

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
MONDAY, JANUARY 21, 2019

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 Treatment Superintendent; Jon Reed, Police Chief; Dwayne Wiggins, Fire Chief; Meeks Cockerill, City Attorney; Leesa Friend, Councilwoman; Ron Loyd, Councilman; Shean Bosworth, Streets and Parks Superintendent; Brian Pohlar, Engineer for HWC.

Approval of the Minutes

Mr. McCoy motioned to approve the minutes of the December 17, 2018 meeting as presented. Mr. Richmond seconded. Motion passed 3-0.

Sewage Affidavits

Kevin Carreno, owner of the property located at 518 High Street, requested a sewage affidavit to rehabilitate his property. It was a rental property, and the former tenant destroyed the property. Mr. McCoy asked how long Mr. Carreno owned the property. He said it had been about a year, and he intended to continue renting it out after renovations. He provided the Board with photos of the property. Mr. McCoy asked how long renovations would take. Mr. Carreno said about six months. He is still looking for a contractor and talking with the bank. Mayor Byrum asked if Mr. Carreno thought the timing was wise considering it only lasts six months. He said yes. Mr. McCoy motioned to approve the six month sewage affidavit. Mr. Richmond seconded. Motion carried 3-0.

Sidewalk Rehab and Demolition

Clerk Treasurer Haney reported there were no new requests for Sidewalk Rehabilitation and Demolition. Mayor Byrum noted the home located at 333 S Main Street, owned by Andrea James was demolished.

Fire Department Report

Chief Wiggins gave each Board member a thumb drive containing the SOP (standard operation procedures rules and regulations) for the Fire Department and encouraged them to look them over. He also reported Gary Moore, paramedic/firefighter retired last week after twenty four years, so he has another opening to fill. He requested permission to advertise the position. Mayor Byrum said he did not

need Board approval because there was money in his budget. He simply needs to present the Board with a candidate recommendation and the Board would approve or disapprove Chief Wiggan's recommendation.

Police Department Report

Chief Reed reported Nathaniel Detro has been hired for the position of a police officer effective January 20, 2019. Mr. Detro signed a three year contract. Mr. McCoy asked if the contract is enforceable. Attorney Cockerill stated he had not seen the contract; however he would think the contract would be enforceable.

Waste Water Treatment

Superintendent Martin stated his entire staff has started with their hepatitis A vaccinations. Superintendent Martin explained he invited Brian Pohlar, City Engineer, to the meeting to discuss the North Main Street sewer project before meeting with property owners. Mr. Martin thinks the property owners should be invited in for a meeting to explain the process. Mr. Pohlar reminded the Council of the options they discussed, and reminded them that they were favoring the option that included installing grinder pumps at each home. There are a few ways they can go about this, and different cities do things differently. Since this project will use all local funds, the City does not necessarily need to own the grinders. There also needs to be electric to run the grinders. They could do one electric drop and run power to all six homes, or have the homeowner provide electricity from their home. The electricity cost would be minimal, less than Five Dollars (\$5) per month. Installing that electricity would cost Three Thousand to Five Thousand Dollars (\$3000-\$5000) per property. Mr. Pohlar provided the Board with a handout that listed three options for cost breakdown. He mentioned a fourth unlisted option in which the City would pay for the grinders, install them, and install electricity. This option would be the least cost effective for the City. The Board discussed the best way to offer this service to the homeowners. Currently only one home is having issues, but they felt it would be wise to offer the service to all six homes. That way, in the future, if the homeowner passed up on the service opportunity and had issues, then it would be their responsibility to have the issues resolved. Meeks Cockerill said if the homeowners choose to wave this opportunity, then they should be made to sign something. He also pointed out that a new law states a person cannot be forced onto a sewer if their septic is functional. Mr. Martin suggested that the City provide the pressure system and tell the homeowners that if they'd like to tap in, then they have to buy their own grinders and pay the tap in fee. The grinders will cost around Ten Thousand Dollars (\$10,000). Mr. Pohlar recommended getting the property owners together and asking their opinions. Mr. McCoy said perhaps the City should take on the cost of the grinder, run electric, pay for the electric, and have the property owners pay the tap in fee. Mr. McCoy motioned that the City provides the pressure system, pit, electric panel, and offer to purchase and install grinders for each property if they connect now. The property owners will be responsible for the tap in fee. Mr. Richmond seconded. Motion carried 3-0. The Board decided to hold a meeting for the homeowners to explain their options to them.

Parks and Street Department

Mayor Byrum reported the Community Crossing Grant application is ready to be submitted to INDOT (Indiana Department of Transportation) and Board members received the application on Friday. Mr. McCoy asked if HWC was still working on the passer study. Mr. Pohlar said it was updated last year and if they got their acceptance letter after July 1st, then they would not have to update before applying for this round of grants. They got their acceptance in late July, so they are okay for this round but will need to renew before the next. Mr. Pohlar said if the City is awarded the grant in early March, then that is when bidding can begin.

Mr. Bosworth reported the snow plowing and salting is going well. The salt supply is low, so they will be ordering more. Mr. McCoy asked if they took advantage of their ability to call early and order in bulk to save money. Mr. Bosworth said yes. He ordered Three Hundred (300) tons even though they typically only need One Hundred Fifty (150) tons. Street Department stopped doing the State bid after Councilwoman Friend hooked them up with a supplier from Ansonia.

Accounts Payable Vouchers

Clerk Treasurer Haney presented the Accounts Payable Vouchers (APV) for the Sewage Utility. She told the Board she added an invoice for William’s Automation in the amount of Seven Thousand Five Hundred Dollars (\$7500). Accounts Payable Vouchers for the end of December: Forty Thousand Two Hundred Seventy Eight Dollars and Ninety Three Cents (\$40,278.93) January 1-16: Two Hundred Twenty Seven Thousand Four Hundred Fifteen Dollars and Forty Cents (\$227,415.40). Payroll: Thirty Three Thousand Nine Hundred Ninety Five Dollars and Seventy Two Cents (\$33,995.72) Total: Three Hundred One Thousand Six Hundred Ninety Dollars and Five Cents (\$301,690.05) Mr. McCoy motioned to pay the bills. Mr. Richmond seconded the motion. Motion passed 3-0.

Clerk Treasure Haney reported the APV for the Police, Fire, Sanitation, and Street departments for January 1-16 equal Sixty Six thousand Eight Hundred Sixteen Dollars and Twenty Five Cents (\$66,816.25). Payroll for those departments equals One Hundred Ninety Thousand Seven Hundred Eighty Two Dollars and Seventy Three Cents (\$190,782.73). Total accounts payable, including payroll, for those departments equal Two Hundred Fifty Seven Thousand Five Hundred Ninety Eight Dollars and Ninety Eight Cents (\$257,598.98). Mr. McCoy mentioned that lots of employees in the City have their own charge cards to cover things like police training and trip costs. The County does not distribute as many cards. Mr. McCoy feels there can be a better system in place. He mentioned reexamining the credit limits. Mayor Byrum said the credit limits have been recently changed from Five Thousand Dollars (\$5000) to One Thousand Dollars (\$1000). Mr. McCoy also suggested reexamining the meal costs which would technically be the Council’s decision. He recommended a Ten Dollar (\$10) limit per meal. He pointed out a Twenty Four Dollar (\$24) charge for the Hard Rock Café as an example of potential exuberance. He also felt the training approvals should go through either the Board or the Council. Mayor Byrum agreed regarding the meals, but pointed out there is no limit listed in the employee handbook. He also said trainings get approved as part of the budget planning, so they are technically being approved by the Council during budget hearings. Mr. McCoy thought webinars could be a possible way to save money on travel. He found thousands of dollars in the vendor report that he felt should be examined by the Council. Chief Reed pointed out that they are required to meet continuing education training, and a lot of it is very hands on. Other training is done through Police One, which is online. Mr. McCoy felt the policy should be reviewed. Mayor Byrum said he’d agree if they were exceeding budget, but they are not. Mr. McCoy motioned to pay the accounts payable vouchers. Mr. Richmond seconded. Motion carried 3-0.

Adjournment

There being no further matters to discuss, Mr. McCoy moved to adjourn. Mr. Richmond seconded. Motion passed 3-0. The January 22 meeting was adjourned at 5:43 pm.

Mayor, Shon Byrum

ATTEST: _____
Clerk-Treasurer, Vicki Haney

