**GREENFIELD BOARD OF PUBLIC WORKS AND SAFETY**

**November 12th, 2024**

**10:00 A.M.**

**10 SOUTH STATE STREET**

**COUNCIL CHAMBERS, ROOM 127**

Present: Mayor Guy Titus Kathy Locke Larry Breese Glenna Shelby

 Brent Robertson Gregg Morelock

Lori Elmore Penny Lawyer

Nicholas Dezelan Glen Morrow Charles Gill Tyler Rankins

Chief Brian Hartman Joanie Fitzwater

Chief Jason Horning Rob Souchon

Scott Yost Jane Webb

Mayor Guy Titus called the BOW meeting to order for the purpose of conducting the business for the City of Greenfield, Indiana. Locke moved to approve the minutes of October 22nd, 2024 duly seconded by Shelby.

Motion carried viva voce.

**CLERK-TREASURERS OFFICE:**

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

Clerk-Treasurer Lori Elmore informed the Board that the Clerk Treasurer’s Office has implemented Positive Pay on all bank accounts to cut down on fraudulent activity.

Clerk-Treasurer Lori Elmore requested approval of the August 2024 Fund, Appropriation and Revenue reports. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Clerk-Treasurer Lori Elmore informed the Board of the communications received from Shelley West who is our liaison for the Girl Scout House. Shelley West thanked the City for their generosity, support and attention to repairs to the house that have been needed.

Clerk-Treasurer Lori Elmore informed the Board that the 2025 Budget has been submitted to the DLGF for review and the next step in the process was to receive the 1782 NOTICE which confirmed our numbers and had to be returned within 10 days upon receipt. Once the County’s budgets had been approved, the Budget Order would be sent out and that would be the final step in the approval process of the 2025 Budget.

Clerk-Treasurer Lori Elmore informed the Board that the 2025 Salary Ordinance has been approved by the Council, which will be effective December 21st and that increases would be coming to them during the next two meetings so we were ready for the start of the effective date.

**WASTE WATER DEPARTMENT:**

Nicholas Dezelan requested approval to award Chem Trade for the aluminum sulfate supply at a price of $1.3365 per gallon, effective through December 2025. Shelby moved to approve, duly seconded by Breese. Motion carried viva voce.

Nicholas Dezelan requested approval of the recommendation from Commonwealth Engineers, Inc. for the Partial Payment #24 to F.A. Wilhelm Construction for the Waste Water Treatment Plant Improvements Project in the amount of $748,294.82 with a retainage of $39,383.94 for a total payment for Application #24 of $787,678.76. Robertson moved to approve, duly seconded by Locke. Motion carried viva voce.

Nicholas Dezelan requested approval of the recommendation from Commonwealth Engineers, Inc. Change Order #8 for the Wastewater Plant Treatment Improvements Project for consolidation of allocated funds for various portions of the project that have been completed. This amendment will be a no cost change order to clean up the remaining funds for purposes of cost tracking and to simplify the invoicing for the remainder of the project. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Nicholas Dezelan requested approval of the CenterPoint Energy Application and Contract for gas utility service requiring extension of facilities to extend gas service to the new location of the Waterview Lift Station along Park Avenue; with a total cost of the service deposit of $32,477.28. Breese moved to approve, duly seconded by Robertson. Motion carried viva voce.

**ENGINEERING DEPARTMENT:**

Glen Morrow requested the bids received for the Fortville Pike and CR300N Intersection Reconstruction Project be opened and read into record. The bids received were:

 **Dave O’Mara Contractor $1,682,477.00**

 **E&B Paving, LLC $1,833,083.09**

Glen Morrow tabled until the next BOW meeting.

Glen Morrow requested approval of the VS Engineering, Inc. Professional Services Agreement to help staff prepare and submit 2024 HSIP applications for grant funding for intersection improvements at Broadway Street and Park Avenue; with a total cost of $614,000.00 with the City’s portion being $61,400.00. These funds would come from the 2025 Street Department budget. Locke moved to approve, duly seconded by Breese. Motion carried viva voce.

Glen Morrow requested approval of the Master Services Agreement with 3 Pro Environmental, LLC to address a storage tank located at south side of E. North Street between SR9 and East Street (east of SR9) during construction of the Riley Arts Trail. Shelby moved to approve to ratify the Master Services Agreement that has already been executed, duly seconded by Robertson. Motion carried viva voce.

Glen Morrow informed the Board that INDOT discovered (6) six more storage tanks located at North Street west of SR9 during the construction of the Riley Arts Trail. The City Attorney approved of utilizing the same Master Services Agreement with 3 Pro Environmental, LLC for this project.

Glen Morrow requested approval for INDOT’s Contract Change Orders 3, 4, 7 and 10 for the Riley Arts Trail with a cost of $59,769.20. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**WATER DEPARTMENT:**

Charles Gill requested the bids received for the Chlorine for the calendar years 2025 through 2027 with an option to extend the service contract for (1) one year.

 **Water Solutions Unlimited $1.38 per lb.**

 **Brenntag Mid-South $1.19 per lb.**

 **Alexander Chemical Corporation $1.433 per lb.**

Charles Gill tabled until the next BOW meeting.

Charles Gill requested approval of the recommendation from Donohue and Associates, Inc. for the Partial Payment #11 to Phoenix Fabricators and Erectors, LLC for the Southside Water Improvements Project – Water Storage Tower Project in the amount of $36,198.00 with a retainage of $1,905.00 for a total payment for Application #11 of $38,103.00. Breese moved to approve, duly seconded by Robertson. 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 September 22 – October 19 for the Southside Water Improvements Project-Water Storage Tower Project in the amount of $19,940.44. Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

Charles Gill requested approval of the Continuing Professional Services Agreement Task Order #16 from Donohue and Associates, Inc. to provide professional engineering services to prepare an update of the 2019 Water Master Plan with a cost of $41,000.00; and prepare a Preliminary Engineering Report for treatment plant upgrades and the construction of a new South Water Treatment Plant with a cost of $108,000.00. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

Charles Gill gave the Board an update on the Morristown Pike 12” water main installation.

Charles Gill gave the Board an update on the lead and copper inventory that had to be submitted to the State for approval. Charles Gill wanted to recognize Emily Ewing, Curtis Dyer, Caleb Osborne and Greg Hall for all of their hard work and dedication to our City.

**STREET DEPARTMENT:**

Tyler Rankins requested approval for the quote from Richmond Exteriors for the privacy fence installation for the new property purchased at Park Cemetery with a cost of $12,899.50. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

**Custom Wood Fencing & Decks, LLC $13,100.00 all treated**

 **$14,800.00 cedar w/treated**

 **Duke Fence Co., Inc. $13,988.00 treated dog-eared style**

 **$16,686.00 treated shadowbox style**

 **Basic Fence $14,756.00 6’ board to board**

 **$15,810.00 6’ shadow box style**

Tyler Rankins requested approval for invoice #2 submitted from USI Consultants for professional services rendered September 1st – 30th for the pedestrian bridge on McKenzie Street over Brandywine Creek in the amount $1,600.00. These consulting fees are being paid out of ARPA funds. Robertson moved to approve, duly seconded by Locke. Motion carried viva voce.

Tyler Rankins requested approval to seek Material Bids and Fuel Bids for 2025. Locke moved to approve, duly seconded by Breese. Motion carried viva voce.

Tyler Rankins requested approval of Vail’s Concrete material bid for work to be performed at various locations throughout the City with a cost of $37,049.88. Shelby moved to approve, duly seconded by Breese. Motion carried viva voce.

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

**POLICE DEPARTMENT:**

Chief Brian Hartman requested approval for out of state travel to Cincinnati, OH December 3rd – 5th for training and recertification of Certified Voice Stress Analysis. The cost of the class is $595.00. There will be lodging, fuel and food expense with a not-to-exceed amount of $1,000.00 and permission to take a city vehicle. Robertson moved to approve, duly seconded by Breese. Motion carried viva voce.

Chief Brian Hartman requested approval for the lateral hire of Officer John Kim to Probationary Patrolman at a bi-weekly amount of $2,454.46, effective November 16th. Shelby moved to approve, duly seconded by Robertson. Motion carried viva voce.

Chief Brian Hartman requested approval for the Memorandum of Agreement with Crane Division, Naval Surface Warfare Center for the Electro-Optic Loan Program; which is a (1) one year lease agreement for (10) ten submersible monocular night vision systems; with a cost of $3,000.00. Funds are available in their HSI account. Locke moved to approve, duly seconded by Breese. Motion carried viva voce.

Chief Brian Hartman informed the BOW that Canine Officer Bakwas put down after (14) years of service for the Greenfield Police Department and the City of Greenfield. Canine Officer Bak’s remains were returned to his handler Officer Jerami Summers.

**PLANNING DEPARTMENT:**

Joanie Fitzwater requested approval of the Secondary Plat, the Subdivision Agreement, the Maintenance Agreement and all bonds as submitted for Evergreen Estate, Section 2. Shelby moved to approve, duly seconded by Breese. Motion carried viva voce.

Joanie Fitzwater requested approval for the release of Performance Bonds for Evergreen Estates, Section 1, to be replaced by the (3) three year Maintenance Bonds due to the completion of the following.

 **Performance Bond #LICX1979767 Lot Corner & Centerline Monuments**

 **Performance Bond #LICX1979776 Street Signs & Street Lights**

 **Maintenance Bond #LICX183089 Street Signs & Lighting**

 **Maintenance Bond #LICX183088 Lot Corners & Monuments**

Shelby moved to approve, duly seconded by Locke. Motion carried viva voce.

**FIRE DEPARTMENT:**

Chief Jason Horning requested approval for the quote from Hoosier Fire Equipment, Inc. for key hoses with a cost of $14,936.00. Hoosier Fire Equipment, Inc. is the sole provider for key hoses. Locke moved to approve, duly seconded by Robertson. Motion carried viva voce.

Chief Jason Horning requested approval for the quote from Hoosier Fire Equipment, Inc. for brass nozzles for the fire engine at Station #422 with a cost of $7,406.00. Shelby moved to approve, duly seconded by Breese. Motion carried viva voce.

**INFORMATION TECHNOLOGY DEPARTMENT:**

Rob Souchon requested approval to purchase a new multifunction printer and enter into a maintenance contract with Braden Office Equipment for the new Wastewater Treatment Plant Administration Building with a cost of $6,750.00. The maintenance costs are billed monthly and based on the number of pages that are printed. Breese moved to approve, duly seconded by Locke. Motion carried viva voce.

**POWER AND LIGHT:**

Scott Yost requested the bids received for a new Digger Derrick truck be opened and read into record.

The bid received was: **Altec Industries price of $346,065.00 less trade in value of**

**(– $9,000.00) for the 2009 Altec Digger Derrick with a final cost of = $337,065.00**

Scott Yost requested approval to table until the next BOW meeting. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**UTILITY COORDINATOR:**

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

Jane Webb requested approval for the transfer of Mercedes Phillips to Customer Service Representative Float with an hour rate of $24.07, effective October 28th. Breese moved to approve, duly seconded by Locke. Motion carried viva voce.

**MISCELLANEOUS ITEMS:**

Chief Brian Hartman requested approval for the promotion of Sergeant Dale Diefenderfer to Lieutenant with a bi-weekly amount of $3,039.55, effective November 9th. Chief Brian Hartman presented Sergeant Dale Diefenderfer with the Lieutenant badge. The Mayor thanked Dale on a job well done.

Shelby moved to approve, duly seconded by Breese. Motion carried viva voce.

Chief Brian Hartman requested approval for the promotion of Senior Patrolman Alex Roberts to Sergeant with a bi-weekly amount of $2,836.91, effective November 9th. Chief Brian Hartman presented Senior Patrolman Alex Roberts with the Sergeant badge. The Mayor thanked Alex on a job well done. Locke moved to approve, duly seconded by Shelby. Motion carried viva voce.

**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 11:04 a.m., duly seconded by Breese. 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, November 26th 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