

CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY
Meeting Minutes
January 20, 2009

Opening

Mayor Paris called the regular meeting of the Board of Public Works and Safety to order at 9:30 a.m. in City Hall.

Roll Call

The roll was called and members Joe Ault and Dan Murray were present.

Also present were: Police Chief Stan Lynn, Fire Chief Jim Reese, Sewer Billing Office Manager Brenda Poe, Planning Director Krista Linke, DPW Superintendent Rick Littleton, Director of Engineering Todd Wilkerson, Street Commissioner Steve Compton, Cemetery Sexton Richard DeWitt, Clerk-Treasurer Assistant Kathy Cragen, City Attorney Robert H. Schafstall

Mr. Ault offered an invocation immediately followed by the Pledge of Allegiance.

Public Comments

Mayor Paris asked if anyone from the community had anything to bring before the Board that was not on the agenda. No one came forward.

Consent Agenda

1. Minutes of the Regular Meeting held January 6, 2009
2. Minutes of the Special Meeting held January 19, 2009
3. Accounts Payable Voucher Register
 - #011009 Sewer Utilities in the amount of \$26,177.47
 - #011209 Clothing Allowance in the amount of \$32,800.00
 - #010909 BOW Utilities in the amount of \$868,158.05
 - #011909 BOW Meeting Sewer in the amount of \$43,286.71
 - #012009 BOW Meeting in the amount of \$59,557.89
 - #011709 Sewer Utilities in the amount of \$1,604.36
 - #011609 BOW Utilities in the amount of \$5,907.59

Mr. Ault made a motion to approve the Consent Agenda, seconded by Mr. Murray. The motion carried.

OLD BUSINESS

Ray's Trash Service – Quarterly and Yearly Reports regarding Trash and Recyclables collection from Britter Matthews-Cook

Ms. Britter Matthews-Cook from Ray's Trash Service reported that they did not receive any complaints in October or November. She stated that 701 tons of trash were picked up in

October, and 76.53 tons of recycling which was equal to 12% recycling in the month. In November there was a spike in tonnage to 1116 tons, with 128.5 tons of recycling. The total in December was 638 tons of trash, of which 81 tons were recycling, for a total of 13% recycling. Mayor Paris reported a problem at 1200 E. King Street stating that there was a considerable amount of what looked like construction trash out by the street. It was suggested that it is probably time to send out reminders to the public about what can and cannot be put out for trash pick up.

Indiana Masonic Home Letter concerning odor management

Mayor Paris brought up the fact that he had received a letter from the Masonic Home concerning odor issues, and the fact that they would like to get trees planted to help block odors. DPW Superintendent Rick Littleton stated that they have planted trees in the location specified three times. Mr. Littleton stated that he will try a different type of tree. Mr. Littleton noted that these trees are planted on a mound, and he feels that maybe the water is draining off and the trees are not getting enough water. Mayor Paris asked about doing a soil test of this area. Street Commissioner Steve Compton stated that he could ask Maschmeyer Nursery what they thought, and possibly get some trees from them. Mayor Paris asked about talking to golf courses and seeing what they do for their trees. Mr. Littleton and Mr. Compton will look into this matter.

NEW BUSINESS

Johnson County Community Foundation request for return of \$10,000 matching funds

Mayor Paris stated that this was brought up at the last Council meeting, and it was decided that the Board of Works should make this decision. Mayor Paris made a motion to approve returning this money; this was seconded by Mr. Murray. The motion carried.

Contract Renewal: Access Johnson County, Boys & Girls Club, Girl's Inc., United Way/Helpline, & Johnson County Senior Services

Mayor Paris stated that the Senior Services contract should be for \$12,000 instead of \$10,000, as this had been changed last year. Mayor Paris made a motion to approve all contracts with the change in the Senior Services contract to \$12,000; this was seconded by Mr. Ault. The motion carried.

Best Way Disposal Application for Credit/Transfer Station Usage

Mayor Paris made a motion to approve this application; this was seconded by Mr. Ault. The motion carried.

Police Department Transfer 10 Radios to Parks Department & 4 Radios to Greenlawn Cemetery

Mayor Paris stated that these are all old radios that the Police Department no longer uses. They would like to transfer these to the Parks Department and the Cemetery for their use. Mr. Murray made a motion to approve, seconded by Mr. Ault. The motion carried.

Simplex Grinnell – Fire Alarm Panel System for City Court Building

Mayor Paris stated that the Fire Alarm system needs to be tested and updated at the City Court building for \$1,782.00. City Attorney Rob H. Schafstall stated that he had some questions concerning what this contract covers. Captain McCarty stated that it entails putting in batteries and testing the units, and certifying that the system is operable. Mr. Schafstall stated that we may want them to change the wording from Massachusetts Law to Indiana Law. Captain McCarty stated that this was the contract that we have used in the past, that they are also our door system and camera system company. He feels that there should be no problem with them; we just need a backup system with the batteries to make sure that the building is covered for fire alarms. Fire Department Chief Jim Reese asked if the alarm was monitored now. He stated that before the flood this building was monitored 24 hours a day. Captain McCarty stated that some of the system works now and some does not. Mayor Paris asked if the doors are all being opened with keys at this time. Captain McCarty stated that one door will work with the code, but all others must be opened with keys. Mayor Paris suggested that we stay with using the keys. Mr. Murray made a motion to approve this contract with the condition that the Mayor has permission to sign any extra contracts for additional work; this was seconded by Mr. Ault. The motion carried.

Fire Station #22 S.R. 44 Project Plan and Scope of Services – Williams Creek Consulting, Inc.

Mayor Paris stated that he has given the go ahead for Williams Creek Consulting to prepare a site plan for the eastside fire station location to be sure that we have no site plan problems. The Mayor stated that he wants Board approval, and also wants to make the Board aware of where the project stands. Mr. Murray made a motion to approve the Mayor's actions, seconded by Mr. Ault. The motion carried.

Mayor Paris stated that at the next Board of Works meeting we will be opening construction bids for the fire station.

OTHER BUSINESS

Ordinance Violations Status of Payments of Liens

Clerk-Treasurer's Assistant Kathy Cragen provided a report showing paid property tax liens from the Johnson Count Treasurer. Ms. Cragen stated that these are liens that were filed for mowing only. Mayor Paris asked why we were not filing liens for trash removal. Ms. Cragen stated that the ordinance was only set up for liens for mowing. Mayor Paris stated that he would talk to the Clerk-Treasurer about this issue, as he feels that there should be some way to collect money for trash removal.

Request for Qualifications for Guaranteed Energy Savings Project

Mayor Paris explained that qualifications were received yesterday. The Mayor stated that two firms have submitted their qualifications for the City projects. The Mayor provided copies of the qualification to the board members.

Memorandum from Clerk-Treasurer Janet P. Alexander

Short Term Disability

Mayor Paris reviewed a memo from the Clerk Treasurer explaining that when we contracted with Principal Financial Group to manage our Short-Term and Long-term Disability program we requested that they also issue the paychecks. However, she no longer thinks this is a good idea, and would like the Board to rescind that portion of the agreement. The Clerk-Treasurer stated that once Principal has approved the disability the City would cut the checks instead of Principal. Mr. Murray made a motion to approve, seconded by Mr. Ault. The motion carried.

Request from the Fire Department for an exception to the Holiday Ordinance

Fire Chief Jim Reese stated that they would like to change two days. They would like to exchange Easter Sunday for Good Friday, and they would like to have July 4th instead of July 3rd dedicated as their holidays. This would change each year according to the Mayor's holiday schedule. Mayor Paris made a motion to approve, seconded by Mr. Ault. The motion carried. City Attorney Rob H. Schafstall stated that our holiday policy ordinance would need to be changed to cover this situation, and he will need to talk to the Clerk-Treasurer to make sure this gets done.

Permission from the Board to transfer the Clerk-Treasurer's IBM AS400 to Johnson County Government specifically to the Johnson County Juvenile Detention Center

The Clerk-Treasurer's memorandum stated that this piece of equipment was purchased in the 1990's by a former Clerk-Treasurer and is no longer needed due to recent software and hardware upgrades. Mr. Murray made a motion to approve this transfer, seconded by Mr. Ault. The motion carried. City Attorney Rob H. Schafstall stated that he will need to get with the Clerk-Treasurer to prepare an Interlocal Agreement for this to be completed.

Mayor's Comments

Mayor Paris reminded the department heads to submit proposals for capital projects. The reports need to go to Kristi Bruther with copies to both the Mayor and our Franklin College intern Rachel Pollert.

Mayor Paris asked the Police Department to turn in an updated workout equipment list. Chief Lynn stated that he would get this list to the Mayor today.

City Attorney Comments

City Attorney Rob H. Schafstall brought up the issue involving Police Officer Rick Sharp who was hurt on a call while off duty. Mr. Schafstall stated that there are three ways that this could be handled. One option is to do nothing, the second option is to enter into an agreement with Officer Sharp to send in information to the Workers Compensation Administration, and the third option would be to handle it as regular medical expenses. Mr. Murray stated that he feels that Workers Compensation Administration should pay this. Mr. Schafstall stated that we could go that route and that he has the forms to be completed. Police Chief Lynn stated that he feels that this is the way it should be handled also. Mr. Schafstall stated that the simplest solution would be to enter into an agreement with Officer Sharp and submit these claims to the Workers Compensation Administration. Mr. Murray feels that we should back the officer in his claim. There was no loss of work, just medical bills. Mr. Murray made a motion to approve sending the claims to Workers Compensation Administration; this was seconded by Mayor Paris. The motion carried.

REPORTS BY DEPARTMENTS

Street Department

Street Commissioner Compton stated that he has two employees now who have agreed to take the test to become certified arborists, and he feels this would help the City. He stated that a person has to be employed as an arborist for at least 3 years to be a certified arborist. Membership costs \$500 per year. The initial test costs about \$250.00. Mr. Compton just wanted to let the Board know that he was considering this. Mr. Compton asked permission to send in these applications for review. The Board approved.

Mr. Compton stated that the Street Department installed salt distribution monitors on three salt trucks. According to the monitors they are saving around 50% in some situations. Mr. Compton stated that they have used 250 tons of salt this winter.

Mr. Compton asked the Board for approval to sell scrap iron that is lying around at the Street Department. Mayor Paris made a motion to approve, seconded by Mr. Murray. The motion carried.

Planning Department

Planning Director Krista Linke stated that she was in training last week, and did not have much to report at this time. Ms. Linke did tell the Board that she had received an invoice from Johnson County for the GIS program licensing. This invoice was for 2008, and the 2009 invoice will follow. Krista stated that she will check to make sure that 2008 was not already paid. Mayor Paris asked if they were able to access and work on the GIS program. Director of Engineering Todd Wilkerson said that they can access the system, that he and Joanna Myers are the people trained, but they have not had time to work on learning the system. Mr. Murray asked Todd if he felt another person should be trained on the GIS. Todd stated that they just need to get the time to work on this training. Krista Linke stated that they have an interview scheduled for the open planner position this Friday.

Engineering Department

Director of Engineering Todd Wilkerson stated that they had a meeting on the Main Street Project last week with the State and Bonar Group. They received verbal approval from the State for the first phase of this project. Todd has contacted Commonwealth Group about the MS4 to come up with utility rates and to develop guidelines and standards.

DPW

Superintendent Rick Littleton stated that they have an MS4 meeting tomorrow at 8:00 a.m. Mr. Littleton thanked Sewer Billing Manager Brenda Poe for getting him the information they needed to keep this project moving forward. Mayor Paris asked about blowing out old sewer lines and adding new lines. Rick stated that he would like to bring this matter to the Board in February. Mayor Paris wants to make sure the sewer system is adequate for the TEA Main Street Project.

Sewer Billing

Billing Manager Brenda Poe stated that they had received payment from property tax liens for \$128,000.00. Ms. Poe stated that they are in the process of sorting through these liens and hope to get them released soon.

Cemetery

Cemetery Sexton Richard DeWitt had nothing to report at this time. Mayor Paris stated that the Cemetery has a new employee from Work One.

Fire Department

Fire Chief Jim Reese gave the Mayor a job description for the full time paramedic. He will supply the Board with a complete job description at a future meeting. Chief Reese asked the Mayor about getting additional licenses for Kronos.

Police Department

Police Chief Stan Lynn brought in three vehicle crash reports from December. The Chief stated that no vehicles were totaled and no one was injured. Chief Lynn also stated that he had a reminder from Officer Burton about the Drug Awareness Program on January 21, 2009 at the Franklin Community High School at 10:00 a.m. Mayor Paris asked the Chief about their heating bills at the new location. Chief Lynn stated that he expects the gas bills will be large, due to the large area they are trying to heat.

Adjournment

Mayor Paris made a motion to adjourn; this was seconded by Mr. Murray. The motion carried. The meeting adjourned at 10:55 a.m. The next meeting will be February 3, 2009 at 9:30 a.m.

Respectfully submitted by,
Janet P. Alexander, Clerk-Treasurer

Enrolled: 1/30/09

Approved by the Board of Works: 2/3/09