

**BOARD OF WORKS  
TUESDAY, OCTOBER 25, 2022  
5:00 PM**

Mayor Ryan Daniel – Absent  
Clerk Treasurer Rosie Coyle – Present  
Attorney Marcia McNagny – Present via phone  
Walter Crowder – Present  
Nicole Penrod – Present

The Columbia City Board of Works met in regular session with all members except Mayor Daniel present, Walt Crowder presiding.

**MINUTES** Motion was made by Nicole Penrod to approve an overview of the October 11, 2022, meeting minutes as presented, Walt Crowder seconded the motion, all voted aye.

**CURB CUT REQUEST – 123 N. WESTCHESTER DR. – NIPSCO** Kelly Cearbaugh advised he did not see an issue with the request. Motion was made by Nicole Penrod to approve the permit to cut into curbs, streets or alleys for 123 N. Westchester Dr. in Columbia City, Walt Crowder seconded the motion, all voted aye.

**CURB CUT REQUEST – 280 N. WESTCHESTER DR. – MEDIACOM** Kelly Cearbaugh advised he was ok with the request. Motion was made by Nicole Penrod to approve the permit to cut into curbs, streets or alleys for 280 Westchester Dr. in Columbia City, Walt Crowder seconded the motion, all voted aye.

**CURB CUT REQUEST – 527 E. JACKSON ST.** Kelly Cearbaugh explained this was due to a collapsed sewer. Walt Crowder clarified this was a preapproval request. Kelly advised it was. He reported the road still needed to be paved.

Motion was made by Nicole Penrod to approve the permit to cut into curbs, streets or alleys for 527 E. Jackson St. in Columbia City, Walt Crowder seconded the motion, all voted aye.

**ENCROACHMENT AGREEMENT: 718 S. COLUMBIA PKWY – KEITH KOHUT** Keith Kohut was present to explain they would like to put up a pergola but the way the lot line runs there was not enough footage. Shawn Lickey explained we had a utility right of way through there that they occasionally need to access. Walt Crowder explained to Mr. Kohut there may be a time where we would need to remove the pergola to access the area. Mr. Kohut understood.

Motion was made by Nicole Penrod to approve the encroachment agreement for the pergola at 718 S. Columbia Pkwy, Walt Crowder seconded the motion, all voted aye.

**WASTEWATER CSO IMPROVEMENTS ESTIMATE** Mike Cook discussed the Engineer's Estimate for the CSO 19 project at the plant. He shared the estimate was \$124,300.00 and advised he has the money available to pay for it in-house. He confirmed with Attorney McNagny they would not have to go to bid since it was under \$150,000.00. Attorney

McNagny advised that is what was passed. Mike Cook requested permission to proceed with the project and fund it in-house. Walt Crowder questioned if they were going to try and get it done yet this year. Mike Cook advised they were hoping so.

Motion was made by Nicole Penrod to approve the wastewater CSO improvements to be funded in-house at no more than \$150,000.00, Walt Crowder seconded the motion, all voted aye.

**HIRE ELECTRIC EMPLOYEE** Shawn Lickey explained at the last meeting the Board approved the replacement of an employee for the electric department. He noted he had mentioned at the time, he was leaning towards bringing 2 employees on. He shared the last time an additional employee was added was 21 years ago and they are 30% larger in terms of utility size. He advised their total load has not grown significantly but their customer count has, and it has extended the department to the point where they need to add additional staff to maintain the customer service. He requested permission to move forward with an additional employee. He noted he lost one employee and has another employee on military leave for at least a year.

Walt Crowder questioned if they would be looking to start the additional employee this year. Shawn Lickey advised that was correct. Walt Crowder questioned what the entry leave position would be. Shawn Lickey explained entry leave was a groundsman.

Nicole Penrod confirmed when the employee on military leave returns, they would keep both new employees. Shawn Lickey advised that was correct; he technically would not have an additional employee until the one returns from military leave. He advised the additional employee would be built into the rate structure by that time. Rosie Coyle advised she and the Mayor met with our rate consultant and advised them of the additional employee so it can be figured into the rate structure.

Motion was made by Nicole Penrod to approve hiring 2 employees for the electric department, Walt Crowder seconded the motion.

Walt Crowder questioned if they had already hired 1 employee. Shawn Lickey advised they offered the position to an employee in-house from the street department and was waiting on confirmation. He noted it would create some shuffling but was willing to hold off on the transfer as long as Kelly needed that employee. Walt Crowder confirmed that would leave one opening then. Shawn advised that was correct.

Upon the motion, all voted aye.

**HIRE STREET EMPLOYEE** Kelly Cearbaugh advised he was looking to replace his employee who would be transferring to the electric department. He shared they were coming into their busy season and would appreciate keeping that employee on until they could get someone hired.

Rosie Coyle confirmed they were already in the process of hiring 1 employee. Kelly Cearbaugh advised that was correct; they were in the process of filling the position left open due to retirement.

Motion was made by Nicole Penrod to hire the street employee as requested, Walt Crowder seconded the motion, all voted aye.

**BILLS** Motion was made by Nicole Penrod to pay all accounts payable in the amount of \$1,084,859.51 from the allowance of accounts payable vouchers dated October 25, 2022, Walt Crowder seconded the motion, all voted aye.

**PAYROLL** Motion was made by Nicole Penrod to pay all paytypes except overtime in the amount of \$232,189.97 plus overtime in the amount of \$9,868.78 for the payfile ending October 7, 2022, Walt Crowder seconded the motion, all voted aye.

**DEPARTMENT REPORTS** **Mike Cook** – working on getting quotes to replace one of his buildings.

Having no further business to come before the Board, Walt Crowder called the meeting adjourned.

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Walter Crowder

Attest:

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Clerk Treasurer Rosie Coyle