**Public Works Meeting Minutes**

**December 3, 2019**

**Call to Order**: Tom Strayer-President

**Members Present**: Tom Strayer, Tonya Galbraith, Ron Crider, Mark Witsman

**Members Absent:** Patrick Bragg

**Others Present**: Staci Starcher, Ryan Crum

**Approval of Minutes**

Motion made by Ms. Galbraith to approve November 4, 2019 meeting minutes. Second made by Mr. Crider and passed with a vote of 4/0

**WWTP Design and Contract Amendment-**Whitaker Engineering

Mr. Witsman requested that Cecil Whitaker and Matt Whitaker of Whitaker Engineering be present at this meeting for an update on this project. An Information Document with design and contract changes is available. This information that was requested by the town shows where we stand and how to address changes. It was determined that it is best to find out issues now instead of later in the process. Items were caught in an appropriate time for repairs. Recommendation was made by Mr. Witsman to present to Town Council the contract amendment made by Whitaker Design for WWTP. Second was made by Mr. Crider and passed by a vote of 4/0.

**Brookside parcels G & C Connectivity Study RFP responses.**

All bids received were high. Staff recommends Crossroads Engineering for this project.

This will be presented to the Redevelopment Commission for approval.

**Town hall parking seal coat and striping quotes**

This project will be done in 2020 with encumbered monies. Upon review Mr. Crider recommends Reece Seal Coating. This was the most complete bid and Mr. Crider made the recommendation to use Reece Seal Coating for the Town Hall parking seal coat and striping for $5359.00. Second was made by Ms. Galbraith and passed with a 4/0 vote.

**Carroll Road Strom Sewer**

Update on project that is happening now. The amount is more that expected at $84,713.00. Mr. Witsman is looking into Town options and guidance. Mr. Witsman is also is asking for explanation on amount.

**Pay Applications and Invoices**

**RU Electric Invoice**

Motion was made by Mr. Witsman to pay RU Electric $10,223.66 for crosswalks completion. Second was made by Ms. Galbraith. Passed 4/0

**INDOT CCMG Project payback**

This project came in under budget and $5653.95 will be returned. Motion was made by Mr. Witsman to return money. Second by Mr. Cider and passed 4/0

**Whitaker Engineering Invoice**

Motion was made by Mr. Witsman to pay Whitaker Engineering $57,401.72. Second by Mr. Crider and passed 4/0. This WWTP project has been billed 91% and completed 82%

**RQAW Invoice**

Mr. Witsman made a motion to pay RQAW $5275.00. Second by Ms. Galbraith and passed 4/0

**Utility Overpayments Resolution**

Presentation by Staci Starcher, Utility Supervisor. These items are credit write-offs that are seven tears or older. This money will go back into he Utility Fund. Recommendation was made by Ms. Galbraith that this resolution go to Town Council. Second was made by Mr. Witsman. Passed 4/0

**CR750N project**

Project was successful in grant approval. Crossroads will assist and prepare design. Mr. Witsman made a motion to recommend entering into a contract with Crossroads on the CR750N project. Second by Mr. Crider and passed 4/0

**Engineers Report**

Mr. Witsman reviewed and responded to questions on items listed on the Engineers Report which is attached to these minutes

**Old Business**

none

**New Business**-2020 Meeting Schedule

Motion was made by Mr. Witsman to accept the 2020 Public Works meeting schedule. Second by Ms. Galbraith and passed 4/0

**Public Comments**

Ms. Galbraith shared Housing Roundtable information. There is new legislation being presented which has municipalities paying the difference on oversizing. Ms. Galbraith will update at a future date.

**Next Meeting**

 January 7, 2020

**Adjourn**

Motion to adjourn made by Mr. Witsman and second by Ms. Galbraith. Passed 4/0