

1. 9:00 A.M. Board Of Public Works Agenda

Documents:

BPW AGENDA 05.04.2022.PDF
BPW CLAIMS.PDF
BPW MINUTES 4-20-22.PDF
PR VOUCHER.PDF
PTO.PDF

AGENDA

For the Regular Meeting of the
City of Charlestown

BOARD OF PUBLIC WORKS

May 4, 2022 at 9:00 a.m.

Arts & Enrichment Center

999 Water Street, Charlestown, IN 47111

1. Opening
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call – Determination of a Quorum
 - d. Approval of Agenda
2. Standing Business
 - a. Approval or Correction of Prior Meeting's Minutes from 04/20/2022
 - b. Current Claims
 - c. Payroll Allowance Docket from 04/18/2022-05/01/2022
3. Public Comment Period
4. Old Business
5. New Business
 - a. Amendment to Employee Handbook for PTO
 - b. Picnic Table Mural Applications
 - c. Step Mural Applications
6. Adjournment

Accounts Payable Register

Date: 04/29/2022 08:09:01 AM

APV Register Batch - BD OF WORKS MEETING 05/04/2022

APVREGISTER.FRX

All History

Ordered By APV Number

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK # DATE	MEMORANDUM
04/18/2022	99594	PALMER CHESTER		703001111.000	POLICE PENSION FUND - PENSIONS	MONTHLY POLICE PENSION	2360.48	51202 04/18/2022	
04/19/2022	99611	AMAZON CAPITAL SERVICES		101006221.000	PARKS-GEN. SUPPLIES	SUPPLIES	215.99	51216 04/19/2022	
04/19/2022	99611	AMAZON CAPITAL SERVICES		101006231.000	PARKS DEPT-MAINTENANCE	MAINTENANCE	164.50	51216 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		202001431.000	LOCAL RDS&ST- SIDEWALKS	VEHICLE FUEL	230.08	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		202001431.000	LOCAL RDS&ST- SIDEWALKS	VEHICLE FUEL	284.17	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		202001431.000	LOCAL RDS&ST- SIDEWALKS	VEHICLE FUEL	354.22	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		101005221.000	POLICE - GASOLINE	VEHICLE FUEL	3820.52	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		101005221.000	POLICE - GASOLINE	VEHICLE FUEL	2539.65	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		101006224.000	PARKS/POOL GASOLINE	VEHICLE FUEL	411.91	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		101006224.000	PARKS/POOL GASOLINE	VEHICLE FUEL	396.92	51217 04/19/2022	
04/19/2022	99612	JACOBI OIL SERVICE INC		620001221.000	SANITATION - DIESEL FUEL	VEHICLE FUEL	3611.45	51217 04/19/2022	
04/19/2022	99613	DUKE ENERGY		101016351.000	CITY MAINT UTILITIES	ELECTRIC	98.38	51218 04/19/2022	
04/19/2022	99613	DUKE ENERGY		101016351.000	CITY MAINT UTILITIES	ELECTRIC	340.81	51218 04/19/2022	
04/19/2022	99613	DUKE ENERGY		101016351.000	CITY MAINT UTILITIES	ELECTRIC	88.62	51218 04/19/2022	
04/19/2022	99613	DUKE ENERGY		101016351.000	CITY MAINT UTILITIES	ELECTRIC	14.90	51218 04/19/2022	
04/19/2022	99614	OFFICE DEPOT BUSINESS CREDIT		101005210.000	POLICE - OFFICE SUPPLIES	OFFICE SUPPLIES	111.93	51219 04/19/2022	
04/19/2022	99614	OFFICE DEPOT BUSINESS CREDIT		101016210.000	CITY MAINT OFFICE SUPPLIES	OFFICE SUPPLIES	76.99	51219 04/19/2022	
04/19/2022	99615	A.E. BOYCE CO INC		620001211.000	SANIT- OFFICE SUPPLIES	OFFICE SUPPLIES	1013.29	51220 04/19/2022	
04/19/2022	99616	RIVERLINK		202001431.000	LOCAL RDS&ST- SIDEWALKS	BRIDGE TOLLS	17.69	51221 04/19/2022	
04/19/2022	99616	RIVERLINK		101016361.000	CITY MAINT REPAIRS AND MAINTENANCE	BRIDGE TOLLS	4.42	51221 04/19/2022	
04/19/2022	99617	TIME WARNER CABLE		101005351.000	POLICE UTILITIES	MONTHLY SERVICE	938.30	51222 04/19/2022	
04/19/2022	99618	ANTHEM LIFE		101005122.000	POLICE-HEALTH INSURANCE	MAY 2021 PREMIUMS	157.50	51223 04/19/2022	
04/19/2022	99618	ANTHEM LIFE		201001122.000	M.V. HWY-HEALTH INSURANCE	MAY 2021 PREMIUMS	21.00	51223 04/19/2022	
04/19/2022	99618	ANTHEM LIFE		101016122.000	CITY MAINT HEALTH INS	MAY 2021 PREMIUMS	63.00	51223 04/19/2022	
04/19/2022	99618	ANTHEM LIFE		101006122.000	PARKS HEALTH INSURANCE	MAY 2021 PREMIUMS	10.50	51223 04/19/2022	
04/19/2022	99618	ANTHEM LIFE		620001122.000	SANITATION - HEALTH INSURANCE	MAY 2021 PREMIUMS	52.50	51223 04/19/2022	
04/19/2022	99619	CHARTER COMMUNICATIONS		101006351.000	PARKS UTILITIES	MONTHLY SERVICE	168.54	51224 04/19/2022	

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								CHECK #	DATE	
04/19/2022	99620	BENEFIT MARKETING SOLUTIONS		101005122.000	POLICE-HEALTH INSURANCE	APRIL 2022 HRA FEE	63.00	51225	04/19/2022	
04/19/2022	99620	BENEFIT MARKETING SOLUTIONS		201001122.000	M.V. HWY-HEALTH INSURANCE	APRIL 2022 HRA FEE	9.00	51225	04/19/2022	
04/19/2022	99620	BENEFIT MARKETING SOLUTIONS		101016122.000	CITY MAINT HEALTH INS	APRIL 2022 HRA FEE	31.50	51225	04/19/2022	
04/19/2022	99620	BENEFIT MARKETING SOLUTIONS		101006122.000	PARKS HEALTH INSURANCE	APRIL 2022 HRA FEE	9.00	51225	04/19/2022	
04/19/2022	99620	BENEFIT MARKETING SOLUTIONS		620001122.000	SANITATION - HEALTH INSURANCE	APRIL 2022 HRA FEE	22.50	51225	04/19/2022	
04/19/2022	99621	VERIZON WIRELESS		101016351.000	CITY MAINT UTILITIES	MONTHLY SERVICE	161.88	51226	04/19/2022	
04/19/2022	99621	VERIZON WIRELESS		101005351.000	POLICE UTILITIES	MONTHLY SERVICE	151.88	51226	04/19/2022	
04/19/2022	99622	ANTHEM INSURANCE COMPANIES INC		101005122.000	POLICE-HEALTH INSURANCE	MAY 2022 PREMIUMS	25452.07	51227	04/19/2022	
04/19/2022	99622	ANTHEM INSURANCE COMPANIES INC		201001122.000	M.V. HWY-HEALTH INSURANCE	MAY 2022 PREMIUMS	1858.17	51227	04/19/2022	
04/19/2022	99622	ANTHEM INSURANCE COMPANIES INC		101016122.000	CITY MAINT HEALTH INS	MAY 2022 PREMIUMS	6569.47	51227	04/19/2022	
04/19/2022	99622	ANTHEM INSURANCE COMPANIES INC		101006122.000	PARKS HEALTH INSURANCE	MAY 2022 PREMIUMS	628.04	51227	04/19/2022	
04/19/2022	99622	ANTHEM INSURANCE COMPANIES INC		620001122.000	SANITATION - HEALTH INSURANCE	MAY 2022 PREMIUMS	4272.42	51227	04/19/2022	
04/19/2022	99623	DUKE ENERGY		620001351.000	SANITATION - UTILITIES	ELECTRIC	205.09	51228	04/19/2022	
04/19/2022	99624	GEORGETTA L GIVAN		703001111.000	POLICE PENSION FUND - PENSIONS	MONTHLY PENSION	1416.29	51229	04/19/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101005111.000	POLICE SALARY	POLICE SALARY	16638.21	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101005113.000	POLICE CIVIL SALARY	POLICE CIVIL SALARY	1976.82	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101006111.000	PARKS DEPT SALARY	PARKS SALARY	1500.44	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101016111.000	CITY MAINT SALARY	CITY MAINT SALARY	5917.42	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101006112.000	PARKS PART TIME SALARIES	PARKS PT SALARY	74.75	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101016112.000	CITY MAINT OVERTIME	CITY MAINT OT SALARY	334.14	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		101005114.000	POLICE OVERTIME TRAINING	POLICE OT SALARY	1312.24	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		620001111.000	SANITATION - SALARIES	SANITATION SALARY	4060.36	51233	04/20/2022	
04/20/2022	99638	PAYROLL-CHARLESTOWN CITY		620001112.000	SANITATION OVERTIME	SANITATION OT SALARY	80.45	51233	04/20/2022	
04/20/2022	99639	PAYROLL-CHARLESTOWN CITY		101006121.000	PARKS-FICA/MEDICARE	PARKS FICA/MEDI	118.29	51234	04/20/2022	

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK		MEMORANDUM
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04/20/2022	99639	PAYROLL-CHARLESTOWN CITY		101005121.000	POLICE - SS & MEDICARE	POLICE FICA/MEDI	147.93	51234	04/20/2022	
04/20/2022	99639	PAYROLL-CHARLESTOWN CITY		101005126.000	POLICE MEDI	POLICE MEDI	252.34	51234	04/20/2022	
04/20/2022	99639	PAYROLL-CHARLESTOWN CITY		101016121.000	CITY MAINT FICA/MEDI	CITY MAINT FICA/MEDI	463.67	51234	04/20/2022	
04/20/2022	99639	PAYROLL-CHARLESTOWN CITY		620001121.000	SANITATION - FICA/MEDI	SANITATION FICA/MEDI	307.42	51234	04/20/2022	
04/20/2022	99640	PAYROLL-CHARLESTOWN CITY		101005125.000	POLICE OF WKS POLICE PERF	POLICE PERF	3063.70	51235	04/20/2022	
04/20/2022	99640	PAYROLL-CHARLESTOWN CITY		101005124.000	POLICE CIVL PERF	POLICE CIVIL PERF	211.00	51235	04/20/2022	
04/20/2022	99640	PAYROLL-CHARLESTOWN CITY		101016124.000	CITY MAINT PERF	CITY MAINT PERF	644.73	51235	04/20/2022	
04/20/2022	99640	PAYROLL-CHARLESTOWN CITY		101006124.000	PARKS PERF	PARKS PERF	168.05	51235	04/20/2022	
04/20/2022	99640	PAYROLL-CHARLESTOWN CITY		620001124.000	SANITATION - PERF	SANITATION PERF	463.78	51235	04/20/2022	
04/20/2022	99641	PAYROLL-CHARLESTOWN CITY		201001111.000	M.V.HWY FUND - SALARIES	MVH SALARY	1402.57	51236	04/20/2022	
04/20/2022	99641	PAYROLL-CHARLESTOWN CITY		201001112.000	M.V. HWY OVERTIME	MVH OT SALARY	56.32	51236	04/20/2022	
04/20/2022	99642	PAYROLL-CHARLESTOWN CITY		201001121.000	M.V.HWY- FICA/MEDICARE	MVH FICA/MEDI	107.31	51237	04/20/2022	
04/20/2022	99643	PAYROLL-CHARLESTOWN CITY		201001124.000	M.V.HWY FUND - PERF	MVH PERF	163.40	51238	04/20/2022	
04/21/2022	99648	CHARLESTOWN UTILITIES		626001590.000	UTILITY CLEARING	ONLINE PAYMENTS 4/11-4/18	11710.52	99648	04/21/2022	
04/21/2022	99648	CHARLESTOWN UTILITIES		626001590.000	UTILITY CLEARING	ONLINE PAYMENTS 4/11-4/18	4256.56	99648	04/21/2022	
04/22/2022	99654	A T & T UVERSE		101006351.000	PARKS UTILITIES	INTERNET SERVICE	78.65	51272	04/22/2022	
04/22/2022	99655	HOME DEPOT CREDIT SERVICES		101006231.000	PARKS DEPT-MAINTENANCE	SUPPLIES	723.85	51273	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	162.03	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	10.69	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	327.15	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	23.66	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	27.10	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	118.52	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	228.95	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	22.34	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	10.86	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	21.62	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	100.72	51274	04/22/2022	
04/22/2022	99656	DUKE ENERGY		101006351.000	PARKS UTILITIES	ELECTRIC SERVICE	113.41	51274	04/22/2022	
04/22/2022	99657	AMAZON CAPITAL SERVICES		101006231.000	PARKS DEPT-MAINTENANCE	WEED EATER LINE	38.99	51275	04/22/2022	
04/22/2022	99657	AMAZON CAPITAL SERVICES		101006392.000	PARKS SUMMER	FLOOR STAND	297.98	51275	04/22/2022	

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					ENTERTAINMENT					
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101005111.000	POLICE SALARY	POLICE SALARIES	16660.91	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101005113.000	POLICE CIVIL SALARY	POLICE SECRETARY SALARIES	1884.00	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101006111.000	PARKS DEPT SALARY	PARKS SALARIES	1500.44	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101016111.000	CITY MAINT SALARY	CITY MAINT SALARIES	5791.99	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101006112.000	PARKS PART TIME SALARIES	PARKS PT SALARIES	26.00	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101016112.000	CITY MAINT OVERTIME	CITY MAINT OT SALARIES	6.75	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		101005114.000	POLICE OVERTIME TRAINING	POLICE OT SALARIES	882.84	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		620001111.000	SANITATION - SALARIES	SANIT SALARIES	4060.37	51280	04/27/2022	
04/24/2022	99665	PAYROLL-CHARLESTOWN CITY		620001112.000	SANITATION OVERTIME	SANIT OT SALARIES	48.27	51280	04/27/2022	
04/24/2022	99666	PAYROLL-CHARLESTOWN CITY		201001111.000	M.V.HWY FUND - SALARIES	MVH SALARIES	741.60	51281	04/27/2022	
04/24/2022	99667	PAYROLL-CHARLESTOWN CITY		101006121.000	PARKS-FICA/MEDICARE	PARKS FICA/MEDI	114.56	51282	04/27/2022	
04/24/2022	99667	PAYROLL-CHARLESTOWN CITY		101005121.000	POLICE - SS & MEDICARE	POLICE FICA/MEDI	140.83	51282	04/27/2022	
04/24/2022	99667	PAYROLL-CHARLESTOWN CITY		101005126.000	POLICE MEDI	POLICE MEDI	246.44	51282	04/27/2022	
04/24/2022	99667	PAYROLL-CHARLESTOWN CITY		101016121.000	CITY MAINT FICA/MEDI	CITY MAINT FICA/MEDI	430.11	51282	04/27/2022	
04/24/2022	99667	PAYROLL-CHARLESTOWN CITY		620001121.000	SANITATION - FICA/MEDI	SANIT FICA/MEDI	304.96	51282	04/27/2022	
04/24/2022	99668	PAYROLL-CHARLESTOWN CITY		201001121.000	M.V.HWY- FICA/MEDICARE	MVH FICA/MEDI	54.51	51283	04/27/2022	
04/24/2022	99669	PAYROLL-CHARLESTOWN CITY		101005124.000	POLICE CIVL PERF	POLICE CIVIL PERF	211.00	51284	04/27/2022	
04/24/2022	99669	PAYROLL-CHARLESTOWN CITY		101005124.000	POLICE CIVL PERF	POLICE PERF	3063.70	51284	04/27/2022	
04/24/2022	99669	PAYROLL-CHARLESTOWN CITY		101016124.000	CITY MAINT PERF	CITY MAINT PERF	568.05	51284	04/27/2022	
04/24/2022	99669	PAYROLL-CHARLESTOWN CITY		101006124.000	PARKS PERF	PARKS PERF	168.05	51284	04/27/2022	
04/24/2022	99669	PAYROLL-CHARLESTOWN CITY		620001124.000	SANITATION - PERF	SANIT PERF	460.18	51284	04/27/2022	
04/24/2022	99670	PAYROLL-CHARLESTOWN CITY		201001124.000	M.V.HWY FUND - PERF	MVH PERF	83.06	51285	04/27/2022	
04/27/2022	99679	AMERICAN HERITAGE LIFE INSURANCE COMPANY		101005127.000	POLICE RESERVE INS	SUPPLEMENTAL INS	244.40	99679	04/27/2022	
05/04/2022	99701	JAMES DONALD HARBIN		101006231.000	PARKS DEPT-MAINTENANCE	REPAIRS	53.99		/ /	
05/04/2022	99701	JAMES DONALD HARBIN		101006231.000	PARKS DEPT-MAINTENANCE	REPAIRS	58.11		/ /	
05/04/2022	99701	JAMES DONALD HARBIN		101006231.000	PARKS DEPT-MAINTENANCE	REPAIRS	86.85		/ /	
05/04/2022	99702	JERRY VEST		101007232.000	PLAN/ ZONE GRASS CUTTING	GRASS CUTTING	2970.00		/ /	
05/04/2022	99703	LAW ENFORCEMENT RISK MANAGEMENT GROUP INC		233001354.000	LECE POLICE TRAIN CLASS	JASON BROADY-TYPES OF EVIDENCE	150.00		/ /	
05/04/2022	99703	LAW ENFORCEMENT RISK MANAGEMENT GROUP INC		233001354.000	LECE POLICE TRAIN CLASS	JASON BROADY-DEATH INVESTIGATIONS	150.00		/ /	

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05/04/2022	99704	ARC JANITORIAL SUPPLY INC		101005225.000	POLICE - GENERAL OPERATING SUPPLIES	SUPPLIES	648.14	//		
05/04/2022	99705	CREATIVE PRODUCT SOURCING INC		235005231.000	POLICE TOW-IN FEE	SHIRTS	1533.95	//		
05/04/2022	99706	EARTH FIRST OF KENTUCKIANA INC		620001311.000	SANIT - LANDFILL/COMPOST	BRUSH FEES	374.10	//		
05/04/2022	99706	EARTH FIRST OF KENTUCKIANA INC		620001311.000	SANIT - LANDFILL/COMPOST	BRUSH FEES	211.20	//		
05/04/2022	99707	BAUER BUILT INC		620001361.000	SANITATION - REPAIRS AND MAINTENANCE	TIRE REPAIRS	675.56	//		
05/04/2022	99708	A1 PORTA POTTY LLC		101006351.000	PARKS UTILITIES	RENTAL FEES	175.00	//		
05/04/2022	99709	AIRGAS USA LLC		101016351.000	CITY MAINT UTILITIES	CYL RENTAL	95.88	//		
05/04/2022	99709	AIRGAS USA LLC		101016351.000	CITY MAINT UTILITIES	CYL RENTAL	105.00	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	27.26	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	27.26	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	26.52	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	27.26	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	27.26	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	27.26	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		620001212.000	SANITATION - UNIFORMS	MATS	27.26	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		101005351.000	POLICE UTILITIES	MATS	32.54	//		
05/04/2022	99710	AUS CENTRAL LOCKBOX		101005351.000	POLICE UTILITIES	MATS	32.54	//		
05/04/2022	99711	CLARK FLOYD LANDFILL		620001311.000	SANIT - LANDFILL/COMPOST	DISTRICT FEES	337.61	//		
05/04/2022	99712	FALLS CITY ELECTRIC SUPPLY		101006221.000	PARKS-GEN. SUPPLIES	CITY SQUARE MAINT	220.97	//		
05/04/2022	99713	FEEDERS SUPPLY		101005224.000	POLICE - K-9 SUPPLIES	HOUSE CHARGE	60.99	//		
05/04/2022	99714	MARY K DOWNEY		101006351.000	PARKS UTILITIES	CLEANING SERVICE A&E	300.00	//		
05/04/2022	99715	JACOBI TOOMBS AND LANZ INC		101004312.000	COUNCIL ENGINEERING FEES	ENGINEERING FEES ON CALL SERVICES	1272.50	//		
05/04/2022	99715	JACOBI TOOMBS AND LANZ INC		101004312.000	COUNCIL ENGINEERING FEES	MONROE STREET CULVERT	3006.25	//		
05/04/2022	99716	JACOBI OIL SERVICE INC		620001221.000	SANITATION - DIESEL FUEL	XTREME AW32	216.00	//		
05/04/2022	99716	JACOBI OIL SERVICE INC		620001221.000	SANITATION - DIESEL FUEL	DIESEL	703.08	//		
05/04/2022	99717	KRON'S FIRE PROTECTION SERVICE		101006231.000	PARKS DEPT-MAINTENANCE	ANNUAL EXTINGUISHER SERVICE	229.00	//		
05/04/2022	99717	KRON'S FIRE PROTECTION SERVICE		101006231.000	PARKS DEPT-MAINTENANCE	ANNUAL EXTINGUISHER SERVICE	370.00	//		

Accounts Payable Register

Date: 04/29/2022 08:09:01 AM

APVREGISTER.FRX

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK		MEMORANDUM
								CHECK #	DATE	
05/04/2022	99717	KRON'S FIRE PROTECTION SERVICE		101006231.000	PARKS DEPT-MAINTENANCE	ANNUAL EXTINGUISHER SERVICE	795.00	/	/	
05/04/2022	99717	KRON'S FIRE PROTECTION SERVICE		620001361.000	SANITATION - REPAIRS AND MAINTENANCE	ANNUAL EXTINGUISHER SERVICE	365.00	/	/	
05/04/2022	99718	ORIGINAL PURE WATER LLC		269001590.000	POLICE EQUIPMENT NRF	WATER COOLERS	657.90	/	/	
05/04/2022	99719	SIRCHIE FINGER PRINT		101005213.000	POLICE EVIDENCE SUPPLIES	SUPPLIES	220.91	/	/	
05/04/2022	99720	UPS		101005225.000	POLICE - GENERAL OPERATING SUPPLIES	SHIPPING SERVICES	29.74	/	/	
05/04/2022	99721	ARAMARK UNIFORM & CAREER APPAREL GROUP INC		101006221.000	PARKS-GEN. SUPPLIES	SUPPLIES	139.53	/	/	
05/04/2022	99722	THE SHERWIN WILLIAMS CO		202001431.000	LOCAL RDS&ST- SIDEWALKS	PAINT	400.00	/	/	
05/04/2022	99723	LEWIS SEED COMPANY		101006231.000	PARKS DEPT-MAINTENANCE		476.00	/	/	
*** GRAND TOTAL ***							171166.69			

MINUTES

THE BOARD OF PUBLIC WORKS AND SAFETY

April 20, 2022

9:00 A.M.

THE REGULAR MEETING OF THE CHARLESTOWN BOARD OF PUBLIC WORKS AND SAFETY FOR THE CITY OF CHARLESTOWN WAS HELD ON WEDNESDAY, APRIL 20, 2022 AT 9:00 A.M. AT CITY HALL WITH MAYOR TREVA HODGES PRESIDING.

Board members present was Mr. Ernie Thompson and Ms. Gwen Moser. Also present was Clerk Treasurer Donna Coomer. City Attorney Perry McCall was on zoom.

Pledge All

Agenda

Mayor Hodges said she wanted to add some general updates at the end of the meeting.

Mr. Thompson made a motion to add the Mayor's updates and approve the agenda, seconded by Ms. Moser. Approved. 3-0.

Standing Business

Ms. Moser made a motion to approve the Minutes from 04/06/2022, the Claims, and Payroll Voucher 04/04/2022 to 04/17/22, seconded by Mr. Thompson. Approved 3-0.

Public Comment-None

Promotion of Police Officer

Assistant Police Chief Brion Gilbert is recommending to promote Officer Tyler Lyons to Corporal with the Charlestown Police Department. He has been with the force for 6 years and had no disciplinary action.

Mr. Thompson made a motion to approve the promotion of Officer Tyler, seconded by Ms. Moser. Approved. 3-0.

Anthem Insurance Renewal

Mr. Larry Lynn presented information on the Anthem medical insurance renewal. There will be a 5% increase in the premium and will increase the employee's payroll deduction by 5%.

The Group Life and AD&D benefit is proposed rate is 21 cents per thousand. The dental plan is rate is 3%. The Vision benefits and Voluntary Group Life is unchanged.

Mr. Thompson made a motion to approve Anthem medical, dental, vision & life insurance renewal, seconded by Ms. Moser. Approved. 3-0.

BMS Contract

Deputy Clerk Treasurer Heather Schrimp presented the Benefits Marketing Solution (BMS) Contract. This contract allows the city to make pretax deductions for premiums. There are no changes to the contract and the fee is still \$150.00. They also handle the Cobra insurance and that is still the same of \$150.00 a year and it is \$.65 monthly per employee \$50.00 dollars minimum.

Mr. Thompson made a motion to approve the BMS Contract, seconded by Ms. Moser. Approved 3-0.

Island Contract

Mayor Hodges said we did receive a grant from Indiana American Water to help redo the islands on Market Street. She received one bid and design from Greenscapes in the amount of \$33,000.00. There will be dogwood trees, butterfly weed, annual flowers and blue false indigo. Greenscapes will remove, clean up the islands and then plant.

Mr. Thompson made a motion to approve the Greenscapes Contract, seconded by Ms. Moser. Approved 3-0.

Clark County Transfer & Recycling

Mayor Hodges presented a proposal for waste disposal. She did a comparison on the Clark County Landfill and the Clark County Transfer Recycling on Highway 403. The difference was \$14,848.00. The other factors which are not included with the difference is safety of drive, productive use of time. She is recommending to use Clark County Transfer & Recycling.

Mr. Thompson made a motion to approve Clark County Transfer & Recycling, seconded by Ms. Moser. Approved 3-0.

A&E Building – Cleaning Contract

Parks Coordinator, Carrie Prince said the cleaning lady for the A&E Building resigned and she is asking to have a cleaning contract from Merry Maids approved. Their initial cost will be \$640.00 and then \$140.00 per week. Carrie said the building is rented out almost every day and they need to have someone to clean it. She has received two quotes and Merry Maids is the lowest quote.

A motion was made by Ms. Moser to approve the cleaning contract for Merry Maids to do a deep clean at the A&E building for \$640.00 and \$140.00 for a weekly cleaning, seconded by Mr. Thompson. Approved 3-0.

Science Camp

Parks Coordinator, Carrie Prince is asking to host a proposed science Camp to be held in partnership with the City of Charlestown Parks Department. The cost is \$150.00 per child broken down at \$30.00 for material fee and \$120.00 instructional fee. There will be a multi kid discount for each additional child of \$96.00. Dates are May 30th through June 3rd, and June 6th through June 10th.

Payment will be collected by the city and then given to Mr. Dietrich prior to camp starting. The total payment will be determined depending on the number of campers.

Ms. Moser made a motion to approve the science camp and to process payment to Mr. Dietrich, seconded by Mr. Thompson. Approved 3-0.

Public Art Program

Mayor Hodges is asking the Board to approve for Erica Johnson of Red Head Princess Designs to paint one of our picnic tables. It will have a blue background with sunflowers. The parks department will pay a \$100.00 honorarium fee for the table mural. We have a bid out for people to submit a design. She was the first to submit a design and we want to get about 4 more done right away.

Mr. Thompson made a motion to approve the public art murals and paying a \$100.00 as an honorarium fee, seconded by Ms. Moser. Approved 3-0.

Eagle Scout Garden

Mayor Hodges said Eagle Scout Trent Marino is wanting to do a pollinator garden at the site where the businesses decorate for Christmas. This city lot is between Clark Road and the walk over bridge on Highway 3 that goes to Johnathan Jennings elementary school. This will help with pollinating, adds beauty, get a root system in to help with erosion which will eliminate a project the city would have to do. She is also asking to do an honorarium reimbursement to him up to \$500.00 for materials.

Mr. Thompson made a motion to approve Trent Marino on putting in a pollinator garden located on Highway 3 city property and reimburse Trent Marino for expenses up to \$500.00, seconded by Ms. Moser. Approved 3-0.

City Offices Temporary Moved to A&E Building

The clerk treasurer offices will temporarily move to the A&E Building until renovation work is completed at City Hall. The Mayor's office will be temporarily closed and working remotely. All meetings will be held at the A&E Building and all members are being informed of the meeting changes.

Adjournment

Mr. Thompson made a motion to adjourn, seconded by Ms. Moser. Approved 3-0.

MAYOR, TREVA HODGES

DATE

ATTEST:

CLERK TREASURER, DONNA S. COOMER

DATE

Allowance Docket

For check dates 04/18/2022 - 05/01/2022

Date: 04/29/2022 11:14:13 AM

Selected Departments - City Maintenance, Motor
Vehicle Highway, Parks, Police-Civil, Police-Grants,
Police-Uniform, Sanitation
Ordered by Employee Name

EMPDOCK.FRX

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
04/17/2022	1002	Baker, Darren M.	Police OT	\$0.00	\$1210.09
04/17/2022	1002	Baker, Darren M.	Police Sal	\$1093.99	\$0.00
04/24/2022	1002	Baker, Darren M.	Police Sal	\$1093.99	\$0.00
04/17/2022	864	Bays, William J.	City Maintenance	\$680.00	\$0.00
04/24/2022	864	Bays, William J.	City Maintenance	\$527.00	\$0.00
04/17/2022	1025	Billings, Alex B.	Police Sal	\$926.04	\$0.00
04/24/2022	1025	Billings, Alex B.	Police Sal	\$926.04	\$0.00
04/17/2022	102	Bradshaw, Shari K.	Police Sec	\$843.60	\$0.00
04/24/2022	102	Bradshaw, Shari K.	Police Sec	\$843.60	\$0.00
04/17/2022	1005	Broady, Jason L.	Police Sal	\$1234.71	\$0.00
04/24/2022	1005	Broady, Jason L.	Police Sal	\$1234.71	\$0.00
04/17/2022	1004	Clark, James A.	Police Sal	\$1116.69	\$0.00
04/24/2022	1004	Clark, James A.	Police OT	\$0.00	\$293.16
04/24/2022	1004	Clark, James A.	Police Sal	\$1116.69	\$0.00
04/17/2022	1027	Crace, Trey A.	Police OT	\$0.00	\$102.15
04/17/2022	1027	Crace, Trey A.	Police Sal	\$907.88	\$0.00
04/24/2022	1027	Crace, Trey A.	Police OT	\$0.00	\$136.20
04/24/2022	1027	Crace, Trey A.	Police Sal	\$907.88	\$0.00
04/17/2022	815	Deida Hernandez, Juan A.	City Maint OT	\$0.00	\$96.54
04/17/2022	815	Deida Hernandez, Juan A.	City Maintenance	\$858.40	\$0.00
04/24/2022	815	Deida Hernandez, Juan A.	City Maintenance	\$858.40	\$0.00
04/17/2022	833	Deida-Hernandez, Jose M.	M.v. Hwy Sal	\$741.60	\$0.00
04/24/2022	833	Deida-Hernandez, Jose M.	M.v. Hwy Sal	\$741.60	\$0.00
04/17/2022	342	Dunn, Jason M.	Sanit Salaries	\$943.36	\$0.00
04/24/2022	342	Dunn, Jason M.	Sanit Salaries	\$943.36	\$0.00
04/17/2022	1211	Fletcher, Dallas L.	Police Sec	\$92.82	\$0.00
04/17/2022	1006	Gilbert, Brion R.	Police Sal	\$1216.56	\$0.00
04/24/2022	1006	Gilbert, Brion R.	Police Sal	\$1216.56	\$0.00
04/17/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.00	\$0.00
04/17/2022	328	Gomez, Dorothea	Sewer Sal	\$396.00	\$0.00
04/24/2022	328	Gomez, Dorothea	Sanit Salaries	\$396.01	\$0.00
04/24/2022	328	Gomez, Dorothea	Sewer Sal	\$395.99	\$0.00
04/17/2022	834	Goodwin, David B.	Sanit Salaries	\$741.60	\$0.00
04/24/2022	834	Goodwin, David B.	Sanit Salaries	\$741.60	\$0.00
04/17/2022	408	Hebner, Robin E.	Sanit Salaries	\$413.80	\$0.00
04/17/2022	408	Hebner, Robin E.	Sewer Sal	\$413.80	\$0.00
04/24/2022	408	Hebner, Robin E.	Sanit Salaries	\$413.80	\$0.00
04/24/2022	408	Hebner, Robin E.	Sewer Sal	\$413.80	\$0.00
04/17/2022	1029	Hernandez Zaldivar, Jorge E	Police Sal	\$888.65	\$0.00

Allowance Docket

For check dates 04/18/2022 - 05/01/2022

Date: 04/29/2022 11:14:13 AM

Selected Departments - City Maintenance, Motor
Vehicle Highway, Parks, Police-Civil, Police-Grants,
Police-Uniform, Sanitation
Ordered by Employee Name

EMPDOCK.FRX

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
04/24/2022	1029	Hernandez Zaldivar, Jorge E	Police Sal	\$888.65	\$0.00
04/17/2022	809	Hester, Dalton B.	Parks P/T	\$42.25	\$0.00
04/24/2022	809	Hester, Dalton B.	Parks P/T	\$26.00	\$0.00
04/17/2022	1020	King, Kenneth A.	Police Sal	\$1044.06	\$0.00
04/24/2022	1020	King, Kenneth A.	Police Sal	\$1044.06	\$0.00
04/17/2022	501	Knight, Paul G.	City Maintenance	\$197.43	\$0.00
04/17/2022	501	Knight, Paul G.	M.v. Hwy Sal	\$660.97	\$0.00
04/17/2022	501	Knight, Paul G.	M.v. Hwy Sal OT	\$0.00	\$56.32
04/24/2022	501	Knight, Paul G.	Sewer Sal	\$858.40	\$0.00
04/17/2022	673	Knoebel, Marissa	Park Sal	\$846.60	\$0.00
04/24/2022	673	Knoebel, Marissa	Park Sal	\$846.60	\$0.00
04/17/2022	1011	Kruse, Eric S.	Police Sal	\$1007.75	\$0.00
04/24/2022	1011	Kruse, Eric S.	Police OT	\$0.00	\$453.48
04/24/2022	1011	Kruse, Eric S.	Police Sal	\$1007.75	\$0.00
04/17/2022	813	Ledbetter, Charles E.	Police Sec	\$1040.40	\$0.00
04/24/2022	813	Ledbetter, Charles E.	Police Sec	\$1040.40	\$0.00
04/17/2022	1014	Lyons, Brandon M.	L.O.I.T.	\$985.05	\$0.00
04/24/2022	1014	Lyons, Brandon M.	L.O.I.T.	\$985.05	\$0.00
04/17/2022	1017	Lyons, Tyler D.	Police Sal	\$962.35	\$0.00
04/24/2022	1017	Lyons, Tyler D.	Police Sal	\$985.05	\$0.00
04/17/2022	1001	McDonald, Keith E	Police Sal	\$1271.03	\$0.00
04/24/2022	1001	McDonald, Keith E	Police Sal	\$1271.03	\$0.00
04/17/2022	862	McIntosh, Brandon J.	City Maintenance	\$780.00	\$0.00
04/24/2022	862	McIntosh, Brandon J.	City Maintenance	\$780.00	\$0.00
04/17/2022	880	Moore, Tenley L.	Parks P/T	\$32.50	\$0.00
04/17/2022	1028	Myers, Matthew C.	Police Sal	\$888.65	\$0.00
04/24/2022	1028	Myers, Matthew C.	Police Sal	\$888.65	\$0.00
04/17/2022	756	Palmer, John G.	City Maintenance	\$495.00	\$0.00
04/24/2022	756	Palmer, John G.	City Maint OT	\$0.00	\$6.75
04/24/2022	756	Palmer, John G.	City Maintenance	\$720.00	\$0.00
04/17/2022	201	Pierce, Michael B	City Maintenance	\$811.60	\$0.00
04/24/2022	201	Pierce, Michael B	City Maintenance	\$811.60	\$0.00
04/17/2022	203	Pierce, Terry C	City Maintenance	\$803.20	\$0.00
04/24/2022	203	Pierce, Terry C	City Maintenance	\$803.20	\$0.00
04/17/2022	859	Prince, Carrie J.	Park Sal	\$653.84	\$0.00
04/24/2022	859	Prince, Carrie J.	Park Sal	\$653.84	\$0.00
04/17/2022	716	Purcell, Albert J.	City Maintenance	\$499.79	\$0.00
04/17/2022	716	Purcell, Albert J.	Planning & Zoning Revenue	\$499.80	\$0.00
04/24/2022	716	Purcell, Albert J.	City Maintenance	\$499.79	\$0.00
04/24/2022	716	Purcell, Albert J.	Planning & Zoning Revenue	\$499.80	\$0.00

Allowance Docket

For check dates 04/18/2022 - 05/01/2022

Date: 04/29/2022 11:14:13 AM

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Vehicle Highway, Parks, Police-Civil, Police-Grants,
Police-Uniform, Sanitation
Ordered by Employee Name**

EMPDOCK.FRX

Pay Period	Employee Ending Number	Employee Name	Distribution Name	All Paytypes Except Overtime	Overtime Only
04/17/2022	1026	Rager, Ryan M.	Police Sal	\$907.88	\$0.00
04/24/2022	1026	Rager, Ryan M.	Police Sal	\$907.88	\$0.00
04/17/2022	1013	Roederer, Jonathan P.	Police Sal	\$985.05	\$0.00
04/24/2022	1013	Roederer, Jonathan P.	Police Sal	\$985.05	\$0.00
04/17/2022	660	Shanks, Kenneth S.	City Maint OT	\$0.00	\$237.60
04/17/2022	660	Shanks, Kenneth S.	City Maintenance	\$792.00	\$0.00
04/24/2022	660	Shanks, Kenneth S.	City Maintenance	\$792.00	\$0.00
04/24/2022	660	Shanks, Kenneth S.	Sewer Sal OT	\$0.00	\$118.80
04/17/2022	717	Standiford, Dusty L.	Sanit OT	\$0.00	\$80.45
04/17/2022	717	Standiford, Dusty L.	Sanit Salaries	\$858.40	\$0.00
04/24/2022	717	Standiford, Dusty L.	Sanit OT	\$0.00	\$48.27
04/24/2022	717	Standiford, Dusty L.	Sanit Salaries	\$858.40	\$0.00
04/17/2022	1030	Stephan, Joshua L.	Police Sal	\$888.65	\$0.00
04/24/2022	1030	Stephan, Joshua L.	Police Sal	\$888.65	\$0.00
04/17/2022	1003	Wolff, Timothy J	Police Sal	\$1298.27	\$0.00
04/24/2022	1003	Wolff, Timothy J	Police Sal	\$1298.27	\$0.00
04/17/2022	828	Woods, Garrett R.	Sanit Salaries	\$707.20	\$0.00
04/24/2022	828	Woods, Garrett R.	Sanit Salaries	\$707.20	\$0.00
Total				\$67683.57	\$2839.81

I hereby certify that each of the above listed vouchers and the invoices or bills attached there to,
are true and correct and I have audited same in accordance with IC5-11-10-1-6.

Date

Fiscal Officer

Allowance Of Accounts Payable Vouchers

City Of Charlestown

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers
consisting of _____ pages and except for accounts payables not allowed as shown on the Register such
accounts payables are hereby allowed in the total amount of \$_____

Dated this _____ day of _____

Signatures of Governing Board

Jenny Works

From: Heather Schrimp
Sent: Monday, May 2, 2022 11:04 AM
To: Jenny Works
Subject: FW: PTO Accruals

Is this what you were looking for? We need to add Seth Eurton to the retroactive list.

Heather Schrimp

Heather Schrimp
Deputy Clerk Treasurer-Human Resources
City of Charlestown

From: Heather Schrimp
Sent: Monday, April 4, 2022 10:09 AM
To: Treva Hodges (mayor@cityofcharlestown.com) <mayor@cityofcharlestown.com>
Cc: Donna Coomer (Donna.Coomer@cityofcharlestown.com) <Donna.Coomer@cityofcharlestown.com>
Subject: PTO Accruals

Here are the weekly accrual figures we talked about. Based on the conversation, this would apply to any new hires and retroactively to the following employees that have been here less than a year:

Alyssa Asbury
William Bays
Rodger Fain
Brian Smith

	Annual Amount	Weekly Accrual
Vacation		
First Year	40	0.769230769
Second Year	80	1.538461538
Tenth Year	120	2.307692308
Fifteenth Year	160	3.076923077
Personal	40	0.769230769
Sick	40	0.769230769

Heather Schrimp

Heather Schrimp
Deputy Clerk Treasurer-Human Resources
City of Charlestown