

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

OCTOBER 21, 2014
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Sana G. Booker, Tanuja R. Sheth, and Jonathan C. Speaker. Bradley W. Marley was absent. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. October 14, 2014, Meeting

Mr. Speaker moved to accept the minutes of the October 14, 2014, Board of Works meeting. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Resolution No. BW 2014-3: A Resolution Allowing Contract With Water Utility to Shutoff Service to Delinquent Sewer Users – Legal/WWTU

WWTU Director Henderson explained that this resolution is to start a conversation about using a different form of addressing delinquent customers for the Utility. He described the current process, explaining that after a certain number of days of trying to collect delinquent accounts a sewer lien is attached to the property. This is collected through the property tax process. He explained that with utilities that include both water and wastewater, the water supply is typically cut off to delinquent customers. We do not have control over the water supply; that is through a private firm, Indiana American Water. This resolution would allow the WWTU to enter into an agreement with Indiana American Water for to shutoff service to those customers. Director Henderson explained that the next step would be to go to the Council and look at the rate ordinance to make adjustments to allow for this process.

Mayor Dennis asked if this is just giving a green light to the conversation because there are a lot of questions that need to be asked and answered prior to a decision being made.

Director Henderson responded yes. He provided background information, saying that we started talking with Indiana American Water a while back because the sewer lien process has been targeted each year by legislation. It may one day be a tool that we can no longer use to collect on delinquent accounts. This is to look at a more clean and immediate way of dealing with those accounts.

Mayor Dennis stated that a lot of the conversation will be about who will be responsible, a timeline, and looking at hardship cases.

Director Henderson confirmed this and stated that we have addressed issues before and talked with customers.

City Attorney Burns stated that another thing that would be taken up with Council would be the appeals process. Currently there is an informal appeals process that the Utility goes through for customers with a leak and they will write-down a bill in the appropriate circumstance. The Council will be asked to pass a more formal appeal process which is required before a City can go through this so that someone does not get cut-off without having a formal process. The informal process will still be provided and then the formal process will be used, if needed, to reach a resolution. The formal process would include allowing a person who believes they have been unfairly marked as delinquent to come before this Board to appeal that.

Ms. Booker moved that Resolution No. BW 2014-3 be approved. Mr. Speaker seconded the motion.

The motion was adopted.

b. Agreement: Annual Maintenance – Komputrol Software Systems – WWTU
Clerk-Treasurer Rhodes requested approval of the annual maintenance agreement with Komputrol Software Systems for the WWTU billing program currently used in our legacy system. It is in the amount of \$2,810, which is approximately a 3% increase from last year. She stated that it is absolutely essential at this time.

Ms. Sheth moved that the agreement with Komputrol Software Systems be approved. Mr. Speaker seconded the motion.

The motion was adopted.

c. Ordinance No. 30-14 (Second Amended): 2015 Salary Schedule – WWTU
Director Henderson stated that there are some highlighted changes from the first amended version of the ordinance. These are in both the administration positions within the Utility and in other positions in other departments that are funded partially by the Utility.

Clerk-Treasurer Rhodes explained that the Council, at a special meeting on October 13, adopted this second amended version of the ordinance which made some adjustments in ranges for certain positions. It was not changing the salaries, but changing the ranges. This is to put them within the framework that was beneficial for the City to move forward with planning for growth. She requested approval of the final, second amended version of Ordinance No. 30-14.

Ms. Booker moved that Ordinance No. 30-14 (Second Amended) be approved. Mr. Speaker seconded the motion.

The motion was adopted.

d. Claims

i. AP Docket	\$228,524.58
ii. PR Docket	\$509,592.25
iii. PR Docket	\$207,193.03

Mr. Speaker moved that the claims be approved. Ms. Sheth seconded the motion.

Clerk-Treasurer Rhodes noted that the agenda includes an addition under Informational Items for Purchasing Card Transactions. She explained that this represents turning on functionality in the new accounting system to track purchasing card transactions with vendor identity. The actual payment to the vendor, the total payment, appears on the regular docket for approved bills. It represents the total for all charges for the statement date, both those under the review of the Park Board as well as directly under the review of this Board. This is the next step in modernizing our accounts payable system. She explained that this will provide much better tracking ability on where purchase cards are being used and adds another layer of accountability and transparency. Every charge is clearly disclosed to every vendor. Clerk-Treasurer Rhodes stated that she is very supportive of purchasing card transactions now that the system can track them because under the State program we receive a rebate, and also avoid the cost of check issuance and mailing. It is good for our taxpayers. She noted that the transaction ledgers are not voted on directly. They are there to inform and support the approval of the payments included on the docket.

The motion was adopted.

e. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

iv. Purchasing Card Transactions

There were no questions or comments about the listing.

f. Other Items

► Engineering Assistant Garrison reported that the Cumberland Avenue is moving along after a dry spell. Signals are being put in on Northwestern Avenue.

► Mayor Dennis asked Fire Chief Heath about what is being done to make sure that any recently identified contaminates are not coming into our community.

Chief Heath explained that he has been meeting with Lafayette, Purdue, and County Fire Departments to discuss the what-ifs if we have an event in our community. The plans are not yet defined but we are preparing and setting up guidelines and procedures. It would be a multi-agency response.

Mayor Dennis stated that the emergency services have been through this kind of thing before and we have learned to be prepared and to communicate with the public to keep the fear factor under control. We have also learned to have a single point of contact.

Police Chief Dombkowski confirmed for Mayor Dennis that the Police Department is also involved.

Chief Heath stated that the Center for Disease Control has great information on its website for first responders and the public about Ebola.

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Chief Dombkowski stated that Purdue has confirmed that they have no students from the three countries affected by the Ebola virus.

► Ms. Booker thanked Chief Dombkowski and Street Commissioner Payne and all of the people involved in a quick response to her report of a large hole in the street. She stated that she is proud of the work that we do.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.