

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