



## ***Board of Works Meeting – Minutes from March 27, 2023***

**Board of Works Members in Attendance:** Mayor Phil Jenkins, Wayne Scheumann, Rod Stump Jr.

**Also Present:** City Attorney Brian Hoffer, Clerk-Treasurer Jeff Knight, 6 guests (6 IP) and one member of the press (IP).

- Call to order: Mayor Jenkins called the meeting to order at 3:30 pm.
- Roll call: All members were in attendance as stated above.
- Approval of the Minutes from March 13, 2023: Mr. Stump motioned to approve the minutes. Mr. Scheumann seconded. The minutes were approved unanimously by voice vote.
- There was one sewer bill adjustment requests for 702 N. Main St. Mayor Jenkins motioned to approve the request. Mr. Stump seconded. The sewer bill adjustment was approved unanimously by voice vote.

Along with the sewer bill adjustment, a memo was submitted requesting that late fees be waived for 10 customers due to the format of the billing being in letter format vs the normal card format. The format issue was due to the need to put a disclaimer on the bills noting the repealed Utility Receipt Tax that allowed a reduction in their rate. Some residents thought this was a notification letter and not a bill. There were also two residents that requested a waiver, but they have been repeat offenders and therefore the waiver is not deemed warranted for them. Mr. Scheumann motioned to approve the 10 waivers recommended and decline the two waivers requested by repeat offenders. Mayor Jenkins seconded and thanked the CT Office Manager Nikki Ramer, Utility Superintendent Gerber, and CT Knight for paying close attention to these types of circumstances and how they impact the City. The 10 approvals and 2 declinations were approved unanimously by voice vote.

- There were no Reports of Committees, Boards, and Commissions and no Unfinished Business.
- New Business
  - Baker Tilly Master Service Agreement for 2023: Mayor Jenkins presented the agreement. He noted that we would have liked to have this sooner from Baker Tilly. It has been presented to the Council for their approval. The monthly cost is \$7,675 and it is split 50% to the City, 25% to the Utility, and 25% to Redevelopment. This is an increase from the \$6,900 per month for 2022. This agreement will be presented for approval at the Redevelopment meeting tomorrow morning. Mr. Scheumann motioned to approve the agreement for 2023. Mr. Stump seconded. The Baker Tilly Master Service Agreement for 2023 was approved unanimously by voice vote.



- Approve Excavating in ROW Applications: Mayor Jenkins asked Street Superintendent Warren to present the applications noting that four of the requests were from NIPSCO. Superintendent Warren told the Board that he has been working with NIPSCO to try and get information updated. As evidenced in these submissions, some of the site drawings are 50 years old and they just put new markings on them in an effort to show where the work needs to be done. This does not always show whether their digging will be in a grass area, concrete, or asphalt. Superintendent Warren is working to get more clarification on those in order to make certain the areas are restored correctly.
  - 551 W. Walnut St – NIPSCO: This is a gas line retirement with a hard surface cut. Mayor Jenkins motioned to approve the request based upon comments from the staff. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - 657 W. Lincoln St – NIPSCO: This is a gas line retirement with a hard surface cut. Mr. Stump motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - 851 W. Walnut St – NIPSCO: This is a gas line retirement with a soft surface cut. Mr. Scheumann motioned to approve the request. Mr. Stump seconded. The request was approved unanimously by voice vote.
  - 1275 N. Oakland Ave – NIPSCO: This is a installation of a gas line under Oakland Ave. to a new house with a soft surface cut. Mayor Jenkins motioned to approve the request. Mr. Scheumann seconded. The request was approved unanimously by voice vote.
  - Miriam St. & US 6 – Brightspeed: This will be to extend fiber to 7-Eleven, starting at an existing handhole on Miriam, north of Marian Street. The fiber will be aerial to the south for 1,300' and then bore under US-6 and continue boring west in the south right of way to 7-Eleven. Mr. Scheumann motioned to approve the request as presented. Mr. Stump seconded. The request was approved unanimously by voice vote.
- Approve Sewer Connection Applications: Mayor Jenkins asked Utility Superintendent Gerber to present the applications. Superintendent Gerber recommended approval of each request.
  - 102 Airline Dr. – Aero Ranch: This is a light industrial building being built. Mr. Stump motioned to approve the sewer connection application. Mr. Scheumann seconded. The sewer connection application was approved unanimously by voice vote.
  - 151 W. Van Buren St. – Ksandra Kenevan: This work was completed already on an emergency basis. Their existing lateral collapsed and needed to be repaired. Mayor



Jenkins motioned to approve the sewer connection application. Mr. Stump seconded. The sewer connection application was approved unanimously by voice vote.

- 351 Dal Mar Way Bldg C – Lance Feiler: Mr. Scheumann motioned to approve the sewer connection application. Mr. Stump seconded. The sewer connection application was approved unanimously by voice vote.
- 456 N. Main St – Abe’s Plumbing: This is for the repair of a kitchen sink line that broke. A new line was run and was approved as an emergency by Superintendent Gerber. Mayor Jenkins motioned to approve the sewer connection application. Mr. Stump seconded. The sewer connection application was approved unanimously by voice vote.
- 651 Bungalow Dr. – Lehman Development: This is for a new home being built. All is in order. Mr. Stump motioned to approve the sewer connection application. Mr. Scheumann seconded. The sewer connection application was approved unanimously by voice vote.
- 652 Bungalow Dr. – Lehman Development: This is for a new home being built. All is in order. Mayor Jenkins motioned to approve the sewer connection application. Mr. Scheumann seconded. The sewer connection application was approved unanimously by voice vote.

- Approval of Accounts Payable Vouchers:

- Mr. Stump motioned to approve the 2023 Water APV’s Totaling \$83,766.57 and 2023 WWTP APV’s Totaling \$77,473.15. Mr. Scheumann seconded. The APV’s were approved unanimously by voice vote.

- Reports of City Officers:

- Fire Department: Chief Lehman requested approval to attend the Fire Department Instructor Conference in Indianapolis on April 27<sup>th</sup> and 28<sup>th</sup>, 2023. Mr. Stump motioned to approve the request to attend the conference. Mr. Scheumann seconded. The request was approved unanimously by voice vote.

Chief Lehman followed up with a second request and that was to accept the resignation of Mr. Joel Wilkins from the Fire Department effective April 6<sup>th</sup>, 2023. Mayor Jenkins motioned to accept Mr. Wilkins resignation effective April 6<sup>th</sup>, 2023. Mr. Scheumann seconded. Mr. Wilkins resignation, with an effective date of April 6<sup>th</sup>, 2023, was accepted unanimously by voice vote. Mayor Jenkins confirmed with Chief Lehman that the City is still seeking paramedics.



- Utility Superintendent Gerber noted his monthly report was submitted and it reflected unaccounted water of 10%. Mayor Jenkins noted his appreciation to the Water staff and Superintendent Gerber for their efforts in reaching this milestone.

Adjournment: With no further business to discuss, Mr. Stump motioned that the meeting be adjourned. Mr. Scheumann seconded. Adjournment was agreed to by voice vote and the meeting was adjourned at 3:50 pm.

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Phil Jenkins, Mayor

Attest: \_\_\_\_\_  
Jeff Knight, Clerk of Board of Works