARD:

MAYOR JEREMY STUTSMAN  _____

BOARD MEMBER MICHAEL LANDIS  _____

BOARD MEMBER MARY NICHOLS  _____

ATTEST  _____
CLERK-TREASURER ANGIE MCKEE