

Board of Public Works and Safety
Regular Meeting Minutes
August 20, 2012

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board member Stephen Barnett answered roll call. Board member Bob Swinehamer was absent.

Chief of Police Tim O'Sullivan, Fire Chief John Henderson, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Planning Director Krista Linke, Street Commissioner Ron Collins, Clerk Treasurer Janet Alexander, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

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

Public Comments

No one asked to speak.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.
Approval of Minutes from meeting held August 6, 2012

1. Board of Works Claims.
 - Payroll in the amount of \$324,611.04
 - Payroll for Pool Rental in the amount of \$2,360.00
 - #081012 BOW Utilities in the amount of \$130,248.86
 - #081112 Sewer Utilities in the amount of \$62,052.77
 - #080812 RDC-TIF in the amount of \$15,984.67
 - #081912 Sewer Utility in the amount of \$48,921.82
 - #082012 BOW Meeting in the amount of \$49,221.21
 - #081512 RDC-TIF in the amount of \$66.35
 - #081812 Sewer Utilities in the amount of \$105,514.89
 - #081712 BOW Utilities in the amount of \$23,325.12

Mr. Barnett made a motion to approve the consent agenda as presented, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Old Business

Request for Speed Humps on Forsythe Street and Park Avenue Near Pedestrian Walkways - Steve Leonard, Franklin College – Mayor McGuinness stated that he would like to have further discussions with the Street Commissioner and Mr. Leonard before making any decisions on this matter. Mayor McGuinness made a motion to table, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No Members stating Nay. The matter was tabled.

One America 457 Deferred Compensation Contract - Clerk Treasurer, Janet P. Alexander stated that the Board had started the process with Midwest Deferred Compensation who will administer the plan for the City. The 457 Plan itself is underwritten by American United Life

One America 457 Deferred Compensation. The agreement presented this evening is between the City of Franklin and One America. This is the second agreement required to begin the process of drafting a plan document for the administration of the 457 program for our employees. City Attorney Gray stated that she has reviewed the document and recommended approval. Mr. Barnett made a motion to accept this contract and authorize the Mayor to sign, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

New Business

Request Approval for Temporary Groundwater Treatment System to Discharge to the Sanitary Sewer - Paul Melillo, of Mundell Associates came forward and explained that this request is to clean up the soil in an area on Home Avenue where the ground was contaminated by an old gas company. Mr. Melillo stated that the purpose of this system is to store groundwater while this area is under renovation, and then clean and release the water back into the sanitary sewer system. Mr. Barnett made a motion to approve, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Quotations for Certified Insurance Appraisals of 82 Buildings/Building Items in Open for the City of Franklin, Indiana - Dan Buckland of Buckland & Associates presented his proposal to re-appraise certain City owned real property. Mr. Buckland stated that he has been doing insurance appraisal work for the City for the last 19 years. He explained that he prepares replacement cost appraisals for insurance underwriting. Mr. Buckland told the Board that last year he completed appraisals of the new city hall building, the two new fire stations, and street and police buildings. He has proposed reappraising all other buildings owned by the city; explaining that some buildings were originally appraised in 1993. The proposed cost to appraise all 82 city owned buildings and structures is \$19,400.00. Mr. Buckland explained that the fees are lower due to the fact that he has a lot of documentation already on hand. Franklin Insurance representative John Auld stated that they try to phase in re-appraisals a little at a time and that the statement of values are attested by the Mayor for the insurance company. Mr. Auld stated that the City does not have to do all re-appraisals at once, but you want to keep everything accurate and up to date. A discussion was held. Mayor McGuinness made a motion to approve re-appraisals for General Operations, and the DPW at this time, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Annual Contract Renewal - Franciscan St. Francis Health - John Auld, of Franklin Insurance came forward and explained that the agreement with St. Francis is for an Employee Assistance Program (EAP) which provides our employees with access to counselors for issues in their personal lives. Mr. Auld stated that Mr. Doug Colgrove is the counselor and administrator for this program. He said that each employee is entitled to six free visits for counseling. A discussion was held. Mr. Barnett made a motion to approve the contract, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried. Mr. Auld would like for the Mayor to extend an invitation to Mr. Colgrove to visit with the department heads.

Approval to Waive Filing Fees for Site Development Plan Review & BZA for the RDC's Downtown Parking Lot Reconfiguration Project - Director of Planning Krista Linke stated that this is an ongoing project, and they would like to request that the Board waive the filing fees for the Site Development Plan Review & BZA. A discussion was held. Mr. Barnett made a

motion to approve, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Request Approval of Informational Signs in the Cumberland Trails Subdivision - Street Commissioner - Ron Collins stated that he was contacted by Paul Striegl from the Cumberland Trails homeowners association with a request for directional signage. Mr. Collins recommended approval to put up “No Trucks, No Thru Street, One Way” “One Way to The Right, Do Not Enter on Left” and possibly a “Slow Curve” sign. A discussion was held. Mr. Barnett made a motion to approve the “One Way to the Right, Do Not Enter on Left” street signage, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Board of Works Resolution No.: 12-04 - A Resolution of the Franklin Board of Public Works and Safety for the Transfer of Surplus Equipment and Property - City Attorney Lynn Gray stated that this resolution allows the exchange of an unused ambulance from our Fire Department to the White River Fire Department in exchange for an SUV. The ambulance is no longer used by our department, and the SUV has low mileage and would be an asset. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

RESOLUTION No.: 2012-04

**A RESOLUTION OF THE FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY
FOR THE TRANSFER OF SURPLUS EQUIPMENT AND PROPERTY**

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety is a government organization providing services to the citizens of Franklin, Indiana and is a disposing agent as that term is contemplated pursuant to IC 36-1-11-2; and

WHEREAS, the District Board of the White River Township Fire Protection District is a government organization providing services to the citizens of Bargersville, Indiana and is a disposing agent as that term is contemplated pursuant to IC 36-1-11-2; and

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety has authority by law to own, possess and control certain items of personal property which is more specifically identified as:

2002 HTN E45 VA, VIN# 1FDXE45F62HA45111

WHEREAS, the District Board of the White River Township Fire Protection District has authority by law to own, possess, and control a certain item of personal property which is more specifically identified as:

2008 Ford Expedition SUV, VIN# 1FMFK16528LA07776

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety and the District Board of the White River Township Fire Protection District have authority by law to dispose and transfer said items of personal property; and

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety and the District Board of the White River Township Fire Protection District are desirous of disposing of and transferring said items of personal property in their “as is” condition to one another; and

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety and the District Board of the White River Township Fire Protection District are desirous of receiving and taking control of said items of personal property which is being offered by the other disposing agent for use in providing services to its respective citizens; and

WHEREAS, IC 36-1-11-8 allows for the transfer or exchange of personal property between governmental

entities upon terms and conditions agreed upon by the entities; and

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety and the District Board of the White River Township Fire Protection District have agreed to transfer and exchange this surplus property, without fee, to one another; and

WHEREAS, the City of Franklin by and through its Franklin Board of Public Works and Safety does hereby receive and accepts said item of personal property being offered by the District Board of the White River Township Fire Protection District as described above to be its sole and exclusive property upon adoption and acceptance of this Resolution and a substantially identical Resolution being adopted by the District Board of the White River Township Fire Protection District; and

BE IT THEREFORE RESOLVED that the City of Franklin by and through its Franklin Board of Public Works and Safety does hereby adopt the above aforementioned as findings of fact;

IT IS FURTHER RESOLVED that the City of Franklin by and through its Franklin Board of Public Works and Safety does hereby enter into the agreement with the District Board of the White River Township Fire Protection District accepting transfer and delivery of the item of personal property as described above for its exclusive use and control and in furtherance of the operation of its services to the citizens of Franklin, Indiana;

IT IS FURTHER RESOLVED that the City of Franklin by and through its Franklin Board of Public Works and Safety does hereby enter into an agreement with the District Board of the White River Township Fire Protection District to transfer and deliver the items of personal property as described above to the District Board of the White River Township Fire Protection District for its exclusive use and control.

INTRODUCED & APPROVED by the Board of Public Works and Safety of the City of Franklin, Johnson County, Indiana this 20th day of August, 2012.

Board of Works of the City of
Franklin, Indiana
Joseph E. McGuinness, Mayor

Attest:
Janet P. Alexander
City Clerk-Treasurer

Request to Use Fund 61 to Purchase Self Contained Breathing Apparatus of the Clear Command Voice Amplification System - Fire Chief John Henderson stated that this request is to purchase upgrades for breathing apparatus, and other equipment that is needed. Chief Henderson stated that they will be turning in back up harnesses for credit toward the purchase of new equipment. Chief Henderson stated that Fund 61 is a former EMS ambulance fund with a balance of around \$200,000. Clerk-Treasurer Janet P. Alexander stated that Fund 61 was a fire medic service fund, but it is General Fund money, and does not have to be declared or set aside for equipment. Ms. Alexander stated that this fund paid for staffing of the former ambulance service, and that the money coming in was directed to the fire medic service fund. The total purchase amount for this request is \$21,640.50. Mr. Barnett made a motion to approve this request, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Request Approval of for New Job Descriptions for Street Department - Street Commissioner Ron Collins presented new job descriptions and worker qualifications for all Street Department employees. Mr. Collins also asked permission to change the job title of the secretary/bookkeeper to office manager. Mr. Barnett asked if copies of the descriptions will be kept on file in the Clerk-Treasurer's office. Clerk-Treasurer Janet P. Alexander stated that upon adoption by the Board of Works they would be retained. A discussion was held concerning overtime agreements and employee classifications. Mr. Barnett made a motion to table, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The matter was tabled.

Other Business

Request Approval to file liens for Unpaid Unkempt Property Statements - Clerk-Treasurer Janet P. Alexander stated that this was a list of unpaid unkempt property statements that require approval to file the liens. Mayor McGuinness made a motion to approve the filing of liens, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Department Reports / Staff Reports

Street Commissioner Ron Collins told the Board that he is working up a bid package for the resurfacing of Hurricane Road. Mr. Collins also stated that the DPW and MVH are working together on a project in the Lochry and Schoolhouse Road area.

DPW Superintendent Rick Littleton stated that new radio equipment was delivered and installed last week.

Parks Superintendent Chip Orner stated that his staff will begin moving dirt for the trail from Hurricane Road to Needham Elementary next week.

Mayor McGuinness thanked Fire Chief Henderson for the charity softball tournament his department hosted last week. The Mayor stated that they had eight teams from as far away as Kentucky and that this event raises money for several charities.

Mr. Barnett said that he had talked to Senior Planner Joanna Myers about the status of the buyout project and learned that we are in the process of removing alleys and working with utility companies in the area. He said that once these projects are completed they will be able to move forward with the South Street repaving project.

Clerk-Treasurer Janet P. Alexander told the Board that arborist Jim Farr has submitted the paperwork to DNR for the \$14,928 Tree Inventory Grant reimbursement.

Adjournment

As there was no further business to come before the Board of Works a motion was made and seconded to adjourn. The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 09/12/2012

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer