

BOARD OF WORKS
NOVEMBER 15, 2010
4:30 P.M.

The meeting opened at 4:30 P.M. with Bob Conner and Brian Garrison present.

The minutes for the previous meeting of November 1, 2010 were reviewed and two corrections were noted. The minutes will be retyped and the board members will sign the corrected minutes. Bob Conner made a motion to approve the minutes with corrections. Second by Brian Garrison. Motion carried.


Claims were opened for discussion. Leanne Aldrich explained that a claim from Troubleshooters did not make it on the docket. The claim had been turned in on time and signed but was missed by the assistant. The claim amount is \$790.00 and would make the total of claims to be paid \$124,103.03. Leanne also explained that Main Street Association came in with claims on Friday at 4:30 P.M. and wanted to be on the docket. Claims must have 5 days rest from submission to meeting for approval. Brian Garrison thought all claims for Main Street if under \$750.00 were allowed to be paid. Only claims that were over the limit of \$750.00 had to be presented to the Board of Works. Brian Garrison also wanted to check on the rent claim of \$3,600.00. This claim from Main Street will not be presented until the next Board of Works meeting. Leanne will do research on these two issues. Brian Garrison made the motion to approve the claims in the amount of \$124,103.03. Second by Bob Conner. Motion carried.

Leanne Aldrich gave a copy of the ad that will appear two times in the Comet for soliciting bids for trash removal for the City of Delphi.

The Board of Works was presented with a proposal for computer software and training from Keystone for capital asset records. The auditors for State Board have asked this year and the previous year for our capital asset record and we could not produce one. The cost for this program is \$2,700.00 and this includes training. January 1, 2011 the cost is going to be \$3,200.00. Bob Conner made the motion for the Clerk's office to purchase the software for capital asset records from Keystone in the amount of \$2,700.00. Second by Brian Garrison. Motion carried.

Leanne Aldrich presented diagrams for remodeling in her office. Money is not budgeted for remodeling at this time but the issue does need to be addressed. There is no privacy in her office when discussing issues and the office equipment is outdated and does not give employees good working conditions.

Meeting adjourned 5:00 P.M.


Bob Conner


Brian Garrison


Leanne Aldrich