

CITY OF WINCHESTER  
BOARD OF PUBLIC WORKS AND SAFETY  
MEETING MINUTES  
TUESDAY, OCTOBER 7, 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:

Mike Burk, Police Chief; Chris Martin, Waste Water Treatment Plant Superintendent; and Frank Lowrance, Street Department Superintendent

Approval of the Minutes

Councilor Schroeder moved to approve the minutes of the September 16, 2014 meeting. Mr. Gough seconded. Motion passed 3-0.

UNFINISHED BUSINESS

Wind Energy Update

An email was received from Steve Blue, who was on site to speak to the Mayor. Mayor Croyle read the email to the Council. The turbine installation is complete. Some of the parts were received late and therefore delayed the construction process. Some local contractors were used to make some of the parts that were late or incorrect. The project is currently 1 ½ weeks behind schedule. The cable wire that Frontier has installed is lying on the road. It needs to be trenched in. Clerk-Treasurer Haney asked if there is any consequence for Performance Services not completing the project on time. The original completion date was in April 2014. Mayor Croyle stated the project was delayed because of legal issues. Mayor Croyle did not want to order parts for the turbine before the legal issues were resolved.

NEW BUSINESS

Hiring of Patrolman

Chief Burk recommends hiring Austin Highlen for the vacant officer position. Michael Hummel, patrolman for the City of Winchester for seventeen (17) years resigned his position. Mr. Gough moved to approve Chief Burk's recommendation and move forward with the hiring process. Councilor Schroeder seconded. Motion passed 3-0.

### Police Reserve Officers

Mayor Croyle stated two new reserve officers will be sworn in on October 8, 2014. Mr. Eric David and Mr. Joe Sheets will be the new reserve officers for the City of Winchester.

### Sidewalk Requests

Superintendent Martin stated a sidewalk request was submitted by Corrin Coats for 444 E. South Street. The project was complete before the paperwork was submitted to the City. Mayor Croyle stated he has no issue as long as the specifications were met. Mr. Gary Coats explained his parents purchased the property and are improving it. They are requesting a reimbursement from the Sidewalk Rehabilitation Fund. Mr. Gough moved to approve seventy percent of the material bills for 444 E. South Street. Councilor Schroeder seconded. Motion passed 3-0.

### Street Department Equipment

The City Council approved a request from the Street Department to sell a backhoe and a John Deere tractor with a scoop. Before the equipment is advertised to sell Mayor Croyle has given Superintendent Martin a chance to decide if he would like the equipment for the plant. Superintendent Martin stated he would like to keep the backhoe. The John Deere tractor will be sold.

### Wastewater Treatment Plant

Superintendent Martin stated the budget is basically the same as last year, but the appropriation has been allocated differently. The proposed 2015 budget is One Million Four Hundred Fifteen Thousand Four Hundred Thirty Two Dollars (\$1,415,432.00) and is Five Thousand Eight Hundred Twenty Seven Dollars (\$5,827.00) less than the 2014 budget. David Weist resigned; however One (1) position for an employee remains in the budget, but the position will not be filled at this time. Mr. Michael Haney will be leaving employment at the plant to take another job. Mr. Haney's last day will be October 20, 2014. One of these positions will need to be filled. Both positions remain in the budget. Superintendent Martin would like to make a job description policy that states new hires must receive their Class 1 License and CDL License within the first year of employment. A CDL license is required to operate some of the equipment at the plant. Appropriations were changed in the repair and maintenance category within the collection system and the overtime hours have been increased by 200 hours. Mayor Croyle suggested reviewing the budget before it is approved. The 2014 budget is One Million Four Hundred Twenty One Thousand Two Hundred Fifty Nine Dollars (\$1,421,259.00). Mr. Gough asked about the expenses allocated for plant upgrades. Superintendent Martin stated no upgrades are scheduled at the current time. Mr. Gough wanted to know if a backup generator will be purchased soon. Superintendent Martin stated the current generator is still functioning properly. Superintendent Martin stated he does not get very specific with projects for the plant because something always needs fixed and the cost of the repairs cannot always be projected. The new phosphorus testing was discussed. The readings are the opposite of what Superintendent Martin expected. This will be a unique learning experience for the plant employees. Superintendent Martin and Matthew Pierce, from Hannum, Wagle, and Cline Engineers, have discussed the testing procedures and the readings. There is a need to have a way to monitor and test what is coming from the lagoons. A lagoon flow meter should have been installed when the lagoon was built. Superintendent Martin stated the system could be added to SCADA by installing a manhole and running a line back to the computer. The issue is that the lagoons have a manual valve. A quote would need to be acquired for the cost of the valve. Superintendent Martin would like to be able to control the entire plant through the SCADA system. The locations of different items at the plant were discussed. The lining of the sanitary sewer located at US Highway 32 east was completed on October 6, 2014 extending from the bridge to Ball Road. Milestone Contractors will begin the road widening or the replacement of the sanitary sewers on October 9th. Superintendent Martin

received an official notification by way of a letter that the capacity of the plant will be increased. The plant has a capacity of 1.8 million gallons with a maximum flow of 2.5 million gallons. The yearly average is 1.1 million gallons. With this capacity bigger industries can migrate to Winchester because the plant will be able to withstand the flow an industry would create. IDEM has approved this permit increase. The renewal for the permit will start this winter. Matthew Pierce will assist with the renewal permit because of the phosphorus issue.

Street Department

The front loader will be delivered within five to six weeks. The new trucks will be delivered in February. The state bid for road salt was discussed. The City currently has 100 tons of road salt in reserve.

Property

Mayor Croyle explained the property located between the Waste Water Treatment Plant and OMCO Foundry's vacant lot was formerly a City dump and is considered a hazardous area. The CISCO Group completed an analysis of the insurance policies and the site. OMCO had been granted a permit to dump sand on that site. The City received a clean bill of health for this site after the analysis. There were no environmental issues discovered in the area. CISCO will file their report with the State of Indiana.

Mayor's Report

Mayor Croyle stated the Board will be discussing the Waste Water Treatment Plant's 2015 budget at the next meeting. If there are no objections, it will be approved.

Adjournment

There being no further matters to discuss, Councilor Schroeder moved to adjourn. Mr. Gough seconded. Motion passed 3-0. The October 7, 2014 meeting was adjourned at 9:10 am.

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Mayor, Steve Croyle

ATTEST: \_\_\_\_\_  
Clerk-Treasurer, Vicki Haney