

MINUTES

THE BOARD OF PUBLIC WORKS AND SAFETY

APRIL 21, 2021

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 21, 2021 AT 9:00 A.M. AT CITY HALL WITH MAYOR TREVA HODGES PRESIDING.

Board members present were Ms. Gwen Moser and Mr. Ernie Thompson. Also present were Clerk Treasurer Donna Coomer and City Attorney Mickey Weber.

Pledge

Everyone

Agenda

Mayor Hodges recommends adding a sewer permit for the Danbury Oaks extension to the New Business section as (item d) to the agenda.

A motion was made by Ms. Moser to approve adding the sewer permit for Danbury Oaks to the agenda and approve the agenda, seconded by Mr. Thompson. Approved 3-0.

Minutes

A motion was made by Mr. Thompson to approve the Minutes from 04/07/2021, the Claims and Payroll Voucher from 04/03/2021 to 04/18/2021, seconded by Ms. Moser. Approved 3-0.

Public Comment

None

Old Business

None

New Business

Mayor Hodges presented an engagement letter from LLA Interior Design for discussion. City Hall is in need of an update. Their design services will include client meetings, inventory of furnishings, floor plans, windows, cabinetry, artwork, new roof, exterior painting and meeting with sub-contractors on other selections to complete the project. Their fee is \$7,500.00 which reflects a rate of \$150.00 per hour.

New carpet downstairs is a necessity. It is buckled and someone could trip on it. She does not want that to happen. City Hall has a lot of history and she wants to preserve the building. It's our professional image and what anyone sees when they first look at the building.

Mr. Thompson made a motion to approve the engagement letter from LLA Design, seconded from Ms. Moser. Approved 3-0.

Resolution 2021-R-4

This Resolution is amending Resolution 2012-R-2, on credit card issuance for expenses related to performance of their office. The receipts shall be submitted to the Clerk Treasurer within 7 days of the purchase. Receipts should be properly signed and turned in, if not the purchase will be the responsibility of the employee. Interest, penalties, taxes or other fees will be the employee's responsibility to pay.

A motion was made by Ms. Moser to approve Resolution 2021-R-4, seconded by Mr. Thompson. Approved 3-0.

Family Activities Park Mini Putt-Putt Golf Course (Green Turf Replacement)

Mr. Tubby Purcell presented 3 quotes to replace the green turf at the mini putt-putt golf park.

Smallwood Floors	\$25,370.59
A Better Way Floors Inc.	\$32,686.45
Bruce Flooring	\$21,071.96

Tubby is recommending Bruce Flooring and to pay it from the 206 fund for the parks department.

A motion was made by Mr. Thompson to approve Bruce Flooring to replace turf at the mini golf course in the Family Activities Park, seconded by Ms. Moser. Approved 3-0.

Application for Sanitary Sewers

Mr. Josh Hillman with JTL said the City of Charlestown has become self-permitting. IDEM managed it before. Mr. Hillman said Rick Wheeler the Wastewater operator reviewed and authorized capacity for the Danbury Oaks extension that was part of the original plan. Josh prepared the application and wants it entered into record the permit number is 2021-01. Mayor Hodges said it is about 10,000 gallons per day for 33 homes. The homes will have grinder pumps and the homeowners will be responsible for their own. The city will not have a lift station.

A motion was made by Ms. Moser to approve and enter into record the Danbury Oaks sewer construction permit #2021-01, seconded it by Mr. Thompson. Approved 3-0.

OCRA Grant

Mayor Hodges said the city was awarded the grant of \$250,000.00. The small businesses can sign up once the applications are on the website. They will be notified when they can apply. There is 150,000.00 for small businesses and a \$100,000.00 for the social worker program.

Adjournment

A motion was made by Mr. Thompson to adjourn the meeting, seconded by Ms. Moser. Approved 3-0.



MAYOR, TREVA HODGES



DATE

ATTEST:



CLERK TREASURER, DONNA S. COOMER



DATE