

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
TUESDAY, FEBRUARY 4, 2014

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; Mike Burk, Police Chief; Frank Lowrance, Street Department Superintendent; Kent VanNote, Assistant Fire Chief; and Chris Martin, Wastewater Utility Superintendent

Approval of the Minutes

Mr. Gough moved to approve the minutes of the January 21, 2013 meeting. Councilor Schroeder seconded. Motion passed 3-0.

UNFINISHED BUSINESS

Greenville Avenue Storm Sewer Project

Superintendent Martin stated the project could begin Monday, February 10, 2014, weather permitting. Superintendent Martin and Aaron Anderson, Project Manager for Culy Contracting, will contact the Gillman Home Center representative regarding the construction project and when deliveries will begin for the new store.

State Highway 32 East Project

The project will be bid on February 5, 2014. A meeting will be held before the project begins with the businesses located in the area.

Starburst Technologies

Superintendent Martin wants to have the answers to Mr. Gough's questions about the equipment at the next meeting.

Department Reports

Kent VanNote, Assistant Fire Chief – an updated status on the new fire truck has not been received.

Frank Lowrance, Street Department Superintendent – one of the snow plows caught fire and a second truck is being repaired. The City is currently operating with five plow trucks. Two Hundred Tons of salt is available at the Street Department. The employees are currently working in the Willow Ridge Sub-Division removing the snow from the streets. The streets are being plowed and trash is being collected.

Mike Burk, Police Chief – The City is going to trade the 2005 Chevy Impala for Two Thousand Dollars in credit at the Law Enforcement Academy. The Academy needs cars for training. The credits can be used for classes and training; thus the expenses for training officers would not be disbursed from the Police Department budget. An agreement from the Academy would need to be signed in the event the Board approves the transaction. Mr. Gough asked how long it will take for the City to deplete the credit. Chief Burk stated approximately two or three years; the credits do not expire. The credits can be used for anything except tier one basic training, which payment is the responsibility of the officer. Mr. Gough moved to approve the transfer of the 2005 Chevy Impala to the Law Enforcement Training Academy in trade for Two Thousand Dollars of credit. Councilor Schroeder seconded. Motion passed 3-0.

Waste Water Treatment Plant Report

Superintendent Martin stated the plant has been operating with no issues. A quote was submitted by IDEXX Laboratories, Inc. for e-coli testing. IDEXX Testing has a simplified method of testing that could be beneficial to the City. The testing process was explained. All of the equipment needs to be purchased but it is more efficient and easier to use. The total cost of the equipment and forty tests is Six Thousand Seventy Nine Dollars (\$6,079.00). Mr. Gough asked if this process is approved by IDEM (Indiana Department of Environmental Management). Superintendent Martin stated it is recommended by IDEM. All training is by videos that can be viewed online. Mr. Gough asked if there is a way to determine who has been trained to use the equipment. Superintendent Martin stated everyone will be trained and be required to sign a form stating they have been trained. A four year warranty will be purchased for Seven Hundred Fifty Dollars (\$750.00). This test is performed each day of the week from April through October. Superintendent Martin would like to have this operational before April 1, 2014. The yearly expenses were discussed for this procedure. Mr. Gough would like to move forward with Superintendent Martin's recommendation. Councilor Schroeder moved to approve the IDEXX Proposal Tier 3 and Coverage Option 4 as Superintendent Martin recommended. Mr. Gough seconded. Motion passed 3-0.

Plant Staff

Superintendent Martin stated an employee is considering retirement between May and June this year. The position of the employee will not be replaced.

Mowing Quote

The mowing at the plant could be outsourced, since the employee that is retiring will not be replaced. The amount of the quote is Four Hundred Twenty Five Dollars (\$425.00) per mowing. The areas included in the quote are the lagoons, plant area, spring village, lift stations, and maintaining the ditch behind the 3D building. The quote is valid for the summer of 2014. A decision does not need to be made immediately.

Wind Energy Project

The ground breaking for the wind energy project will be held on April 20, 2014.

Sewage and Refuse Billing Penalties

Clerk-Treasurer Haney explained that delinquent penalties were not charged for the December sewage and refuse bills due on January 5, 2014 because of the inclement weather and the Clerk-Treasurer's office being closed. Mr. Gough moved to approve waiving the penalties for the December 2013 billing due January 5, 2014. Councilor Schroeder seconded. Motion passed 3-0.

Adjournment

There being no further matters to discuss, Councilor Schroeder moved to adjourn. Mr. Gough seconded. Motion passed 3-0. The February 4, 2014 meeting was adjourned at 8:30 am.

Mayor, Steve Croyle

ATTEST: _____
Clerk-Treasurer, Vicki Haney