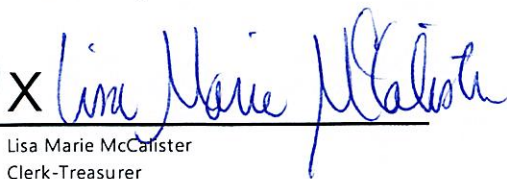


**Town of West Terre Haute**

- I. **Pledge of Allegiance:** led by Chuck Stranahan, Town Council President.
- II. **Call to Order:**  
Town Council President, Chuck Stranahan called to order the regular meeting of the Town of West Terre Haute at 6:00 pm on Monday, March 11, 2024, in the West Terre Haute Town Hall.
- III. **Roll Call:**  
The West Terre Haute Town Council conducted a Roll Call. The following members were present: Chuck Stranahan, Shane Smith, Jody Roach, and Lisa McCalister.
- IV. **Approval of Minutes:**  
The Council members received drafted copies of the Meeting Minutes from the previous month's meetings in their mailboxes before the meeting. Jody Roach made the motion to accept the minutes from the previous month's meeting. Shane Smith seconded the motion. 3-ayes
- V. **Approval to pay the bills:**  
The Council members received a copy of all the bills for the previous month for the Town. Jody Roach made the motion to pay the bills for the Town. Shane Smith seconded the motion. 3-ayes.
- VI. **Financial Report (Lisa):** None.
- VII. **New Issues (General/Police):**
  - a. The Town needed to appoint a new Area Planning Rep. Jody Roach made a motion to appoint Kevin Beaver, Shane Smith seconded. 3-ayes
  - b. Does the board want to offer AirEvac to employees at the employees' cost? Must have 3 people that want to do it. Zac, Donnie, Collin, Chuck and Lisa all are in. Lisa needs to get in touch with Andy. Will get with employees soon.
  - c. Lisa made a statement about the employee health insurance, stating that you are eligible for coverage as long as you are an employee of the Town. Once you are terminated or resign, your insurance is no longer active. You will receive paperwork to elect coverage from Cobra that will retro back to the first date of unemployment. But the employee is responsible for all expenses and can send in receipts to Cobra for possible reimbursement. Every employee that has taken insurance through AIM Medical Trust and has left employment with the town, may be owed a refund. Lisa will be investigating.
  - d. Lisa announced that the Aflac Rep. will be onsite Wednesday March 20 for open enrollment. Any employee that has Aflac coverage should plan on attending.
- VIII. **Open Issues (General/Police):**
  - a. Flock camera quote was presented. Hoping to find a grant to pay for this along with a new building and a couple Police cars. A suggestion was made to Table this item and look further into in depth cost.
- IX. **Legal Issues (Jared Modesitt):**
  - a. 7<sup>th</sup> Street Park Appraisals from Junker and Phegley were presented. The property is worth approximately \$20,500. Jared and Lisa are trying to get some answers as far as an Interlocal agreement to trade water for property, waiting on answers from SBOA.
- X. **Police Department Report (Bill Bark):** See attached report.
- XI. **Street Department Report (Stephanie Stevens):** See attached report.
  - a. Shane Smith announced that there will be no town clean up day. He stated it's the same 10 people who show up to get rid of trash. If any citizens have items to dispose of they can call and schedule a drop off on Old Paris, during regular business hours, with Steph or Bill.
- XII. **Adjournment:**  
Jody Roach made the motion to adjourn the meeting for the Town. Shane Smith seconded the motion. 3-ayes.  
The meeting was adjourned at 6:12pm.

Submitted By:

X 

Lisa Marie McCalister  
Clerk-Treasurer

West Terre Haute  
Meeting Minutes  
March 11, 2024

Approved By:

X 

\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X 

\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X 

\_\_\_\_\_  
Jody Roach  
Town Council Member

## FLOCK CAMERA

Jonathan Paul Stevens Sr. <Jonathan.Stevens@westterrehautein.gov>

Tue 3/5/2024 5:07 PM

To: Lisa Marie McCalister <Lisa.McCalister@westterrehautein.gov>

📎 1 attachments (700 KB)

IN\_-\_West\_Terre\_Haute\_PD\_-\_Law\_Enforcement\_Agreement\_-\_docx.pdf,

Flock camera contract. Every police agency has a contract w Flock in Vigo except ISU Police. We are able to log into their cameras once we are customers. We can also log into other agencies cameras like Sullivan County. Many crimes that occur in Sullivan that then run north to Vigo would now be picked up on same camera system. Terre Haute City will be signing w Flock. Due to their city size I believe they have to put up a minimum of 16 cameras in the city that we can also access once theirs are installed.

The camera at the park can be monitored 24/7 for whoever has access. That should stop most of the issues. Especially with WTH having their own Parks Department this would benefit the town.

Feel free to contact the Flock Rep that is assigned to this area for any questions that may arise. I'm just the messenger! Lol!

J.Stevens Sr.  
WTH-8

[Get Outlook for iOS](#)

**Flock Safety + IN - West Terre Haute  
PD**

---

Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

---

**MAIN CONTACT:**  
Andrew Blanchette  
[andrew.blanchette@flocksafety.com](mailto:andrew.blanchette@flocksafety.com)  
224-315-0504

**flock safety**

# flock safety

## EXHIBIT A ORDER FORM

Customer: IN - West Terre Haute PD  
 Legal Entity Name: IN - West Terre Haute PD  
 Accounts Payable Email: wbark@westterrehautepolice.com  
 Address: 500 W National Ave West Terre Haute, Indiana  
 47885

Initial Term: 24 Months  
 Renewal Term: 24 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.  
 Retention Period: 30 Days

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$9,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™ - Essentials	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon®	Included	2	Included
<b>Flock Safety Video Products</b>			
Flock Safety Condor™ PTZ w/ LTE Service	Included	1	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$650.00	1	\$650.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	1	\$150.00
Condor Professional Services - Standard Implementation Fee	\$750.00	1	\$750.00

<b>Subtotal Year 1:</b>	\$10,550.00
<b>Annual Recurring Subtotal:</b>	\$9,000.00
<b>Discounts:</b>	\$24,000.00
<b>Estimated Tax:</b>	\$0.00
<b>Contract Total:</b>	\$19,550.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

## Billing Schedule

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$10,550.00
<b>Annual Recurring after Year 1</b>	\$9,000.00
<b>Contract Total</b>	\$19,550.00

\*Tax not included

## Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$24,000.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

## Product and Services Description

Flock Safety Platform Items	Product Description	Terms
FlockOS™	Flock Safety's situational awareness operating system.	
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.
Flock Safety Condor™	Flock's pan, tilt, zoom (PTZ) or fixed cameras which capture video footage with the option to stream live video, capture and view video recordings, and upload videos.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

## FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: IN - West Terre Haute PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_





# West Terre Haute Police Department

500 West National Avenue, West Terre Haute, Indiana 47885  
Office: (812) 533-2114 Dispatch: (812) 232-3801 Fax: (812) 533-3607

## MONTHLY REPORT

February 2024

**Calls for Service in February:** 685 (average of 23.6 calls per day)

***Calls for Service to Date (2024):*** 1360

**Criminal Case Reports Taken in February:** 48

**Arrests:** 34

**Traffic Citations written:** 51

**Traffic Warnings:** 125

**Criminal Investigations Division Warrant Applications:** 7

Reports:

8 – Intimidation

6 – Possession of Marijuana

5 – Operating with Controlled Substance in Body

5 – Possession of Paraphernalia

4 – Possession of Methamphetamine

4 – Driving While Suspended with a Prior

3 – Domestic Battery

3 – Battery

- 3 – Criminal Mischief
- 3 – Disorderly Conduct
- 3 – Crash Report
- 2 – Theft
- 2 – Operating a Vehicle While Intoxicated with Endangerment
- 2 – Operating a Vehicle While Intoxicated with a Prior Conviction
- 2 – Operating Without ever Obtaining a License
- 1 – Burglary
- 1 – Residential Entry
- 1 – Battery by Bodily Waste
- 1 – Death Investigation
- 1 – Dealing a Synthetic Drug
- 1 – Fraud
- 1 – Possessing a Knife on School Property
- 1 – Possession of Hypodermic Needle
- 1 – Leaving the Scene of a Crash
- 1 – Invasion of Privacy
- 1 – Criminal Trespass
- 1 – Harassment

# February Meeting Report

.been working on getting the drains vacced out on sumner and macksville that is in the alley. they are completly clogged . Mccalisters wasnt able to do because they didnt have a big enough tip for the jetter so they suggested we contaced terre haute .

.backhoe had complete PM done

.got the sand out of lean to

.unloaded the spreader got it cleaned out before putting it under leanto

.patched some holes on south10th street and N macksville

.changed the oil in my F350

.called brian davis about fixing the screen on the pump control box at N retention pond

.hung the flags and took them down

.bill went picked up another salt spreader

.picked up the digital sign from behind the fire department contacted ace signs about coming to check it and they said they cant do anything with it until its hard wired in a breakerbox or it will fry it .

.took some flags to courtesy cleaners to have cleaned

.replaced street sign on sumner and national

.replaced stop sign and slow children sign on S 3rd and Leon

## Water Works

**I. Call to Order:**

Town Council President, Chuck Stranahan called to order the regular meeting of the West Terre Haute Water Works at 6:12pm on Monday, March 11, 2024, in the West Terre Haute Town Hall.

**II. Roll Call:**

The following members were present: Chuck Stranahan, Shane Smith, Jody Roach, and Lisa McCalister.

**III. Approval of Minutes:**

The Council members received drafted copies of the Meeting Minutes from the previous month's meetings in their mailboxes before the meeting. Jody Roach made the motion to accept the minutes from the previous month's meetings. Shane Smith seconded the motion. 3-ayes

**IV. Approval to pay bills:**

The Council members received a copy of all the bills for the previous month for the Town. Jody Roach made the motion to pay the bills for Water Works. Shane Smith seconded the motion. 3-ayes.

**XIII. Financial Report (Lisa):** None.

**V. New Issues:**

- a. Donnie presented a few quotes to repair or replace. Bids were quoted with tax included. Have Vendors remove tax and resubmit, before we vote again.

**VI. Open Issues:**

- a. There will be a public hearing on Wednesday, March 27, 2024, for the lead line service line replacement funding. Commonwealth will be here to answer any questions.
- b. Needed a motion to authorize Chuck to sign all forms related to the Lead Line service replacement funding application to SRF. Jody made the motion; Shane seconded the motion. 3-ayes.
- c. Area Planning is requesting information on a subdivision on Robinson Rd. Chuck stated that we don't go out that far.
- d. Will be using \$837,500 in other areas. Shane made a motion, Jody seconded. 3-ayes

**VII. Legal Issues (Jared Modesitt):**

- a. Jared presented the deeds for some of the town's properties. Couldn't find the one for the Town Hall Property.

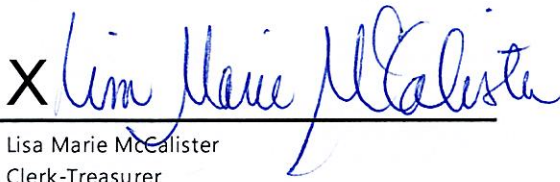
**VIII. Water/Utility Department Report (Donnie White):** See attached report.


**IX. Adjournment:**


Jody Roach made the motion to adjourn the meeting for Water Works. Shane Smith seconded the motion. 3-ayes. The meeting was adjourned at 6:30pm.

Submitted by:

Approved by:

X   
\_\_\_\_\_  
Lisa Marie McCalister  
Clerk-Treasurer

X   
\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X   
\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X   
\_\_\_\_\_  
Jody Roach  
Town Council Member

## Water Report March 2024

1. Pumped ~9 million gallons
2. Chlorine Residual 0.7, 0.8
3. Digs 2, New Services 1
4. 41 Locates
5. Annual PM on mini, Fixed Hydraulic leak and throttle cable
6. Submitted updated LSLI on 120portal
7. Annual PM and Load Testing on Generators, Bad Lug on wells so couldn't do load testing w/o repair. WWTP needs belts, hoses, fuel gauge, priming pump
8. Davis was able to temporarily fix transfer switch at WWTP. Part is on order
9. Mike temporarily fixed bad lug on well generator. Cat is scheduled. Mike also installed new egress lighting at S. well and parts for vent fan on order
10. New Chlorine pump arrived and installed
11. Water project is moving along. Welcome center is ready for water to be installed. Awaiting Pre-con meeting to give them timeline
12. Dirtline white-rocked drive to Toad Hop well
13. Regional Area Planning meeting scheduled for 3-12-24 to keep us in compliance for SRF money
14. Truck maintenance. Changed oil on all truck, Rear brakes on Colorado
15. Sinks came in. Installed 1 at LSR Booster
16. Fixed 2 digs that sank
17. Working with 2 customers to install new water services in town and by Consolidated

This is **EXHIBIT K**, consisting of 1 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated October 28, 2021.

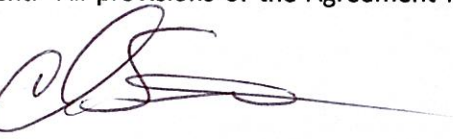
**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 2**

1. Background Data
  - a. Effective Date of Owner-Engineer Agreement: October 28, 2021
  - b. Owner: Town of West Terre Haute
  - c. Engineer: Commonwealth Engineers, Inc. (W21135)
  - d. Project: Clear Creek Welcome Center / INDOT Scale Facility Water Main Extension
2. Nature of Amendment:
  - a. Additional Services to be performed by Engineer
  - b. Modifications of payment to Engineer
  - c. Modifications to other terms and conditions of the Agreement
3. Description of Modifications:
  - a. Attachment 1, "Modifications"
  - b. Attachment, "Commonwealth Engineers, Inc., Standard Hourly Rates and Reimbursable Expenses Schedule, July 1, 2023 – June 30, 2024"
4. Agreement Summary:
  - a. Original agreement amount: \$ 837,500.00
  - b. Net change for prior amendments: \$ 0.00
  - c. This amendment amount: \$ 0.00
  - d. Adjusted agreement amount: \$ 837,500.00

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:



TOWN OF WEST TERRE HAUTE

By:

Chuck Stranahan

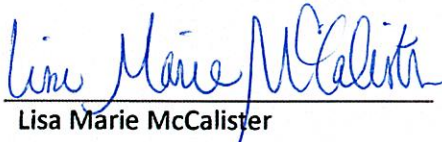
Title:

Town Council President

Date Signed:

Attest:

By:



Lisa Marie McCalister

Title

Clerk-Treasurer

ENGINEER:



COMMONWEALTH ENGINEERS, INC.

By:

Robert Bellucci

Robert M. Bellucci, P.E.

Title:

Partner / Project Manager

Date Signed:

2/26/2024

Attest:

By:

DocuSigned by:



Ann E. Dyer


Title:

CFO

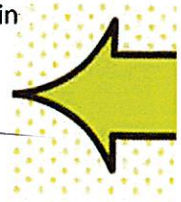
CFO/Accounting

Approval:

DocuSigned by:



CE67E1F4E424461...



**Modifications**

1. Engineer shall perform the following Additional Services:
  - a. Reallocation of funds as further shown in the table below.
2. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

	<b>Current Contract</b>	<b>This Amendment</b>	<b>Total Contract</b>	
Preliminary Design	\$190,000.00	\$0.00	\$190,000.00	Lump Sum
Final Design	\$130,000.00	\$0.00	\$130,000.00	Lump Sum
Bidding/Negotiating	\$30,000.00	\$15,743.23	\$45,743.23	Lump Sum
Construction Phase	\$90,000.00	\$11,086.20	\$101,086.20	Lump Sum
RPR/Inspection	\$210,000.00	\$0.00	\$210,000.00	Hourly NTE
<b>Additional Services</b>				
Soil Borings	\$68,202.00	-\$29,068.78	\$39,133.22	Hourly NTE
Erosion Control	\$7,500.00	\$0.00	\$7,500.00	Hourly NTE
Water System Modeling	\$30,000.00	\$2,149.67	\$32,149.67	Hourly NTE
Land Surveying & Other Related Srvs	\$20,000.00	\$0.00	\$20,000.00	Hourly NTE
American Iron & Steel Compliance	\$5,000.00	\$0.00	\$5,000.00	Hourly NTE
Regulatory Assistance (Water)	\$56,798.00	\$89.68	\$56,887.68	Hourly NTE
<b>Total</b>	<b>\$837,500.00</b>	<b>\$0.00</b>	<b>\$837,500.00</b>	

3. Other portions of the Agreement (including previous amendments, if any) are modified as follows:

- a. Article 8.04, "Engineer's Certifications", of the Agreement is hereby amended to include the following:

"B. Pursuant to Indiana Code 22-5-1.7-11, the Engineer entering into this Agreement with the Owner is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Engineer is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The Engineer hereby certifies to the Owner that the Engineer does not knowingly employ an unauthorized alien. The Engineer further affirms that, prior to entering into its Agreement with the Owner, the Engineer has enrolled in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

The Engineer shall provide to Owner a sworn affidavit on an annual basis or as requested by the Owner.

- C. Pursuant to Executive Order 13846, the Engineer hereby certifies to Owner that Engineer is not engaged in Investment Activities in Iran."

Exhibit K – Amendment to Owner-Engineer Agreement.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.



**COMMONWEALTH ENGINEERS, INC.**  
**STANDARD HOURLY RATES AND REIMBURSABLE EXPENSES SCHEDULE**  
**July 1, 2023 – June 30, 2024**

<b>Billing Class</b>	<b>Rate Per Hour</b>	<b>Billing Class</b>	<b>Rate Per Hour</b>
Principal III	\$ 116.69	Environmental Compliance Manager	\$ 57.50
Principal II	\$ 107.06	Compliance Specialist	\$ 32.18
Principal I	\$ 97.86	Environmental Scientist	\$ 32.18
Project Manager IV	\$ 96.86	Construction Manager	\$ 61.06
Project Manager III	\$ 90.62		
Project Manager II	\$ 73.90	Resident Project Representative IV	\$ 47.83
Project Manager I	\$ 66.53	Resident Project Representative III	\$ 40.38
		Resident Project Representative II	\$ 36.44
Senior Electrical Engineer	\$ 90.62	Resident Project Representative I	\$ 32.50
Senior Process Engineer	\$ 79.85	Clerical III	\$ 40.01
		Clerical II	\$ 30.39
Project Engineer IV	\$ 75.24	Clerical I	\$ 22.29
Project Engineer III	\$ 60.30		
Project Engineer II	\$ 56.83	Reproduction Processor	\$ 27.86
Project Engineer I	\$ 52.70		
		Trainee	\$ 21.65
Engineering Intern III	\$ 46.84		
Engineering Intern II	\$ 44.05	CADD Specialist IV	\$ 45.83
Engineering Intern I	\$ 39.73	CADD Specialist III	\$ 41.63
		CADD Specialist II	\$ 35.60
		CADD Specialist I	\$ 28.51
Designer IV	\$ 57.91		
Designer III	\$ 53.41	Chief Technology Officer	\$ 66.88
Designer II	\$ 48.19	IT Tech	\$ 31.81
Designer I	\$ 38.90	Multimedia Coordinator	\$ 53.14
		Survey Manager	\$ 62.40
Operations Specialist	\$ 47.11	Surveyor	\$ 49.14
		Project Surveyor	\$ 43.78
Grants Manager	\$ 59.98	Field Technician	\$ 37.56

In order to arrive at the total billing rate, the above direct payroll rates shall be multiplied by factors of 46.4654% and 96.4286% to account for payroll and general overhead costs respectively. In addition, a 15% profit level is then added to arrive at total labor costs. This is a total multiplier factor of 3.3086 times direct payroll rates.

**Reimbursable Expenses**

1. Travel: Starts at the office and shall be at the then approved rate by the U.S. Internal Revenue Service, plus 15% profit.
2. Subsistence and Lodging: Actual Cost, plus 15% profit.
3. Express Charges and Postage, other than first class mail: Actual Cost, plus 15% profit.
4. Paper Prints: \$0.75 per square foot, plus 15% profit.
5. Special Tests and Services of Special Consultants (not used without specific written consent of Owner): Actual Costs, plus 15% profit.

It is agreed that the Owner will make payment of each invoice presented by Commonwealth within thirty (30) days from the date of the invoice. Payments received after this time shall be subject to an interest charge of 1% per month.

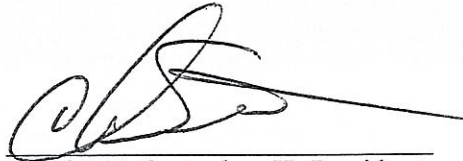
**SRF Loan Program  
Signatory Authorization Resolution**

Whereas, the Town of West Terre Haute Indiana, has plans for a Drinking Water improvement project to meet State and Federal regulations and the Participant intends to proceed with the construction of such project

Now, therefore, be it resolved by the Council / Board of Trustees, the governing body of the Participant, that:

1. Charles R. Stranahan be authorized to make application for a State Revolving Fund Loan ("SRF Loan") and provide the SRF Loan Program such information, data and documents pertaining to the loan process as may be required, and otherwise act as the authorized representative of the Participant; and
2. The Participant agrees to comply with State and Federal requirements as they pertain to the SRF Loan Program; and
3. Two certified copies of this Resolution be prepared and submitted as part of the Participant's Preliminary Engineering Report.

Adopted and Passed by Town Council of West Terre Haute Indiana, this 11<sup>th</sup> day of March, 2024



Charles R. Stranahan II, President,  
Town Council, West Terre Haute

Attest:



Lisa Marie McCalister Clerk Treasurer

## Wastewater

**I. Call to Order:**

Town Council President, Chuck Stranahan called to order the regular meeting of West Terre Haute Wastewater at 6:30pm, on Monday, March 11, 2024, in the West Terre Haute Town Hall.

**II. Roll Call:**

The following members were present: Chuck Stranahan, Shane Smith, Jody Roach, and Lisa McCalister.

**III. Approval of Minutes:**

The Council members received drafted copies of the Meeting Minutes from the previous month's meetings in their mailboxes before the meeting. Jody Roach made the motion to accept the minutes from the previous month's meetings. Shane Smith seconded the motion. 3-ayes

**IV. Approval to pay the bills:**

The Council members received a copy of all the bills for the previous month for the Town. Jody Roach made the motion to pay the bills for the Wastewater. Shane Smith seconded the motion. 3-ayes.

**XIV. Financial Report (Lisa):** None.

**V. New Issues:**

a. Need a motion to approve Contract Amendment #1 for Wastewater Systems Improvements Project, in the amount of \$47,500, to come from the contingency funds. Jody Roach made the motion. Shane Smith seconded the motion. 3-ayes

**VI. Open Issues:** NONE

**VII. Legal Issues (Jared Modesitt):** NONE

**VIII. Wastewater Report (Collin Utley):** See Report

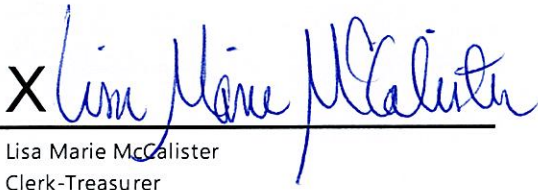
a. HWC amend engineering report, put an ad in the paper for 5days, submit to town for approval. Follow-up


**IX. Adjournment:**

Jody Roach made the motion to adjourn the meeting for Wastewater. Shane Smith seconded the motion. 3-ayes.  
The meeting was adjourned at 6:38pm

Submitted by:

Approved by:

X   
\_\_\_\_\_  
Lisa Marie McCalister  
Clerk-Treasurer

X   
\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X  
\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X  
\_\_\_\_\_  
Jody Roach  
Town Council Member



**Confidence in the built environment.**

February 21, 2024

Mr. Chuck Stranahan, President  
West Terre Haute Town Council  
Town of West Terre Haute  
500 W National Avenue  
West Terre Haute, IN 47885

Re: Wastewater System Improvements Project  
Proposed Engineering Services Agreement Amendment - Construction Observation Fee

Dear Chuck:

As you are aware, the construction of improvements to the Town's wastewater treatment facility was recently completed with the exception of a few punch list items. Graves Construction Services was issued a notice to proceed on July 25, 2022 but did not mobilize to the site until February 15, 2023 due to delays in securing equipment and materials for the project. The contractual completion dates were May 27, 2023 and June 28, 2023 respectively for substantial and final completion. These dates were subsequently adjusted via change order to November 14, 2023 and December 12, 2023 respectively. A certificate of substantial completion was issued to the contractor on December 8, 2023.

Some of the reasons for the extended construction duration was related to change orders or added scope of work to the project. The following summarizes some of the key factors affecting the contractors schedule and the extended period of construction:

- Relocation of the influent macerator to avoid US Army Corps of Engineers permitting due to proximity to the levee.
- Dewatering of the excavation for the new macerator structure due to high groundwater at the new location.
- Rescheduling of the excavation sub-contractor due to the dewatering process required.
- Extended lead time on revised instrumentation and controls equipment delayed completion and this work was the last punch list item completed.
- Delivery time for clarifier weir plates which were added to the scope of the project via change order #2.

The fee included in our engineering agreement for construction observation was \$90,000 which was based on a construction duration of 5 months actual on-site construction to substantial completion and an additional month to reach final completion and address punch list items. The budgeted number of hours for our Resident Project Representative (RPR) on-site was 850 hours (5 months full-time, plus 50 hours following substantial completion during the last month). Based on the extended duration of construction as described herein, our RPR actually spent 1,350 hours on-site which equates to a fee of \$144,873 based on billable rates for the RPR. Based on our recent meeting, it is understood that the Town needs to have some controls modifications to the Main Lift Station and there is a desire to install Mission monitoring systems on the system lift stations. Based on the estimates provided by Collin Utley, the Main Lift Station work including a new touchscreen, adding the station the WWTP's touchscreen and adding a flow control mode to the lift station PLC has a cost of \$19,173 and each Mission system has a cost of \$6,172 each. Given the \$79,110 remaining in the SRF loan, we are willing to adjust our additional fee request so that the Main Lift Station work can be completed, and two Mission systems can be installed with the remaining funds.

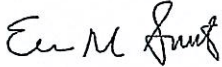


Mr. Chuck Stranahan, President  
February 21, 2024  
Page 2

Accordingly, the attached amendment to HWC's engineering agreement for the project revises the fee for Task 5 - Construction Observation from \$90,000 to \$137,500, or an increase of \$47,500, or \$7,500 less than the original requested amount. Additionally, we will complete all paperwork with the SRF program to ensure the additional work is eligible and approved for payment with project funds.

If acceptable, please sign and return one copy of the amendment. Otherwise, if you have any questions or concerns, please contact me.

Sincerely,



Eric M. Smith, P.E.  
Vice President/Director Water Resources

ENS:\eb\T:\HWC\Contracts\West Terre Haute\2020-270 WWTF Improvements\Amendment #1\tr.StranahanAgmtAmendUpdated.2-21-24.docx

Attachment

cc: Steve Shannon, HWC

HWC ENGINEERING  
BMO Plaza  
135 North Pennsylvania Street, Suite 2800  
Indianapolis, IN 46204  
(317) 347-3663

CONTRACT AMENDMENT

This CONTRACT AMENDMENT is recognized as being established the 14th day of March, 2024, by and between HWC Engineering, Inc., of Indianapolis, Indiana (hereinafter referred to as "HWC") and Town of West Terre Haute, Indiana (hereinafter referred to as the "CLIENT") concerning the existing contract for professional services for the Wastewater Treatment Facility Improvements project dated December 14, 2020, which is hereby amended as follows:

**The Project name, location and address:**

Wastewater Treatment Facility Improvements  
West Terre Haute, Indiana

**The CLIENT's name and address:**

Town of West Terre Haute  
500 W. National Avenue  
West Terre Haute, IN 47885

**The Project's designated CLIENT representative and his/her contact information (including title, address, phone number, fax number and email address):**

Chuck Stranahan  
Town Board President  
Town of West Terre Haute  
500 W. National Avenue  
West Terre Haute, IN 47885  
Phone: 812-533-1053  
Fax: 812-533-0503

**The Project's designated HWC representative and his/her contact information (including title, address, phone number, fax number and email address):**

Eric M. Smith, PE  
Vice President / Director Water Resources Division  
HWC Engineering  
601 S. 3<sup>rd</sup> Street  
Terre Haute, IN 47807  
Phone: 812-514-5010  
Fax: 812-234-9067  
[esmith@hwcengineering.com](mailto:esmith@hwcengineering.com)

The applicable HWC Project number: 2020-270-S

Town of West Terre Haute, Indiana  
Wastewater Treatment Facility Improvements – Amendment #1  
Page 1 of 2



Eric M. Smith  
3/14/24

# Monthly Town Hall Report

West Terre Haute Wastewater Treatment Plant

March 2024

## For the month of February

- Received 36 811 tickets
- Completed 7 Grinder Pump service calls
- Had McCalisters clean grease and trash build up which prevented the floats from working properly at the lift station at 3<sup>rd</sup> & Edwards.
- McCalisters help us clean chemical build up in the Hyperion tank at the plant.
- Met with Toric Engineering on treatment plant and lift station updates. They sent me a quote for Main Lift Station Control modifications and installing Missions to our lift stations. I sent the quotes to HWC, they are now awaiting financial approval. This will be covered by funds from last year's upgrade.
- Brian Davis, from Sycamore Engineering, worked at the Old Paris Rd lift station. There were faulty timers causing the pump to run irregularly.
- After finding the open valve at the clarifiers in January our February test results have been better.

### Current Issues:

We have recently had issues with the effluent flow meter. The signal from the transducer is occasionally cutting out. BL Anderson may have to replace the transducer or run new wiring from the transducer to the meter. We are currently monitoring this to determine exactly what work will need to be done.

Collin Utley  
3/11/2024

## Storm Water

**I. Call to Order:**

II. Town Council President, Chuck Stranahan called to order the regular meeting of the West Terre Haute Storm Water on Monday, March 11, 2024, at 6:38pm in the West Terre Haute Town Hall.

**III. Roll Call:**

The following members were present: Chuck Stranahan, Shane Smith, Jody Roach, and Lisa McCalister.

**IV. Approval of Minutes:**

The Council members received drafted copies of the Meeting Minutes from the previous month's meetings in their mailboxes before the meeting. Jody Roach made the motion to approve the minutes from the previous month's meetings. Shane Smith seconded the motion. 3-ayes

**V. Approval to pay the bills:**

The Council members received a copy of all the bills for the previous month for Stormwater. Jody Roach made the motion to pay the bills for the Town. Shane Smith seconded the motion. 3-ayes.

**VI. Financial Report (Lisa):** None.

**VII. Open Issues:**

A. Need a motion to approve Change order #1 from B&T Drainage, for stormwater improvements at the Levee, as required by USACE's spec.'s Jody made the motion, Shane seconded. 3-ayes. This project should start late this week or early next week.

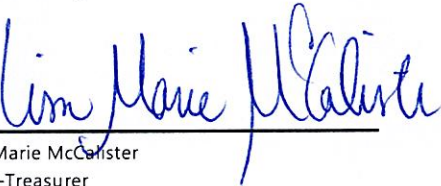
**VIII. New Issues:** NONE

**IX. Legal Issues (Jared Modesitt):** NONE

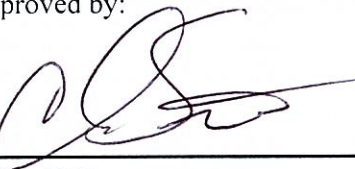
**X. Adjournment:**


Jody Roach made the motion to adjourn the meeting for Storm Water. Shane Smith seconded the motion. 3-ayes. The meeting was adjourned at 6:40pm.

Submitted by:

X   
\_\_\_\_\_  
Lisa Marie McCalister  
Clerk-Treasurer

Approved by:

X   
\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X   
\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X   
\_\_\_\_\_  
Jody Roach  
Town Council Member



**SECTION 00 63 63 - CHANGE ORDER**

**No. 1**

Date of Issuance: 3/5/24

Effective Date: 3/5/24

Project: Stormwater System Improvements Ph 3	Owner: Town of West Terre Haute, Indiana	Owner's Contract No.:
Contract: Town of West Terre Haute, Indiana - Stormwater System Improvements Phase 3	Date of Contract: 12/19/23	
Contractor: B&T Drainage, Inc.	Engineer's Project No.: 2023-061	

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description:  
Revise stormwater pipe routing, material, and size to avoid interferences with natural gas piping in affected areas.  
Revise the forcemain pipe material and install via open cut on levee as required by USACE specifications.

**Attachments (list documents supporting change):**

CO #1 Justification Letter, Work Change Directive Items #1, CR#1 Proposal Quote from B&T

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$629,706.00

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0:

\$0.00

Contract Price prior to this Change Order:

\$629,706.00

[Increase] [Decrease] of this Change Order:

\$33,150.00

Contract Price incorporating this Change Order:

\$662,856.00

Original Contract Times:

Working days  Calendar days

Substantial completion (days or date): June 16, 2024

Ready for final payment (days or date): August 15, 2024

[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0:

Substantial completion (days): 0 days

Ready for final payment (days): 0 days

Contract Times prior to this Change Order:

Substantial completion (days or date): June 16, 2024

Ready for final payment (days or date): August 15, 2024

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 0 days

Ready for final payment (days or date): 0 days

Contract Times with all approved Change Orders:

Substantial completion (days or date): June 16, 2024

Ready for final payment (days or date): August 15, 2024

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 3-5-24

Approved by Funding Agency (if applicable):

ACCEPTED:

By: [Signature]  
Owner (Authorized Signature)

Date: 3-11-24

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: 3-5-24

Date: \_\_\_\_\_

**Public Forum**

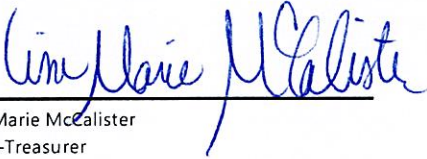
Open at 6:40pm:

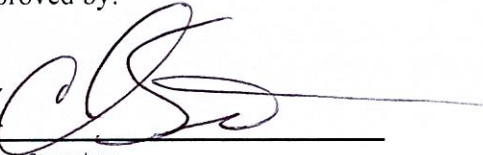
No one appeared.


Jody Roach made a motion to close the Public Forum, Shane Smith seconded the motion. 3-eyes.  
The meeting was adjourned at 6:40pm.

Submitted By:

Approved by:

X   
\_\_\_\_\_  
Lisa Marie McCalister  
Clerk-Treasurer

X   
\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X   
\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X \_\_\_\_\_  
Jody Roach  
Town Council Member

**Special Meeting of the Town of West Terre Haute**

**I. Call to Order:**

Town Council President, Chuck Stranahan called to order the Special Meeting of the Town of West Terre Haute at 6:00pm on Tuesday, March 19, 2024, in the West Terre Haute Town Hall.

**II. Roll Call:**

The following members were present: Chuck Stranahan, Shane Smith, Jody Roach, and Lisa McCalister.

**III. New Issues (General)-**

a. Reviewed Amendment to 2024 Salary Resolution, to allow Clerk2 to be paid from CEDIT and Water where the Ex-Chief Deputy was paid from. The beginning salary was presented as halfway between Christie and Jen. The Town Board disagreed with the amount. Lisa would rewrite to match Jen minus \$2.00p/hour less the first 90 days. Would receive \$1.00 after 90 days, the other \$1.00 after 1 year.

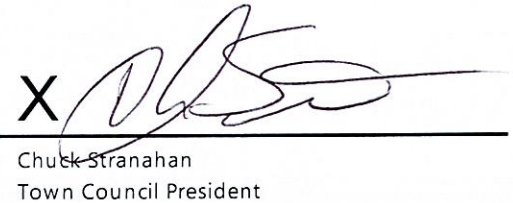
**IV. Adjournment**

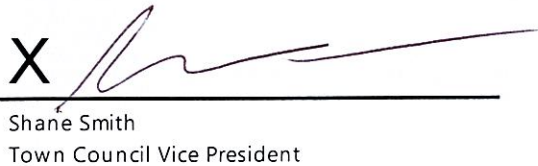
Shane Smith made the motion to adjourn the Special Meeting for the Town. Jody Roach seconded the motion. 3-ayes. The meeting was adjourned at 6:45pm.

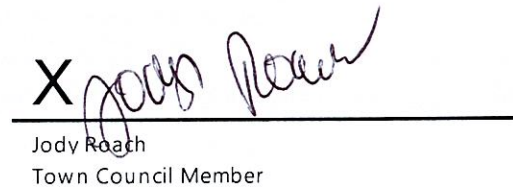
Submitted by:

Approved by:

X   
\_\_\_\_\_  
Lisa Marie McCalister  
Clerk-Treasurer

X   
\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X   
\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X   
\_\_\_\_\_  
Jody Roach  
Town Council Member

**Special Meeting of the Town of West Terre Haute**

**I. Call to Order:**

Town Council President, Chuck Stranahan called to order the Special Meeting of the Town of West Terre Haute at 5:30pm on Friday, March 22, 2024, in the West Terre Haute Town Hall.

**II. Roll Call:**

The following members were present: Chuck Stranahan, Jody Roach, and Lisa McCalister. Shane Smith was absent.

**III. New Issues (General)-**

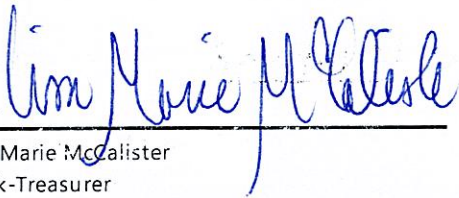
a. Reviewed Amendment to 2024 Salary Resolution, to allow Clerk2 to be paid from CEDIT and Water where the Ex-Chief Deputy was paid from. The beginning salary was presented as \$44,200. The Town Board agreed with the amount, along with the \$2.00p/hour less the first 90 days and \$1.00p/hr. less from days 90-364.

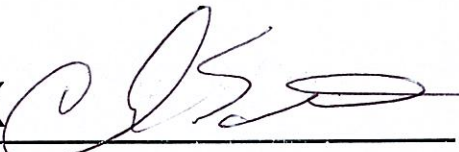
**IV. Adjournment**


Jody Roach made the motion to adjourn the Special Meeting for the Town. Chuck Stranahan seconded the motion. 2-ayes. The meeting was adjourned at 5:44pm.

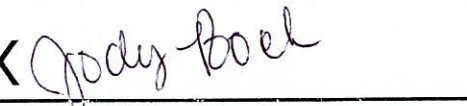
Submitted by:

Approved by:

X   
\_\_\_\_\_  
Lisa Marie McCalister  
Clerk-Treasurer

X   
\_\_\_\_\_  
Chuck Stranahan  
Town Council President

X   
\_\_\_\_\_  
Shane Smith  
Town Council Vice President

X   
\_\_\_\_\_  
Jody Roach  
Town Council Member

Amendment to 2024 Salary Ordinance for the Town of West Terre Haute, Indiana

WHEREAS, the Town of West Terre Haute Town Council has the authority to make amendments to the current Salary Ordinance provided that it does not exceed the budgeted amount; and

WHEREAS the Town of West Terre Haute Town Council approved a Salary Ordinance in 2023 for the 2024 calendar year; and

WHEREAS the Town of West Terre Haute Town Council and Clerk-Treasurer are responsible for maintaining positive balances in all budgeted and unbudgeted funds; and

WHEREAS the Town of West Terre Haute Town Council approved a budget in 2023 for the 2024 calendar year for a position of Chief Deputy Clerk to be paid \$30,305.60 annually, \$1,165.60 bi-weekly, and \$14.57 hourly for a 40-hour work week, paid out of the CEDIT fund.

WHEREAS the Town of West Terre Haute Town Council approved a budget in 2023 for the 2024 calendar year for a position of Chief Deputy Clerk to be paid \$30,305.60 annually, \$1,165.60 bi-weekly, and \$14.57 hourly for a 40-hour work week, paid out of the Water Utility.

WHEREAS the Town of West Terre Haute Town Council wishes to make an amendment to the 2024 calendar year for a Clerk #2 position be added to CEDIT and Water Utility.

WHEREAS the Town of West Terre Haute Town Council wish to make an amendment to the 2024 Salary Ordinance to add a Clerk #2 Position to be paid \$22,100 annually, \$850 bi-weekly, and \$10.63 hourly for a 40-hour work week, paid out of the CEDIT fund.

WHEREAS the Town of West Terre Haute Town Council wishes to make an amendment to the 2024 Salary Ordinance to add a Clerk #2 Position to be paid \$22,100 annually, \$850 bi-weekly, and \$10.63 hourly for a 40-hour work week, paid out of the Water Utility.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of West Terre Haute, Indiana that the 2024 Salary Ordinance will be amended to add a Clerk #2 Position to be paid as follows: \$44,200 annually, \$1700 bi-weekly, and \$21.25 hourly for a 40-hour work week, paid 50% from CEDIT and 50% from Water Utility.

This change will take effect as of March 20, 2024.

Presented to the West Terre Haute Town Council of Vigo County, Indiana and adopted on this \_\_\_ day of March 2024, by a vote of 2 in favor and 0 opposed.

Submitted by:

Approved by:

X Lisa Marie McCalister  
Lisa Marie McCalister  
Clerk-Treasurer

X Chuck Stranahan  
Chuck Stranahan  
Town Council President

X Shane Smith  
Shane Smith  
Town Council Vice President

X Jody Roach  
Jody Roach  
Town Council Member