

CITY OF EAST CHICAGO
BOARD OF PUBLIC WORKS

BOARD MEMBERS

Val Gomez, President
William Allen, Vice President
Winna Guzman, Member

Meeting Minutes
Wednesday, March 10, 2021 @ 4:30 p.m.

Reported for Fissinger & Associates
By: Lisa Pena

CALL TO ORDER: 4:30 p.m.

ROLL CALL: Present: Val Gomez, William Allen, Winna Guzman.

STAFF PRESENT: Carla Morgan, Richard Morrisroe, Olga Cosme.

MINUTES: Regular Meeting February 24, 2021

Questions/Comments: None.

Motion to approve February 24, 2021 Regular Meeting Minutes
made by William Allen. Second by Winna Guzman.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

CORRESPONDENCE: None.

NEW BUSINESS:

MR. GOMEZ: We'll move on to New Business. First item
on our agenda is Integrated Control Technologies, BAS
Programming and Maintenance.

We have a letter from Kevin Klocek our IT Director.
Integrated Control Technologies, BAS Programming and
Maintenance, this agreement contract is for ICT to provide
BAS system programming and maintenance for any BAS system
installed throughout the City.

Currently ICT services the BAS system at the Public
Safety facility.

1 The agreement is for an amount not to exceed
2 \$50,000. The agreement has an attached rate schedule
3 provided by ICT. These rates are current as presented. They
4 have not changed from their dated schedule of 2019.

5 The agreement also notes that these rates are to be
6 applied through 2021 and not subject to any rate changes
7 through December 31, 2021.

8 So they have the 2021 Contract Agreement between
9 the City of East Chicago and Integrated Control Technologies
10 which is not to exceed 50,000. And we have ICT's service
11 labor rates. And these are the same from 2019. They're
12 still in effect as Kevin mentioned for 2021.

13 Are there any questions or comments on the contract
14 or the rate schedule?

15 Questions/Comments: None.

16 Motion to approve Integrated Control Technologies Programming
17 and Maintenance Agreement and Rate Schedule made by William
18 Allen. Second by Winna Guzman.

19 Roll Call: "All in Favor": All Abstain: None.
20 Opposed: None Motion Carries.

21 MR. GOMEZ: Next we have also from IT Archive Social
22 Incorporated, Social Media Archiving from IT.

23 His explanation, the City is mandated to archive
24 all social media content on any other hosted social media
25 sites. This agreement with Archive Social is to provide
archives of all City social media sites for a period of one
year at the rate of \$4,788.

 We have the Enterprise Software License Agreement
with Archive Social, Incorporated. And we have Exhibit A
which is the fees and payment which includes that fee of
4,788.

 Are there any questions or comments on this
Enterprise Software License Agreement with Archive Social,
Incorporated?

Questions/Comments: None.

Motion to approve Archive Social, Inc. Agreement made by
William Allen. Second by Winna Guzman.

1 Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

2

MR. GOMEZ: Next we have Rieth Riley 2021 Price List for
3 Public Works.

4 The comment from Public Works from their Assistant
Director, they are requesting the Rieth Riley Rate Table for
5 2021 effective March 1, 2021 be approved. We use to purchase
our hot mix and cold patch to help maintain our City streets.

6

7 And they included their price list which also
includes crushed concrete, cold patching mix, limestone, slag
or limestone, dump truck service.

8

9 Are there any questions on their price list for
Rieth Riley?

10 Questions/Comments: None.

11 Motion to approve Rieth Riley 2021 Price List made by William
Allen. Second by Winna Guzman.

12

Roll Call: "All in Favor": All Abstain: None.
13 Opposed: None Motion Carries.

14 MR. GOMEZ: Next we come to Outstanding Invoices. The
first one is from Public Works for Johnson Control. We have
15 two invoices dated 10/30/2020 and 10/28/2020 for a total of
\$645.

16

17 Their explanation for the Johnson Control Late
Invoice, these invoices were never received by our
Department. The work was done. We're asking that the
18 invoices be paid.

19 Any questions or comments on these invoices from
Johnson Control?

20

Questions/Comments: None.

21

22 Motion to approve Johnson Control Outstanding Invoices made
by William Allen. Second by Winna Guzman.

23 Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

24

25 MR. GOMEZ: Next we have late invoices from Trevino
Auto. We have 19 invoices all from 2020 totaling \$16,914.45.

1 The explanation is invoices were missed by Public
2 Works Vehicle Maintenance. They were e-mailed by the vendor.
3 But the e-mail never went through to Vehicle Maintenance
4 Foreman. These were brought up through the statement
5 provided by the vendor.

6 Just for information I did contact Public Works
7 because I was concerned by the amount of invoices and the
8 dates on them. We had a similar situation with Trevino Auto
9 a few years ago. After talking with them they're going to
10 change their policy.

11 Right now they were allowing the vendor to pileup
12 the invoices. If he had one, they would wait until he had
13 four or five. And then he would submit. And this creates a
14 problem here because if you notice this goes over a span of
15 30-some days.

16 And I talked to Orlando. I talked to their office
17 personnel. From now on when they receive an invoice they're
18 going to process it that week. So they're no longer going to
19 wait for the vendor to send a patch of invoices.

20 And I also told them to contact their other vendors
21 if they're doing similar situations, inform all their vendors
22 that they want timely invoices.

23 And we do have an ordinance that requires them to
24 pay timely. So they agreed to this. And they actually
25 called the vendors today.

 Are there any questions or comments on these late
invoices?

 And Trevino did provide the service. Because if
you saw the invoices that were included in the packet, our
Department did sign when they brought the vehicles back. So
a lot of it was part of our problem, the way we were
processing these invoices. So hopefully we won't have this
problem again.

 Are there any questions or comments?

Questions/Comments: None.

Motion to approve Trevino Auto Outstanding Invoices made by
William Allen. Second by Winna Guzman.

25

1 Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

2

MR. GOMEZ: Next we have a late invoice from Cintas from
3 the Police Department. We have one invoice from 12/24/21.
That probably should be 12/24/20. And the amount is \$598.93.

4

Police Department explanation, please excuse the
5 attached late invoice. By mistake this invoice was not
forwarded to the Service Division by the custodian staff.
6 The main custodian who works with Cintas was on vacation.
The fill-in custodian did not know to leave the invoice with
7 the Service Division. And the work was done.

8

Are there any questions or comments?

9

Questions/Comments: None.

10 Motion to approve Cintas Outstanding Invoice made by William
Allen. Second by Winna Guzman.

11

Roll Call: "All in Favor": All Abstain: None.
12 Opposed: None Motion Carries.

13

MR. GOMEZ: Next we have a late invoice from Indiana
State Central Collection Unit. This is from our Payroll
14 Division. This is a late invoice dated 10/2/20 for \$126.60.

15

Rob Johnson, our Payroll Director, explained that
16 this was a child support case that was closed. And payment
was misplaced. And it was dated from October 2, 2020. And
he asks that we approve this late invoice.

17

Any questions or comments?

18

Questions/Comments: None.

19

Motion to approve Indiana State Central Collection Unit
20 Outstanding Invoice made by William Allen. Second by Winna
Guzman.

21

Roll Call: "All in Favor": All Abstain: None.
22 Opposed: None Motion Carries.

23

MR. GOMEZ: Next we have late invoice from Hernandez
Electrical from Engineering. We have five invoices dated
24 9/17/20, 10/19/20, 12/29/20 and 12/29/20 for a total of
\$47,599.

25

1 Explanation Engineering Department received the
2 invoices on time. However there were issues that arose, but
3 since have been resolved. Services have been rendered and
4 invoices should be processed.

5 Any questions or comments on these late invoices?

6 Questions/Comments: None.

7 Motion to approve Hernandez Electrical Outstanding Invoices
8 made by William Allen. Second by Winna Guzman.

9 Roll Call: "All in Favor": All Abstain: None.
10 Opposed: None Motion Carries.

11 MR. GOMEZ: Next we have a late invoice from Smith
12 Sersic. This is from the Law Department. We have one
13 invoice dated 7/13/2021. That should probably be 2020. And
14 it is for \$2,524.50.

15 Explanation, please find attached outstanding
16 invoice for legal services with the Law Firm of Smith Sersic
17 because these invoices are over a year past due the Board of
18 Works will need approve.

19 The explanation, invoice were inadvertently
20 misfiled in another office.

21 Are there any questions or comments on this late
22 invoice?

23 Questions/Comments: None.

24 Motion to approve Smith Sersic Outstanding Invoice made by
25 William Allen. Second by Winna Guzman.

Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

MR. GOMEZ: Next we have another late invoice from the
Law Department for Hoosier Printing. This is dated 3/12/2020
in the amount of \$39.

The invoice was inadvertently misfiled in another
office.

Any questions or comments on this invoice?

Questions/Comments: None.

1 Motion to approve Hoosier Printing Outstanding Invoice made
by William Allen. Second by Winna Guzman.

2

Roll Call: "All in Favor": All Abstain: None.
3 Opposed: None Motion Carries.

4 MR. GOMEZ: That concludes Outstanding Invoices. Next
item on our agenda is STM Enterprise from the Building
5 Department. This is a recommendation to award STM Enterprise
with the emergency demo for 508 West 148th Street garage.

6

7 The recommendation is based on the lowest of six
bids. And their bid was for \$2,177.77. And also there's a
Notice to Proceed for STM for 508 West 148th.

8

9 Are there any questions or comments on their
Emergency Demo or their Notice to Proceed?

10 Questions/Comments: None.

11 Motion to approve STM 508 West 148th Street Garage Emergency
Demolition and Notice to Proceed made by William Allen.
12 Second by Winna Guzman.

13 Roll Call: "All in Favor": All Abstain: None.
Opposed: None Motion Carries.

14

15 MR. GOMEZ: Next we have Resolution 2021-65, Transfer of
Properties for Lake Shore Manor.

16 Resolution of the East Chicago Board of Public
Works establishing terms and conditions for the transfer of
17 certain properties owned by the City of East Chicago to the
Department of Redevelopment which properties are commonly
18 known as 3502 Main Street Parcel Number
45-03-22-182-015000-025 and 3523 Main Street Parcel Number
19 45-03-22-183-020000-024 and next 3518 Guthrie Street Parcel
Number 45-03-22-183-00300-024 and lastly 3530 Guthrie Street
20 Parcel Number 45-03-22-183-009000-024.

21 Whereas IC 36-1-11 prescribes the manner of
disposal and conveyance of real property by political
22 subdivisions including municipal departments and whereas
IC 36-1-11-8 provides that such entities may transfer or
23 exchange property on terms and conditions and for zero dollar
consideration.

24

25 And now therefore be it resolved by the Board of
Public Works of East Chicago and that the City of East

1 Chicago shall convey and transfer for zero consideration the
2 above described real estate as particularly described on the
attached quitclaim deeds to the Department of Redevelopment.

3 Be it resolved that the Board President be and is
4 hereby authorized to execute deeds substantially conforming
to the documents attached conveying such property to the
5 Department of Redevelopment along with the appropriate sales
disclosure form.

6 So we have the Resolution. We have the
7 accompanying quitclaim deeds and the sales disclosure forms.

8 Are there any questions or comments on Resolution
2021-65 and the accompanying paperwork?

9 Questions/Comments: None.

10 Motion to approve Resolution 2021-65 and Accompanying
11 Quitclaim Deeds and Sales Disclosure Forms made by William
Allen. Second by Winna Guzman.

12 Roll Call: "All in Favor": All Abstain: None.
13 Opposed: None Motion Carries.

14 MR. GOMEZ: Next we have on our agenda Hasse
15 Construction Change Order 21 and 22 for the Guthrie Street
Reconstruction. These Change Orders were submitted by
16 Robinson Engineering.

17 Change Order Number 21 description, per the request
of Joe Wright and Doug Cunningham Hasse Construction Company
18 was asked to provide a price to perform a sanitary lateral
replacement at 3566 Guthrie which runs to the Alder sewer
main.

19 City of East Chicago Sanitary District agreed that
20 this lateral replacement should be part of the Guthrie Street
Project. The total of this Change Order is \$13,160.

21 Any questions or comments on Change Order 21?

22 MR. ALLEN: I guess I can give a brief summary. So as
23 we were replacing the sewer on Alder which connects to
Guthrie it was discovered that the lateral had been damaged.
24 But it took until now to realize it. So this is just
correcting it.

25 MR. GOMEZ: Any questions or comments?

1 Questions/Comments: None.

2 Motion to approve Hasse Construction Change Order Number 21
made by William Allen. Second by Winna Guzman.

3

Roll Call: "All in Favor": All Abstain: None.
4 Opposed: None Motion Carries.

5 MR. GOMEZ: Now also from Robinson Engineering we have
Change Order Number 22.

6

7 Per the request of Doug Cunningham the City of East
Chicago is issuing a time extension to the Guthrie Street
Reconstruction Project due to weather delays over the month
8 of February as well as due to storm sewer changes between
McKialey Street and Hawthorn Street.

9

10 This time extension will add 21 days to the
completion date adjusting from July 30, 2021 to August 20,
2021.

11

12 This is a zero dollar Change Order. This is
basically a time Change Order. So the total net change of
this Change Order zero. It's just adjusting the completion
13 date to August 20, 2021.

14

Any questions or comments?

15

Questions/Comments: None.

16

Motion to approve Hasse Construction Change Order Number 22
made by William Allen. Second by Winna Guzman.

17

Roll Call: "All in Favor": All Abstain: None.
18 Opposed: None Motion Carries.

19

MR. GOMEZ: Next we have Addendums to the Following
Contractors. This is from Engineering.

20

21 MR. ALLEN: Every year we reach out for unit prices for
miscellaneous concrete and asphalt work to be done throughout
the City of East Chicago.

22

23 We have four vendors. Calumet Waste & Recycling,
Pintos Concrete, Perm-A-Seal and R&D Construction all have
agreed to provide us a two-year warranty for all material and
24 labor for patchwork.

25

So anything in the roadway for patches whether it

1 be asphalt during the construction season or concrete once
2 the asphalt comes close to assure that we won't have any
issues with the patching that they do.

3 MR. GOMEZ: And this is not to exceed 300,000 for each.

4 MR. ALLEN: Well, this is just an addendum to what we
5 already approved. So yeah, each one gets \$300,000 not to
6 exceed. The only thing that's changed is just the addition
of the two-year warranty for their work.

7 MR. GOMEZ: Are there any other questions or comments on
these addendums?

8 Questions/Comments: None.

9 Motion to approve Calumet Waste & Recycling, Pintos Concrete,
10 Perm-A-seal and R&D Construction Addendums made by William
Allen. Second by Winna Guzman.

11 Roll Call: "All in Favor": All Abstain: None.
12 Opposed: None Motion Carries.

13 MR. GOMEZ: Next we come to Right-of-Way Applications
14 from Engineering. We have Right-of-Way Application Number
21-03768 through 21-03800.

15 Are there any questions or comments on these this
Right-of-Way Applications?

16 MS. GUZMAN: I have a question on Permit Number 21-0373.
17 It says for 4450 Euclid. Just wondering is that the final
restoration fix for that roadway?

18 MR. ALLEN: No. We're not satisfied with what they did.

19 MS. GUZMAN: Okay. Just wanted to know. They did some
20 work there and they did some restoration there. Thank you.

21 MR. GOMEZ: What kind of work were they doing?

22 MR. ALLEN: It was gas related work. They left a bad
concrete patch.

23 MR. GOMEZ: Any other questions or comments?

24 Questions/Comments: None.

25

1 Motion to approve Right-of-Way Applications 21-03768 through
21-03800 made by William Allen. Second by Winna Guzman.

2

Roll Call: "All in Favor": All Abstain: None.

3 Opposed: None Motion Carries.

4 OTHER BUSINESS: None.

5

* Next Regular Meeting Date: Wednesday, March 24,
6 2021 @ 4:30 p.m.

7

Motion to adjourn made by William Allen. Second by Winna
8 Guzman.

9 Roll Call: "All in Favor": All Abstain: None.

10 Opposed: None Motion Carries.

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11 * Meeting ended at 4:55 p.m.

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Approval of the Meeting Minutes of
Wednesday, March 10, 2021

Approved and Signed _____

Val Gomez, President

William Allen, Vice President

Winna Guzman, Member

Olga Cosme, Board Secretary

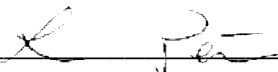
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C E R T I F I C A T E

I, Lisa Pena, a competent and duly qualified court reporter, do hereby certify that I did report in machine shorthand the foregoing proceedings and that my shorthand notes so taken at said time and place were thereafter reduced to typewriting under my personal direction.

I further certify that the foregoing typewritten transcript constitutes minutes of said proceedings taken at said time and place, so ordered to be transcribed.

Dated at Portage, Indiana, this 17th day of March, 2021.



Lisa Pena
Notary Public Porter County
Certified Shorthand Reporter
License Number 084-003483

