

**Board of Public Works and Safety
December 4, 2025
4:30 P.M.**

Jerry Leonhard called the Board of Public Works and Safety meeting to order at 5:15 PM Thursday, December 4, 2025. Also present were board member Steve McIntosh, Clerk Treasurer, Lori Phillips, and Brandon Swoveland.
Absent: Mayor Westlake

Call to Order

Approve Revised Agenda

Motion by McIntosh, seconded by Leonhard to approve the revised agenda.

Minutes of Board of Public Works and Safety Meeting of November 6th and November 24th, 2025

Motion by McIntosh, seconded by Leonhard to approve the minutes of the November 6, 2025 Board of Public Works and Safety Meeting and the November 24th Executive meeting as presented.

Water Department – Quote for a new truck

Motion by McIntosh, seconded by Leonhard to approve the quote from McCluskey. This is not the lowest quote; however, the truck is on the lot and available now. The quote from Kelley Automotive is cheaper, but it has to be ordered and could be a 6-month lead time before it is available.

\$47,897 – McCluskey, Loveland, OH; On the lot and available now

\$44,796 – Kelley Automotive, Fort Wayne, IN; Up to 6-month lead time

James S Jackson Company – Pay request #17 – Wet Weather Pump Station – Contract 4A

Motion by McIntosh, seconded by Leonhard to approve pay request #17.

Total work completed for this pay period (October): \$294,000

Contractor pay: \$264,600

Retainage held: \$29,400

Watch Communications – Additional Supplies for phone system upgrade

Motion by McIntosh, seconded by Leonhard to approve the additional cost of \$911.33. Several portable phones and wall mount kits were added to the original contract.

Resource Center Lease Agreement – Community Development office

Motion by McIntosh, seconded by Leonhard to approve the lease agreement for suite D. The lease period is January 1 thru June 30, 2026. At that time all 5 lease agreements at the Resource Center will be renewed.

*Note this is the office that the Jay County Commissioners were renting for their ECIRPD grant writer. That contract for the grant writer was not renewed and they no longer want to rent this office space.

CDL Reimbursement Agreement – Dylan Limbert

Motion by McIntosh, seconded by Leonhard to approve the CDL Reimbursement agreement in the amount of \$5,073.20. Dylan is an employee of the Street Department. He will start the class next week.

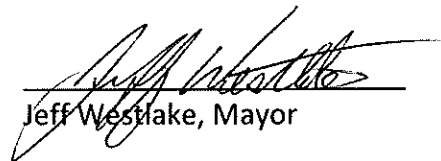
Annual Nepotism and Conflict of Interest Disclosure forms were signed

Adjourn Motion to adjourn at 5:24 by McIntosh, seconded by Leonhard.

ATTEST:

A handwritten signature in cursive script, appearing to read "Lori Phillips", written over a horizontal line.

Lori Phillips, Clerk-Treasurer

A handwritten signature in cursive script, appearing to read "Jeff Westlake", written over a horizontal line.

Jeff Westlake, Mayor