

City of Decatur
Board of Public Works & Safety Minutes
June 18, 2019

The City of Decatur Board of Public Works and Safety members met on Tuesday, June 18, 2019 at 6:00 P.M. at City Hall in Council Chambers, 172 N. Second Street. Members present were Craig Coshow, Bill Karbach, and Mayor Ken Meyer. Also present were City Attorney, Tim Baker and Clerk-Treasurer, Phyllis Whitright.

The Clerk-Treasurer had emailed the minutes from the June 4, 2019 meeting. Coshow made a motion to approve the minutes. Karbach seconded the motion. Motion carried.

The first item on the agenda was Deputy Police Chief, Chris Brite reported Eric Mitchel had passed the PERF testing, still awaiting a letter from PERF for his hire date.

Jeremy Gilbert, Operations Manager, requested he would like to apply for the 2020 Community Crossing Matching Grant. Butler-Fairman & Seufert (BF&S) representative Toby Steffen would assist in writing the grant proposal. The maximum application amount is \$1 million with 25% being paid locally. Most of the streets to be included in the 2020 grant would be located in the northern part of the City as many of them have had water main repairs in the last few years. The 2020 Grant would be awarded in October with payment in 2020. For this year's CCMG grant, \$250,000 had been included in the 2019 budget to be used as matching funds. The Mayor questioned if the alley located behind the McKean Auto Sales just east of Hanna Nuttman Ball Park could be changed from an alley to a street. City Attorney, Tim Baker informed him that this would involve a title search of the property to see if the area had been platted as a dedicated public way. If so, an ordinance would be required and the street would need to be named. Discussion was perhaps that area could be included in the Community Crossings Grant proposal. Coshow made a motion to approve the contract for \$9,910.00 with BF&S for Phase 1 - Engineers estimates and assistance with the application process for the 2020 Community Crossings Matching Grant for the maximum funds available. Seconded by Mayor Meyer, the motion was adopted. Coshow made a motion to direct the City Attorney, Tim Baker to proceed with the title search on the alley between McKean's Auto Sales and Hanna Nuttman Park. Seconded by Karbach. Motion carried.

During the discussion of the Community Crossing Grant, Mayor Meyer shared that the Steering Committee had met with Butler, Fairman & Seufert (BF&S) regarding the 13th Street Feasibility Study. Mayor Meyer reported that representatives from BF&S presented three (3) proposals with several different options.

Operations Manager, Jeremy Gilbert solicited three (3) sealed quotes for the concrete work for the Second Street Streetscape project from Monroe Street to Madison Street. The quotes were opened and read aloud by the City Attorney. The quotes included concrete, light bases, handicap ramps as per ADA, and trench drains. Hitchcock Concrete, Inc. of Decatur quoted \$40,300 for the east side and \$41,650 for the west side for a total of \$85,925 when the bases and ramps were included. Liter Concrete of Decatur quoted \$40,976 for the east side and \$41,609 for the west side for a total of \$87,235 including the bases and ramps. TG Concrete LLC, Decatur quoted \$38,415.50 for the east side and \$40,267.50 for the west side for a total of \$83,333 when including the bases and ramps. Coshow made a motion to have Jeremy Gilbert, Operations Manager review the quotes and return with a recommendation later in the meeting. Seconded by Karbach, the motion was adopted.

Karbach made a motion to make the Certificate of Appointment for Deputy Chief of Police Chris Brite, a matter of record. Seconded by Coshow, the motion was adopted.

Mayor Meyer made a motion to make the Certificate of Appointment for the newest patrolman, Andrew Elwell a matter record. Seconded by Karbach, the motion was adopted.

Karbach made a motion to make the Conditional Employment Contract between the City and Patrolman Andrew Elwell a matter of record. Seconded by Coshow, the motion was adopted.

Councilmen Collier, Dyer, Fullenkamp, and Sirk joined the Board of Works meeting for information and input purposes only.

Jeremy Gilbert, Operations Manager returned and recommended accepting the low quote of \$83,333 from TG Concrete LLC of Decatur for the 2nd Street Streetscapes project for one block from Monroe St. to Madison Street. Karbach made a motion to accept Gilbert's recommendation. Seconded by Coshow, the motion was adopted. Gilbert mentioned that the quotes were over what was estimated due to the bump outs, but the brick work for this project should be less than estimated.

Mayor Meyer shared that Curt Witte, Building and Zoning Superintendent, and Les Marckel, Fire Chief, had been talking about a new position to assist with building and fire inspections. The position, Building and Zoning Assistant, Building Safety/Fire Marshal - Fire Code Enforcement Officer, would work with both departments. It was noted no action would be taken this evening. The Mayor distributed to the Board of Works and Council members the job description that is being proposed. The plan is to hire someone at the end of the third quarter to be employed for the entire fourth quarter of this year. It was suggested there may be an alternating 3 days/2 days split between the two departments. There are funds available in the Building and Zoning Department budget for the 2019 funding. The person would be a civil employee with PERF, not a Firefighter employee. Karbach inquired if the individual would go out and inspect rather than just take calls of complaints. Chief Marckel noted Tim Bauman does the fire inspections and with all the building going on he is not getting to the small mom and pop businesses on a regular basis. It was noted Bauman would likely be retiring in a couple of years and that would give the new concept time to work out any negatives. Witte shared the two areas have already been merged at the State level. The new position is to be reviewed, so action can be taken at the next meeting.

Karbach made a motion to make a matter of record the changes to the Pennsy Depot Rental Rules and Regulations, and the Lease Agreement as considered at the June 4, 2019 meeting to only accept cash for the deposit and also the rental fee for the depot. Seconded by Coshow, the motion was adopted.

Mayor Meyer shared that the Sculpture Tour members wanted to use the sound system for Friday evening event at the Court House. However, they ended up using an amplifier from the musician performing that evening. When he went to lock the restroom door this afternoon, he found the door to the sound system area unlocked and learned the system had been on since Friday evening until this afternoon. Thus, Mayor Meyer noted there is a definite need to have a set of rules governing the use of the sound system, which will be addressed at the next meeting.

Dyer had talked with Coni Mayer, chairperson of the Sculpture Tour, noting he did not like the free meals being provided by North Adams Community Schools being distributed at the same area as the other food vendors for the event. The Mayor will mention his concerns to the DST committee.

There being no further business to be brought before the Board, Karbach made a motion to adjourn. Seconded by Coshow, the motion was adopted.

Adjournment was at 7:00 P.M.