

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
MONDAY, DECEMBER 17, 2013

Regular meeting @ 8:00 a.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Croyle
Prayer – Mayor Croyle

Mayor Croyle called the meeting to order and presided over the meeting. Clerk-Treasurer, Vicki Haney, recorded the minutes.

The Clerk-Treasurer's roll call showed three Board of Public Works and Safety members present.

Mayor Steve Croyle
Councilor Todd Schroeder
Mr. Richard Gough

Additional Officials Present:

Meeks Cockerill, City Attorney; Chris Martin, Wastewater Utility Superintendent; Frank Lowrance, Street Department Superintendent; and Mike Burk, Police Chief.

Approval of the Minutes

Mr. Gough moved to approve the minutes of the December 3, 2013 meeting. Councilor Schroeder seconded. Motion passed 3-0.

UNFINISHED BUSINESS

Starburst Technology

Superintendent Martin explained the approval of the initial proposal for Starburst Technology was approved at a prior meeting. The company has given Superintendent Martin two choices: 1) is to honor the initial proposal minus the purchase of the City's ozone unit totaling Eight Thousand Seven Hundred Fifty Dollars (\$8,750.00). Superintendent Martin believed the tanks need to be cleaned before the unit can be installed. This new equipment does not need to be installed in a clean tank. The electric consumption at the plant could be decreased by 1/3. The second quote was for Forty One Thousand Three Hundred Dollars and included: purchase of the equipment and installation of all necessary equipment. The savings in electricity would make up for the purchase in three years. This equipment is always running. A sixty horse power blower would be replaced by a three horse power motor. A schematic of the project was presented. This motor runs all the time. Mr. Gough wants a breakout of the costs for the current equipment and the new equipment. The equipment could pay for itself in just over one year. Mayor Croyle asked if the Board would like to trade in the equipment and just replace one blower or buy the new system. Mayor Croyle suggested purchasing the entire system. Councilor Schroeder believes the project will save the City money. Mr. Gough wants an itemized quote. Mr. Gough would like to review the contract before it is signed. Mr. Gough moved to proceed with the contract with Starburst Technologies at a cost of Forty One Thousand Three Hundred Dollars (\$41,300.00) which includes: a warranty to be stated on the system, including the equipment. Mr.

Gough would like to know what kind of warranty they will supply (if Starburst will cover all costs, or if the costs will be prorated). Mr. Gough would like the warranty to be paid at One Hundred Percent (100%) by Starburst Technologies for at least one year, including service calls. This project will not require a specific wage rate. The company will be required to be insured and bonded before the project begins. Training is also included in the quote. A certificate of liability will be obtained from Starburst Technologies. Councilor Schroeder seconded. Mr. Gough asked Superintendent Martin to contact Sam at Starburst to ask if he knows anyone interested in the old equipment from the Plant.

NEW BUSINESS

Police Department Report

Chief Burk explained changes were made in 2013 that are to take effect in 2014. Chief Burk submitted a list of the changes to be made. The department has a major issue with people trying to bite and spit on the officers when they are working. New “spit hoods” have been used by other departments for these types of interactions; “spit hoods” have been added to the Standard Operating Procedures. The tactical response portion of the SOP’s has been changed to Emergency Response to Terroristic Threats. This is used for anyone who could cause serious threat or death. The current legal updates are also included in the SOP’s. The chain of command for the call out procedure for the K-9 Officer has changed. Chief Burk explained the officers are currently using electronic citations, so there is no need for written warnings because all information is still transferred to the State. It is less expensive for the electronic citations, but it still costs the City if a warning is written and has to be documented by the State. Mr. Gough would like the State’s Database (ACADIS) spelled out beside the acronym. The training coordinator keeps all documents after they are submitted to the State. All documents are retained in Laserfiche, which is a document preserver. The precautionary measures for bodily fluids has changed to make sure the officers are wearing gloves and has their skin covered wherever it may touch them. Mr. Gough went over all the changes to the document with Chief Burk. The voice stress analysis acronym has changed. Officers have to be recertified every two years for CPR. The class is taken at the Fire Department. All of the officers train at the same time so everyone needs to be recertified at the same time. Under electronic citation, written warning needs to be replaced with E-Citation. There technically is a written warning, it is just not printed. VIPER needs to be added to Order 49. Section one, administration code, lines out the equal opportunity code in the Employee Handbook; many sections are also presented in the Employee Handbook. Section Six is the Disciplinary Code. The Police Department uses Discipline without Punishment, where the handbook uses progressive discipline. All of these changes will be made and the SOP’s will be presented for approval at the next Board of Public Works and Safety Meeting. Mr. Gough moved to approve the policy procedure amendments after the corrections are made so they can be issued for 2014. Councilor Schroeder seconded. Motion passed 3-0.

Waste Water Treatment Plant Update

Superintendent Martin continues to work on the Greenville Avenue Drainage Project so the project can move forward. This project should be under construction after the first of the year.

Accounts Payable Vouchers

Clerk-Treasurer Haney presented the accounts payable vouchers for the end of November totaling Eight Hundred Seventy Three Dollars and Seventy Two Cents (\$873.72). December 1 through December 11 accounts payable vouchers totaled Thirty Thousand Seven Hundred Four Dollars and Eighty Cents (\$30,704.80). The Payroll accounts payable vouchers totaled Twenty One Thousand Nine Hundred Forty Three Dollars and Eighteen Cents (\$21,943.18). The total of all accounts payable vouchers is Fifty Three

Thousand Five Hundred Twenty One Dollars and Seventy Cents (\$53,521.70). Mr. Gough moved to approve the accounts payable vouchers. Councilor Schroeder seconded. Motion passed 3-0.

End of Year Accounts Payable Vouchers (Claims)

Mayor Croyle asked for the Board to allow the Clerk-Treasurer to disburse end of year claims. Councilor Schroeder moved to allow the end of year claims to be approved and disbursed. Mr. Gough seconded. Motion passed 3-0.

Board of Public Works and Safety Meeting

The next meeting for the Board of Public Works and Safety will be on January 21, 2014.

Mayor's Report

Mayor Croyle complimented Mr. Gough on the work he has completed for the Board of Public Works and Safety and the projects that are presented to the Board.

Adjournment

There being no further matters to discuss, Councilor Schroeder moved to adjourn. Mr. Gough seconded. Motion passed 3-0. The December 17, 2013 meeting was adjourned at 8:53 am.

Mayor, Steve Croyle

ATTEST: _____
Clerk-Treasurer, Vicki Haney