


1980

RESOLUTION OF THE  
TOWN BOARD OF SELLERSBURG

Resolution No. 80-R-1

BE IT RESOLVED by the Town Board of Sellersburg, that the President of the Town Board is authorized to apply to the Department of Housing and Urban Development for Community Development Block Grant, Small Cities funding for fiscal year 1980. The Town Board of Sellersburg endorses the pre-application and authorizes its submission.

THIS RESOLUTION IS ADOPTED by the Town Board of Sellersburg this 2d day of January, 1980.

  
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Carl E. Kamer

  
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Thomas W. Wilkerson

  
\_\_\_\_\_  
William R. Collier

ATTEST:

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J. Robert Stewart, Clerk-Treasurer

RESOLUTION OF THE  
TOWN BOARD OF SELLERSBURG

Resolution No. 80-R-2

WHEREAS, the Town has submitted a pre-application for Department of Housing and Urban Development, Community Development Block Grant funds, and;

WHEREAS, the Town may be invited prior to the next regularly scheduled Town Board meeting to submit a full application for Community Development Block Grant funds; and

WHEREAS, S. K. Wilson Associates, Inc., has prepared the pre-application.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Sellersburg, that the Town Board President may, pending HUD approval of the pre-application, enter into a contract with S. K. Wilson Associates, Inc., to plan for and prepare the full Community Development Block Grant application. Any sum of payment shall not exceed the amount available and payable through the CDBG funds.

Passed this 10th day of March, 1980, and effective upon HUD approval of the CDBG pre-application.

  
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Carl E. Kamer

  
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Thomas W. Wilkerson

  
\_\_\_\_\_  
William R. Collier

ATTEST:

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J. Robert Stewart, Clerk-Treasurer

SELLERSBURG TOWN BOARD

Resolution No. 80-R-3

RESOLVED, that the Town of Sellersburg Sewage Department, by its Trustees, is hereby authorized and directed to enter into a license agreement with Consolidated Rail Corporation for the construction of a 6-inch cast iron forced sewer pipe, encased in a 16-inch steel pipe, through the lands and under and across the roadway and tracks of said Railroad at Valuation Station 393 + 5+, located 1234 feet south of Mile Post 101, at a point 1.73 miles south of the Station of Sellersburg, Clark County, Indiana.

RESOLVED FURTHER, that the Town of Sellersburg Water Department, by its Trustees, is hereby authorized and directed to enter into a license agreement with Consolidated Rail Corporation for the construction of a 6-inch cast iron forced water pipe, encased in a 16-inch steel pipe, through the lands and under and across the tracks of said Railroad at Valuation Station 373 + 40+, located 3244 feet south of Mile Post 101, at a point 2.11 miles south of the Station of Sellersburg, Clark County, Indiana.

RESOLVED FURTHER, that all fees and costs incurred as a result of the aforesaid license agreement are to be paid by the Clark County Board of Aviation Commissioners pursuant to an agreement with Mr. Don C. Haas, President of said Board.


This Resolution is adopted by the Town Board of Sellersburg this 11th day of February, 1980.

  
Carl E. Kamer

  
Thomas W. Wilkerson

  
William R. Collier

ATTEST:

  
J. Robert Stewart, Clerk-Treasurer

SELLERSBURG TOWN BOARD

RESOLUTION APPROVING APPLICATION FOR PRELIMINARY LOAN

FOR LOW-RENT PUBLIC HOUSING

Resolution No. 80-R-4

WHEREAS, it is the policy of this locality to eliminate substandard and other inadequate housing, to prevent the spread of slums and blight, and to realize as soon as feasible the goal of a decent home in a suitable living environment for all of its citizens; and

WHEREAS, under the provisions of the United States Housing Act of 1937, as amended, the United States of America, acting through the Secretary of Housing and Urban Development (herein called the "Government") is authorized to provide financial assistance to local public housing agencies for undertaking and carrying out preliminary planning of low-rent housing projects that will assist in meeting this goal; and

WHEREAS, the Act provides that there shall be local determination of need for low-rent housing to meet needs not being adequately met by private enterprise and that the Government shall not make any contract with a public housing agency for preliminary loans for surveys and planning in respect to any low-rent housing project unless the governing body of the locality involved has by resolution approved the application of the public housing agency for such preliminary loan; and

WHEREAS, the Town Board of Sellersburg (herein called the "Local Authority") is a public housing agency and is applying to the Government for a preliminary loan to cover the costs of surveys and planning in connection with the development of low-rent housing,

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town Board of the Town of Sellersburg, Indiana, as follows:

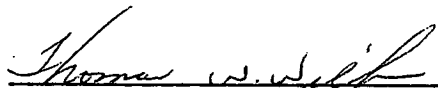
1. That there exists in the Town of Sellersburg a need for such low-rent housing which is not being met by private enterprise;

2. That the application of the Local Authority to the Government for a preliminary loan in an amount not to exceed \$15,000 for surveys and planning in connection with

low-rent housing projects of not to exceed approximately thirty (30) dwelling units is hereby approved.

This Resolution is adopted by the Town Board of Sellersburg this 10th day of March, 1980.

  
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Carl E. Kamer

  
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Thomas W. Wilkerson

  
\_\_\_\_\_  
William R. Collier

ATTEST:

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J. Robert Stewart, Clerk-Treasurer

SELLERSBURG TOWN BOARD

Resolution No. 80-R-5

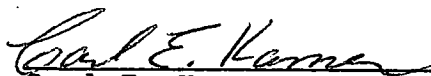
WHEREAS, the Kahl Court neighborhood in the Town of Sellersburg has been designated as a target area for community development and revitalization, and

WHEREAS, the Kahl Court target area has been determined to be in need of certain housing rehabilitation, acquisition, demolition, relocation, storm drainage, and street activities; and

WHEREAS, the Town Board of Sellersburg endorsed the submission of any application to the Department of Housing and Urban Development for FY 1980 Community Development Block Grant Funding to undertake these activities in the Kahl Court target area;

THEREFORE, BE IT RESOLVED, that the President of the Town Board of Sellersburg is authorized by the Town Board to apply for FY 1980 Community Development Block Grant funding.

This Resolution is adopted by the Town Board of Sellersburg this 12th day of May, 1980.

  
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Carl E. Kamer

  
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Thomas W. Wilkerson

  
\_\_\_\_\_  
William R. Collier

ATTEST:

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\_\_\_\_\_  
J. Robert Stewart, Clerk-Treasurer

TOWN OF SELLERSBURG

RESOLUTION 80-R- 6

BE IT RESOLVED that all concerned citizens are urged to participate in the scheduled monthly Town meetings and be it further resolved that such monthly Town meetings shall be conducted in an orderly fashion and that the Town Board is required by state statute to post an agenda. (I.C. 5-14-1.5-4 and 5-14-1.5-5).

THEREFORE, the Town Board further resolves that only matters, letters or complaints placed in writing and received by the Clerk-Treasurer ten (10) days in advance of the regularly scheduled meetings are eligible to be placed on the agenda of said Town meetings. All such matters must bear the name and address of the writer. If the subject matter of the written memo, letter, or complaint is covered under matters which can be discussed in executive session, the Board has the discretion to handle the matter in that way and not place the item on the regular agenda. Should an item not be placed on the agenda, the person signing the memo, letter, or complaint will be informed.



Passed by the Town Board of the Town of Sellersburg,  
Indiana, this 25<sup>th</sup> day of August, 1980.

SELLERSBURG TOWN BOARD

Carl Kamer  
Carl Kamer, President

Thomas W. Wilkerson  
Thomas W. Wilkerson

William R. Collier  
William Collier

ATTEST:

Robert Stewart  
Clerk-Treasurer

TOWN OF SELLERSBURG

RESOLUTION 80-R-~~16~~ 17

BE IT RESOLVED that all concerned citizens are urged to participate in the scheduled monthly Town meetings and be it further resolved that such monthly Town meetings shall be conducted in an orderly fashion and that the Town Board is required by state statute to post an agenda. (I.C. 5-14-1.5-4 and 5-14-1.5-5).

THEREFORE, the Town Board further resolves that only matters, letters or complaints placed in writing and received by the Clerk-Treasurer ten (10) days in advance of the regularly scheduled meetings are eligible to be placed on the agenda of said Town meetings. All such matters must bear the name and address of the writer. If the subject matter of the written memo, letter, or complaint is covered under matters which can be discussed in executive session, the Board has the discretion to handle the matter in that way and not place the item on the regular agenda. Should an item not be placed on the agenda, the person signing the memo, letter, or complaint will be informed.

Passed by the Town Board of the Town of Sellersburg,  
Indiana, this 25<sup>th</sup> day of August, 1980.

SELLERSBURG TOWN BOARD

Carl E. Kamer  
Carl Kamer, President

Thomas W. Wilkerson  
Thomas W. Wilkerson

William R. Collier  
William Collier

ATTEST:

Robert Stewart  
Clerk-Treasurer

TOWN OF SELLERSBURG

RESOLUTION FILLING VACANCY OF CLERK-TREASURER

RESOLUTION 80-R- 7

WHEREAS, the elected Clerk-Treasurer of the Town of Sellersburg, J. Robert Stewart, has submitted his resignation as said Clerk-Treasurer effective September 1, 1980; and

WHEREAS, under the provisions of IC 3-2-10-6 which is effective as of April 1, 1980, a vacancy in any elective office of a Town is filled at a special meeting by the Board of Town Trustees; and

WHEREAS, pursuant to IC 3-2-10-6 the Town Board of Sellersburg, after notice, held a special meeting on September 13, 1980, for the special purpose of filling the vacancy created by the resignation of the Sellersburg Clerk-Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Sellersburg, Indiana, as follows:

1. That Anna McCartney is selected by the Board to fill the unexpired term of J. Robert Stewart, as Clerk-Treasurer of the Town of Sellersburg.

2. That Anna McCartney shall assume her office as of September 13, 1980, and continue in said office for the full term of the office vacated by J. Robert Stewart.

3. That the Board believes that Anna McCartney is duly qualified to assume this office and will perform her duties as set out by the laws of the State of Indiana.

Adopted by the Town Board of Sellersburg this 13th day  
of September, 1980.

Carl E. Kamer  
Carl E. Kamer, President

Thomas W. Wilkerson  
Thomas W. Wilkerson, Member

William R. Collier  
William R. Collier, Member

TOWN OF SELLERSBURG

RESOLUTION FILLING VACANCY OF CLERK-TREASURER

RESOLUTION 80-R- ~~8~~ 8

WHEREAS, the elected Clerk-Treasurer of the Town of Sellersburg, J. Robert Stewart, has submitted his resignation as said Clerk-Treasurer effective September 1, 1980; and

WHEREAS, under the provisions of IC 3-2-10-6 which is effective as of April 1, 1980, a vacancy in any elective office of a Town is filled at a special meeting by the Board of Town Trustees; and

WHEREAS, pursuant to IC 3-2-10-6 the Town Board of Sellersburg, after notice, held a special meeting on September 13, 1980, for the special purpose of filling the vacancy created by the resignation of the Sellersburg Clerk-Treasurer.

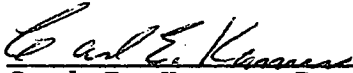
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Sellersburg, Indiana, as follows:

1. That Anna McCartney is selected by the Board to fill the unexpired term of J. Robert Stewart, as Clerk-Treasurer of the Town of Sellersburg.

2. That Anna McCartney shall assume her office as of September 13, 1980, and continue in said office for the full term of the office vacated by J. Robert Stewart.

3. That the Board believes that Anna McCartney is duly qualified to assume this office and will perform her duties as set out by the laws of the State of Indiana.

Adopted by the Town Board of Sellersburg this 13th day  
of September, 1980.

  
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Carl E. Kamer, President

  
\_\_\_\_\_  
Thomas W. Wilkerson, Member

  
\_\_\_\_\_  
William R. Collier, Member

SELLERSBURG TOWN BOARD

RESOLUTION APPROVING APPLICATION FOR PRELIMINARY LOAN  
FOR LOW-RENT PUBLIC HOUSING

RESOLUTION NO. 80-R-9

WHEREAS, it is the policy of this locality to eliminate substandard and other inadequate housing, to prevent the spread of slums and blight, and to realize as soon as feasible the goal of a decent home in a suitable living environment for all of its citizens; and

WHEREAS, under the provisions of the United States Housing Act of 1937, as amended, the United States of America, acting through the Secretary of Housing and Urban Development (herein called the "Government"), is authorized to provide financial assistance to local public housing agencies for undertaking and carrying out preliminary planning of low-rent housing projects that will assist in meeting this goal; and

WHEREAS, the Act provides that there shall be local determination of need for low-rent housing to meet needs not being adequately met by private enterprise and that the Government shall not make any contract with a public housing agency for preliminary loans for surveys and planning in respect to any low-rent housing projects unless the governing body of the locality involved has by resolution approved the application of the public housing agency for such preliminary loan; and

WHEREAS, the Housing Authority of the Town of Sellersburg (herein called the "Local Authority") is a public housing agency and is applying to the Government for a preliminary loan to cover the costs of surveys and planning in connection with the development of low-rent housing;

NOW, THEREFORE, be it resolved by the Trustees of the Town Board of Sellersburg, Indiana as follows:

- (1). That there exists in the Town of Sellersburg a need for such low-rent housing which is not being met by private enterprise;
- (2). That the application of the Local Authority to the Government for a preliminary loan in an amount not to exceed \$40,000 for surveys and planning in connection with low-rent housing projects of not to exceed approximately 40 dwelling units is hereby approved.

*Earl Kamm*

*Thomas W. Welton*

*William R. Collier*

SEAL

9/22/80

Date



TOWN OF SELLERSBURG  
RESOLUTION ON ASSIGNMENT OF  
CABLE T.V. FRANCHISE

Resolution No. 80-R-10

WHEREAS, the Clark County Cablevision, Inc. (hereinafter "Corporation"), now holds all the rights, privileges and obligations under the Franchise Agreement as amended (the "Franchise Agreement") originally entered into between the Town of Sellersburg (hereinafter "Town") and Sellersburg Cablevision Company, Inc., and dated May 24, 1966; and

WHEREAS, Section 17 of the Franchise Agreement provides that the Franchise Agreement shall not be assignable in whole or in part without the written approval of the Town Board of Trustees; and

WHEREAS, the Corporation proposes to assign and transfer any and all their interest in and to the Franchise Agreement to Clark County Cablevision, A Limited Partnership (hereinafter "Partnership"); and

WHEREAS, the Board has been advised by the representatives of the Corporation that the transfer and assignment of the Franchise Agreement are necessary and desirable due to the financial condition of the Corporation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Sellersburg, Indiana, that:

1. The Board of Trustees of the Town of Sellersburg hereby approves and consents to the transfer and assignment

of the Franchise Agreement, as amended, between the Town and Clark County Cablevision, Inc., to Clark County Cablevision, A Limited Partnership, upon the presentation to the Board of the following:

a) A Certificate of Limited Partnership in recordable form as set forth in IC 23-4-2-2; and

b) A certified copy of a resolution by Clark County Cablevision, Inc., authorizing the assignment of the Franchise Agreement and designating the proper officer to execute all documents; and

c) Submission of current financial statements of the general partners of Clark County Cablevision, A Limited Partnership; and

d) A detailed statement of any changes which are anticipated by the Partnership and the anticipated schedule of implementing the changes, if any, in the operations of the cable system.

2. The consent and approval hereby granted is given pursuant to the Franchise Agreement and shall take effect and continue and remain in effect upon and from and after the conditions precedent set forth in item 1 herein are received by the Board and written notice of receipt given to Clark County Cablevision, Inc.

3. The Franchise Agreement was duly and legally adopted and approved by the Board of Trustees of the Town of Sellersburg, and the Franchise Agreement, as amended, and the franchise granted thereunder, and the rates charged thereunder are hereby validated, ratified and confirmed.

This Resolution is adopted and passed by the Board of Trustees of the Town of Sellersburg, Indiana, this 1 day of October, 1980.

Carl E. Kamer  
Carl E. Kamer, President

Thomas W. Wilkerson  
Thomas W. Wilkerson, Member

William R. Collier  
William R. Collier, Member

ATTEST:

Anna L. McCartney  
Anna McCartney, Clerk-Treasurer

A RESOLUTION APPROVING THE 1980 COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION PROGRAM INCLUDING THE EMERGENCY REPAIR PROGRAM, MINIMUM HOUSING QUALITY STANDARDS AND CURRENT SECTION 8 INCOME LIMITS FOR USE IN THE TOWN OF SELLERSBURG, CLARK COUNTY, INDIANA

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WHEREAS, the Department of Housing and Urban Development has approved an application for the use of Community Development Block Grant Funds in the Town of Sellersburg, Clark County, Indiana; and,

WHEREAS, the Sellersburg Town Board is the authority designated to the responsibility of administering the Community Development Block Grant Program in Sellersburg, Indiana; and,

WHEREAS, it is the desire and intent of the Town Board to provide residents of the approved Community Development Block Grant Target Area with a program to rehabilitate their homes including the correction of possible emergency situations; and,

WHEREAS, as required by the Department of Housing and Urban Development, certain minimum housing quality standards along with income eligibility requirements must be included in the rehabilitation.

NOW, THEREFORE, BE IT RESOLVED BY THE SELLERSBURG TOWN BOARD OF SELLERSBURG, INDIANA, that this board approves the attached documents entitled:

- (1) "Community Development Block Grant Rehabilitation Program"
- (2) "Community Development Emergency Repair Program"
- (3) Section 8 Minimum Housing Quality Standards
- (4) Current Section 8 Income Limits for Clark County, Indiana

These documents are approved for use in conjunction with the rehabilitation activities along with other Community Development activities in Sellersburg and the Sellersburg Town Board authorizes immediate implementation of the rehabilitation program.

SO RESOLVED AT SELLERSBURG, CLARK COUNTY, INDIANA, THIS 10th DAY OF November, 1980

THE TOWN BOARD OF  
SELLERSBURG, INDIANA

Carl Kamer  
Carl Kamer, President

William Collier  
William Collier

Tom Wilkerson  
Tom Wilkerson

Anna L. McCarty

TOWN OF SELLERSBURG

RESOLUTION NO. 80-R-12

RESOLUTION APPROVING CONSULTANT CONTRACT  
WITH S. K. WILSON, ASSOCIATES, INC.

WHEREAS, the Town desires to retain the services of S. K. Wilson, Associates, Inc., for the purpose of serving as the Town's Professional Representative and Coordinator for a Federal Assistance Program for a Community Development Block Grant for FY 80-82.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Sellersburg, Indiana, that:

1. The Board of Trustees of the Town of Sellersburg hereby approves and consents to the retaining of S. K. Wilson, Associates, Inc., as the Town's Personal Representative, Consultant and Coordinator for the Community Development Block Grant FY 80-82.

2. The President of the Town Board, Carl Kamer, is hereby authorized and directed to execute a written contract with said S. K. Wilson, Associates, Inc., for the above services, a copy of which is attached to this Resolution.

Adopted by the Town Board of Sellersburg, Indiana, this  
24th day of November, 1980.

TOWN OF SELLERSBURG

By: Carl Kamer  
Carl Kamer, President  
Board of Trustees

By: Thomas W. Wilkerson  
Thomas W. Wilkerson, Member  
Board of Trustees

(SEAL)

By: William R. Collier  
William R. Collier, Member  
Board of Trustees

ATTEST:

Anna McCartney  
Anna McCartney, Clerk-Treasurer

TOWN OF SELLERSBURG  
RESOLUTION NO. 80-R-13

RESOLUTION ADOPTING FISCAL PLAN  
OF ANNEXATION

WHEREAS, the Town of Sellersburg is proposing to annex territory contiguous to the existing Town boundaries; and

WHEREAS, the Town has developed a fiscal plan and has established a definite policy to furnish the territory to be annexed, within a period of three years, governmental and proprietary services substantially equivalent in standard and scope to the governmental and proprietary services furnished by the Town of Sellersburg to other areas of said Town which have characteristics of topography, patterns of land utilization and population density similar to the territory to be annexed, all of this pursuant to IC 18-5-10-32; and

WHEREAS, a copy of said fiscal plan is attached hereto and made a part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Sellersburg, Indiana, that:

1. The Board of Trustees of the Town of Sellersburg, Indiana, hereby adopts the fiscal plan attached hereto and establishes the definite policy stated therein.

2. The effective date of this fiscal plan is November 24, 1980.

This Resolution is adopted and passed by the Board of Trustees of the Town of Sellersburg, Indiana, this 24th day of November, 1980.

TOWN OF SELLERSBURG

By: Carl Kamer  
Carl Kamer, President  
Board of Trustees

By: Thomas W. Wilkerson  
Thomas W. Wilkerson, Member  
Board of Trustees

(SEAL)

By: William R. Collier  
William R. Collier, Member  
Board of Trustees

ATTEST:

Anna L. McCartney  
Anna McCartney, Clerk-Treasurer



TOWN OF SELLERSBURG  
RESOLUTION NO. 80-R-14

RESOLUTION FOR ADDITIONAL APPROPRIATIONS

WHEREAS, it has been determined that it is now necessary to appropriate more money within specific line items of the same numerical category in the annual budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Sellersburg, Indiana, that:

1. Additional sums of money are hereby appropriated and set apart out of the funds in the 200 series line items in the general fund as follows:

a) Acct. No. 214 - Telephone	\$1,000
b) Acct. No. 215 - Mtn., Police Cars	800
c) Acct. No. 221 - Electric	5,600

2. The effective date of this appropriation is December 15, 1980.

This Resolution is adopted and passed by the Board of Trustees of the Town of Sellersburg, Indiana, this 15th day of December, 1980.

TOWN OF SELLERSBURG

By: Carl E. Kamer  
Carl Kamer, President  
Board of Trustees

(SEAL)

By: Thomas W. Wilkerson  
Thomas W. Wilkerson, Member  
Board of Trustees

By: William R. Collier  
William R. Collier, Member  
Board of Trustees

ATTEST:

Anna McCartney

RESOLUTION NO. 80R-15

RESOLUTION APPROVING FOUR ADDITIONS TO THE 1980 COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION PROGRAM IN SELLERSBURG, CLARK COUNTY, INDIANA

WHEREAS, the Department of Housing and Urban Development has approved an application for the use of Community Development Block Grant Funds in the Town of Sellersburg, Clark County, Indiana; and,

WHEREAS, on November 10, 1980, the Sellersburg Town Board approved the "Community Development Block Grant Rehabilitation Program" and all supporting documents for use in conjunction with other Community Development activities in Sellersburg, Clark County, Indiana; and,

WHEREAS, it is the desire and intent of the Town Board of Sellersburg, Indiana to continually strive for a timely and proper implementation of the CDBG Rehabilitation Program.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF SELLERSBURG, INDIANA, that this board approves the attached documents entitled:

- (1) Procedure for Processing Unoccupied Units in the CDBG Rehabilitation Target Area
- (2) Procedure for Processing Change Orders Requests that are less than \$1,000 (per unit)
- (3) Procedure for Bid Award when Low Bidder Withdraws Bid
- (4) Procedure for Limiting Total Amount of Contracts Available Per Contractor at any Given Time.

These documents are approved as the accepted method for the continued success of the CDBG Rehabilitation Program in Sellersburg, Indiana.

SO RESOLVED AT SELLERSBURG, CLARK COUNTY, INDIANA THIS 15th DAY OF DECEMBER, 1980.

THE TOWN BOARD OF  
SELLERSBURG, INDIANA

Carl E. Kamer  
Carl Kamer, President

William R. Collier  
William Collier

Thomas W. Wilkerson  
Tom Wilkerson

ATTEST: Anna McCartney  
Clerk-Treasurer

1980 COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION PROGRAM

Procedure for Processing the Approval of Rehabilitation Assistance  
on Unoccupied Structures in the CDBG Rehabilitation Target Area

If a structure is located in the eligible CDBG Rehabilitation Target Area and is in need of rehabilitation assistance but is unoccupied at the time the initial application is filed with the CDBG Administrators, the following procedure for processing will be followed:

1. The owner of the structure will be interviewed for verification of financial eligibility.
2. It will be determined at that time whether the owner intends to occupy the property following the completion of rehabilitation activities or whether the owner intends to use the structure as rental property following the completion of rehabilitation activities.
3. If the owner intends to occupy the structure, the application will be processed in the following manner:
  - A. Financial eligibility will be determined based on Section 8 Income Limits on the owner of the structure (using the upper Section 8 Income Limits)
  - B. Structure eligibility will be determined based on a Cost Estimate and Final Bids received on the structure (also appraisals as necessary)
  - C. A mortgage and note for a five year period will be placed on the property. This mortgage will be reduced by 1/5th (20%) each year until at the end of the fifth year the loan will become a grant and the mortgage on the structure will be removed. No repayment of any part of the original amount is due after the completion of the fifth year.
  - D. In the event that the owner of the property terminates ownership thru death, sell of the property or transfer of the property, the amount of the original amount is due back to the CDBG Administrators based on the year in which the property ownership is terminated.
  - E. This provision will be complied with regardless of the age of the property owner.
4. If the owner intends to use the structure as rental property following the completion of rehabilitation activities, the following procedure will be used:
  - A. Financial eligibility will be determined on the owner (if unoccupied) or on the tenant (if known), based on the current Section 8 Income Limits
  - B. The mortgage and note requirement as discussed in item 3 above will be followed in the same manner
  - C. The owner will enter into a rent regulatory agreement that will restrict excessive rent charges for the unit (as determined by current market rates)
  - D. The owner will agree to rent the structure for the duration of the mortgage (five years) to persons qualifying under the Section 8 Income Guidelines that are available at the time of unit rental
  - E. This procedure will be complied with regardless of the age of the property owner.
  - F. In the event that the owner violates the rent regulatory agreement, or refuses to rent to persons qualifying under the Section 8 Income guidelines or any of the other provisions mentioned in item 3 (D) above, the mortgage becomes due based on the year in which the provisions are violated or terminated.

This procedure will be complied with for all 1980 CDBG Rehabilitation Applicants as well as any further rehabilitation activities.

1980 COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION PROGRAM

Procedure for Processing Change Orders for \$1,000 or less per unit

In order to maintain an organized procedure for change orders on eligible CDBG Rehabilitation structures, the following procedure will be followed:

1. If a change order is requested by an eligible CDBG Rehabilitation Contractor, it will be in writing with a description of the work needed and a listing of the total amount requested.
2. The Building Inspector will review the Change Order request and will discuss the need (if any) for the additional work with the property owner.
3. If the request is determined necessary, the Building Inspector will prepare and authorize the change order to be performed and will have the owner acknowledge the acceptance of the additional work by signing the change order form.
4. This procedure will be followed as necessary for each CDBG Rehab structure and shall not exceed a total change order cost of \$1,000 per unit.
5. At the next scheduled meeting of the CDBG Administering Body for the Community, the change order request and amount will be discussed and included in the meeting minutes for official documentation of the activity.
6. In the event that a change order request is issued for an amount exceeding \$1,000, it will be formally reviewed and acted upon by the CDBG Administrators prior to any authorization by the Building Inspector.

This procedure has been developed in order to maintain continued rehabilitation activity on a structure without having to delay necessary change order requests until a formal board meeting can be held to discuss the rehabilitation need.

SJL:80

1980 COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION PROGRAM

Procedure for Bid Award when Low Bidder Withdraws Bid

This procedure will be followed in the event that the eligible low bidder for a CDBG Rehabilitation Contract withdraws his bid for the rehabilitation work.

1. If an eligible low bidder decides to withdraw his bid for a rehabilitation contract, it must be in writing and addressed to the authorized CDBG Administrator.
2. The second low bidder's bid and contractor qualification forms will be reviewed for authenticity and will be compared to the Building Inspector's cost estimate for the rehabilitation job.
3. In the event that the second low bidder's bid and qualification information proves to be acceptable, he will be awarded the CDBG Rehabilitation Contract without re-bidding for the work.

SJL:80

1980 COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION PROGRAM

Procedure for limiting the total number of rehabilitation contracts a contractor can have at any given time.

In order to maintain quality performance of the CDBG Rehabilitation work and to avoid unnecessary delays in the program the following procedure will be followed:

1. A limit of total rehabilitation contracts available per contractor will be set at a maximum of five (5) contracts at any given time from a bid award. If a contractor has a previous bid award, he must be 75% complete with the total rehabilitation of the property to be eligible for additional units.
2. This procedure will be useful in avoiding unnecessary delays that occur when one contractor is awarded more contracts that he is capable of performing in a timely manner.
3. This procedure will be in effect for a rehabilitation work in Clark County, Indiana.