

CITY OF WINCHESTER
COMMON COUNCIL
MEETING MINUTES
MONDAY, OCTOBER 15, 2018

Regular meeting @ 6:30 p.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Byrum
Moment of Silence – Mayor Byrum

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

The Clerk-Treasurer’s roll call showed four City Council Members present.

District 1	Councilor Larry Lennington	(absent)
District 2	Councilor Tom Sells	
District 3	Councilor Ron Loyd	
District 4	Councilor Leesa Friend	
At Large	Councilor Missy Williams	

Additional Officials Present:

John Reed, Police Chief; Dwayne Wiggans, Fire Chief; Shean Bosworth, Street and Park Superintendent; Chris Martin, Wastewater Treatment Superintendent

Citizens Present:

Dalton Brown, Kristopher Bilbrey, Joan Ashley, Cheryl Robbins, Anthony Harless, Jim Nunez Jr., Jason Allen, Niles Thornburg, and Eli Jones

Media Present:

Bill Richmond, Star 98.3

Approval of the Minutes:

Councilor Friend moved to approve the meeting minutes of the October 1, 2018 meeting. Councilor Loyd seconded. Motion passed 4-0.

Committee Reports

Blight Committee

Councilor Williams informed the Council that there is currently no court dates for the property at 622 N East Street. She also told the Council there was an order of abatement for the property at 214 W South Street.

Fountain Park Cemetery

Jim Nunez reported the cemetery had a good month. There were a number of plot sales and improvements made including trees being cut down and quotes are being accepted to trim overgrown bushes. The chapel door is rotting and a plan to replace the door will be completed before winter. Larry Preston is heading up a project to install a sidewalk around the columbarium. Mr. Nunez also reported that they received posts from the county for their sign project and they have been winterizing the

cemetery. Mr. Nunez said a potential project for next year was to beautify the area around the sidewalk. Mr. Nunez is very committed to keeping our cemetery nice, so that loved ones coming to Winchester to visit the graves of their deceased relatives feel it is a beautiful place that honors their loved ones. Mr. Nunez also showed the Council a photo of land that the cemetery was preparing to square off in order to create additional plots to purchase.

Bicentennial Committee

Mr. Nunez reported that the Bicentennial Committee is still planning to move forward with the time capsule project. Since there are a few crypts that have gone unused for decades, they are considering using a slot in a crypt instead of burying the time capsules. Mr. Nunez also informed the Council that their next meet will be on November 15 at 5:30pm. Councilor Williams asked when the time capsules needed to be filled. Mr. Nunez told her Thursday, October 18. Councilor Williams also asked if they have more Bicentennial jars because some people were requesting them. Mr. Nunez said they are out of jars but may be considering purchasing more due to the number of people requesting them. Mr. Nunez reported that Gordon Owens, Ardagh Glass, reported that Ardagh purchased a Bicentennial jar for each of their employees, bringing the total jars distributed to over Two Thousand (2000). Mr. Nunez said that as the Bicentennial Committee comes to a close they are trying to come up with a ceremony for the time capsule burial. On behalf of the committee he wanted to thank the City for their support of the Bicentennial Celebration events.

WCCPC (Winchester Community Cultural Preservation Committee)

Mr. Nunez said the committee wanted to thank the City for their support of another successful Mardi Gras. Jason Allen gathered a lot of great food vendors that sold out every night, and there were lots of memories made. Mr. Nunez presented each member of the Council with a collectors ribbon and thanked them for their support. He also told the Council he was very impressed with how well the City, police, and parks department worked with their committee for a quick and thorough clean up. Mayor Byrum thanked the WCCPC for their hard work.

PUBLIC CONCERNS

Mayor Byrum opened the floor for public concerns and comments.

Cheryl Robbins, 1895 W St Rd 32, presented the Council with a picture of an overflowing trashcan that had spilled trash onto the street. She wanted to know if there was an ordinance for trash. Councilor Friend asked if this was a weekly occurrence. Mrs. Robbins said no, but that the picture was taken Sunday and the trash is still sitting there today. The first step in a situation like this is to issue a written warning.

Joan Ashley of 318 S East Street told the Council that she had to call emergency services for a neighbor because her neighbor found a bag of needles in their backyard. Ms. Ashley said they were from the "drug house" at 320 S East Street that she called about to request an investigation. She said she saw the investigation van in the Nazarene Church parking lot for about two months. Ms. Ashley also reported that she recently had her sisters over to visit, and as they went to leave they saw two young men carrying an aluminum ladder from Rowena Hawley's house. She said she yelled at them to return it and then reported it to the police the next morning. Ms. Ashley said there is also a "drug house" on S East Street. She also reported April and Jack, whose property is located on the corner of Carl and S East street had their garage broken into. She also reported a bike was stolen. She asked the Council what was going on in her neighborhood. Chief Reed asked the Council if he could address Ms. Ashley. Chief Reed reported that they intended to get the investigation van back in that neighborhood. They have been

working with someone that lives nearby to get electric run out to the van so the cameras can run 24/7 without fear of the battery dying. Ms. Ashley also reported that a man from the “drug house” next to 320 will sit and play guitar in her neighbor’s, Mr. Patterson’s, yard. Ms. Ashley was very frustrated because she feels the people living in these “drug houses” are doing whatever they want with no consequence. Ms. Ashley also reported that she did not appreciate seeing men groping women from the Winchester House during the Mardi Gras.

There being no further public concerns, Mayor Byrum closed the floor.

UNFINISHED BUSINESS

Ordinance No. 2018-9

Ordinance No. 2018-9 entitled “ORDINANCE FOR APPROPRIATIONS AND TAX RATES” is being presented by Clerk-Treasurer Haney for a third and final reading. This ordinance is for the budget year ending December 31, 2019. Councilor Sells motioned to approve the third and final reading of Ordinance 2018-9 by title only. Councilor Friend seconded. Motion passed 4-0. The reading was completed by Clerk Treasurer Haney. Councilor Sells made a motion to approve the third reading of Ordinance 2018-9. Councilor Williams seconded. Motion passed 4-0. Thus it becomes Ordinance No. 2018-9.

Ordinance No. 2018-12

Ordinance No. 2018-12 entitled “AN ORDINANCE TO ESTABLISH THE SALARIES AND WAGES OF APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF WINCHESTER, RANDOLPH COUNTY, INDIANA AND TO PROVIDE FOR ADDITIONS COMPENSATION TO CERTAIN ELECTED AND APPOINTED OFFICERS OF THE CITY OF WINCHESTER, RANDOLPH COUTY, INDIANA FOR THE YEAR BEGINNING JANUARY 1, 2019” is being presented for a third and final reading. Councilor Friend motioned to approve the third and final reading of Ordinance No. 2018-12 by title only. Councilor Sells seconded. Motion passed 4-0. Attorney Cockerill completed the reading. Councilor Sells motioned to approve the third and final reading of Ordinance No. 2018-12. Councilor Williams seconded. Motion passed 4-0. Thus it becomes Ordinance No. 2018-12.

Resolution No.2018-21

Resolution No. 2018-21 entitled “RESOLUTION OF THE CITY OF WINCHESTER, INDIANA, ADDITIONAL APPROPRIATION RESOLUTION FOR VARIOUS FUNDS” is being presented by City Council because it is necessary to appropriate more money than was originally appropriated in the 2018 annual budget. Councilor Williams asked where the money was coming from to fund item thirty nine (39) under ambulance titled “Personal Services and Supplies” that amounts to Two Hundred Twenty Five Thousand Dollars (\$225,000). Clerk-Treasurer Haney explained revenues to fund the Ambulance Fund are provided from user fees generated by the ambulance services that then create cash reserves in the ambulance fund. Councilor Sells motioned to have Resolution No. 2018-21 read by title only. Councilor Friend seconded. Motion passed 4-0. Attorney Cockerill completed the reading. Councilor Sells motioned to approve Resolution No.2018-21. Councilor Friend seconded. Motion passed 4-0. Thus it becomes Resolution No. 2018-21.

NEW BUSINESS

Winchester Fire Department Safe Sleep Program Presentation

Anthony Harless is a firefighter paramedic for the City. The fire department partnered with the Indiana Department State of Health to create a safe sleep program. The program's aim is to reduce infant mortality in the State. Currently Indiana is ranked sixth (6th) in the nation in regards to infant mortality. The program plans to reduce infant mortality through education, specifically education regarding sleep because sleep related deaths are 100% preventable. This education will take place in homes and classrooms, but also through a program called DOSE (direct on scene education) which will educate first responders including police, fire, and EMS. This program teaches first responders to be aware of their surroundings and look for safe sleep situations when they answer emergency calls. It also encourages officers to inform the citizens of the ABCs of infant sleep safety: alone, back, and crib. Alone refers to the fact that the infant should be alone in the crib with no bumper, blankets, or toys. Back reminds parents to put their infants to sleep on their backs because infants that sleep on their stomachs have a 2.2x greater risk of death. Parents need not fear that their baby will choke if they lay on their backs because the infant's natural reflexes and the positioning of the esophagus naturally feeds spit up back into the baby's stomach. Crib refers to the fact that the infant should sleep in a crib with a flat, hard surface as opposed to an air mattress or adult bed. If first responders determine there is not a safe sleep environment for the infant, then there is a resource through the State for free cribs at no cost to the City or the recipient. This program is available to expecting mothers that have reached the thirty six (36) weeks gestation or longer or mother's with an infant of less than one (1) year of age. However, exceptions can be made based on the baby's size. Mr. Harless will be visiting hospitals and medical pavilions in Winchester and the surrounding counties to provide safe sleep education and crib distribution. He will also be contacting the Winchester House. Winchester House already has a safe sleep program, but they do not have access to State funded cribs. The fire station serves as the crib distribution center for Randolph and the surrounding counties. The fire department currently has ten (10) cribs available, but they just put in an order for another ten (10) today. This is at no cost to the City. This program was started by Delaware County EMS. They were experiencing a high rate of infant mortality in the heart of Muncie where there are a great number of Medicaid recipients and Black families. There are a higher number of infant mortalities in Black and Native American communities because of cultural differences that change the way babies are swaddled and put to sleep. Delaware County reached out to Randolph County to expand the program. Councilor Loyd asked if the cribs are given to the family or loaned to the family. Mr. Harless explained the cribs, which are actually pack-n-plays, are given to the family permanently. The family may choose to donate it back into the program when their infant is old enough to sleep in other conditions. Councilor Friend asked if the fire department was taking donations for cribs. Mr. Harless said he was not sure because currently the cribs are being provided by the State. However, he said the department does need donations of pacifiers, bottles, diapers, blankets, and other like items to distribute with the cribs. The cribs are distributed with a "survival kit" that includes a sleeping sack (which are safer than blankets), a tight-fitted sheet for the pack-n-play mattress, a DVD that instructs the recipient how to set up the pack-n-play, and a book written by a doctor that encourages safe sleep. Councilor Williams asked if anyone in emergency services can report unsafe sleeping conditions. Mr. Harless said yes, any first responders can report unsafe conditions because they all will be receiving training in the coming weeks as their schedules make them available. Mr. Harless said the governor of Indiana wants to put Indiana in the lowest portion of infant mortality rate, which is below five point nine (5.9).

Resolution No. 2018-22

Clerk-Treasurer Haney explained to the Council that the USDA (United States Department of Agriculture) at one point in time created a revolving loan fund for cities and towns. The City participated in this and received a Seventy Five Thousand Dollar (\$75,000) reimbursable grant. The City gave out two loans, but both recipients defaulted on their loans. It was a reimbursement grant, so the City did not draw down on the 75,000. If someone wanted a grant for their business they came before a committee, gave their business plan, and the committee approved or denied their request. The City gave out one Ten Thousand Dollar (\$10,000) loan. The recipient defaulted on the loan, but the City was able to retrieve an ice machine and microwave with a value of One Thousand Three Hundred Seventy Eight Dollars and Seventy One Cents (\$1378.71). The second loan that was defaulted on had no collateral. Obviously the funds were not revolving as intended because recipients defaulted on their loans. The USDA no longer funds this program, so the account has been lying dormant. Clerk-Treasurer Haney created this resolution which proposes to transfer the money from the Revolving Loan (USDA) dormant checking account into the City's General Fund. Councilor Sells motioned to have Resolution 2018-22 read by title only. Councilor Loyd seconded. Motion passed 4-0. Attorney completed the reading. Councilor Sells motioned to approve Resolution 2018-22. Councilor Friend seconded. Motion passed 4-0. Councilor Loyd asked if there were any other similar dormant funds that could be put back into the general fund. Clerk-Treasurer Haney said no.

Ordinance No. 2018-13

Proposed Ordinance No. 2018-13 is "AN ORDINANCE AMENDING CERTAIN BUDGETARY PROVISIONS IN THE CODE OF ORDINANCES OF THE CITY OF WINCHESTER, INDIANA". The proposed ordinance is for Payment In Lieu Of Taxes (PILT). The City's wastewater utility shall annually provide to the City an amount the city could have received if the wastewater utility were privately owned. Adoption of this ordinance would direct the wastewater utility to pay the City an amount of One Hundred Fifty Five Thousand Dollars for 2018; One Hundred Fifty-Five Thousand Dollars for 2019; and Sixty Two Thousand Dollars for 2020 and thereafter, as determined by the City Council. Councilor Loyd asked if the Sixty Two Thousand Dollar (\$62,000) payment that will be made in 2020 carries forward until the council changes it. Clerk-Treasurer Haney said that was correct. Councilor Sells motioned to approve the first reading of Ordinance No. 2018-13 by title only. Councilor Friend seconded. Motion passed 4-0. Attorney Cockerill completed the reading. Councilor Sells motioned to approve the first reading of Ordinance No. 2018-13. Councilor Friend seconded. Motion passed 4-0. Councilor Sells made a motion to suspend the rules and have the second reading of Ordinance No. 2018-13 read by title only. Councilor Friend seconded. Motion passed 4-0. Attorney Cockerill completed the second reading. Councilor Sells motioned to approve the second reading of Ordinance No. 2018-13. Councilor Friend seconded. Motion passed 4-0. Councilor Sells motioned to suspend the rules and have Ordinance No. 2018-13 ready by title only for the third and final reading. Councilor Loyd seconded. Motion passed 4-0. Attorney Cockerill completed the third and final reading. Councilor Sells motioned to approve the third and final reading. Councilor Friend seconded. Motion passed 4-0. Thus it becomes Ordinance No. 2018-13.

Accounts Payable Vouchers

Clerk Treasurer Haney reported the accounts payable for the end of September amount to Three Hundred Forty Four Thousand Eight Hundred Ninety Nine Dollars and Forty Eight Cents (\$344,899.48). The accounts payable vouchers for October 1-10 amount to Seventy Four Thousand Eight Hundred Sixty Eight Dollars and Fifty Six Cents (\$74,868.56). Payroll amounts to One Hundred Nineteen Thousand Five Hundred Sixty Five Dollars and Eighteen Cents (\$119,565.18) Total accounts payable equal Five Hundred Thirty Nine Thousand Three Hundred Thirty Three Dollars and Twenty Two Cents (\$ 539,333.22). Councilor Williams was not sure it was in the Council's jurisdiction to pay the claim for paramedic course for two firefighters because she believes it is up to the Board of Works to pay that claim. Councilor

Friend asked if paramedic crew was not already fully staffed. Chief Wiggans said that they are fully staffed, but they have one paramedic that will soon be on maternity leave and Fireman Moore is discussing retirement. Councilor Williams clarified that she trusts his judgment in terms of training new paramedics, but wanted to know if approving the expense was under the jurisdiction of the Council or the Board of Works. Clerk Treasurer Haney said that the Board of Works has always approved payments for sewage and utility claims during her time working for the City. Mayor Byrum said that State law clearly gives Board of Works jurisdiction over police, fire, EMS, sidewalks, and streets as well. Attorney Cockerill said that the claim can be paid by either the City Council or the Board of Works. Councilor Williams brought up the fact that Randolph County has eleven (11) ambulances running while Jay County only runs three (3). She feels that the City will need to begin working with the rest of the County on ambulance runs because Union City is struggling to provide good service due to Medicaid paying less per ambulance run, and other parts of the County have reported that the City is cutting into their ambulance business. Chief Wiggans informed the Council that while we have eleven (11) ambulances in the County, there are only four (4) staff members working at one time. It was also brought up that the population of Randolph County is higher than that of Jay County. Councilor Williams also confirmed that only the City does ambulance runs to the hospital after midnight, so the number of ambulances running drops to three (3). If someone is a patient in the emergency room and they need a transport, the hospital alternates calls between the City and the County. Councilor Friend asked why the City is paying to train a part-time paramedic. She asked if it was because no one on full time staff was choosing to cover certain shifts. Mayor Byrum reminded Councilor Friend that the benefit of a part-time paramedic is that the city is not paying insurance or pension, but part-time can fill in for full time paramedics and is still held to our three year contract. Clerk Treasurer Haney requested that the Council and Board of Works decide who is going to approve payment for police and fire claims (accounts payable vouchers) instead of picking and choosing on a claim-by-claim basis.

Councilor Friend asked if it was in the fire department budget to send two more people to training this year. She was told the department would only be sending three (3) people to training this year, but now they are requesting payment for the training of an additional two (2) people. Chief Wiggans said that if they said that they apologize, and reminded the Council that the money they spend training a part time paramedic will pay off in the long run because they will save money paying someone to work part time as opposed to paying a full time worker full wages. Councilor Loyd asked about the \$50 paramedic application fee that was previously denied by council. The application fee was previously paid using a city credit card. Councilor Loyd asked about the sidewalk reimbursement claim. Clerk Treasurer Haney explained that the City has a Sidewalk Reimbursement Program. When a property owner would like to improve their sidewalk, they submit an application to the Board of Public Works and Safety. Once the Board of Works approves the application then the City inspects the work and confirms the work is done properly. At that point the claim(s) for material are sent to the Clerk Treasurer's Office and City Council would approve the CLAIM (APV). The owner can be reimbursed for 70% of the material fees up to Two Thousand Dollars (\$2000). Councilor Loyd inquired about the PennCare Claim asking if it was a one-time purchase or annual renewal. Clerk treasurer Haney said she thought it was annual. Councilor Loyd inquired about the line item Public Safety Medical Services claim. Clerk Treasurer Haney explained that when a new police or fire officer is hired the City is required to pay for their physical exam. Chief Reed explained the exam is necessary to know the officer's pre-existing conditions in case the officer ever goes on to make a line-of-duty claim. Councilor Loyd asked if this physical could be given by any doctor or if it had to be by this special institution. Chief Reed explained that it could not be done by any doctor. The physical is very extensive both physically and psychologically. The exams are also fairly expensive, which is why it is important for the City to try and retain their new officers because if they move to another City after a short amount of time, then the City is paying for the exam and some other city is reaping the benefits.

Councilor Loyd inquired about the Employee Health Fund. He wanted to know how much longer the City would be paying these under the new insurance plan. Clerk Treasurer Haney said that the new plan took effect on October 1, so these claims would slowly dwindle out. Councilor Sells made a motion to pay all accounts payable vouchers. Councilor Loyd seconded. Motion passed 3-1. Councilor Williams cast the opposing vote.

General Fund	1,509.38
MVH	306.78
Ambulance Non Reverting	67.10
Employee Welfare Benefit Plan	73,679.09
Animal Control	89.07
Winchester House Project	269,248.06

General Fund	30,953.28
Motor Vehicle Highway Fund	7,256.46
Light Fund	1,377.58
City Court User Fee Fund	1,423.00
LLECE	816.18
Fireman's Pension Fund	5,201.58
Ambulance Non Reverting Fund	20,849.78
Operation Pullover Grant	2,687.69
Sidewalk Rehabilitation	1,199.26
Beeson Farm	517.19
Animal Control	1,765.56
Court Cash Due County	821.00

Adjournment

There being no further matters to discuss, Councilor Williams moved to adjourn. Councilor Sells seconded. Motion passed 4:0. The October 15, 2018 meeting was adjourned at 7:39 pm.

Mayor, Shon Byrum

ATTEST: _____
Vicki Haney, Clerk-Treasurer