

CITY OF WINCHESTER  
BOARD OF PUBLIC WORKS AND SAFETY  
MEETING MINUTES  
MONDAY, DECEMBER 17, 2018

Regular meeting @ 5:00 p.m.  
Council Chambers / City Hall / 113 E. Washington St.

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

Pledge of Allegiance – Mayor Byrum  
Moment of Silence – Mayor Byrum

The roll call showed all Board of Public Works and Safety members present.

Mayor Shon Byrum  
Mr. Bob McCoy  
Mr. Bill Richmond

Additional Officials Present:

Chris Martin, Waste Water Superintendent ; Meeks Cockerill, City Attorney; Jon Reed, Police Chief;  
Dwayne Wiggins, Fire Chief and Shean Bosworth, Street/Park Superintendent

Citizens Present:

Tyler McCoy and Pamela Lux

Approval of the Minutes

Mr. Richmond motioned to approve the minutes of the November 19, 2018 meeting as presented. Mr. McCoy seconded. Motion passed 3-0.

Sewage Affidavits

Mr. Tyler McCoy, Future Properties Group, owner of the Mobile Home Trailer Court located at Kem Street, explained the court is currently in a state of disrepair and Mr. McCoy and his partner intend to fix it up. Currently the property is being billed for Twenty Nine (29) units of sewage and trash; however there are only Seventeen (17) trailers being occupied. Mr. McCoy would like to remove 11 of the units from the billing for Six (6) months as they repair them. If approved, they intended to start demolition in 2019 to remove Eleven (11) trailers and install new trailers. The lots will definitely be cleared in Six (6) months if not replaced. Superintendent Martin confirmed the Eleven (11) trailers were uninhabitable. Mr. McCoy motioned to approve the sewage affidavit. Mr. Richmond seconded. Motion carried 3:0. Pamela Lux, owner of the property located at 607 N Main Street, explained the dwelling has been partially demolished and she is present to ask the Board to approve her application for dumpster reimbursement. Mr. McCoy motioned to approve the application for dumpster reimbursement. Mr. Richmond seconded. Motion carried 3:0.

Sewage Affidavit Application Fee

Mayor Byrum and Superintendent Martin agreed there should be a Fifty Dollar (\$50) application fee for sewage affidavits. This fee would be charged each time the owner of a property applies for a sewage application, which could occur every Six (6) months. Attorney Cockerill thought it was a good idea to

charge on the front end. Mayor Byrum asked if each unit (dwelling) would be a Fifty Dollar (\$50) charge. Meeks Cockerill thought that was a good idea. There would be exceptions for trailer parks. Superintendent Martin also suggested a fee of Five Hundred (\$500) to reinstall if services have been removed for more than a year. Mayor Byrum reminded the Board that it is up to the Council to decide the specifics and create an ordinance.

#### Street Cut Permits

Mayor Byrum told the Board that in 2016 Winchester had the most lead based water pipes of any city in Indiana. Since then there have been many pipes replaced by the Indiana American Water Utility Company. Those replacements are tearing up the streets, and they will continue to repair pipes through 2019. He feels there should be a new ordinance that prevents the Water Company from patching cuts in the street when they are less than One Hundred (100) feet from one another. Instead they should have to resurface the entire section of the street or pay a fee to the City. Meeks Cockerill told the Board that it is up to the Council to create such an ordinance. Mayor Byrum said he intends to bring it before the Council at their meeting this evening. The current street cut permit fee charge is Twenty Dollars (\$20) per day. He recommends raising that fee or changing it to a higher upfront fee instead of a daily fee that is hard to track.

#### Wastewater Treatment Plant

Superintendent Martin reported the blowers at the plant are failing. He presented the Board with two quotes for replacements for the failed blowers. The two proposals included the New Kaeser Drop-In Replacement Option which cost Fourteen Thousand Eighty Nine Dollars and Thirty Two Cents (\$14,089.32), and Retrofit Option which cost Twenty Two Thousand Four Hundred Four Dollars and Thirty Two Cents (\$22,404.32). He does not feel they should continue on with the brand they've been using because it has caused them a number of issues in the past. Mr. Richmond asked if there was money in the budget for the retrofit option. Superintendent Martin stated there was enough money in the budget. Mr. Richmond motioned to approve the retrofit option with an estimated cost of Twenty Two Thousand Four Hundred Four Dollars and Thirty Two Cents (\$22,404.32) each for three blowers. Mr. McCoy seconded. Motion carried 3:0.

Superintendent Martin also told the Board he will keep them up to date about the TRE state plan testing. He said the Board could call him with any questions.

Two Million (2,000,000) gallons of sludge was removed this year. The plant is working smoothly and prepared for the winter season.

#### Police Department

Chief Reed told the Board that their department recently helped provide gifts for Twenty (20) children through Police on Present Patrol. Walmart provided a grant of Two Thousand Dollars (\$2000).

The department had their Christmas party and Officer Davis was awarded Officer of the Year. Chief Reed said it was a difficult choice, but Officer Davis has great attitude and work ethic.

Mr. McCoy asked if they had a full police force. The chief explained they're still in the hiring process.

Captain Cantrell is running background checks on Three (3) applicants that passed physical agility. One of these applicants has already completed his training. When those are complete they will do lie detector tests and interview. They hope to bring their recommendation to the Board and Council after the first of the year.

Fire Department

Chief Wiggins reported that Levi Cross applied for the full time position, and he recommends the Board approve him to be hired. He has worked for Winchester before. He will not need training. Mr. McCoy motioned to approve the hiring of Levi Cross. Mr. Richmond seconded. Motion carried 3:0.

Chief Wiggins also reported two applicants for part time positions. Junior Cross is a trained paramedic currently worked at Reid Hospital in Richmond that has worked for the City before. Cody Crawford is a trained EMT currently employed by Union City that would like part time work until he returns to college next fall. Mr. McCoy motioned to approve to hire Mr. Cross and Mr. Crawford. Mr. Richmond seconded. Motion carried 3:0.

Street Department

Superintendent Bosworth reported everything was going well. He reported he was planning to hire someone to replace Denny Gard who is retiring. They are also looking to potentially replace a bucket truck with broken hydraulics. He plans to bring a request to the Board and Council in 2019. Mayor Byrum told the Board he spoke to the Council about potentially starting a capital improvement plan so that they would know when it would be best to replace equipment. The suggestion was turned down. Mr. McCoy asked if the Street Department keeps an equipment spreadsheet. Shean said he kept a paper file with inventory. Clerk Treasurer Haney also does a report annually.

Accounts Payable

Clerk Treasurer Haney reported the accounts payable for the end of November amount to Four Thousand Three Hundred Fourteen Dollars and Ninety Eight Cents (\$4314.98). Account payable for December 1-13 amounted to Ninety One Thousand Four Hundred Nineteen Dollars and Eighty Three Cents (\$ 91,419.83) which was an increase from what she listed, because she forgot to include a bond payment. Payroll amounted to Twenty One Thousand Nine Hundred Fifty Six Dollars and Sixty Two cents (\$21,956.62). Total accounts payable were One Hundred Seventeen Thousand Six Hundred Ninety One Dollars and Forty Three Cents (\$117,691.43). Mr. McCoy motioned to approve the expenses. Mr. Richmond seconded. Motion carried 3:0.

Adjournment

There being no further matters to discuss, Mr. Richmond moved to adjourn. Mr. McCoy seconded. Motion passed 3-0. The December 17 meeting was adjourned at 5:45 pm.

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Mayor, Shon Byrum

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