

## **AGENDA**

**A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD VIA ZOOM.COM ON TUESDAY, APRIL 21, 2020 AT 10:00 A.M.**

### **CALL TO ORDER:**

### **PLEDGE OF ALLEGIANCE:**

### **BIDS:**

### **NEW BUSINESS:**

- Approval of Community Crossings Matching Grant Agreement
- Curb Cut 2710 Grant Line Road

### **COMMUNICATIONS – PUBLIC:**

### **UNFINISHED BUSINESS:**

### **TABLED ITEMS:**

### **COMMUNICATIONS – CITY OFFICIALS:**

### **APPOINTMENTS:**

### **CLAIMS:**

### **APPROVAL OF MINUTES:**

**Regular Meeting Minutes April 14, 2020**

### **ADJOURN:**

**A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WAS HELD VIA ZOOM.COM ON TUESDAY, APRIL 14, 2020 AT 10:00 A.M.**

**PRESENT:** Mickey Thompson, member and Cheryl Cotner-Bailey, member. Warren V. Nash, President, was not present.

**OTHERS PRESENT:** Shane Gibson, Larry Summers, Fire Chief Juliot, Sidney Main, Police Chief Bailey and Vicki Glotzbach

**CALL TO ORDER:**

**Mr. Thompson** called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE:**

**BIDS:**

**NEW BUSINESS:**

**1. Lane shifts for street cut - Market Street**

**Mr. Thompson** stated that this is actually at Vincennes Street and Market Street and the cut is on Vincennes Street. He said that this is for Lancaster Lofts to install a new storm water manhole. He also said that he met with the contractor and it won't affect traffic.

**Mrs. Cotner-Bailey** asked when they are going to do it.

**Mr. Thompson** stated that they started prep work yesterday and they want to continue today and hopefully have it plated tomorrow. He said there was an issue because they found a water line that was leaking so it depends on what happens with the water company.

**Mrs. Cotner-Bailey** asked if it would basically be just for this week.

**Mr. Thompson** replied yes, hopefully.

**Mrs. Cotner-Bailey** asked if it is just going to be during daytime hours.

**Mr. Thompson** stated that it will be during working hours.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**2. Road closure for street cut – Main Street**

**Mr. Thompson** stated that this closure is between Pearl Street and Bank Street and this is for O'Mara to install water service and fire service to city hall. He said that they started prep work yesterday and will continue today. He stated that hopefully by tomorrow they will have it plated and come back later in the week to possibly do the road restoration. He said that it will only be closed while they are working and they have detours set up with signs.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**3. Street cut with lane shifts - 1676 Bryn Mawr Ct.**

**Mr. Thompson** stated that this is for a sewer tap for a new home. He explained that the sewer is in a place where the road will not need to be closed and they can shift traffic and flag people around. He said that the contractor anticipated two days with the first day being to open it up and make the tap and the second day being for restoration. He added that he doesn't have a date on this because they were waiting to see if the board approved it to start it.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**4. Dumpster permits:**

**a. 2709 Navajo Dr.**

**Mr. Thompson** stated that this request is for no more than two weeks. He said that it is a resident wanting to clean out some trash and didn't want to leave it out on the curb for the city to pick up.

**Mrs. Cotner-Bailey** asked if there is any room in a driveway or something like that.

**Mr. Thompson** stated that they have a driveway but it is on a pretty steep grade so he was worried about being able to walk in and out of it to be able to load it.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**b. 134 E. Elm Street**

**Mr. Thompson** stated that he doesn't have anything in his notes on what this one is for.

**Mrs. Glotzbach** stated that it is for Mr. William Kaiser and he is doing construction in his building and would like to have it for 30 days if that's possible.

**Mrs. Cotner-Bailey** asked if there was any room on his driveway or anything there.

**Mrs. Glotzbach** asked Mr. Thompson if he was able to go out and look at it.

**Mr. Thompson** replied no and stated if they approve it, it will have to be subject to his inspection.

**Mrs. Cotner-Bailey** asked Mrs. Glotzbach to let Mr. Kaiser know that if he can do it in less than 30 days that would be ideal.

**Mrs. Cotner-Bailey moved to approve subject to Mr. Thompson's inspection and approval, motion carries.**

**5. INDOT- Painting Overpass on Spring St. w/Lane Closures**

**Mr. Thompson** explained that INDOT has a contract to paint the overpass on Spring Street and the contractor plans to start on or after April 15<sup>th</sup> and anticipates that it will take until the end of May. He stated that it will be similar to what they did on State Street and will have the tarp curtains up to cover the area that they are working in which would call for lane closures in the lanes that they are working in. He said that since this is on Spring Street which is partly state highway, they didn't really come to us for permission but just sent a notice out that they were going to do it so it is an FYI for the chiefs.

**Mr. Gibson** asked Mr. Summers if he would stay on this with them and provide updates for the board.

**Mr. Summers** replied yes and stated that he would speak with Mr. Ryan Cox who is the area engineer to make sure that we have all of the information that we need.

**6. Duke:**

**a. Sidewalk cut – 715 W. Cherry Street**

**Mr. Thompson** stated that this is for underground electric service to a new home that is being built and was requested by Duke.

**Mrs. Cotner-Bailey** asked when they are going to do this.

**Mr. Thompson** stated that they were waiting on us to have a meeting so after the meeting he will find out their schedule and send an email out.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**7. AT&T**

**a. Install conduit in right of way at Charlestown Rd. and Rainbow**

**Mr. Thompson** explained that they need to install conduit to replace a damaged one and it will be in the grass right-of-way and won't affect any traffic.

**Mrs. Cotner-Bailey** asked if they will replace any grass or anything like that because she knows we've had a history with them failing to do so.

**Mr. Thompson** stated that he would work with them to make sure it is restored.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**b. Alley cut at E. 4<sup>th</sup> Street and E. 5<sup>th</sup> Street between Market and Main to install conduit**

**Mr. Thompson** stated that this is to replace a damaged section of conduit for their fiber.

**Mrs. Cotner-Bailey** stated that we don't know any dates because they were waiting on us and asked if that is correct.

**Mr. Thompson** stated that he believes they have already told the contractor to go ahead on these because at the time they made these requests, he wasn't sure when we would have a meeting again.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**c. Street cut at E. 5<sup>th</sup> Street between Market and Main to install conduit**

**Mr. Thompson** stated that this is an area that they had repaired before that failed again.

**Mrs. Cotner-Bailey** asked if it will fail again.

**Mr. Thompson** replied hopefully not because they used a different contractor this time and that work should already be completed because it was a couple of weeks ago when they called.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**8. Vectren:**

**a. Street-sidewalk cut at 2750 Charlestown Road and Old Ford Road**

**Mr. Thompson** stated that he doesn't have the paperwork that Vectren usually sends over but he assumes that it is a retirement and may have something to do with the gas station that is there on the corner.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**b. Sidewalk cut at 613 E. Market Street**

**Mr. Thompson** stated that he believes this is due to the sewer repair that we had to do on E. 6<sup>th</sup> Street at Market Street.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**9. IAWC:**

**a. Street-sidewalk cut at 1602 Culbertson Ave. for repair**

**Mr. Thompson** stated that this was to repair a water leak and the work has already been done.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

**b. Main replacement on Boiling Springs Road**

**Mr. Thompson** stated that Dan Cristiani will be doing this work and it will involve several streets in the Boiling Springs Road area. He said that he met with the contractor onsite and he has notified the residents in the area where they will be working and they will have signage up as they have in the past and will send the board progress on where they will need to be.

**Mrs. Cotner-Bailey** asked if they know how long this project is supposed to last.

**Mr. Thompson** replied no and stated that they are finishing up the Dewey Street project and it will be similar to that one. He then estimated that it would probably be about a month depending on weather.

**Mrs. Cotner-Bailey moved to approve with the stipulation that they keep all of the residents informed of any impact that their work will have on the area, Mr. Thompson second, motion carries.**

**c. Dewey Street main replacement**

**Mr. Thompson** stated that they are starting to do the cut and caps and tie ins. He said that he has a drawing of all the closures and detours that they are requesting.

**Mr. Gibson** suggested that Mrs. Cotner-Bailey approve it subject to Mr. Thompson's approval of all lane restrictions and detours.

**Mrs. Cotner-Bailey moved to approve subject to Mr. Thompson's approval of all lane restrictions and detours, Mr. Thompson second, motion carries.**

**10. Joe Phillips of Pints and Union - Request to use alley (running from Schmitt's furniture at Main Street to Market Street) 5:30-8:00 p.m. for Covid-19 grocery distribution for LEE Initiative Restaurant Workers Relief Program**

**Mrs. Cotner-Bailey** asked what days of the week they are doing it and how long they plan to do it.

**Mr. Gibson** stated that their plan is to run it through while the emergency is still in place and it is to service those that have lost their jobs due to this. He suggested that they approve it through the Governor's Emergency Declaration or if that is extended.

**Mrs. Cotner-Bailey** asked what days they are doing it.

**Mr. Gibson** stated that he doesn't have that information but can get it for the file.

**Mrs. Cotner-Bailey moved to approve through the Governor's Emergency Declaration, Mr. Thompson second, motion carries.**

**11. Jail Project - Temporary Parking Spots Reserved for Temporary Jail Sally Port at Market Street Parking Lane between W. 1<sup>st</sup> and Scribner for 3 months to begin April 20.**

**Mr. Thompson** stated that Police Chief Bailey spoke with the sheriff because of concerns that we had about Dragon King's Daughter needing places to park and they worked it out to reserve the first five parking spaces from W. 1<sup>st</sup> Street.

**Police Chief Bailey** stated that is correct. He said that he met with Mr. Thompson after speaking with the sheriff and they looked at the area in question and determined that those first five spots that are on the northeast corner of W. 1<sup>st</sup> Street at W. Market Street could be reserved for local

businesses like Dragon's King Daughter and not for the jail project. He stated that the sheriff was agreeable to that so at this point in time it seems to be something that we should move forward with.

**Mr. Thompson** said that the request was for three months but Police Chief Bailey talked to him and they believe they can get it done sooner than that.

**Police Chief Bailey** stated that is correct. He said that the sheriff indicated that it may very likely be less time than the three months but just for the sake of the necessity to get the job done, they asked for three.

**Mr. Thompson** stated that he also spoke with the contractor about the possible car show and they said if that does indeed happen, they will do whatever needs to be done to get that area cleaned up.

**Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.**

## **12. Street cut at 1533 Slate Run Road**

**Mr. Thompson** stated that this request is from Greenwell Plumbing for a sewer tap. He said there was a house that was demoed there.

**Mrs. Cotner-Bailey moved to approve subject to Greenwell coordinating with the contractor doing the Slate Run Road project, Mr. Thompson second, motion carries.**

## **COMMUNICATIONS – PUBLIC:**

### **UNFINISHED BUSINESS:**

### **TABLED ITEMS:**

## **COMMUNICATIONS – CITY OFFICIALS:**

**Mr. Gibson** asked Police Chief Bailey to give the board an update on his operations with respect to the things he has dealt with due to COVID 19 and the orders given by the governor.

**Police Chief Bailey** stated that the first thing he would like to say is that he is very proud to say that his entire staff is currently healthy and has no employees impacted by the virus at this point. He said that he thinks that is in large part due to how proactive they have been within the NAPD to keep their employees and the public safe from the virus. He said that they have imposed some restrictions with regard to how they conduct business but they are still operating basically as usual. He stated that they are responding to calls for service, investigating crimes as necessary, enforcing the traffic codes and responding to accidents throughout the community so they are still full-service NAPD as they always have been. He said that they are taking some calls over the telephone as is plausible for things like after the fact theft reports or vandalism reports. He also said that they have restricted access to their facilities such as the police station and dispatch and have made it so our employees are protected from the public and vice versa with that regard. He stated that they have implemented a strategy for cleaning all of their equipment and gear to make sure that the officers can continue to do their jobs as normal. He also stated that he is very proud to say that because he knows that other law enforcement agencies have not been able to continue to operate as usual. He said that they were proactive and got in front of this and issued employees cleansing materials, gloves and some N95 masks that they had in stock from being previously prepared for previous pandemics years ago such as the swine flu and bird flu. He also said that they have requested additional PPE through the state but he is disappointed in the state's supply because he would think that the state's FEMA job is to have these things in stock and it seems that isn't the case or if that is the case, they haven't trickled down to Floyd County. He stated that they received a small supply of N95 masks and a few face shields but things that are important to responding to calls and crisis in the community such as booties, full PPE gowns, additional masks and sanitizers, they have had to go outside the box to get. He said that they accommodated those needs but the supply they requested from the state fell very short. He is proud to say that they have been able to continue their services as has been the case but they have had to implement measures and strategies to make that happen locally without the

assistance of the state. He wanted to thank some local businesses for assisting with that because without having the community behind them, he suspects they would have had some type of problem. He stated that as of now, everything is pushing forward and they are doing everything they should be doing as a professional police department and he is very proud of his staff, his assistant chiefs and all of the men and women of the NAPD because without these folks, services would have been restricted.

**Mr. Gibson** asked Fire Chief Juliot to give an update.

**Fire Chief Juliot** stated that they are all healthy and have no one in quarantine or no one that has contracted the virus. He said that he is very proud of his staff and firefighters because they continue to work everyday and are doing a great job at this difficult time where they are at high risk. He stated that they put in some new policies when this came about and at the end of February when the mayor warned that it was going to get bad, he ordered more PPE equipment and some has come in but some of it hasn't. He said that they have received a lot of donations from companies and that Sazerac donated a lot of hand sanitizer. He stated that they did have supplies on hand so they are maintaining their PPE. He said that their stations are no longer open to the public and they are not out in the community as much other than making runs. He also said that they moved the engine from the Charlestown Road station over to the Grant Line Road station. He stated that they are working hand in hand with the ambulance provider and they are doing everything they can. He said that they changed the protocol in dispatch to ask predetermined questions about the patient just so they have a heads up. He stated that they are trying to limit their exposure to this virus by having a two-person response truck make all of the EMS runs. He said that they are on calls three days a week with EMA and the hospital gives an update and they are not at capacity at this point which is good. He stated that 1,200 people have been tested in Floyd County and of those 1,200 there were approximately 99 residents that tested positive and four deaths reported.

**Police Chief Baily** stated that on the last EMA call the hospital reported that they have a capacity of 220 and there were 110 occupied.

**Fire Chief Juliot** asked if they said how many were on ventilators.

**Police Chief Bailey** said he believes that number was 10.

**Fire Chief Juliot** stated that they also ordered no-contact thermometers so they can take patients' temperatures.

**Mr. Thompson** asked Mr. Summers if he had anything.

**Mr. Summers** stated that work is continuing on Slate Run Road and they have been forming curbs for the side street approaches and prepping the soil behind where the curbs are installed. He said that they are forming and pouring driveways on the west side of the road and they are going to continue to work on the driveways and potentially put in sod behind the curbs. He also said that he was informed this morning that the contractor has access to base asphalt so they may begin to put base asphalt on the Garretson Lane approach and he is looking forward to that. He then requested that the board approve retainage release for package 1 for paving in 2019. He said that this is not going to be new funds and that they hold out a percentage of funds on each pay application from the contractor and then after we confirm that everything is good then we release the retainage that we held back. He said that the amount of the retainage is \$108,329.52. He stated that he has been working with Mrs. Moeller to get those funds ready to go and he does believe that is already in the claims packet.

**Mr. Gibson** stated that all of the work in package 1 is completed and done.

**Mr. Summers** replied yes and stated that it was all part of the Community Crossings application from last year and he had to close out that application sooner than the other portion. He said they were still doing a few things and the retainage in package 2 was more than sufficient to cover any items that were lingering in package 1.

**Mrs. Cotner-Bailey** moved to approve the retainage release for package 1 for paving in 2019, **Mr. Thompson** second, motion carries.

Mr. Summers then stated that he wanted to share the good news that the city was selected for \$1M from the Community Crossings Grant.

**APPOINTMENTS:**

**CLAIMS:**

Mr. Gibson stated that there are two batches of claims to be approved today. He explained that on March 19<sup>th</sup> state board of accounts basically authorized the board of works claim processing entity to appoint one person to process, review and sign off on claims and Mr. Thompson was that person for the City of New Albany which he has done for the last few weeks. He said that part of that directive also wants the matter to be approved by the full board.

He then presented the following claims for the period of 03/10/20 to 03/23/20 in the amount of \$1,151,701.27:

<b>General Claims (Bank 1):</b>	62,947	
<b>Fire Department:</b>	26,417.93	
<b>Police Department:</b>	16,721.87	
<b>Street Department:</b>	30,081.45	
<b>Parks Department:</b>	24,158.09	
	<b>Total From Above:</b>	160,326.94
<b>Medical/Drug Fund:</b>	8,250.00	
(Bank L)		
<b>Payroll Claims:</b>	807,793.14	
(Bank2)		
<b>Sanitation Fund:</b>		
<b>Thursday Utility Claims:</b>	175,331.19	
	<b>Total From Above:</b>	991,374.33
	<b>Grand Total:</b>	<b>1,151,701.27</b>

Mrs. Cotner-Bailey moved to approve the above claims, Mr. Thompson second, motion carries.



He presented the following claims for the period of 03/24/20 to 04/06/20 in the amount of \$1,321,192.92:

<b>General Claims (Bank 1):</b>	80,749.30	
<b>Fire Department:</b>	14,744.03	
<b>Police Department:</b>	6,903.62	
<b>Street Department:</b>	6,098.05	
<b>Parks Department:</b>	19,861.58	
	<b>Total From Above:</b>	128,356.58
<b>Medical/Drug Fund:</b>	8,250.00	
(Bank L)		
<b>Payroll Claims:</b>	1,064,974.53	
(Bank 2)		
<b>Sanitation Fund:</b>	-	
<b>Thursday Utility Claims:</b>	119,611.81	
	<b>Total From Above:</b>	1,192,836.34
	<b>Grand Total:</b>	1,321,192.92

**Mrs. Cotner-Bailey moved to approve the above claims, Mr. Thompson second, motion carries.**

**APPROVAL OF MINUTES:**

**Mrs. Cotner -Bailey moved to approve the Regular Meeting Minutes for March 17, 2020, Mr. Thompson second, motion carries.**

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 10:45 a.m.

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Mickey Thompson, Vice President

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Vicki Glotzbach, City Clerk