

**CITY OF BEECH GROVE, INDIANA
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
MONDAY DECEMBER 21st, 2015**

Mayor Dennis Buckley called the meeting to order at 6:10p.m.

ROLL CALL: Board of Works Members Ed Bell, Sandra Seward and Mayor Dennis Buckley were present. Also in attendance, were Clerk Treasurer Dan McMillan and City Attorney Craig Wiley.

MEETING MINUTES:

Clerk Treasurer McMillan presented the December 7, 2015 meeting minutes to the Board. Ed Bell moved to accept the minutes as presented. Sandy Seward seconded the Motion; which was approved by unanimous voice vote.

APPROVAL OF CLAIMS:

Corporate Claims – claims in the amount of **\$853,955.41** were presented to the Board for approval.

Ed Bell moved to accept these claims as presented. Sandy Seward seconded the Motion; which was approved by unanimous voice vote.

Corporate Claims- claims in the amount of **\$36,635.00** were presented to the Board for approval.

Sandy Seward moved to accept these claims as presented. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

OLD BUSINESS: none

NEW BUSINESS:

Liability Coverage- *presented by Doug Walker*

There is a small increase in premium due to many factors including addition of new equipment. Workman's comp will increase slightly as the experience rate increased slightly, but remains under 1; which is very good considering the size and the nature of the jobs in the city and the city still receives a 5% discount. There is also a \$2,000,000.00 cyber policy that will be added.

Sandy Seward moved to approve the contract for the liability, cyber, terrorism, blanket bonds, auto and workman's comp insurances. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

Letter of Retirement- *presented by Chief Swartz*

Clerk Treasurer McMillan read into the record a letter prepared by Chief Swartz regarding Kellen Malloy's retirement. He also read into the record the letter of retirement prepared by Kellen Malloy; which included his vacation, comp, holiday and sick time, requesting that his sick time be paid per ordinance.

Sandy Seward moved to approve the retirement of Kellen Malloy. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

Sandy Seward moved to approve paying the remaining balance owed to Kellen Malloy. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

PAO Program- *presented by Chief Swartz*

Chief Swartz gave a brief explanation of what the "Police Assistance Officer" program will be; which will include staffing the police station from 4:00pm to Midnight-Monday through Friday and 12:00 noon to 8:00pm, Saturday and Sunday. They will assist people who enter the police station and assist with calls and contact the police on duty

BGPD Front Lobby Position (PAO) - Dobbins- *presented by Chief Swartz*

Clerk Treasurer McMillan read into the record the request from Chief Swartz requesting permission to promote Beth Dobbins to Coordinator for the PAO program; which is a part-time position, with an hourly pay of \$15.00 per hour, not to exceed 29 hours per week.

Ed Bell moved to approve hiring Beth Dobbins. Sandy Seward seconded the Motion; which was approved by unanimous voice vote.

BGPD Front Lobby Position (PAO) - Burr- *presented by Chief Swartz*

Clerk Treasurer McMillan read into the record the request from Chief Swartz requesting permission to promote Ruth Burr to Assistant Coordinator for the PAO program; which is a part-time position, with an hourly pay of \$14.00 per hour, not to exceed 29 hours per week.

Sandy Seward moved to approve hiring Beth Dobbins. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

BGPD Front Lobby Position (PAO) - Lantz- *presented by Chief Swartz*

Clerk Treasurer McMillan read into the record the request from Chief Swartz requesting permission to hire Tina Lantz as a PAO for the PAO program; which is a part-time position, with an hourly pay of \$12.00 per hour, not to exceed 29 hours per week.

Ed Bell moved to approve hiring Tina Lantz. Sandy Seward seconded the Motion; which was approved by unanimous voice vote.

BGPD Front Lobby Position (PAO) - Hollingsworth- *presented by Chief Swartz*

Clerk Treasurer McMillan read into the record the request from Chief Swartz requesting permission to hire Eric Hollingsworth as a PAO for the PAO program; which is a part-time position, with an hourly pay of \$12.00 per hour, not to exceed 29 hours per week.

Sandy Seward moved to approve hiring Eric Hollingsworth. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

Correction to Longevity- *presented by Chief Cheshire*

Clerk-Treasurer McMillan read the letter from Chief Cheshire requesting to correct an error in Firefighter Hedger's pay that originated in 2002/2003 with his longevity pay and totals \$1,300.00.

Clerk-Treasurer McMillan requested from the city attorney to provide in writing the statute that provides the city the right to pay this claim. Craig stated that there is a two-year statute on wage reimbursement, but the Board chooses to approve the reimbursement in full. Clerk-Treasurer McMillan explained that after speaking to SBOA he needs a letter in writing and a vote from the Board to pay the claim.

Clerk-Treasurer McMillan explained that since he took office, the longevity is added to each employee's salary in January, instead of adding it per hire date.

Sandy Seward moved to approve the correction in pay and pay Firefighter Hedger the \$1,300.00. Ed Bell seconded the Motion; which was approved by unanimous voice vote.

Clerk-Treasurer McMillan explained that there is at least one more employee with the same issue. After consulting with DPW Director, Brad Meriwether, Brad explained that when he was hired he reviewed employee's salaries and found the same issue at that time. Corrections were made and he is confident that the DPW employees are all correct.

Clerk-Treasurer McMillan is still in the process of reviewing the remainder of employee's records.

Contract Certification- *presented by Clerk-Treasurer McMillan*

Clerk-Treasurer McMillan explained that the contract certification, nepotism, and conflict of interest statements should all be completed to present to the Board on January 4, 2016.

COMMENTS FROM BOARD MEMBERS: none

ADJOURNMENT:

Ed Bell moved to adjourn. Sandy Seward seconded the Motion. The meeting was adjourned at 7:06 pm. The next meeting will be Monday, January 4, 2016 at 6:00 pm. at City Hall Council Chambers.

Dennis Buckley, Mayor

Dan McMillan, Clerk Treasurer

Prepared by: Dan McMillan