



BOARD OF PUBLIC WORKS AND SAFETY MEETING MINUTES

COUNCIL CHAMBER

Thursday, August 7, 2025

4:00 P.M.

Board Members Present: Todd Titus, Jim Reynolds, Mayor Scott Long, Attorney Doug Lehman attended via phone

Also Present: Clerk-Treasurer Melanie Givens Penn, Mayor's Assistant Shelley Hipkind

Department Heads Present: Police Chief Jason Mooney, Fire Chief Andy Oswalt, Sam Hipkind for Park Superintendent Adam Hall, Building Commissioner Jeff Knee, Wastewater Superintendent Bob Gray, Street Superintendent Scott Richardson

MINUTES

Reynolds motioned to approve the minutes of the July 17, 2025 meeting. Titus seconded the motion. Motion carried.

CITY CLAIMS & SEWAGE CLAIMS

Titus motioned to approve the City claims and Sewage claims. Reynolds seconded the motion. Motion carried.

OLD BUSINESS

Unsafe Building Updates:

1. 595 Gillen Avenue – Code Enforcement Officer Silas Zartman reported that a second public ad ran this week with no response. It was decided to discuss this at the August 21 Board meeting, per attorney recommendation.
2. 626 Columbus Street – We still have no response from HUD regarding the property's mortgage. UPS tracking shows they received our information in June but as they have not responded in any way, Mr. Lehman recommends moving forward. In a phone call with Mr. Zartman, property owner Dustin Goforth asked about putting a modular home on the lot and stated that he was in discussion with Rochester Homes, who will demolish the home as part of the building process. No agreement has been signed as they are still discussing terms. Mayor Long made a motion to continue the matter at the August 21 Board meeting. Titus seconded; motion carried. Attorney Lehman suggested that we strongly encourage the homeowner to be present at that meeting. Silas will contact Mr. Goforth.
3. 1352 Middle Street – Property owner Robert A. Collins and his son were present. Mr. Zartman discussed the terms and timeline of their receiving a permit. Mr. Collins agreed to sign the contract and will return during business hours to receive a building

- permit for the work. Attorney Lehman advised them that if there are delays, they are to communicate with Mr. Zartman or the Board to keep them informed. Mr. Zartman requested the Collins' supply plans when they are available.
4. 1125 Jones Street – This issue was from last year; the garage has been knocked down but was left on the lot and no further progress has been made. It was decided to call the property owner and request he attend the next Board meeting to discuss his intentions.

NEW BUSINESS

1. Special Event Application – Rotary Ice Rink December 5 and 6. No one was present from the organization to answer questions. Titus made a motion to approve the application. Reynolds seconded the motion. Motion carried.
2. Special Event Application – Special Farmers Market August 16. A member of Downtown Wabash was present to answer questions. The mayor made a motion to approve the application. Reynolds seconded the motion. Motion carried.
3. Special Event Application – Canal Street Festival September 5. A member of Downtown Wabash was present to answer questions. Reynolds made a motion to approve the application. Reynolds seconded the motion. Motion carried.
4. Updated Fire Department Job Description – Fire Chief Oswalt stated that this is to provide the department with one cohesive set of job descriptions, and the Civilian Employee had never had a written description. Attorney Lehman has reviewed the descriptions, as has Jenna Drook for the HR department. Reynolds made a motion to accept the new descriptions; Mayor Long seconded the motion. Motion carried.
5. Fire Department Work Performance Expectations – Chief Oswalt explained that this is a test to ensure that all members of the department are able to carry out the physical requirements of their job; it consists of an 8-minute test to be done annually and at other specified times as required in the document. Titus made a motion to accept the Fire Department Work Performance Expectations; Reynolds seconded. Motion carried.
6. Establishment of 501c3 Fund for donations to the Fire Department – This will allow businesses and other entities to donate toward the Training Facility and will be handled through the Community Foundation of Wabash County. After several questions, it was suggested that we table this item and ask a member of the Community Foundation to attend a future meeting and explain more about the idea. It was suggested that other departments may be interested in this concept as well.
7. USI Consultants Title VI Implementation and ADA Transition Plan Audit Contract – This is an audit of the city's compliance with ADA guidelines and is required in order to continue receiving federal grant money and Community Crossing money. Their estimated cost of the audit is not to exceed \$38,000. Reynolds made a motion to approve the contract. Titus seconded. Motion carried.
8. Resignation of Fire Department employee – Probationary Firefighter Trevor West has submitted his letter of resignation effective September 5. He has requested payment for the two unused sick days he has accrued. Reynolds made a motion to accept the letter of resignation. Mayor Long seconded. Motion carried. A copy of the letter has been placed in his file.

OTHER BUSINESS

Reynolds stated that pursuant to the last Board of Works meeting where he asked about the status of the 49 W Canal building façade, he has spoken with the property owner who stated that he has not been able to find grant funds to complete the outside of the building. Attorney Lehman suggested we investigate the possibility of treating this building as a blighted property. Mayor Long agreed to do some research on this.

Reynolds also stated that several crosswalk traffic signs have been hit by semis in the downtown area. As the City has changed the highway path, he asked about the plan to enforce the new ordinance stating that only local delivery trucks are to be on Market and Canal Streets. Police Chief Mooney stated that he will “re-encourage” his department to patrol for semis on these streets to better enforce this ordinance.

QUESTIONS FROM THE AUDIENCE

There were no questions from the audience.

REPORTS FROM DEPARTMENT HEADS

There were no reports from department heads.

NEXT MEETING

The next Board of Works meeting will be held on Thursday, August 21 at 4:00 p.m.

ADJOURNMENT

The meeting was adjourned at 4:51 pm.

These minutes are a summary of actions taken at the Wabash Board of Works meeting.
A video recording of this meeting can be found for at least 90 days following the meeting date at <https://www.youtube.com/watch?v=cV0UtZRZhuE>

Mayor Scott A. Long	Member
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Todd Titus	Member
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Jim Reynolds	Member
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