

**Board of Public Works & Safety
and Park Authority Meeting
Wednesday, October 23, 2019 – 10:00 a.m.
Ligonier City Hall · 301 S. Cavin St. · Ligonier, IN 46767**

Call to order: Mayor Fisel

Roll Call

Present: Board Members Earle Franklin, Tom Janes, and Mayor Patty Fisel
City Attorney Steve Clouse and Clerk-Treasurer Barb Hawn

Minutes from previous meeting of October 9, 2019

Motion to approve: Earle Franklin Second: Tom Janes Vote: All Ayes

New Business

Mark Stout – Water Leak – Bill Adjustment Request

Mr. Stout owns a six unit apartment house at 103 S. Main Street. One of the units had a running toilet which caused extremely high water usage, in turn causing the water and sewage charges to quadruple a normal bill. He was asking the board to consider an adjustment since this was an accidental mistake on the tenant's part. He stated he felt we were penalizing him and there should be some type of cap.

The matter was discussed in detail with Deputy Clerk Robin Galloway and Water Superintendent Jeff Boyle explaining that the city had unsuccessfully tried to reach Mr. Stout when we discovered the usage was high when the meter readings were entered for the October billing. The water department personnel were sent to the home to run a graph of the water which showed continuous water flow for weeks. We visited the home to try to assist, but the tenant would not answer the door. Further unsuccessful attempts to contact Mr. Stout were made through our contact of his brother.

The city only charges for the water that was used and went through the meter and the sewage charge for the water that went down the drain. Meters are only read once a month. This is the only time we see high usage. We have no ability before meter reading to know if there is high usage suggesting a leak. Leaks are the responsibility of the resident.

Board Member Mayor Patty Fisel stated we try to be as fair as we can but there is no way we can cap when the water was used. Board Member Earle Franklin stated that it is truly unfortunate, but the water was used, and the water did go down the drain. This led to the following:

Motion to not allow any type of discount but to extend a credit payment agreement and not charge finance charges on the balance: Earle Franklin Second: Patty Fisel

Roll Call Vote: Aye – Earle Franklin Aye – Patty Fisel Abstain – Tom Janes

Bill Mills – Bill Adjustment Request

Request for sewage credit – left garden hose on two days by accident after watering grass. Did not go down the drain. Asking for an adjustment on the sewage to his average sewage usage.

Motion to allow the credit of \$56.19 for sewage portion: Earle Franklin

Second: Tom Janes Vote: All Ayes

Niblock – Change Order #3 – Community Crossing Project

Change order #3 from Niblock was received for community crossing paving project. The project called for overlay of the surface, it was not milled. This caused some issues with the street being high and a drop off on the edges. The change order would provide gravel shoulders approximately two feet wide at a cost of \$5,040.

Motion to approve: Patty Fisel Second: Earle Franklin Vote: All Ayes

Employee Request for FMLA Extension

Prior to the meeting, the board met in executive session to discuss FMLA extension for an employee.

Motion to allow up to four weeks FMLA extension: Patty Fisel

Second: Tom Janes Vote: All Ayes

Department Heads and Members of Administration

Fire Chief Jeremy Weaver

- Have been busy this month with fire prevention & public safety day.
- UTV was a great asset at WNHS for cross country sectional and regional.
- Fire Department physical agility testing was completed yesterday.
- Getting ready for Trick or Treat, October 31st from 5-7.

Street Superintendent Mike Burdette

- Just started picking up leaves. Same schedule as last year.

Public Safety Director/Police Chief Bryan Shearer

- Public safety day at Fashion Farm was well attended. Gary did finger printing for 60 kids for kid print id program.
- Agility testing for Police Department is set for November 9-10.

Park Director Travis Brimhall

- Winterizing is done except restrooms at Kenney Park. Thanks to water and street department personnel for help shutting down. Quite a learning process.
- Working on clean up at Woodlawn Park. There are many stored items and we are finding who the stored items belong to. Amazing what we are finding.

Water Superintendent Jeff Boyle

- IN finance authority was tasked by legislature to start a water monitoring program. Must report on all water usage – everything will need to be metered and accounted for. This includes: hydrant flushing, City Fountains, usage for fires. All treated water must be accounted for and the expectation is a 10% loss range. Necessary to go to classes to get validation from state. August 2020 will be the initial report – then in 2021 must be fully validated. We are currently at about 38% loss.

WWTP Superintendent Kenny Sprague

- Our new employee is working on his third week. In addition to his duties at the plant, he has been able to assist the other departments with some electrical issues.
- Working on moving sludge press into the building.
- Getting ready for cold weather.

City Engineer Rick Pharis

- Haven't heard from API on the Gerber Street project.
- Adjustments on trails project – supposed to start this week.

Clerk-Treasurer Barb Hawn

- Office will be closed on Friday, November 11 for software training.

Mayor Fisel's Comments

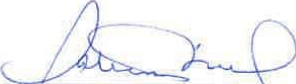
- Attended the Noble County EDC Meeting this morning – we will need to participate in the census. Don't have all of the details yet but am expecting a meeting with a census rep. We need to be sure everyone is counted. Counting starts in April. Steve Clouse will get us information as well.

Adjournment

Motion to adjourn: Tom Janes

Second: Earle Franklin


Barbara Hawn, Clerk Treasurer


Patricia Fisel, Mayor