

Town of Sellersburg  
Regular Town Council Meeting  
Meeting Minutes

**DATE:** January 9, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 7:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, and Clerk Treasurer Michelle D. Miller.  
Town Council Attorney Jacob C. Elder was absent.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** By all present

**ELECTION OF OFFICERS FOR 2017:**

Motion for Officers to remain the same for 2017 and for the liaisons to remain the same also.  
Motion: James H. LaMaster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**911 BOARD:**

William J. Conlin recommends Chief Whelan be appointed to the 911 Board.  
Motion: James H. LaMaster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**PLANNING & ZONING APPOINTMENTS:**

Will be done at the February meeting.

**RECREATION BOARD RE-APPOINTMENTS OF GLENNIS WISDOM AND KERRI ECKERT:**

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**MOTION TO AMEND THE AGENDA TO ADD #6 UNDER NEW BUSINESS CHEYENNE GILLIAM 405 N. INDIANA AVE SEWER ADJUSTMENT:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**MOTION TO APPROVE THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES FROM DECEMER 22, 2016:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

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**APPROVAL OF ALLOWANCE DOCKETS:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF LONGEVITY CLAIMS:**

J. Greg Dietz, John Cortle and Clifford Hardin.

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

Martina P. Webster presents Revize Website Contract for approval:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

Martina P. Webster presents Revize Website Contract for approval to pay over 3 years from CEDIT.

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Brad J. Amos advises that he is interested in purchasing property at 413 Oak Street from Brent Richardson for a park for the Town. He is advised that he will need to get three current appraisals on the property.

Brittney Ferree, Randall Mobley and Floyd Combs address Public Works Director Kenneth J. Alexander about paving and storm water issues.

Paul J. Rhodes recommends that the Town Council Meeting be changed to once a month. The last Monday of each month at 6:00 p.m. If the meeting falls on a holiday, it will be the following day. There will be a meeting on January 30<sup>th</sup> at 6:00 p.m., thereafter the meeting will be the fourth Monday of each month at 6:00 p.m.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

Martina P. Webster requests that the Executive Secretary Position be re-advertised. All five Council Members are in agreement to re-advertise.

Public Works Director Kenneth J. Alexander presents a sewer adjustment in the amount of \$1,287.03 for Cheyenne Gilliam, 405 N. Indiana Avenue for approval:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

Building Commissioner, Greg Dietz gives monthly report.


**ADJOURN:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 8:24p.m.

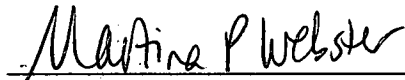
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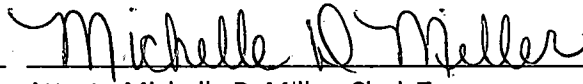
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Executive Meeting  
Meeting Minutes

**DATE:** January 20, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the executive meeting to order at 5:16 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, and Town Council Attorney Jacob C. Elder – present.

**EXECUTIVE SESSION:**


The Council conducted an executive meeting pursuant to Ind. Code § 5-14-1.5-6.1(b)(9) as properly noticed.

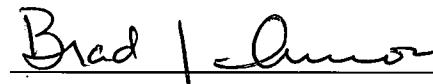
**ADJOURN:**

Meeting adjourned at 6:43 p.m.


This Council certifies that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

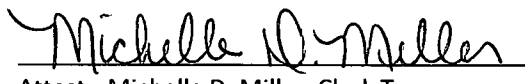
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
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James H. LaMaster, Council Member

  
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Brad J. Amos, Vice President

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William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
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Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Regular Town Council Meeting  
Meeting Minutes

**DATE:** January 30, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 7:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin (arrived at 6:38 p.m.), Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** By all present

**MOTION TO ADOPT THE AGENDA:**

Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES FROM THE JANUARY 9, 2017 TOWN COUNCIL MEETING AND THE JANUARY 20, 2017 TOWN COUNCIL EXECUTIVE SESSION:**

Motion: Martina P. Webster                      Second: James H. LaMaster                      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS AND ALLOWANCE DOCKETS:**

Motion: James H. LaMaster                      Second: Martina P. Webster                      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF 2017 LONGEVITY PAY:**

Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 4-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**Resolution 2017-R-001 An Ordinance Authorizing a Tax Abatement for Certain Real Property Located within the Economic Revitalization Area.**

Motion to approve: James H. LaMaster                      Second: Martina P. Webster                      Vote: 4-aye, 0-nay, motion approved.

Permission to allow President Paul J. Rhodes to execute the SB1 for the Tax Abatement:

Motion: Paul J. Rhodes                      Second: Martina P. Webster                      Vote: 4-aye, 0-nay, motion approved.

**2017-OR-001 An Ordinance Amending Fees Established by Ordinance 96-657:**

Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 4-aye, 0-nay, motion approved.

Martina P. Webster makes a motion to amend the motion to approve Ordinance 2017-OR-001 on first reading:

Motion: Martina P. Webster                      Second: Brad J. Amos                      Vote: 4-aye, 0-nay, motion approved.

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Second Reading: Martina P. Webster Second: Brad J. Amos Vote: 4-aye, 0-nay, motion approved.

2017-OR-002 An Ordinance Amending Ordinance 2000-19:

First Reading: Motion: Martina P. Webster Second: Brad J. Amos Vote: 4-aye, 0-nay, motion approved.

Second Reading: Motion: Martina P. Webster Second: James H. LaMaster Vote: 4-aye, 0-nay, motion approved.

2017-OR-003 An Ordinance Establishing Fees for Application to Develop in a Flood hazard Area:

First Reading: Motion: Martina P. Webster Second: James H. LaMaster Vote: 4-aye, 0-nay, motion approved.

Second Reading: Motion: Martina P. Webster Second: James H. LaMaster Vote: 4-aye, 0-nay, motion approved.

Council Member William J. Conlin arrives at 6:38 p.m.

**NEW BUSINESS:**

President Paul J. Rhodes gives updates on the Executive Secretary Position and asks that the Council vote on an hourly rate of \$18.50 for the position.

Motion: Martina P. Webster Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander requests permission to purchase a new garbage truck and four new trucks (2-F150's and 2-F250's) for Public Works with \$25,000.00 being paid from Civil and CEDIT per year for seven years.

Motion: Brad J. Amos Second: William J. Conlin Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander advises the Council that he is exploring options for repairs on the water valve at E Utica/New Albany Street.

**RECEIPT OF STAFF REPORTS:**

Public Works Director Kenneth J. Alexander advises that Jacobi, Toombs and Lanz will begin field work on Shirley Avenue next week.

Building Commissioner Greg Dietz advises of the updates to the sound system and presentation equipment in the meeting room. He would like to add a projector and monitor also. Motion to add projector and monitor up to \$2,000.00 in the meeting room.

Motion: Brad J. Amos Second: William J. Conlin Vote: 5-aye, 0-nay, motion approved.

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Town Council Attorney Jacob C. Elder: advises that Butler Road is private property and all property owners have to agree before anything can be done. The animal control ordinance will be added to the next agenda and longevity claims will be removed from the agenda and the non-reverting maintenance fund for the Recreation Board needs rescinded.

Town Council Member Brad J. Amos gives updates on improvements at the pool and the Recreation Board.

Town Council Member Martina P. Webster advises that the 2017 utility bills for the Town Hall will be split equally between water and sewer.

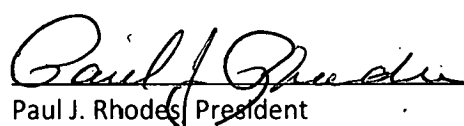
Paul J. Rhodes advises that Brenda Maymon in requesting a sign for her daughter who was in the Paralympics. Mr. Rhodes asks Public Works Director Kenneth J. Alexander who would be responsible for purchasing the sign and Mr. Alexander advises that the Town would.

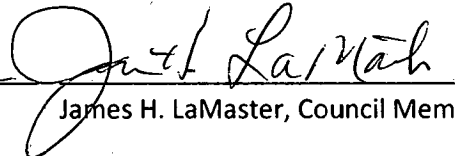
Clerk Treasurer Michelle D. Miller wants to make sure the Council is aware that Public Works Director Kenneth J. Alexander gave his son-in-law, Walter Brown, a \$3.87 per hour raise for 2017 and that Mr. Brown works an average of 562 annually which will have him making over \$74,000.00 with regular pay, overtime, longevity and on-call pay. Clerk Treasurer Michelle D. Miller advises that several employees have complained. President Paul J. Rhodes states that Mr. Brown received the raise due to his additional responsibilities as Water Operator.

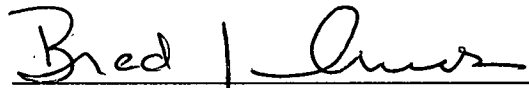
Town Council Member James H. LaMaster left the meeting at 7:33 p.m. prior to the meeting being adjourned.

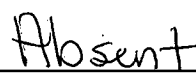
**ADJOURN:**

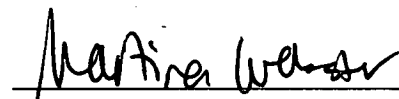
Motion: Brad J. Amos Second: Martina P. Webster Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 7:33p.m.

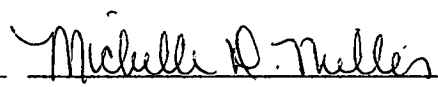
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
Absent  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

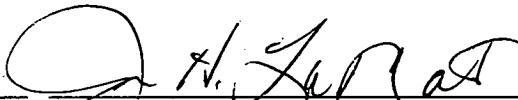
  
Attest: Michelle D. Miller, Clerk Treasurer

## 2017 LONGEVITY

NAME	HIRE DATE	YRS Longevity Pay	AMOUNT
ALEXANDER, K	1/1/2006	11	\$4,597.78
CLINE, G	1/2/2001	16	\$6,687.68
WHELAN, ALEXIS	1/2/2014	3	\$1,253.94
HARDIN, CLIFFORD	1/2/2014	3	\$1,253.94
LOCKHART, D	1/3/2006	11	\$4,597.78
DIETZ, G	1/12/2012	5	\$2,089.90
CORTIE, J	1/31/2005	12	\$5,015.76
MCCUTCHEON, L	2/25/2002	15	\$6,269.70
LEE, I	3/15/1995	20	\$8,359.60
KING, K	3/17/2011	6	\$2,507.88
EBERLE, K	3/26/2013	4	\$1,671.92
LEVESQUE, M	4/4/1996	20	\$8,359.60
MCRAE, DAVID	4/13/2015	2	\$835.96
SAMPLES, R	4/16/1975	20	\$8,359.60
DODDS, J	5/7/2009	8	\$3,343.84
ADAMS, M	5/11/2004	13	\$5,433.74
ROSS, D	6/15/2000	17	\$7,105.66
KNIGHT, RYAN	7/9/2014	3	\$1,253.94
HAAS, T	7/11/2011	6	\$2,507.88
MORRIS, PATRICK	7/13/2015	2	\$835.96
BLINCOE, J	8/1/1975	20	\$8,359.60
LAMASTER, D	8/6/2001	16	\$6,687.68
DEAN, CHERYL	8/10/2015	2	\$835.96
PICKERILL, ETHAN	8/10/2015	2	\$835.96
WHELAN, W	9/13/2001	16	\$6,687.68
WHELAN, V	9/26/2000	17	\$7,105.66
BLEVINS, E	10/2/1980	20	\$8,359.60
CLAPP, P	10/18/1993	20	\$8,359.60
KNIGHT, T	10/19/2006	11	\$4,597.78
BAKER, WILLICE	10/19/2015	2	\$835.96
WAGNER II, RICHARD	11/2/2015	2	\$835.96
BROWN, WALTER	11/3/2006	11	\$4,597.78
BRASWELL, TERRY	12/14/2015	2	\$835.96


Approved: January 30, 2017

  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

Absent  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer



Town of Sellersburg  
Town Council Meeting Minutes

**DATE:** February 27, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
Council Member William J. Conlin was absent.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** By all present

**MOTION TO ADOPT THE AGENDA:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES FROM THE JANUARY 30, 2017 TOWN COUNCIL MEETING:**

Motion: Brad J. Amos    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Brad J. Amos    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: James H. LaMaster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-004 An Ordinance Rescinding Ordinance 2016-013, (Parks and Recreation Non-Reverting Fund):**

Motion to consider on first reading:

Motion: Brad J. Amos    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

Motion to approve on first reading:

Motion: Brad J. Amos    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4aye, 0-nay, motion approved.

Sellersburg Town Council Meeting  
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**Ordinance 2017-OR-005 An Ordinance Transferring Funds into the Rainy Day Fund:**

Motion to approve:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

**Ordinance 2017-OR-006 An Ordinance Modifying §94.20 of the Code of Ordinances for the Town of Sellersburg, Indiana:**

Motion to approve on first reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 3-aye, 1-nay by Paul J. Rhodes, motion approved. Mr. Rhodes advises that his vote is due to too many driver distractions and Chief of Police William R. Whelan agrees.

**NEW BUSINESS:**

Town Attorney Jacob C. Elder presents Certification of Compliance with Ins. Code §36-1-20.2 (Nepotism) for all Elected Officials.

Public Works Director Kenneth J. Alexander and Jeff Corbett present sewer facility extension agreement between the Town of Sellersburg and J & J Development Company LLC for Plains and Waters of Millan:

Motion to approve: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

Aaron Sutherland with Jacobi, Toombs and Lanz and Public Works Director Kenneth J. Alexander open bids for Highway 403 water line:

403 Route:	Cristiani \$467,514.00	TSI \$547,680.00
Greenleaf Route:	Cristiani \$529,684.00	TSI \$616,720.00

Mr. Sutherland will review the bids.

Public Works Director Kenneth J. Alexander requests an Ordinance be prepared for salvage vehicles. Town Attorney Jacob C. Elder will prepare the Ordinance and it will be presented at the next meeting.

Public Works Director Kenneth J. Alexander requests permission to get an RFP for Hershey radio read meters for Riverside.

Motion to approve: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

Sellersburg Town Council Meeting  
February 27, 2017

**Redevelopment Commission Appointment:**

President Paul J. Rhodes reads resignation from Kenneth J. Alexander resigning from the Redevelopment Commission.

**Motion to appoint David L. Morris to the Redevelopment Commission:**

Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 4-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

Public Works Director Kenneth J. Alexander advises that he is preparing for the spring rains and removing beaver dams and would also like to add the Landfill Rollback to the next agenda.

Building Commissioner J. Greg Dietz gives his monthly report.

Town Attorney Jacob C. Elder advises that we still need to work on the employee handbook, the Town will be receiving a Deed of Dedication from Stone Gate Manor and the Recreation Board is requesting \$75,000.00 in additional appropriations.

**Motion to transfer \$6,150.00 from Parks and Recreation Promotion to Parks and Recreation Pool Repairs and Maintenance:**

Motion by Martina P. Webster      Second: Brad J. Amos      4-aye, 0-nay, motion approved.

Town Attorney Jacob C. Elder will prepare the Ordinance and present at the next meeting for ratification.

**COMMENTS FROM COUNCIL MEMBERSHIP:**

Council Vice President Brad J. Amos gives update on the Pool, advises that Phoenix has finished plaster and tile work and they are still working on the decking and new fence and bridge.

Council President Paul J. Rhodes makes Executive Re-appointments to the Planning Commission for Francis Conroy and Thomas McEwen.

Council Second Vice President Martina P. Webster asks Town Attorney Jacob C. Elder about the Animal Control Ordinance. Mr. Elder advises it will be on the next agenda.

**CLERK TREASURER:**

Clerk Treasurer Michelle D. Miller presents quote from American Legal Publication for the update for the Code of Ordinances.


Motion by Martina P. Webster      Second: James H. LaMaster      Vote: 4-aye, 0-nay, motion approved and this is to be paid out of Town Council Miscellaneous Services.

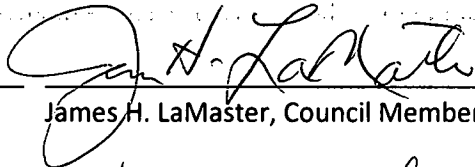
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**ADJOURN:**

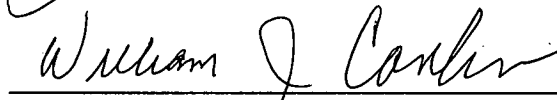
Motion: Martina P. Webster    Second: Brad J. Amos  
and meeting adjourned at 6:54p.m.

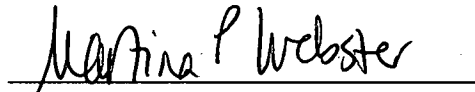
Vote: 4-aye, 0-nay, motion approved


  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Meeting Minutes

**DATE:** March 27, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:01 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO ADOPT THE AGENDA:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES FROM THE FEBRUARY 27, 2017 TOWN COUNCIL MEETING:**

Motion: Brad J. Amos    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: James H. LaMaster    Second: Martina P. Webster    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC:**

Don Compton compliments the microphones and projectors.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-006 An Ordinance Modifying §94.20 and §94.21 of the Code of Ordinances for the Town of Sellersburg, Indiana (Roadblocks):**

Motion to approve on second reading:

Motion: Martina P. Webster    Second: William J. Conlin    Vote: <sup>4</sup>/~~5~~-aye, <sup>1</sup>/~~0~~-nay, motion approved. *Nay by President Rhodes*

**Repeal Ordinance 2016-008 Ban on Roadblocks (will be ratified at next meeting):**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: <sup>4</sup>/~~5~~-aye, <sup>1</sup>/~~0~~-nay, motion approved. *Nay by President Rhodes*

Sellersburg Town Council Meeting  
March 27, 2017

**Ordinance 2017-OR-007 An Ordinance for Additional Appropriations for the Parks & Recreation Fund:**

Motion to consider on first reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**Ordinance 2017-OR-008 An Ordinance Amending §93.01-93.20 of the Town's Code of Ordinances regarding the keeping and treatment of domestic, dangerous and vicious animals with the Town of Sellersburg:**

Motion to consider on first reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**Ordinance 2017-OR-009 An Ordinance Disposing of Surplus Personal Property:**

Motion to consider on first reading:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**Ordinance 2017-OR-010 An Ordinance Creating a Parks and Recreation Board:**

Motion to consider on first reading:

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**Ordinance 2017-OR-011 An Ordinance Ratifying Transfer of Funds (Parks and Recreation Board):**

Motion to consider on first reading:

Motion: Brad J. Amos    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

Executive Secretary Position: President Paul J. Rhodes advises that applications have been received and interviews will begin.

Doug Reiter Presents Morgan Rumble with Indiana Trafficking Victims Assistance Program. Ms. Rumble presents information on Human Trafficking.

Sellersburg Town Council Meeting  
March 27, 2017

President Paul J. Rhodes is working on getting signs for the entrances to Town for Jensen Maymon in recognition of her being a Para-Olympian.

Public Works Director Kenneth J. Alexander presents contract with Indiana Department of Transportation for the 403 Water Line Improvement Project.

Motion: Brad J. Amos                      Second: Martina P. Webster      Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander requests rejection of bids for the Greenleaf water line bids:

Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander requests approval of bid for 403 Water Line Improvement Project from Dan Cristiani in the amount of \$467,415.00:

Motion: Brad J. Amos                      Second: James H. LaMaster      Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander request the approval of notice to proceed for the sewer line force main for the Millan force main:

Motion: Brad J. Amos                      Second: Martina P. Webster      Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander requests approval of quote from Cook's Locksmith in the amount of \$7,144.55 for electronic door locks at the Water Treatment Plant:

Motion: James H. LaMaster      Second: Brad J. Amos                      Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander requests a joint public workshop with the Town Council and Planning and Zoning Board to discuss the Comprehensive Plan. Council Member Martina P. Webster and Council Member Brad J. Amos will get a date together as they are also on the Planning and Zoning Board.

**RECEIPT OF STAFF REPORTS:**

Public Works Director Kenneth J. Alexander requests permission to rescind the Landfill Industrial Permit off of our license:

Motion: James H. LaMaster      Second: Martina P. Webster      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM COUNCIL MEMBERSHIP:**

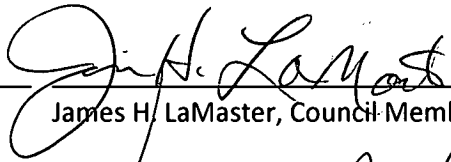
Council Vice President Brad J. Amos brags on the big drug bust by our Police Department and advises that the Recreation Board has hired Amy Campbell as the manager of the pool.

**ADJOURN:**

Motion: Martina P. Webster      Second: Brad J. Amos                      Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 7:07p.m.

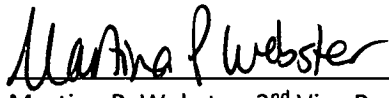
Sellersburg Town Council Meeting  
March 27, 2017

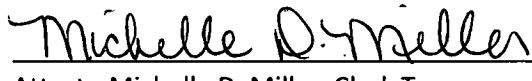
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer



Town of Sellersburg  
Town Council Executive Meeting  
Meeting Minutes

**DATE:** April 13, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the executive meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member Bill Conlin, Council Member James H. LaMaster, and Town Council Attorney Jacob C. Elder – present.

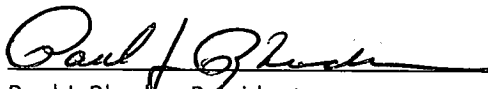
**EXECUTIVE SESSION:**

The Council conducted an executive meeting pursuant to Ind. Code § 5-14-1.5-6.1(b)(5) for the purpose of receiving information about and interview prospective employees.

**ADJOURN:**

Meeting adjourned at approximately 7:19 p.m.

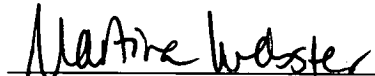
This Council certifies that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.


  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Executive Meeting  
Meeting Minutes

**DATE:** April 18, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the executive meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member Bill Conlin, and Town Council Attorney Jacob C. Elder – present.

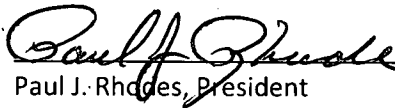
**EXECUTIVE SESSION:**

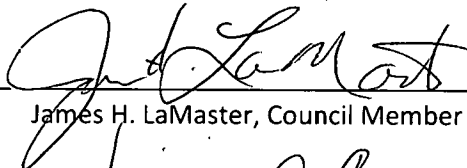
The Council conducted an executive meeting pursuant to Ind. Code § 5-14-1.5-6.1(b)(5) for the purpose of receiving information about and interview prospective employees.

**ADJOURN:**

Meeting adjourned at approximately 8:00 p.m.

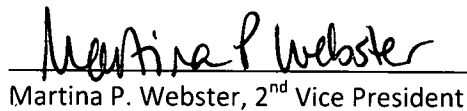
This Council certifies that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

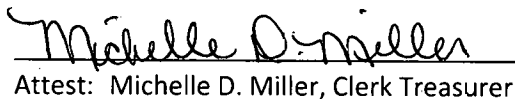
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

\_\_\_\_\_  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Meeting Minutes

**DATE:** APRIL 24, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
Vice President Brad J. Amos was absent.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to move Eagle Scout to after the adoption of the agenda and to switch number's 2 and 3 under new business:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**RECOGNITION OF EAGLE SCOUT GARRETT MORRIS**

**APPROVAL OF MINUTES FROM THE MARCH 27, 2017 TOWN COUNCIL MEETING, WITH THE CORRECTION THAT PRESIDENT RHODES VOTED NAY ON ORDINANCE 2017-OR-006, SUBMITTED BY THE CLERK TREASURER AND THE EXECUTIVE SESSIONS OF APRIL 13, 2017 AND APRIL 18, 2017:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-008 An Ordinance Amending §93.01-93.20 of the Town's Code of Ordinances regarding the keeping and treatment of domestic, dangerous and vicious animals with the Town of Sellersburg:**

Motion to approve on second reading:

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

Town Council Meeting  
April 24, 2017

**Ordinance 2017-OR-012 An Ordinance Establishing Fees for Copies of Public Records:**

Motion to consider on first reading:

Motion: Martina P. Webster Second: William J. Conlin Vote: 4-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: James H. LaMaster Second: Martina P. Webster Vote: 4-aye, 0-nay, motion approved.

**Ordinance 2017-OR-013 An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the Town of Sellersburg, Indiana and declaring an Emergency:**

Motion to consider on first reading:

Motion: James H. LaMaster Second: Martina P. Webster Vote: 4-aye, 0-nay, motion approved.

Motion to approve on second reading:

Motion: James H. LaMaster Second: William J. Conlin Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

Clerk Treasurer Michelle D. Miller advises that Ordinance Number 2016-20, the Credit Card Ordinance, needs to be amended to state that the receipts for credit card purchases must be attached to the statement and turned in to the Clerk Treasurer's Office at least seven days prior to the due date.

Motion to approve the amendment to Ordinance 2016-20 as requested by the Clerk Treasurer and Town Attorney Jacob C. Elder will prepare an Ordinance for the next meeting:

Motion: Martina P. Webster Second: William J. Conlin Vote: 4-aye, 0-nay, motion approved.

Jorge Lanz with Jacobi, Toombs and Lanz gives progress report on drainage study being done in the Cooperdale Subdivision.

Brittney Ferree, Cooperdale resident, advises the Council of a sink hole in front of 244 Shirley Avenue and speaks reference flooding issues in Cooperdale.

Motion to add to these minutes the 2017 Pool Fees:

Motion: Martina P. Webster Second: William J. Conlin Vote: 4-aye, 0-nay, motion approved.

Angela and Todd Tinsely, 2530 Weidner Road and Doug Sutherlin, 2606 Allentown Rd., address the Council in reference to potholes on Weidner Road. Town Attorney Jacob Elder will research and find out if Weidner Road is a Public or Private Road because the Town cannot use Public Funds to repair a Private Road.

Sharon King reference Administrative Fees: Not Present

Council Member Martina Webster is researching a Human Resource Contract to get the employee handbook and job descriptions updated. Clerk Treasurer Michelle D. Miller advises that she is working with Payroll Vault and employee handbooks and job descriptions are included in the pricing.

Sellersburg Town Council Meeting  
April 24, 2017

Public Works Director Kenneth J. Alexander opens bids for four F250 trucks for Public Works:

Jim O'Neal Ford: \$118,615.48

Carriage Ford: \$120,393.12

Heritage Ford: \$120,975.00

Public Works Director Kenneth J. Alexander advises the Council that the trucks will be financed. Clerk Treasurer Michelle D. Miller advises the Council that there is no need to finance the vehicles, to just do a three way split and pay for the trucks out of water, sewer and civil funds as we have the money to pay for them.

Motion to accept the bid from Jim O'Neal Ford, upon finalizing financing:

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

Motion to purchase two new trucks, one for Water (pay out of Water Operating) and one for Sewer (pay out of (Sewer Capital):

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 1-nay by Brad J. Amos, motion approved.

Public Works Director Kenneth J. Alexander requests approval from the Council for Curry to do the next phase of the Hawthorne Glen Booster Station. Council gives approval.

Public Works Director Kenneth J. Alexander requests permission from the Council to dispose of the Air Packs. President Paul J. Rhodes advises to get rid of them.

Public Works Director Kenneth J. Alexander presents sewer easement for Grangier Glass, 833 S. Indiana Avenue in the amount of \$750.00.

Motion to approve: James H. LaMaster    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

**GENERAL COMMENTS FROM THE PUBLIC:**

Dot Lynn, Equestrian Drive, addresses the Council in reference to the Davis property not being mowed and safety issues with the Davis swimming pool not being maintained. Building Commissioner J. Greg Dietz will check on these issues.

**RECEIPT OF STAFF REPORTS:**

J. Greg Dietz, Building Commissioner, gives monthly report.

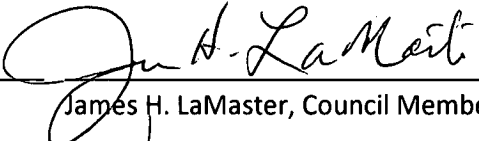
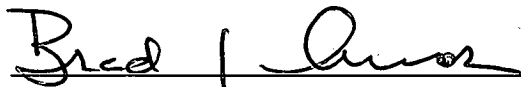

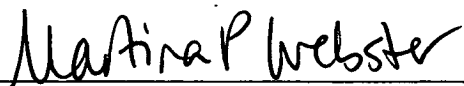
**COMMENTS FROM CLERK TREASURER:**

Clerk Treasurer Michelle D. Miller addresses the Council in reference with issues she is having with Public Works not turning in Claims timely.

Sellersburg Town Council Meeting  
April 24, 2017

**ADJOURN:**

Motion: James H. LaMaster    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved  
and meeting adjourned at 7:48p.m.

<hr/>	
Paul J. Rhodes, President	James H. LaMaster, Council Member
<hr/>	<hr/>
	
Brad J. Amos, Vice President	William J. Conlin, Council Member
<hr/>	<hr/>
	
Martina P. Webster, 2 <sup>nd</sup> Vice President	Attest: Michelle D. Miller, Clerk Treasurer

# Sellersburg Pool Fees and Hours for 2017

7:05



## Pool Hours:

Monday thru Saturday: 12:00 noon to 6:00 p.m.

Sunday Hours: 1:00 p.m. to 6:00 p.m.

## Pool Parties:


6:00 p.m. to 7:30 p.m. and 8:00 p.m. to 9:30 p.m.

## Swim Team practice hours:

Tuesday thru Friday 8:00 a.m. to 10:00 a.m.

Monday thru Thursday 6:00 p.m. to 7:30 p.m.

## Swim Lessons:



Monday thru Friday 10:00 a.m. to 12 noon

## Fees for the use of pool:

### Admission:

Season Pass \$40.00

Daily Admission \$5.00

### Pool Parties:

1.5 hours- up to 50 people \$200.00

3 hours- 51 to 100 people \$450.00

1.5 hours- 51 to 100 people \$250.00

1.5 hours- Over 100 people \$300.00



### Swim Lessons:

\$40.00

**Town Council Members,**

**Below are the rates the concession rates the Recreation Board voted on and set for the 2017 season.**

Hot Dog/Bun - \$1.50

Nacho Cheese - \$2.00

Pretzel - \$1.50

w/cheese - \$2.00

Drinks (sm) - \$1.50

Drinks (lg) - \$2.00

Lollies - \$.50

Pickle - \$1.00

Freeze Pop - \$.50

Candy Bar - \$1.00

Air Head - \$.25

Pizza-Papa John's - (Friday/Sat/Sun) - \$2.00 per slice

Drum Stick - \$1.25





## Sea Cats Schedule

### Home Meets:

June 12<sup>th</sup>

June 15<sup>th</sup>

July 10<sup>th</sup>

July 15<sup>th</sup>(champs)

### Swim Team practice hours:

Tuesday thru Friday 8:00 a.m. to 10:00 a.m.

Monday thru Thursday 6:00 p.m. to 7:30 p.m.



Town of Sellersburg  
Town Council Special Meeting Minutes

**DATE:** APRIL 27, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to add Crystal Gunther to Redevelopment Commission as the School Board Appointment.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS CONTINGENT TO CLERK TREASURER CONFIRMING THE CLAIMS WERE FILED FIVE DAYS PRIOR TO THE MEETING:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-014 An Ordinance Repealing Ordinance 2016-008:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Motion to strike the word "Unanimously" in Ordinance 2017-OR-014, as President Rhodes voted nay.

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Motion to approve amended Ordinance 2017-OR-014 on first reading:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

Motion to approve Ordinance 2017-OR-014 on second reading:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

Sellersburg Town Council Special Meeting  
April 27, 2017

**NEW BUSINESS:**

Appointment of Executive Secretary, Michelle Medcalf, by the Town Council with a hire date of May 1, 2017:

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Martina P. Webster makes a motion to purchase two new trucks for Public Works, one for water and one for sewer and to pay one from Waste Water Expansion and one from Water Operating:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 1-nay by Brad J. Amos, motion approved.

Paul J. Rhodes makes an Executive Appointment of Crystal Gunther, West Clark School Board Member, to the Redevelopment Commission as an ex-officio member. This appointment is volunteer and is not a paid position.

**GENERAL COMMENTS FROM THE PUBLIC:**

Greg Ferree asks about the Welcome to Sellersburg sign and is advised it's still being worked on. Mr. Ferree asks if the Town's website is up and running yet. Martina P. Webster advises that it's still being worked on. Mr. Ferree also asks if on-call employees drive vehicles home or if they pick them up here. Mr. Ferree was advised that they on-call employee drives the vehicle home.

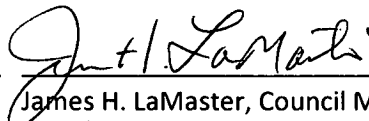
**COMMENTS FROM CLERK TREASURER:**

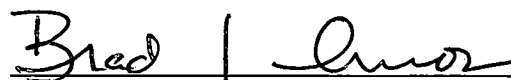
Clerk Treasurer Michelle D. Miller notes that she received a fax from Attorney William P. McCall's office that was for the Town Council and that the fax was given to the Town Council.

**ADJOURN:**


Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 8:12 p.m.

\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Special Meeting Minutes

**DATE:** MAY 10, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:30 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to add Taylor Properties tax abatement renewal as item one under new business and flooding issues will be item 2:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-015 An Ordinance Amending Hourly Pay for the Executive Secretary of the Town of Sellersburg, Indiana for Calendar Year 2017, retroactive to May 1, 2017 in the amount of \$18.50 per hour:**

1<sup>st</sup> Reading: Motion: James H. LaMaster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

Tax Abatement for Taylor Properties:

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

Public Works Director Kenneth J. Alexander gives his presentation on four options regarding flooding issues in Lakeside.

Sellersburg Town Council Meeting  
May 10, 2017

Motion to approve paving Brandon Circle easement connecting to North Forrest Drive:  
Motion: Martina P. Webster Second: William J. Conlin

Motion to amend previous motion to add an emergency gate by William J. Conlin, seconded by Martina P. Webster.

Martina P. Webster withdraws her motion to approve paving Brandon Circle easement until further research can be done.

**COMMENTS FROM COUNCIL MEMBERSHIP:**

William J. Conlin thanks everyone for coming.

Brad J. Amos gives updates on the pool.

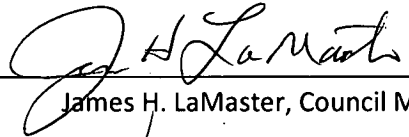
**COMMENTS FROM THE CLERK TREASURER:**


Clerk Treasurer Michelle D. Miller states, for the record, that the agenda for this meeting was not posted at the entrance.

**ADJOURN:**


Motion: Martina P. Webster Second: Brad J. Amos Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 8:33 p.m.

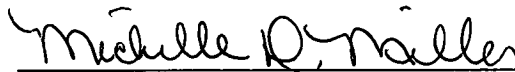
\_\_\_\_\_  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment: Public Comment List

**PUBLIC COMMENTS ON AGENDA ITEMS**

DATE 10 May 12

NAME	ADDRESS	TOPIC
DON CAMP		FLOODING
MARIE		FLOODING
VINCE THACKER		FLOODING
		FLOODING
		FLOODING
DAVID FAWCETT		FLOODING
ANDREW MEYER		FLOODING
MADISON MEYER		FLOODING
CLAUDE MEYER		FLOODING
ELEA HEACOCK		FLOODING
RAY WOODS		FLOODING
JIM MERKLE		FLOODING
JAXON STRICKER		FLOODING
LORI SHERRON		FLOODING
DANIELLE DILGER		FLOODING
M. CRONE		"
		"
BELINDA JACOBI		FLOODING
BEN MCKINLEY		
MATTHEW TERRY		FLOODING

Jana O'Brien

Amy Mayer

Floyd Grubbs

Alan + Ashley Cain

Farran Alexander

Melissa Taylor

Nancy Snyder

Maricel BACA

Vince Reker

MARY MAGINNY

Jeff Grubbs 4219 Silver Glen

Lori & Jack Fleener

Chris Beelma

Beverly Plawell

Todd & Betty

Bill WESSERS

Andy + Rebecca Johnson

FLOODING

~~Flood~~ Flooding

FLOODING

Flooding

flooding/ unsafe condition

Flooding

Flooding

Flooding

FLOODING

Flooding

flooding

Flooding

flooding  
flooding

FLOODING

Flooding

Town of Sellersburg  
Town Council Executive Meeting  
Meeting Minutes

**DATE:** May 10, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the executive meeting to order at 5:30 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member Bill Conlin, Council Member James H. LaMaster, and Town Council Attorney Jacob C. Elder – present.


**EXECUTIVE SESSION:**

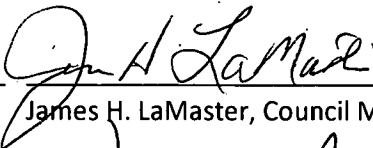
The Council conducted an executive meeting pursuant to Ind. Code § 5-14-1.5-6.1(b)(2)(B) for the purpose of discussing potential litigation that was specifically threatened in writing.

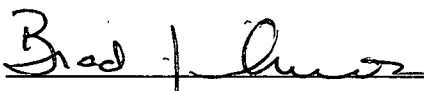
**ADJOURN:**

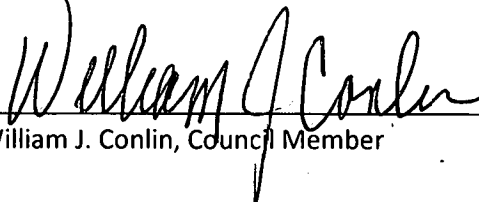
Meeting adjourned at approximately 6:25 p.m.

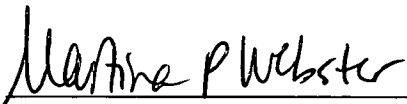
This Council certifies that no subject matter was discussed in the executive session other than the subject matter specified in the public notice.

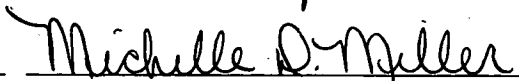
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer



Town of Sellersburg  
Town Council Special Meeting  
Meeting Minutes / Memorandum

**DATE:** May 18, 2017

**CALLED TO ORDER:** Vice President Brad Amos called the special meeting to order at 4:02 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member Bill Conlin, Council Member James H. LaMaster, and Town Council Attorney Jacob C. Elder – present.

**SPECIAL SESSION:**

The Special Session was held to address the emergency issues and review and award the Request for Quotes.

Ken Alexander, Public Works Director, opened sealed bid and read aloud the vendors and amounts bid for the replacement of the Applegate Culvert which was failing. They were as follows:

1. All Terrain Paving and Construction Co. - \$104,001.31
2. Dan Cristiani Excavating Co. - \$124,527.00
3. Mac Construction declined to bid.

**MOTION:** The Town award the project to All Terrain Paving and Construction for the amount of \$104,001.31.

1<sup>st</sup> – Martina Webster 2<sup>nd</sup> – Bill Conlin

Vote: 4-0

Mr. Tom Renn and his daughter Ms. Laura Renn addressed the Council regarding her home and flooding issues she has in her back yard. Councilman Amos stated we would study the issue and do everything we can to fix the issue.

**MOTION:** Move to Adjourn.

1<sup>st</sup> – Martina Webster 2<sup>nd</sup> – Jim LaMaster

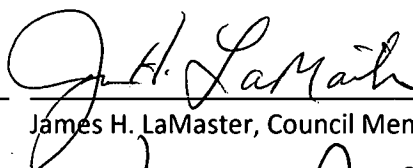
Vote: 4-0


**ADJOURN:**

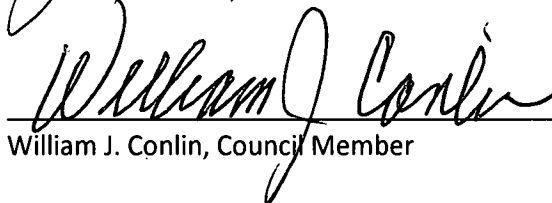
Meeting adjourned at approximately 4:24 p.m.


*[Signature page to follow]*

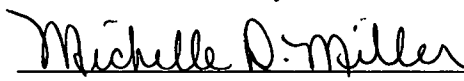
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Meeting Minutes  
(These minutes are not intended to be verbatim)

**DATE:** MAY 22, 2017

**CALLED TO ORDER:** Vice President Brad J. Amos called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
President Paul J. Rhodes was absent.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to combine #2 and #3 under Ordinances and Resolutions:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES FROM APRIL 24, 2017 REGULAR TOWN COUNCIL MEETING, APRIL 27, 2017 SPECIAL MEETING, MAY 10, 2017 SPECIAL MEETING AND THE MAY 10, 2017 EXECUTIVE SESSION:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-016 An Ordinance Ratifying Previous Official Action at Public Meeting:**

1<sup>st</sup> Reading: Motion: James H. LaMaster    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**Ordinance 2017-OR-017 An Ordinance Transferring Appropriations (Clerk Treasurer and Street and Sanitation):**

1<sup>st</sup> Reading: Motion: William J. Conlin                      Second: James H. LaMaster                      Vote: 4-aye, 0-nay,  
motion approved.

2<sup>nd</sup> Reading: Motion: Martina P. Webster                      Second: James H. LaMaster                      Vote: 4-aye, 0-nay,  
motion approved.

**UNFINISHED BUSINESS:**

Options Regarding Flooding at Lakeside Estates and Highway 31:

Martina P. Webster made the motion to approve Brandon Circle being paved.

William J. Conlin amends the motion by Martina P. Webster to include the study of Butler Drive concurrently with the paving of Brandon Circle:

Motion: Martina P. Webster                      Second: William J. Conlin

Original motion to approve Brandon Circle being paved while concurrently studying Butler Road:

Motion: Martina P. Webster                      Second: William J. Conlin                      Vote: 2-aye's by William J. Conlin and  
Martina P. Webster, 2-nay's by Brad J. Amos and James H. LaMaster, Clerk Treasurer Michelle D. Miller  
abstains. Motion not approved.

**NEW BUSINESS:**

Martina Webster would like to use HR Affiliates for the job descriptions and the employee handbook.

Motion: William J. Conlin                      Second: Martina P. Webster                      Vote: 4-aye, 0-nay, motion approved.

Mike Gillenwater, Attorney, representing Silver Creek Township Trustee, Bill Ramser in reference to a piece of property that cannot be determined who owns it, the Town the Township or the Housing Authority. Mr. Gillenwater is asking that the Town sign a quit claim deed. Town Attorney Jacob C. Elder will prepare a Resolution for the next meeting.

**PUBLIC WORKS DIRECTOR, KENNETH J. ALEXANDER:**

Recommends approval of Silver Creek Water Corporations request.

Motion: Martina P. Webster                      Second: William J. Conlin                      Vote: 4-aye, 0-nay, motion approved.

Presents sewer tap extension request for 756 Riley Drive in Speed:

Motion: Martina P. Webster                      Second: William J. Conlin                      Vote: 4-aye, 0-nay, motion approved.

Additional trash can request for Ann Kessinger, 12308 Vardon Vista to be billed at an extra \$10.00 per month:

Motion: Martina P. Webster                      Second: William J. Conlin                      Vote: 4-aye, 0-nay, motion approved.

**Town of Sellersburg**  
**Town Council Meeting**  
**May 22, 2017**

**PUBLIC WORKS DIRECTOR, KENNETH J. ALEXANDER (continued):**

Curry and Associates 2017 Standard Hourly Rates (copy attached) for the Hawthorn Glen Booster Station. Town Attorney Jacob C. Elders requests a modification to include a termination clause.

Motion: James H. LaMaster    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

Reimbursement to Jan Kight in the amount of \$285.00 for a sewer backup at 602 Parallel Avenue.

Motion: James H. LaMaster    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

**GENERAL COMMENTS FROM THE PUBLIC:**

Trish Vogel, 334 Paradise reference sewer backup issues on Paradise.

Laura Renn, 622 West Utica reference flooding on her property. Building Commissioner Greg Dietz and Town Attorney Jacob C. Elder will look at the run off.

Debra Owens, Shirley Avenue, asks Council Member James H. LaMaster if he has come out with the Engineers Jacobi, Toombs and Lanz. Mr. LaMaster did not reply.

Resident from Brandon Circle reference what are the plans for mosquito control for this year? Building Commissioner Greg Dietz gave his plan.

**PUBLIC WORKS DIRECTOR KENNETH J. ALEXANDER:**

Advises the Council that he will bring in the Bean Road Dedication next month.

**BUILDING COMMISSIONER, J. GREG DIETZ:**

Gives monthly report.

**CHIEF OF POLICE, WILLIAM R. WHELAN:**

Presents voucher for computer maintenance for \$700.00 for himself and Assistant Chief Mark Levesque per Ordinance. Also advises this will be the last year for it.

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

Presents price on camera's for Executive Secretary's office and additional camera for billing office and pool in the amount of \$4,253.78, to be paid out of CEDIT.

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**TOWN ATTORNEY, JACOB C. ELDER:**

Asks Clerk Treasurer Michelle D. Miller if she is in agreement that the Executive Secretary prepare the Ordinance and Resolution Docket. Clerk Treasurer agrees.

**Town of Sellersburg**  
**Town Council Meeting**  
**May 22, 2017**

**VICE PRESIDENT BRAD J. AMOS:**

Advises that the pool grand re-opening will be this Friday from 6 pm to 9 pm and pizza and a drink will be a dollar.

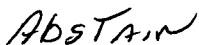


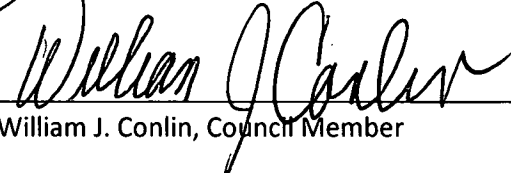


This Memorial Weekend remember the Service Men and Women that have been lost and the American Legion will have a Memorial Day Service.

**2<sup>ND</sup> VICE PRESIDENT MARTINA P. WEBSTER:**

Announces that the new website should go live next week.

**ADJOURN:**

Motion: William J. Conlin      Second: Martina P. Webster      Vote: 4-aye, 0-nay, motion approved  
and meeting adjourned at 7:41 p.m.

 _____ Paul J. Rhodes, President	 _____ James H. LaMaster, Council Member
 _____ Brad J. Amos, Vice President	 _____ William J. Conlin, Council Member
 _____ Martina P. Webster, 2 <sup>nd</sup> Vice President	 _____ Attest: Michelle D. Miller, Clerk Treasurer

Attachment: Curry & Associates 2017 Standard Hourly Rates

Town of Sellersburg  
Town Council Executive Session  
Meeting Minutes

**DATE:** June 1, 2017

**CALLED TO ORDER:**

Vice President Brad J. Amos called the meeting to order at 5:24 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

President Paul J. Rhodes was absent

Public Works Director Kenneth J. Alexander was present.

**AGENDA:**

Pursuant to Indiana Code § 5-14-1.5-6.1(b)(6)(A), the Town Council of the Town of Sellersburg conducted an Executive Session to discuss an employee matter.

**ADJOURN:**

Motion: Martina P. Webster Second: James H. LaMaster Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 6:03 p.m.

Approved this 26 day of June, 2017

Abstain  
Paul J. Rhodes, President

James H. LaMaster  
James H. LaMaster, Council Member

Brad J. Amos  
Brad J. Amos, Vice President

William J. Conlin  
William J. Conlin, Council Member

Martina P. Webster  
Martina P. Webster, 2<sup>nd</sup> Vice President

Michelle D. Miller  
Attest: Michelle D. Miller, Clerk Treasurer



May 1, 2017

## SILVER CREEK WATER CORPORATION

P O BOX 102 \* 8104 COUNTY LINE ROAD  
SELLERSBURG IN 47172-0102  
812-246-2889 \* FAX 812-246-6503

Paul Rhodes, President  
Sellersburg Town Board  
316 E. Utica Street  
Sellersburg, IN 47172

RE: Apartments off Plum Creek (by Matthew Oakley)

Dear Mr. Rhodes and Town Board,

We are requesting to revise our water system boundary line, to allow Silver Creek Water Corporation to serve only the project including seven apartment buildings off Plum Creek (by Matthew Oakley). This is due to fire flow requirements for the development.

The existing boundary line between Silver Creek Water Corporation and the Town of Sellersburg Water Department, is considered to be the line between Plum Run, part of Plum Creek and Hunter Station. Attached is a drawing of the area.

We have the required fire flow capacity to serve this development and would request immediate approval of adjusting our boundary line, so that we could begin the design process for them to connect to our system at Plum Creek.

Recent fire flow tests were conducted at Hunter Station, and your system at this location does not meet the 1,000 gallons per minute at 20 psi requirement for fire flow. Our system capacity tested at 1,664 gallons per minute at 20 psi.

Please call me at 812-246-2889 or e-mail [scott@silvercreekwater.org](mailto:scott@silvercreekwater.org) if you have any questions pertaining to this matter.

Sincerely,

Scott A. Ham  
Manager

attachment



Silver mPower - mPower Integrator - Copyright © mPower Innovations - Internet Explorer

http://74.142.1.206/gisweb/Map.aspx?UID=1749&CPTOKEN=3263272

Owner & Type	Address	Brand	Paint	Flush Form & Report	GPAL MINS. GALLONS	Maintenance & Manual	OPNET	
GISID	Loc. Desc.	Year	Date	Date	Res. Stat PSI	Override Date	Operated	
Location	County	Start	Needs Paint, Needs Checked	Override	Value	Wiping, Washed, Winterized, Hot Water	Valve Opened	
	Bury(Y/N)	EOC	Color	Main Size		Notes	Needle Greased	
SCWC Fire	8328 PLUM VALLEY DR 8328 PLUM VALLEY DR Clark	WATEROUS	1942	2015-06-10	2016-01-15	1359, 5, 6795 40, 84 Isolating Valve Report	No, 2015-07-01	Oiled Yes Yes Yes
HY000157 80-0201630	4.5, (-)	No No	No, No Yellow	No 5		Yes, No, No, ?		

Auto Reporting  
Buffer Tools  
Queries  
Google Earth  
System Menu  
Tracing

Layers

- Utility
- Other
- Structures
- Pipes
- Maintenance
- Meter Problems
- Annotation
- Sites
- Pipe Network Color
- Base Layers
- AllPhotos
- 2012\_Clark\_Lin
- 2012\_Floyd\_Lin
- 2012\_Alt-Ortho

Properties

Altitude: 483.713  
Elevation: 483.713  
easting: 296835.210999999  
latitude: 38.3784501620741  
longitude: -95.7756774168275  
northing: 4146117.003999999

Measure

Measure Type  
 Distance  Area  
 Dynamic Readout  
 Units: Feet

Segment Length: 237.9304  
 Total Distance: 8077.6666  
 Total Area: 0

Y: 387677.389418, X: 119822.488045 (FOOT)

1 feature selected | 1:4750.57 | 4997.99 x 2870.13 (ft) | Powered by Infrastructure Map Server | 100%

8:36 AM  
2/17/2016

**APPENDIX "B"**

STANDARD HOURLY RATES FOR 2017:

Engineering services shall be provided on an hourly rate basis. The following hourly rates apply to services provided:

Principal, Professional Engineer	\$150/hour
Project Engineer, P.E.	\$130/hour
Professional Surveyor, PS	\$130/hour
Architect	\$130/hour
Project Manager	\$110/hour
Project Engineer	\$110/hour
Environmental Specialist	\$95/hour
Designer	\$90/hour
CAD Technician	\$85/hour
Administrative	\$60/hour
Resident Project Representative	\$60/hour
Mileage	\$0.55 per mile



**CURRY & ASSOCIATES, INC.**

CONSULTING ENGINEERS & ARCHITECTS

*approved: 5/22/17 Council Meeting Motion: LaMaster Second: Webster*

Page 7

*vote: 4/0*

Town of Sellersburg  
Town Council  
Executive Session

(These minutes are not intended to be verbatim)

**DATE:** JUNE 10, 2017

**CALLED TO ORDER:** Vice President Brad J. Amos called the meeting to order at 9:00 a.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

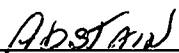
**ROLL CALL:** Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
President Paul J. Rhodes was absent.

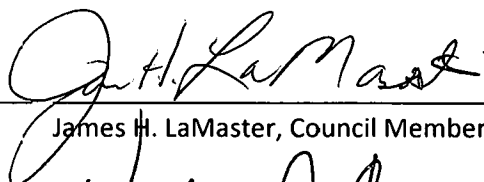
**AGENDA:**

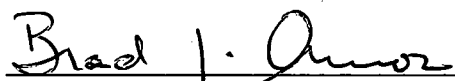
Pursuant to I.C. 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss an employee matter.

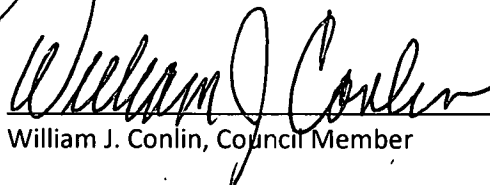
**ADJOURN:**

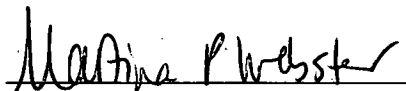
Motion: Martina P. Webster Second: James H. LaMaster Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 9:25 a.m.

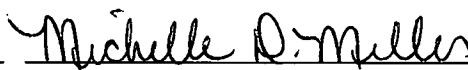
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council  
Special Meeting

(These minutes are not intended to be verbatim)

**DATE:** JUNE 10, 2017

**CALLED TO ORDER:** Vice President Brad J. Amos called the meeting to order at 9:45 a.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:** Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
President Paul J. Rhodes was absent.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present.

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

Public Works Director Kenneth J. Alexander presents HR contract for HR Unlimited:

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

Dog Related Hearing

**EXHIBITS PRESENTED BY TOWN ATTORNEY JACOB C. ELDER:**

Exhibit T1: Letter from Chief of Police William Whelan to April Smith reference Dangerous/Vicious Animal.

Exhibit T2: Town of Sellersburg Code of Ordinances Section pertaining to Unconfined Vicious or Dangerous Animal.

**RECESS OF HEARING:** 10:00 a.m.

**HEARING RECONVENED:** 10:13 a.m.

**MOTION TO DENY APPEAL:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 3-aye, 1-abstain by William H. Conlin, motion approved and appeal is denied.

**ADJOURN:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 11:32 a.m.

Town of Sellersburg  
Town Council  
Special Meeting  
June 10, 2017

*Abstain*

Paul J. Rhodes, President

*James H. LaMaster*

James H. LaMaster, Council Member

*Brad J. Amos*

Brad J. Amos, Vice President

*William J. Conlin*

William J. Conlin, Council Member

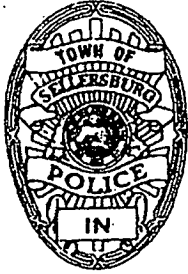
*Martina P. Webster*

Martina P. Webster, 2<sup>nd</sup> Vice President

*Michelle D. Miller*

Attest: Michelle D. Miller, Clerk Treasurer

Attachments: Exhibit T1: Letter from Chief of Police to April Smith  
Exhibit T2: Town of Sellersburg Code of Ordinance



Town of Sellersburg

# Police Department

Wm. Russ Whelan  
Chief of Police

Mark G. Levesque  
Deputy Chief

101 South New Albany Street Sellersburg, Indiana 47172  
(812) 246-4491 Fax (812) 246-3658

June 1, 2017

To: April L Smith  
4231 Silver Glade Trail  
Sellersburg, IN 47172

Re: Dangerous / Vicious Animal

Mrs. Smith,

As you know on 5/31/2017 our Department responded to your residence after receiving a complaint that your canine named "Princess" attacked and killed the canine "Daisy" located on the property at 4229 Silver Glade Trail Sellersburg belonging to the Evans family. Not only was the canine killed, this was done in the close proximity of the Evans' young child.

Per Sellersburg ordinance 93.021 (attached) adopted on April 24, 2017 the Sellersburg Police Department (animal control) has deemed your canine "Princess" as a dangerous / vicious animal.

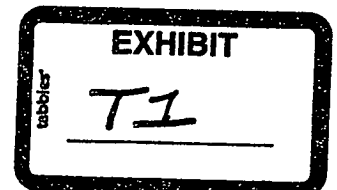
Per the ordinance "Princess" will be taken into custody and held at the J.B. Ogle Animal Shelter located at 201 Willinger Ln, Jeffersonville, IN 47130 until conclusion of its quarantine, any hearings that may be held and the appropriate restraint measures as outlined in the ordinance can be accomplished.

You have the right to appeal this decision but must do so in writing, within 10 business days of this notice, to the Chief of Police.

In lieu of the above proceedings you may request the J.B. Ogle Animal Shelter euthanize "Princess".

A handwritten signature in black ink, appearing to read "W. Russ Whelan".

William R. Whelan  
Chief of Police



**Q. UNCONFINED VICIOUS OR DANGEROUS ANIMAL.** A vicious or dangerous animal is "unconfined" if the animal is not securely confined indoors, or confined in a secure enclosure and locked pen, cage, or structure upon the premises of the owner, keeper or harbinger of the animal. The pen, structure, or enclosure must have secure sides and a secure sides and a secure top and bottom attached to the sides and the sides must be imbedded into the ground no less than one foot if outside and setting on the ground. All such pens, structures, or enclosures must be adequately lighted and kept clean and sanitary condition.

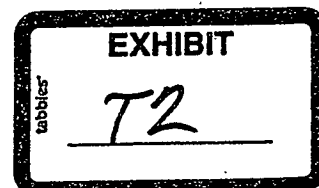
**R. VICIOUS AND/OR DANGEROUS ANIMAL.** The designated animal control officer and/or law enforcement officer upon personal observation and investigation shall find an animal to be dangerous and/or vicious if:

- (1) the animal has a known vicious propensity, capability, tendency or disposition to attack unprovoked, to cause injury to, or otherwise threaten the safety of human beings or domestic animals; or,
- (2) the animal, without provocation, attacks or bites, attempts to attach or bite, or has attacked or bitten, a human being or domestic animal; or,
- (3) the animal is harbored primarily or in part for the purpose of animal fighting, or is trained for animal fighting.

**SECTION 93.02. RESTRAINT REQUIRED.** No person owning or having charge of any dog shall cause or allow said dog to run at large upon any public place or upon any private property other than that of the owner. All dogs or animals shall be kept under restraint.

**A. RESTRAINT BY LEASH, CHAIN, OR COLLAR; SPECIFICATIONS:**

- (1) It is prohibited to exclusively restrain a dog or puppy by a fixed-point chain, tether, or trolley for a period of time exceeding two (2) hours in an eight (8) hour period unless accompanied by a competent person. A "competent person" is defined as a person, who, by reason of age and physical ability and training, is capable of maintaining control of an animal to the extent required by this ordinance.
- (2) A dog may be temporarily restrained by a chain or tether provided that it is at least twelve (12) feet in length and is kept untangled as to allow the animal full access of the length of the chain or tether.
- (3) Any tethering system employed shall not allow the dog or puppy to leave the owner's property or jump/lean over a neighbors' fence or property line.
- (4) No chain or tether shall weigh more than 1/8 of the dog or puppy's body weight.



Town of Sellersburg  
Board of Public Works  
Employee Meeting

(These minutes are not intended to be verbatim)

**DATE:** JUNE 15, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 2:28 p.m. at the Sellersburg Police Department Training Room, 101 S. New Albany St., Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin and Clerk Treasurer Michelle D. Miller.  
Council Member James H. LaMaster was absent.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO ADOPT THE AGENDA:**

Motion: Martina P. Webster    Second: William H. Conlin    Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

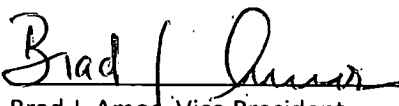
President Paul J. Rhodes reads the flow chart (attached) and Professionalism in the Workplace (attached). Copies of the flow chart and Professionalism in the Workplace were both handed out to the Public Works employees in attendance.

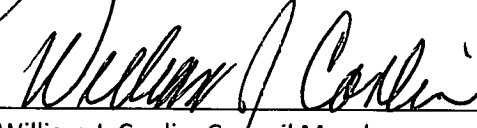
**ADJOURN:**


Motion: Martina P. Webster    Second: William H. Conlin    Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 2:58 p.m.

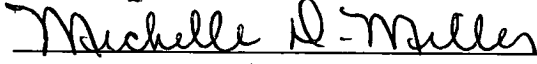
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s): Flow Chart and Professionalism in the Workplace



Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** JUNE 20, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:05 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present.

**MOTION TO AMEND THE AGENDA TO REMOVE UNFINISHED BUSINESS AND MOVE IT TO NEW BUSINESS:**

Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

Motion to terminate employee number 1536:

Motion: Martina P. Webster      Second: Paul J. Rhodes      Vote: 2-aye, 3-nay, motion not approved.

Roll Call Vote:	James H. LaMaster	No
	Brad J. Amos	No
	Rhodes	Yes
	Webster	Yes
	Conlin	No

Motion to terminate employee number 1547:

Motion: Martina P. Webster      Second: Paul J. Rhodes      Vote: 2-aye, 3-nay, motion not approved.

Roll Call Vote:	James H. LaMaster	No
	Brad J. Amos	No
	Rhodes	Yes
	Webster	Yes
	Conlin	No

Sellersburg Town Council  
Special Meeting  
June 20, 2017

Motion to take disciplinary action and suspend employee number 1547 for two weeks unpaid leave for a careless act of a supervisor:

Motion: Brad J. Amos                      Second: William J. Conlin                      Vote: 3-aye, 2-nay, motion approved.  
Roll Call Vote: LaMaster                      Yes  
                         Amos                      Yes  
                         Rhodes                      No  
                         Webster                      No  
                         Conlin                      Yes

Motion to put both employees on a one year no tolerance probation (beginning June 20, 2017):

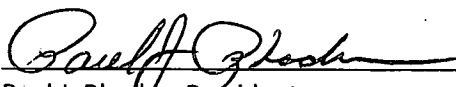

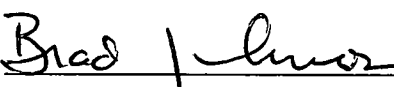

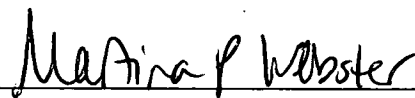

Motion: Martina P. Webster                      Second: James H. Lamaster                      Vote: 5-aye, 0-nay, motion approved.  
Roll Call Vote: LaMaster                      Yes  
                         Amos                      Yes  
                         Rhodes                      Yes  
                         Webster                      Yes  
                         Conlin                      Yes

**CLERK TREASURER, MICHELLE D. MILLER:**

Is the probation period effective starting today? President Rhodes advises yes.

**ADJOURN:**

Motion: Martina P. Webster                      Second: Brad J. Amos                      Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 5:21 p.m.

 _____ Paul J. Rhodes, President	 _____ James H. LaMaster, Council Member
 _____ Brad J. Amos, Vice President	 _____ William J. Conlin, Council Member
 _____ Martina P. Webster, 2 <sup>nd</sup> Vice President	 _____ Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** JUNE 20, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:01 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Council Member James H. LaMaster, Town Council Attorney, Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** By all present.

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

Public Works Director Kenneth J. Alexander introduces Josh Hillman with Jacobi, Toombs and Lanz and advises that CEDIT Funds can be used for this project and the Town is also trying to get Community Crossing funds.

Josh Hillman with Jacobi, Toombs and Lanz presents the findings of the Shirley Avenue Project and recommends Alternative 1 with an estimate of \$300,000.00 to \$350,000.00.

President Paul J. Rhodes advises that a decision will be made at the June 26, 2017 Town Council Meeting as to which Alternative will be chosen.

**COMMENTS FROM PUBLIC:**

Comments from residents of Shirley Avenue, Highland Avenue and Edgeland Avenue.


**CLERK TREASURER, MICHELLE D. MILLER:**

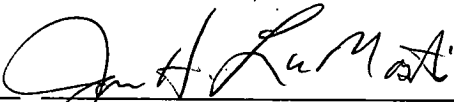
Asks the cost estimates of Alternatives 2 and 3. Mr. Hillman advises Alternative 2 is \$350,000.00 to \$400,000.00 and Alternative 3 is \$400,000.00 to \$450,000.00.


Sellersburg Town Council Special Meeting  
June 20, 2017


**ADJOURN:**

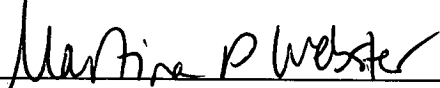
Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 6:52 p.m.

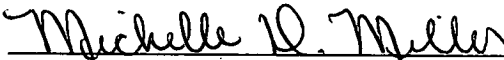
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Meeting Minutes

**DATE:** JUNE 26, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Bro. Randy Coultas

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to remove #5 under Ordinances and Resolutions, Resolution 2017-R-003:

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

Motion to amend the agenda to remove #4 under New Business, Master Radio Read Control Box:

Motion: Paul J. Rhodes    Second: Martina P. Webster    Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Motion to approve the minutes of the May 19, 2017 Memorandum, Emergency Meeting: Applegate Culvert, May 22, 2017 Regular Town Council Meeting, June 1, 2017 Executive Session, June 10, 2017 Special and Executive Session, June 15, 2017 Board of Public Works Employee Meeting, June 20, 2017 Special Meetings: Employee Matter and Shirley Ave. Project.

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

President Rhodes advises that he abstains from the June 15<sup>th</sup> and June 20<sup>th</sup> Meetings as he was not present.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: James H. LaMaster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

Vince Thacker, 2109 Silver Glade Trail: Would like for the Ordinance and Resolutions to be published along with the agenda so the public has a chance to see them before the meeting.

Sellersburg Town Council Special Meeting  
June 26, 2017

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (continued):**

Dot Lynn: Lives at Equestrian Lakes and is requesting a speed hump and sidewalks for her neighborhood.

Bill Wessels, 4205 Lakeside: Addresses the Council reference drainage issues. President Paul J. Rhodes advises Mr. Wessels that the Town would look into it and see what can be done.

Bob & Debbie Hare, 4208 Lakeside Court: Advises that the lake is getting a lot of algae and asks what can be done about it. Vince Renker with the Lakeside Homeowners Association was present and advises that the Lakeside Homeowners Association doesn't have enough money to fix the algae problem.

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-018 An Ordinance Amending the 2017 Salary Ordinance removing Exhibit B:**

1<sup>st</sup> Reading: Motion: Martina P. Webster      Second: William J. Conlin      Vote: 5-aye, 0-nay,  
motion approved.

2<sup>nd</sup> Reading: Motion: Martina P. Webster      Second: William J. Conlin      Vote: 5-aye, 0-nay,  
motion approved.

Clerk Treasurer Michelle D. Miller advises the Council that with Exhibit B being removed, she has no way of knowing where to pay those employees from or what percentages.

Town Attorney Jacob C. Elder recommend the Council make a motion to continue payments in Exhibit B until the next meeting:

Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 5-aye, 0-nay, motion approved.

**Ordinance 2017-OR-019 An Ordinance Authorizing the Executive Secretary to function as a purchasing agent for the Town Council of the Town of Sellersburg:**

1<sup>st</sup> Reading: Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 5-aye, 0-nay,  
motion approved.

2<sup>nd</sup> Reading: Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 5-aye, 0-nay,  
motion approved.

**Ordinance 2017-OR-020 An Ordinance Amending § 30.15 & 30.16 of the Town of Sellersburg Code of Ordinances:**

1<sup>st</sup> Reading: Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 5-aye, 0-nay, motion  
approved.

2<sup>nd</sup> Reading: Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 5-aye, 0-nay,  
motion approved

**Resolution 2017-R-002 A Resolution Authorizing the Transfer of Real Property in the Town of Sellersburg and Appointing Council President Rhodes as Agent for the Town of Sellersburg:**

Motion: Brad J. Amos      Second: William J. Conlin      Vote: 5-aye, 0-nay, motion approved.

Sellersburg Town Council Special Meeting  
June 26, 2017

**UNFINISHED BUSINESS:**

Shirley Avenue/Prather Lane Project: Public Works Director Kenneth J. Alexander introduces Jacobi, Toombs and Lanz. Jacobi, Toombs and Lanz presents the preliminary construction cost estimate for Prather Lane, construction only, in the amount of \$224,640.00.

Jorge Lanz with Jacobi, Toombs and Lanz advises that the Prather Lane Project has to be done before Shirley Avenue because the pipes on Prather will increase in size and in the second phase of the project, Shirley Avenue's pipes will be increased and will drain into the new larger pipes on Prather Lane. The total cost estimate for Prather Lane and Shirley Avenue is \$350,000.00.

Brittney Ferree:

Asks how long it will take after phase 1 is complete to begin phase 2. Jorge Lanz advises that, depending in the Community Crossings Grant, phase 2 could begin immediately after phase 1 or with phase 1.

Motion to proceed with the bidding process for the Shirley Avenue/Prather Lane Project:

Motion: Martina P. Webster Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved.

**Lakeside Estates & Highway 31 Flooding:**

Town Attorney Jacob C. Elder advises he has been working on this.

**NEW BUSINESS:**

Sewer Tap Request St. Joe Road (address not yet assigned): John and Sally Priddy are requesting this sewer tap.

Motion: Martina P. Webster Second: Brad J. Amos Vote: 5-aye, 0-nay, motion approved.

Patterson Agency, LLC, Land Acquisition Specialists, appraisal/acquisition offer of Parcel 86, 2906 Holman's Lane, Jeffersonville, Indiana 47130: Public Works Director Kenneth J. Alexander presents appraisal/acquisition to Council for review.

Subdivision Ordinance: \$1,500.00 for drawings/engineering service: Council Member Martina P. Webster requests up to \$, 1500.00 be approved for drawings/engineering services for updating the Subdivision Ordinance to be paid out of Building Commissioner Consulting:

Motion: Martina P. Webster Second: Brad J. Amos Vote: 5-aye, 0-nay, motion approved.

Master Radio Read Control Box: Removed from agenda.

Corner of South New Albany Street and East Utica Street, tree removal: Public Works Director Kenneth J. Alexander requests that the tree be removed as it's blocking the stop sign:

Motion: William J. Conlin Second: Brad J. Amos Vote: 5-aye, 0-nay, motion approved.

Sellersburg Town Council Special Meeting  
June 26, 2017

Community Crossing Matching Grant Fund: Public Works Director Kenneth J. Alexander needs commitment letter from the Council for the Community Crossing Matching Grant Fund.  
Brad J. Amos makes a motion to use \$250,000.00 from LIT for the Grant, then withdraws his motion.  
Martina P. Webster makes a motion to commit \$335,000.00, \$245,000.00 from LIT Fund 257 and \$90,000.00 from CEDIT Fund 406, and for President Rhodes to sign the commitment letter:  
Motion: Martina P. Webster Second: Brad J. Amos Vote: 5-aye, 0-nay, motion approved.

**GENERAL COMMENTS FROM THE PUBLIC:**

Brittney Ferree: Advises her questions have already been answered.  
Matt Czarnecki: Advises that he spoke with State Representative Karen Engleman and she advised after speaking with INDOT the elevation of Highway 31 will not be raised.

**STAFF REPORTS:**

Public Works Director Kenneth J. Alexander: Advises the Council that due to a state mandate, a building needs to be built for phosphorus removal from the Waste Water Stream.

**COMMENTS FROM TOWN COUNCIL:**

Martina P. Webster makes a motion install a stop sign at Equestrian Drive:  
Motion: Martina P. Webster Second: William J. Conlin Martina P. Webster withdraws motion due to the residents were not requesting a stop sign, they are requesting a speed hump.

Brad J. Amos makes the motion to install a speed hump on Karie Lane and Equestrian Drive:  
Motion: Brad J. Amos Second: William J. Conlin Vote: 4-aye, 1-nay by Martina P. Webster, motion approved.

Town Attorney recommends that the Homeowners Association present a formal request to the Council.

Town Attorney Jacob C. Elder presents Uniform Conflict of Interest Disclosure Statement for John Cortie to be approved by the Council:

Motion: Martina P. Webster Second: William J. Conlin Vote: 5-aye, 0-nay, motion approved.

Motion made by Martina P. Webster to allow President to sign grant for sidewalks:

Motion: Martina P. Webster Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved.

Martina P. Webster advises that she and Building Commissioner Greg Dietz are working on drainage and runoff for new development.

Martina P. Webster advises that the website is in draft mode and gives the audience a demonstration of the new website after a few technical difficulties.



Sellersburg Town Council Special Meeting  
June 26, 2017

Brad J. Amos announces the Parks and Recreation Boards Farmer's Market on July 5<sup>th</sup> from 4-8 p.m. at Wilkerson Park and that the American Legion will have fireworks at dark on 4<sup>th</sup> of July.

Sellersburg Town Council Special Meeting  
June 26, 2017

**COMMENTS FROM TOWN COUNCIL (continued):**

William J. Conlin asks Dot Lynn if the swimming pool issue behind her has been resolved. Ms. Lynn advises that Mr. Dietz has never contacted her and hasn't returned her calls.


**COMMENTS FROM CLERK TREASURER:**

Clerk Treasurer Michelle D. Miller addresses the Council in reference to two \$100,000.00 invoices being submitted to her office for the same invoice. She advises that these types of mistakes are frequent from Public Works and would like the issues addressed.

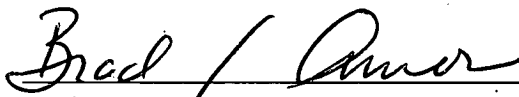
Clerk Treasurer Michelle D. Miller addresses the Council in reference to the cell phone bills and usage. The public works cell phone bills have employees listed that no longer work here and there is data overage charges and if these overages are for personal use, those employees need to pay for the overages. Also, after reviewing the bill, one employee is using the cell phone during business hours and there is a land line available in her office at all times and Mrs. Miller doesn't see why it's the Taxpayer's responsibility to pay for an extra phone when one is already provided. Mrs. Miller advises the Council that State Board of Accounts has brought to her attention that the cell phones for the Town are out of control and a policy needs to be put into place as to who will receive cell phones. Mrs. Miller advises the Council that she has addressed them previously in April regarding this issue and nothing has been done. Mrs. Miller also requests a policy on work boots for Public Works employees.

**ADJOURN:**


Motion: Brad J. Amos Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:59 p.m.

  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member


  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments(s): Jacobi, Toombs and Lanz Cost Estimate, Priddy Sewer Tap, Community Crossing Letter

# PRATHER CONSTRUCTION ONLY

## PRELIMINARY CONSTRUCTION COST ESTIMATE

Jacobi, Toombs and Lanz, Inc.  
 Consulting Engineers 

JOB NO. 16170 SHEET 1 OF 1

PROJECT Shirley Avenue Drainage Improvements  
Prather Construction Only

BY: J.G.D.  
 DATE: June 20, 2017


CHECKED: J.N.H.  
 DATE: June 20, 2017

ITEM	QUANTITY	UNIT	UNIT PRICE INSTALLED	TOTAL COST
Mobilization and Demobilization	1	LS	\$ 7,500.00	\$ 7,500.00
Clearing Right-of-Way	1	LS	\$ 5,000.00	\$ 5,000.00
Maintenance of Traffic	1	LS	\$ 5,000.00	\$ 5,000.00
Contractor's Construction Engineering	1	LS	\$ 7,500.00	\$ 7,500.00
Erosion Control	1	LS	\$ 5,000.00	\$ 5,000.00
36" Storm Sewer	320	LFT	\$ 120.00	\$ 38,400.00
30" Storm Sewer	270	LFT	\$ 100.00	\$ 27,000.00
Storm Sewer Inlet	10	EA	\$ 3,000.00	\$ 30,000.00
Linear Ditch Grading	180	LFT	\$ 10.00	\$ 1,800.00
Dewatering	1	LS	\$ 10,000.00	\$ 10,000.00
<b>SUBTOTAL</b>				<b>\$ 137,200.00</b>
Contingencies (20%)	1	LS	\$ 27,440.00	\$ 27,440.00
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>				<b>\$ 164,640.00</b>
Engineering & Inspection	1	LS	\$ 60,000.00	\$ 60,000.00
<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$ 224,640.00</b>
<b>USE</b>				<b>\$ 225,000.00</b>

June 26, 2017 Town Council Agenda Item | Supporting Documentation

# ALTERNATE NO. 1

## PRELIMINARY CONSTRUCTION COST ESTIMATE

Jacobi, Toombs and Lanz, Inc.  
 Consulting Engineers 

JOB NO. 16170 SHEET 1 OF 3

PROJECT Shirley Avenue Drainage Improvements  
Alternate No. 1 - Shirley to Prather

BY: J.G.D.

CHECKED: J.N.H.

DATE: June 15, 2017

DATE: June 15, 2017

ITEM	QUANTITY	UNIT	UNIT PRICE INSTALLED	TOTAL COST
Mobilization and Demobilization	1	LS	\$ 7,500.00	\$ 7,500.00
Clearing Right-of-Way	1	LS	\$ 5,000.00	\$ 5,000.00
Maintenance of Traffic	1	LS	\$ 5,000.00	\$ 5,000.00
Contractor's Construction Engineering	1	LS	\$ 7,500.00	\$ 7,500.00
Erosion Control	1	LS	\$ 5,000.00	\$ 5,000.00
36" Storm Sewer	320	LFT	\$ 120.00	\$ 38,400.00
30" Storm Sewer	680	LFT	\$ 100.00	\$ 68,000.00
18" Storm Sewer	40	LFT	\$ 75.00	\$ 3,000.00
Storm Sewer Inlet	15	EA	\$ 3,000.00	\$ 45,000.00
Linear Ditch Grading	180	LFT	\$ 10.00	\$ 1,800.00
Sanitary Sewer	400	LFT	\$ 60.00	\$ 24,000.00
Sanitary Lateral Reinstatement	6	EA	\$ 500.00	\$ 3,000.00
Dewatering	1	LS	\$ 10,000.00	\$ 10,000.00
			<b>SUBTOTAL</b>	<b>\$ 223,200.00</b>
Contingencies (20%)	1	LS	\$ 44,640.00	\$ 44,640.00
			<b>TOTAL ESTIMATED CONSTRUCTION COST</b>	<b>\$ 267,840.00</b>
Engineering & Inspection	1	LS	\$ 60,000.00	\$ 60,000.00
			<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$ 327,840.00</b>
			USE	<b>\$ 330,000.00</b>

June 26, 2017 Town Council Agenda Item | Supporting Documentation

NO.	REVISION	DATE



June 26, 2017 Town Council Agenda Item | Supporting Documentation

SHEET 3 OF 3	3	<table border="1"> <tr> <td>DATE</td> <td> </td> </tr> <tr> <td>DESIGNED BY</td> <td> </td> </tr> <tr> <td>CHECKED BY</td> <td> </td> </tr> <tr> <td>IN CHARGE</td> <td> </td> </tr> <tr> <td>SCALE</td> <td> </td> </tr> </table>	DATE		DESIGNED BY		CHECKED BY		IN CHARGE		SCALE	
DATE												
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IN CHARGE												
SCALE												

**SHIRLEY AVENUE  
DRAINAGE IMPROVEMENTS  
SELLERSBURG, INDIANA**  
  
**PROJECT ALTERNATES**

**TOWN OF SELLERSBURG**  
 316 E UTICA STREET  
 SELLERSBURG, INDIANA 47172  
 (812) 246-3821



**Jacobi, Toombs & Lanz, Inc.**  
 Consulting Engineers & Land Surveyors  
 1837 E Spring Street, Suite 204 - Sellersburg, Indiana 47172  
 812-246-3821 - WWW.JTLIND.COM

(N 50°00' E-R)  
N 54°22'50" E

DIVIDING LINE

-3.56'

W. ST. JOE ROAD  
(ASPHALT PAVEMENT)

212.01'  
(212.0'-R)

27'  
90°

27'  
90°

3/4" STEEL PIN  
0.5'± BELOW  
GRADE

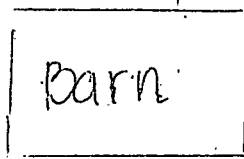
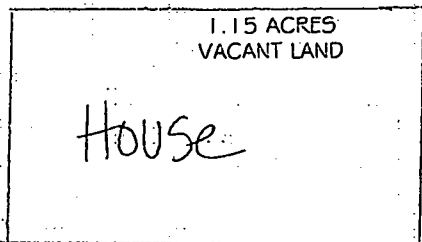
3/4" STEEL PIN  
0.5'± BELOW  
GRADE

CHRISTINA KNOX  
MICHAEL KNOX  
INST. 201704352

SALLY EVANS PRIDDY  
JOHN EARL PRIDDY  
INST. 201704353

(N 40°00' W-R)  
N 35°37'10" W 239.37' (O/A)  
167.00'

(223.1'-R)  
223.38'  
S 35°37'10" E 241.77' (O/A)  
(S 40°00' E-R)



Driveway

5/8" STEEL PIN  
FOUND PER DEED  
0.30' WEST OF  
LINE

207.84'

(S 12°45' E-R)  
S 08°22'10" E  
9.74'

S 57°25'50" W-R  
(S 53°03' W-R)

C. ELK RUN  
LOCATED  
JUNE 2, 2017

DEVELOPMENT COMPANY, LLC.  
INST. 201412635

Town Council Agenda Item  
June 26, 2017

Sewer Tap Request, St. Joe Road (address not assigned). Two (2) acres were split into two one (1) acre lots.  
The address went with the other lot.

Sally Priddy  
C: 502.262.0240 (best contact number)  
H: 502.242.2000

*Town of Sellersburg*

316 EAST UTICA STREET  
P.O. BOX 65  
SELLERSBURG, INDIANA 47172  
(812) 246-3821 FAX (812) 246-7040

7/1/2017

Kathy Eaton-McKallip  
LPA Administrator  
Indiana Department of Transportation  
100 N. Senate Ave. IGCN 955  
Indianapolis, IN 46204

Ms. Eaton-McKallip,

The Town of Sellersburg is applying for Community Crossings Matching Grant funding in the amount of \$1,000,000. This letter is to verify that the Town has set aside funds for the local match needed for the attached projects. The local match is dedicated from the Town of Sellersburg Fund #257, in the amount of two hundred forty-five thousand dollars (\$245,000); and ninety thousand (\$90,000) from Fund #406 or percentage (25%) of the total project cost. These funds are available and ready to be used on the project.

Thank you for your time and consideration in this matter.

Sincerely,

  
Paul Rhodes  
Town Council President

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** JULY 24, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:16 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**TOPIC OF DISCUSSION:**

Pursuant to I.C. 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss an employee matter.

**ADJOURN:**

Motion: Brad J. Amos Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 5:35 p.m.

Absent

Paul J. Rhodes, President

James H. LaMaster

James H. LaMaster, Council Member

Brad J. Amos

Brad J. Amos, Vice President

William J. Conlin

William J. Conlin, Council Member

Martina P. Webster

Martina P. Webster, 2<sup>nd</sup> Vice President

Michelle D. Miller

Attest: Michelle D. Miller, Clerk Treasurer

**Town of Sellersburg**  
**Town Council Meeting Minutes**  
(These minutes are not intended to be verbatim)

**DATE:** JULY 24, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to add the 2016 Consumer Confidence Report under New Business:

Motion: Paul J. Rhodes      Second: Brad J. Amos      Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: James H. LaMaster      Second: William J. Conlin      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Motion to approve the minutes of the June 26, 2017 Town Council Meeting:

Motion: Martina P. Webster      Second: William J. Conlin      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: James H. LaMaster      Second: Martina P. Webster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

**Debbie Owens:** in reference to the Prather Lane project where are we at on the bids. Public Works Director Kenneth J. Alexander advises that the documents are being prepared for the bids and there is some preliminary engineering work that needs to be done. Mrs. Owens also asks when the Community Crossings Grant was submitted and Vice-President Brad J. Amos advises that it was submitted on July 14<sup>th</sup>.



Town of Sellersburg Town Council Meeting  
July 24, 2017

**Dot Lynn:** in reference to the speed hump for Equestrian Drive. Council President Paul Rhodes reads the engineers report from Jacobi, Toombs and Lanz (copy attached). President Paul J. Rhodes advises that an Ordinance will be prepared for the next meeting to install the speed hump.

Sellersburg Town Council Special Meeting  
July 24, 2017

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-021 An Ordinance for the Transfer of Funds:**

1<sup>st</sup> Reading: Motion: Brad J. Amos                      Second: William J. Conlin                      Vote: 5-aye, 0-nay,  
motion approved.

2<sup>nd</sup> Reading: Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 5-aye, 0-nay,  
motion approved.

**Ordinance 2017-OR-022 An Ordinance Amending the Salary Ordinance for the Town of Sellersburg, Indiana for Calendar Year 2017:**

1<sup>st</sup> Reading: Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 4-aye, 1-nay by William  
H. Conlin, motion approved.

**NEW BUSINESS:**

**2016 Consumer Confidence Report:**

President Paul J. Rhodes reads Statement Regarding 2016 CCR (Consumer Confidence Report) of Water Quality (copy attached).

**Insurance Renewal:**

Presented by Jerry Rauck of ISU Insurance & Investment Group (copy attached) for renewal:  
Motion: James H. LaMaster                      Second: William H. Conlin                      Vote: 5-aye, 0-nay, motion approved.

**Annual Surtax/Wheel Tax Collection:**

President Paul J. Rhodes makes a motion to pass an Annual Surtax/Wheel Tax. The motion dies for a lack of a second.

**Lara Renn, 622 W. Utica Street:**

Ms. Renn addresses the Council in reference to drainage, flooding and mosquito concerns. Mike Harris with Jacobi, Toombs and Lanz addresses Ms. Renn's concerns. President Paul J. Rhodes advises Ms. Renn that the Town cannot do anything immediately and advises her that she can civilly file a claim against the Town.

**Robert L. Molenkamp, Highway 60:**

Mr. Molenkamp addresses the Council in reference to illegal dumping on his property on Highway 60. He wants the man arrested. Mr. Molenkamp is advised to put up no trespassing signs and possibly a gate.

Town of Sellersburg Town Council Meeting  
July 24, 2017

President Rhodes calls for a three minute recess of the meeting:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved and meeting recessed.

Meeting reconvened at 7:33 p.m.

**GENERAL COMMENTS FROM THE PUBLIC:**

Comments from Public on the 2016 Consumer Confidence Report (CCR):  
Don Compton, Vince Thacker, Brittney Ferree and Doug Reiter

**STAFF REPORTS:**

**Public Works Director Kenneth J. Alexander:** Requests direction from the Council on the West Utica culvert and is advised by the Council to put it out for bid.

**Building Commissioner Greg Dietz:** Gives his monthly report

**Chief of Police William R. Whelan:** Announces that Mark Levesque is retiring effective July 30<sup>th</sup> after 21 years of service. Chief Whelan recommends Detective Matt Adams as the Assistant Chief effective July 31<sup>st</sup>.

Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 5-aye, 0-nay, motion approved.

**Town Attorney Jacob C. Elder:** Gives an update on Butler Road and advises that all the easements have been obtained. Mr. Elder also advises that the Council needs to hire Jacobi, Toombs and Lanz to give a 15 foot description of the easement needed from S.C. LLC. Mr. Elder advises that Butler Road is ready for emergency use.

Motion to approve Jacobi, Toombs and Lanz to do the survey needed on Butler Road:

Motion: William H. Conlin                      Second: Brad J. Amos                      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM TOWN COUNCIL:**

**Member William H. Conlin:** Thanks Kenny, Jake and Terry Langford for their work on Butler Road.

**Vice President Brad J. Amos:** Hopes everyone enjoys the new Farmer's Market and he is very proud of Greg Ferree and the Parks and Recreation Board and he is proud of the pool and the pool will be open until Labor Day.

**2<sup>nd</sup> Vice President Martina P. Webster:** Advises that the new website is up and that she does not deny passing notes to Bill but denies ever kicking him.

**President Paul J. Rhodes:** Compliments the Pool.

Town of Sellersburg Town Council Meeting  
July 24, 2017

**ADJOURN:**

Motion: Brad J. Amos Second: Martina P. Webster Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 8:00 p.m.

Absent  
Paul J. Rhodes, President

James H. LaMaster  
James H. LaMaster, Council Member

Brad J. Amos  
Brad J. Amos, Vice President

William J. Conlin  
William J. Conlin, Council Member

Martina P. Webster  
Martina P. Webster, 2<sup>nd</sup> Vice President

Michelle D. Miller  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments(s):

Statement Regarding 2016 CCR (Consumer Confidence Report) of Water Quality (1 page)

Email reference Paul's Place speed hump consideration (1 page)

ISU Insurance Proposal (19 pages)

Letter reference Municipal Excise/Wheel Tax (1 page)

**Town of Sellersburg**  
**Town Council Meeting Minutes**  
(These minutes are not intended to be verbatim)

**DATE:** AUGUST 3, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

President Paul J. Rhodes advises that the only items that will be discussed are the agenda items only.

**NEW BUSINESS:**

**Council Response to July 24<sup>th</sup> Town Council Meeting:**

President Paul J. Rhodes reads Council Response to the July 24, 2017 Sellersburg Town Council Meeting (copy attached).

President Paul J. Rhodes reads letter from Gary Maloney, President/Owner of NuYale (copy attached).

President Paul J. Rhodes reads letter from Jerry Rauck of ISU Insurance and Investment Group (copy attached).

Martina P. Webster makes a motion to censure Council Member William J. Conlin and a Resolution will be prepared for the next meeting formalizing the censure:

Motion: Martina P. Webster    Second: Paul J. Rhodes    Vote: 4-aye, 1-nay by William J. Conlin.

William J. Conlin calls for a roll call vote:

LaMaster-aye, Webster-aye, Rhodes-aye, Amos-aye, Conlin-nay,

**2018 Budget Consultant:**

Martina recommends the Council hire Steven Brock as the 2018 Budget Consultant for \$175.00 per hour.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 1-nay by William J. Conlin, motion approved.

Sellersburg Town Council Meeting  
August 3, 2017

**COMMENTS FROM COUNCIL MEMBERSHIP:**

**Brad J. Amos:**

Makes a motion that he be able to go to Planning and Zoning and make a recommendation that the property adjacent to the Police Department where the Farmer's Market is held be rezoned from R1 to Open Public Space.

Motion: Brad J. Amos                      Second: William H. Conlin                      Vote: 5-aye, 0-nay, motion approved.

**ADJOURN:**

Motion: James H. LaMaster                      Second: Martina P. Webster                      Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 5:28 p.m.

<u>Absent</u> Paul J. Rhodes, President	<u>James H. LaMaster</u> James H. LaMaster, Council Member
<u>Brad J. Amos</u> Brad J. Amos, Vice President	<u>William J. Conlin</u> William J. Conlin, Council Member
<u>Martina P. Webster</u> Martina P. Webster, 2 <sup>nd</sup> Vice President	<u>Michelle D. Miller</u> Attest: Michelle D. Miller, Clerk Treasurer

Attachments(s):  
Council Response to the July 24<sup>th</sup> 2017 Sellersburg Town Council Meeting (5 pages)  
Letter from Gary Maloney, President/Owner, NuYale (1 page)  
Letter from Jerry Rauck, ISU Insurance and Investment Group (1 page)

(N:50°00' E-R)  
N 54°22'50" E

DIVIDING LINE

-3.56'

W. ST. JOE ROAD  
(ASPHALT PAVEMENT)

212.01'  
(212.0'-R)

27'  
90°

27'  
90°

3/4" STEEL PIN  
0.5'± BELOW  
GRADE

3/4" STEEL PIN  
0.5'± BELOW  
GRADE

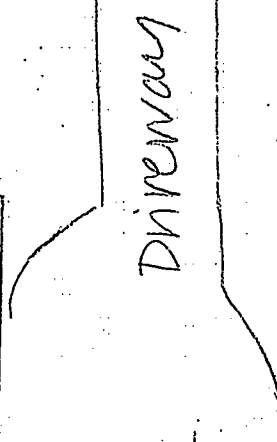
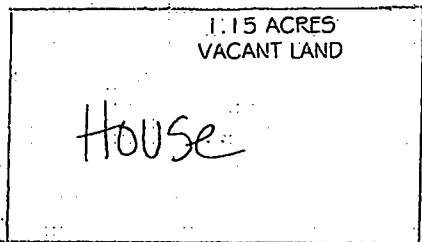
CHRISTINA KNOX  
MICHAEL KNOX  
INST. 201704352

SALLY EVANS PRIDDY  
JOHN EARL PRIDDY  
INST. 201704353

(N 40°00' W-R)  
N 35°37'10" W 239.37' (O/A)  
167.00'

(223.1'-R)  
223.38'

S 35°37'10" E 241.77' (O/A)  
(S 40°00' E-R)



Barn

5/8" STEEL PIN  
FOUND PER DEED  
0.30' WEST OF  
LINE

207.84'

(S 12°45' E-R)  
S 08°22'10" E  
9.74'

S 57°25'50" W-R  
(S 53°03' W-R)

CREEK RUN  
LOCATED  
JUNE 2, 2017

DEVELOPMENT COMPANY, LLC  
INST. 201412635

Town Council Agenda Item  
June 26, 2017

Sewer Tap Request, St. Joe Road (address not assigned). Two (2) acres were split into two one (1) acre lots.  
The address went with the other lot.

Sally Priddy  
C: 502.262.0240 (best contact number)  
H: 502.242.2000

*Town of Sellersburg*

116 EAST UTICA STREET  
P.O. BOX 55  
SELLERSBURG, INDIANA 47172  
(317) 246-3821 FAX (317) 246-7040

7/1/2017

Kathy Eaton-McKallip  
LPA Administrator  
Indiana Department of Transportation  
100 N. Senate Ave. IGCN 955  
Indianapolis, IN 46204

Ms. Eaton-McKallip,

The Town of Sellersburg is applying for Community Crossings Matching Grant funding in the amount of \$1,000,000. This letter is to verify that the Town has set aside funds for the local match needed for the attached projects. The local match is dedicated from the Town of Sellersburg Fund #257, in the amount of two hundred forty-five thousand dollars (\$245,000), and ninety thousand (\$90,000) from Fund #406 or percentage (25%) of the total project cost. These funds are available and ready to be used on the project.

Thank you for your time and consideration in this matter.

Sincerely,

  
Paul Rhodes  
Town Council President

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** JULY 24, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:16 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**TOPIC OF DISCUSSION:**

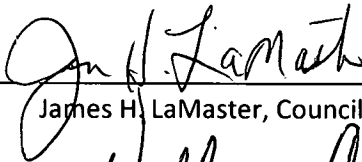
Pursuant to I.C. 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss an employee matter.

**ADJOURN:**

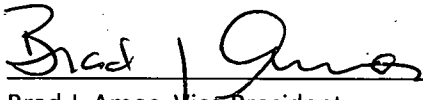
Motion: Brad J. Amos Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 5:35 p.m.

Absent

Paul J. Rhodes, President



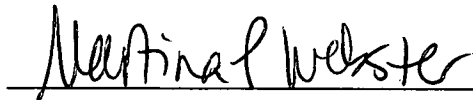
James H. LaMaster, Council Member



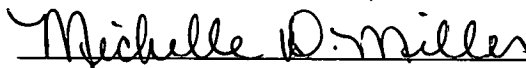
Brad J. Amos, Vice President



William J. Conlin, Council Member



Martina P. Webster, 2<sup>nd</sup> Vice President



Attest: Michelle D. Miller, Clerk Treasurer



**Town of Sellersburg**  
**Town Council Meeting Minutes**  
(These minutes are not intended to be verbatim)

**DATE:** JULY 24, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to add the 2016 Consumer Confidence Report under New Business:  
Motion: Paul J. Rhodes                      Second: Brad J. Amos                      Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: James H. LaMaster                      Second: William J. Conlin                      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Motion to approve the minutes of the June 26, 2017 Town Council Meeting:  
Motion: Martina P. Webster                      Second: William J. Conlin                      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: James H. LaMaster                      Second: Martina P. Webster                      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Martina P. Webster                      Second: James H. LaMaster                      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

**Debbie Owens:** in reference to the Prather Lane project where are we at on the bids. Public Works Director Kenneth J. Alexander advises that the documents are being prepared for the bids and there is some preliminary engineering work that needs to be done. Mrs. Owens also asks when the Community Crossings Grant was submitted and Vice-President Brad J. Amos advises that it was submitted on July 14<sup>th</sup>.



Town of Sellersburg Town Council Meeting  
July 24, 2017

President Rhodes calls for a three minute recess of the meeting:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved  
and meeting recessed.

Meeting reconvened at 7:33 p.m.

**GENERAL COMMENTS FROM THE PUBLIC:**

Comments from Public on the 2016 Consumer Confidence Report (CCR):  
Don Compton, Vince Thacker, Brittney Ferree and Doug Reiter

**STAFF REPORTS:**

**Public Works Director Kenneth J. Alexander:** Requests direction from the Council on the West Utica culvert and is advised by the Council to put it out for bid.

**Building Commissioner Greg Dietz:** Gives his monthly report

**Chief of Police William R. Whelan:** Announces that Mark Levesque is retiring effective July 30<sup>th</sup> after 21 years of service. Chief Whelan recommends Detective Matt Adams as the Assistant Chief effective July 31<sup>st</sup>.

Motion: Brad J. Amos                      Second: James H. LaMaster                      Vote: 5-aye, 0-nay, motion approved.

**Town Attorney Jacob C. Elder:** Gives an update on Butler Road and advises that all the easements have been obtained. Mr. Elder also advises that the Council needs to hire Jacobi, Toombs and Lanz to give a 15 foot description of the easement needed from S.C. LLC. Mr. Elder advises that Butler Road is ready for emergency use.

Motion to approve Jacobi, Toombs and Lanz to do the survey needed on Butler Road:

Motion: William H. Conlin                      Second: Brad J. Amos                      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM TOWN COUNCIL:**

**Member William H. Conlin:** Thanks Kenny, Jake and Terry Langford for their work on Butler Road.

**Vice President Brad J. Amos:** Hopes everyone enjoys the new Farmer's Market and he is very proud of Greg Ferree and the Parks and Recreation Board and he is proud of the pool and the pool will be open until Labor Day.

**2<sup>nd</sup> Vice President Martina P. Webster:** Advises that the new website is up and that she does not deny passing notes to Bill but denies ever kicking him.

**President Paul J. Rhodes:** Compliments the Pool.

Town of Sellersburg Town Council Meeting  
July 24, 2017

**ADJOURN:**

Motion: Brad J. Amos Second: Martina P. Webster Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 8:00 p.m.

Absent  
Paul J. Rhodes, President

James H. LaMaster  
James H. LaMaster, Council Member

Brad J. Amos  
Brad J. Amos, Vice President

William J. Conlin  
William J. Conlin, Council Member

Martina P. Webster  
Martina P. Webster, 2<sup>nd</sup> Vice President

Michelle D. Miller  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments(s):

- Statement Regarding 2016 CCR (Consumer Confidence Report) of Water Quality (1 page)
- Email reference Paul's Place speed hump consideration (1 page)
- ISU Insurance Proposal (19 pages)
- Letter reference Municipal Excise/Wheel Tax (1 page)

**Town of Sellersburg**  
**Town Council Meeting Minutes**  
(These minutes are not intended to be verbatim)

**DATE:** AUGUST 3, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** By all present

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

President Paul J. Rhodes advises that the only items that will be discussed are the agenda items only.

**NEW BUSINESS:**

**Council Response to July 24<sup>th</sup> Town Council Meeting:**

President Paul J. Rhodes reads Council Response to the July 24, 2017 Sellersburg Town Council Meeting (copy attached).

President Paul J. Rhodes reads letter from Gary Maloney, President/Owner of NuYale (copy attached).

President Paul J. Rhodes reads letter from Jerry Rauck of ISU Insurance and Investment Group (copy attached).

Martina P. Webster makes a motion to censure Council Member William J. Conlin and a Resolution will be prepared for the next meeting formalizing the censure:

Motion: Martina P. Webster    Second: Paul J. Rhodes    Vote: 4-aye, 1-nay by William J. Conlin.

William J. Conlin calls for a roll call vote:

LaMaster-aye, Webster-aye, Rhodes-aye, Amos-aye, Conlin-nay,

**2018 Budget Consultant:**

Martina recommends the Council hire Steven Brock as the 2018 Budget Consultant for \$175.00 per hour.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 1-nay by William J. Conlin, motion approved.

Sellersburg Town Council Meeting  
August 3, 2017

**COMMENTS FROM COUNCIL MEMBERSHIP:**

**Brad J. Amos:**

Makes a motion that he be able to go to Planning and Zoning and make a recommendation that the property adjacent to the Police Department where the Farmer's Market is held be rezoned from R1 to Open Public Space.

Motion: Brad J. Amos                      Second: William H. Conlin                      Vote: 5-aye, 0-nay, motion approved.

**ADJOURN:**

Motion: James H. LaMaster                      Second: Martina P. Webster                      Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 5:28 p.m.

<u>Absent</u> Paul J. Rhodes, President	<u>James H. LaMaster</u> James H. LaMaster, Council Member
<u>Brad J. Amos</u> Brad J. Amos, Vice President	<u>William J. Conlin</u> William J. Conlin, Council Member
<u>Martina P. Webster</u> Martina P. Webster, 2 <sup>nd</sup> Vice President	<u>Michelle D. Miller</u> Attest: Michelle D. Miller, Clerk Treasurer

Attachments(s):  
Council Response to the July 24<sup>th</sup> 2017 Sellersburg Town Council Meeting (5 pages)  
Letter from Gary Maloney, President/Owner, NuYale (1 page)  
Letter from Jerry Rauck, ISU Insurance and Investment Group (1 page)

**COUNCIL RESPONSE TO THE JULY 24<sup>TH</sup> 2017  
SELLERSBURG TOWN COUNCIL MEETING**

3 August 2017

For much of last year this council has tolerated inappropriate etiquette and behavior from one of our council members, Mr. Bill Conlin. His statements and actions at the July 24<sup>th</sup> meeting has made this meeting necessary.

Since the July 24<sup>th</sup> meeting the council has learned that Mr. Conlin has lied to the public in attempt to incite fear regarding our water plant and the water produced. This is outright appalling.

Each council member brings his or her opinions to this council, sometimes in agreement and sometimes in opposition, but hopefully we do so for the best interest of the Town of Sellersburg and always speak truthfully. We do not believe Mr. Conlin has the Town of Sellersburg's best interests at heart. His behavior and statements at our July 24<sup>th</sup>, 2017 meeting are wholly unacceptable and may subject our town to unnecessary lawsuits.

At that meeting Mr. Conlin addressed several different unrelated issues inappropriately:

1. Mr. Conlin made the following statement in the 24 July meeting speaking to those present: ***"Let me make one point...Ok. I went and got dry cleaning today...Ok. Nu-Yale..Ok. Sir here is your free bottle of water...So why are you giving a free bottle of water, said because we don't think the water is safe..Ok. You know the businesses in Sellersburg are buying bottled water? What can we do to let them know it is safe if it is safe? I'm giving my dog bottled water..I'm sick of buying bottled water"***. [THIS STATEMENT CAN BE VERIFIED WITH THE AUDIO]. This was a lie. Mr. Conlin's statement was dishonest and unprofessional designed to intentionally deceive and incite the citizens of our community. I and councilman Mr. Brad Amos personally spoke to the employee who waited on Mr. Conlin and she informed us both that she never made such a statement. In addition to speaking with the employee, we contacted the owner of Nu-Yale who wrote a letter explaining that they leave water bottles out at all of their locations for their customers and have done so for years as part of their marketing. "In no way is this related to any water company

quality of water". [MOVE TO ADMIT NUYALE LETTER INTO THE RECORD].

2. Mr. Conlin also spoke to the audience about information regarding a former employee that was discussed in an executive meeting. Executive meetings are meant to be confidential in nature so that certain matters may be discussed by a quorum, which may have adverse legal consequences if they were discussed in the open public. His actions gave our insurance agent of record, who was at the meeting, such grave concern about a potential lawsuit that he penned a letter to this Council warning this Council about Mr. Conlin's behavior and that his actions "are avoidable and the Town Council needs to address" it.
3. Mr. Conlin slandered Mrs. Webster asserting that she kicks him under the table. At no time prior to his outburst, had Mr. Conlin ever mentioned anything of the sort. These types of continued lies and grandstanding will not be tolerated.

These statements put the town at risk of lawsuits and this board finds it necessary to remind Mr. Conlin, that should his actions and behavior result in law suits, it is the citizens of this town and their tax money who would be paying for his irresponsible behavior and lie. Therefore I believe this board should officially reprimand Councilman Conlin for his actions that have put the town at risk, for publicly lying regarding Nu-Yale's marketing policy of providing free water to their customers and publicly slandering and violating the confidentiality of executive sessions.

This council in no way condones or supports Councilman Conlin's statements or behavior. I am asking the Town Council to penalize Mr. Conlin for his actions and statements.

  
Paul Rhodes

President Sellersburg Town Council





[http://www.newsandtribune.com/news/sellersburg-councilwoman-outraged-at-colleague-s-accusation-at-meeting-that/article\\_b458354e-717e-11e7-8865-5fe9f9a62776.html](http://www.newsandtribune.com/news/sellersburg-councilwoman-outraged-at-colleague-s-accusation-at-meeting-that/article_b458354e-717e-11e7-8865-5fe9f9a62776.html)

FEATURED

## Sellersburg councilwoman 'outraged' at colleague's accusation at meeting that she kicked him, exploring ways to correct claim

Councilman Bill Conlin maintains his claim despite denial

By ELIZABETH BEILMAN Jul 25, 2017

Martina Webster



SELLERSBURG — A Sellersburg Town Council member is exploring ways to remedy an accusation made against her by a fellow board member that she says is an "outrageous" lie.

Councilman Bill Conlin told a packed room during Monday night's council meeting that Councilwoman Martina Webster, who sits beside him, has kicked him under the table at meetings.

"I have never kicked Bill Conlin, and I am outraged that he would make such an accusation," Webster, who represents the first district, said Tuesday.

The councilman made the accusation toward the end of heated discussion over recent town water testing violations. Webster immediately denied it, to which Conlin asked if she'd like to see the bruises.

"He held up his right leg to show bruises," she said. "I'm on his left. The [police] chief is on his right. And the last time we met was four weeks ago ... that's how ridiculous this claim is."

Conlin said Tuesday he didn't understand "what the big deal is."

"Left, right, what does it make any difference?" he said.

Webster appeared to interpret Conlin's claim as a serious accusation. She switched spots with another council member after the exchange, conducting the meeting from the opposite end of the table.

Conlin maintained after the meeting and again Tuesday that Webster has indeed kicked him.

"I'm not saying she's trying to do anything to me ..." he said. "It's a signal is what it is."

After the meeting Monday, Webster told the News and Tribune she would explore her legal options. The next day, she said she isn't sure which direction she will take in order to correct the claim.

Sellersburg Police Chief Russ Whelan said he has not witnessed any kicking, but clarified he has only sat at the council table the previous two meetings. He added Conlin has not approached him with accusations of battery or assault.

Council President Paul Rhodes, who sits on the other side of Webster, said he has "never seen anything like this going on."

"I was astonished at the claim," Rhodes said.

At the end of the meeting, Conlin announced he probably won't finish his term as councilman. On Tuesday, he said he hopes he can.

"I'm just not getting much accomplished," he said. "I'm just getting real disappointed with our council."

He praised recent renovations to the town's pool, but expressed doubt that it would have happened without significant community pressure.

"The only way anything happens is if a big crowd comes," he said.

Conlin, who served on the Jeffersonville City Council under Mayor Richard Vissing, said he thought he could get more accomplished as a councilman in a town with no mayor.

"It's just frustrating," he said. "If I can't get something done, maybe somebody else could."

Conlin, a Republican, represents Sellersburg's Fourth District. He was elected to the town council in the 2015 municipal election. His term ends December 2019.

Webster is also a Republican who was elected in 2015. She announced in a Facebook post on her personal page that she intends to run for Clark County Assessor in next year's election.

A video of the meeting containing Conlin's comments, and the exchange with Webster, was recorded by Clerk-Treasurer Michelle Miller. Her office indicated it will be uploaded to the Sellersburg Clerk Facebook page soon.

**5 comments**

**Sign in**

**2 people listening**



Paul

I would like to explain Nu-Yale marketing in relationship to our bottle water. Nu-Yale has private bottle water labeled with our Nu-Yale logo. We offer free bottle water to our clients at most all of our stores as a curtesy and our way to say thank you. With the logo on the bottle this also gives us marketing exposure to the general public.

We have 13 location and we are on many different water system over the years. Indian Cities, River Ridge, Sellersburg, Louisville, Madison, and Oldham County. We have no quality issues with any water company servicing our many locations. The bottle water we offer is solo part of our marketing and no way related to any water company quality of water.

Nu-Yale has been offering bottle water for many years. Our estimate is we hand out around 20,000 bottles of water per year. I hope this answers any question of how and why we offer bottle water in our stores.

Sincerely

*Gary Maloney*  
Gary Maloney

President / Owner



July 25, 2017

Town Of Sellersburg Town Council Members  
316 East Utica Street  
Sellersburg, IN 47172

Members of the Town Council,

I am writing in response to the July 24<sup>th</sup> Council meeting that I attended to present the insurance renewal. I feel I have a duty to disclose some real concerns I have from the meeting last night. When Councilman Conlin discusses personnel issues that should be limited to Executive meetings, it is opening the door for Employment Practices Liability claims. He mentions a terminated employee by name and makes the statement that he was "thrown under the bus" by the town manager, I not only feel that gives rise to a wrongful termination suit but basically makes it impossible for the insurance company to defend when communicated in front of a packed meeting room, not to mention media outlets. He also mentioned in the same ordinance a job description change for a current employee, I can only hope that employee was aware prior to the meeting that this was being discussed. I would like to believe this is isolated, unfortunately at the August 8, 2016 meeting I attended Councilman Conlin exhibited the same behavior, as I recall the discussion was regarding the hiring of an Executive Secretary, he discussed not only current employees but prospective employees that were in attendance and his thoughts on what did or did not qualify them for the position.

Several factors play a part in the insurance rate for a particular risk, claims are always a big part of that, additionally exposures change and values increase. Employment Practices claims have been on the rise, regardless of the outcome, the defense cost are extreme for these type of claims. Not all claims are avoidable, that is why we write insurance, however the cases above are avoidable and I believe the Town Council needs to address this.

It is a privilege for our agency to continue to represent the Town of Sellersburg, as mentioned above I feel it is part of my job as your insurance agent to bring my concerns to your attention.

Sincerely,

Jerry Ratuck

301 East Utica Street.  
Sellersburg, IN 47172

Telephone 812.246.6333  
Fax 812.246.6335

billb@isu-iig.com  
www.isu.iig.com

Jerryr@isu-iig.com



## Statement Regarding 2016 CCR (Consumer Confidence Report) of Water Quality

July 2017

At the beginning of July users of Sellersburg Water Utility received the annual Consumer Confidence Report (CCR) for the reporting period Jan 1<sup>st</sup> to Dec 31<sup>st</sup>, 2016.

During this period Sellersburg had transitioned to a new state of the art water treatment facility triggering IDEM to establish a new testing period schedule on March 9<sup>th</sup>, 2016. The Town Council also found it necessary to appoint a new licensed water operator effective Oct 24<sup>th</sup>, 2016.

Because of this change 4 samples were conducted late and the results were sent to IDEM 2-4 weeks later. All tests indicated water provided to customers of the Sellersburg Water Utility was safe.

Mr. Barry Sneed, public information officer For IDEM (Indiana Dept. of Environmental Management) was quoted in a Jul 6<sup>th</sup>, 2017 article of the News and Tribune that "Due to their responsiveness, the system quickly returned to compliance "as they tested "immediately" after receiving a noncompliance letter.

Sneed also stated that "They missed their sampling of Disinfection By-products (DBP), not because they did not take samples but because their population changed and therefore their sampling schedule changed. They needed to take more samples at different locations. They completed the correct sampling and the system returned to compliance".

It should also be noted that water testing is conducted daily and that copper and lead testing has been conducted according to IDEM regulations, using 40 samples gathered from users of Sellersburg water. This testing has occurred for more than 25 years most recently in Dec 2016.

Since the release of the CCR this month approximately 10 signs have appeared throughout the community critical of the Sellersburg Water Utility creating fear, distrust and uncertainty regarding the safety of Sellersburg water. We apologize for this as these signs were designed to create this emotional response without factual investigation or contact with IDEM or the Town of Sellersburg.

I assure you the Sellersburg Water Utility is run professionally and safely meeting and exceeding all state and federal standards. Quoting Mr. Sneed, "Sellersburg has not had any violations in 2017".

**From:** James Silliman <j.silliman@jtleng.com>  
**Sent:** Thursday, July 20, 2017 4:48:20 PM  
**To:** Kenneth Alexander  
**Subject:** Paul's Place: speed hump considerations

Ken,

As discussed on the telephone

- 1) Paul's Place between Karie Drive and Equestrian Drive is only approximately 335 feet from end to end.
- 2) Both ends are T-intersections.
- 3) There is a horizontal curve in Paul's Place starting about 50 feet from Equestrian Drive and approximately 200 feet from Karie Drive.

The Institute of Transportation Engineers (ITE) notes typical spacing of speed humps as 300 to 600 feet apart. Considering this and the above geometric characteristics, Paul's Place does not appear to be a reasonable candidate for installation of a speed hump. That is, all three characteristics listed above already contribute to lower vehicle speeds.

We do recommend that a stop sign be placed at each end of Paul's Place (2 total).

Feel free to call me if you have any other questions or concerns.

Sincerely,

James G. Silliman III (Jim), P.E.  
Project Engineer

**Jacobi, Toombs and Lanz, Inc.**  
Consulting Engineers  
1829 East Spring Street  
New Albany, IN 47150  
Phone: 812 207-2178 (direct line)  
Phone: 812 945-9585 (main)  
Mobile: 502 751-4299  
Fax: 812 945-6656



INSURANCE AND  
INVESTMENT GROUP

**AN INSURANCE PROPOSAL  
PREPARED FOR:**

TOWN OF SELLERSBURG  
316 EAST UTICA STREET  
SELLERSBURG, IN 47172

**PRESENTED BY:**

JERRY RAUCK  
ISU  
INSURANCE AND INVESTMENT GROUP  
301 EAST UTICA ST.  
SELLERSBURG, IN 47172

JULY 21, 2017





## **PROPOSAL DISCLOSURE**

This is a proposal (or summary) provided for illustration purposes only; it is not a legal contract. It is provided to facilitate your understanding of your insurance program. Please refer to the actual policies for specific terms, coverage, conditions, limitations and exclusions that will govern the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage. In assisting you with your insurance needs we have been dependent upon information provided to us by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring them to our attention. Should any of your business operations or exposures to loss change after coverage is bound, it is the customer's responsibility to let us know promptly so proper coverage(s) can be discussed.



**Trusted Choice™**  
We serve you first.

[www.TrustedChoice.com](http://www.TrustedChoice.com)

## *Pledge of Performance*

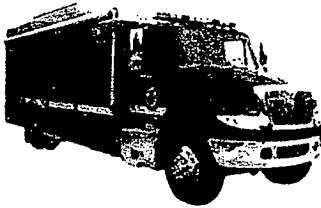
Trusted Choice™ agencies are insurance and financial services firms whose access to multiple companies and commitment to quality service enable us to offer our clients competitive pricing, a broad choice of products and unparalleled advocacy.

As a Trusted Choice™ agency, we are dedicated to you and are committed to treating you as a person, not a policy. This commitment means we shall:

- Work with you to identify the insurance and financial services that are right for you, your family or your business and use our access to multiple companies to deliver those products
- Guide you through the claims process for a prompt and fair resolution of your claim.
- Help you solve problems related to your coverage or account
- Explain the coverages and options available to you through our agency, at your request.
- Return your phone calls and e-mails promptly and respond to your requests in a timely manner.
- Provide 24/7 services for our customers, offering any or all of the following: emergency phone numbers, internet account access, e-mail and call center services.
- Use our experience and multiple company relationships to customize your coverage as needed.
- Commit our staff to continuing education so they may be more knowledgeable in serving you.
- Treat you with respect and courtesy.
- Conduct our business in an ethical manner.

We pledge this to you, our clients and ask that you let us know if we fail to meet our commitment, so we may take corrective action.

*Leading the Way for Indiana!*



# Tokio Marine HCC

Public Entity Insurance  
Proposal for:

## Town of Sellersburg

Presented by:

ISU - Insurance and Investment  
Jerry Rauck  
301 East Utica Street  
Sellersburg, IN 47172  
Phone: (812) 246-6333  
Fax: (812) 246-6335

**Burnham & Flower**  
INSURANCE GROUP  
*You serve others. We serve you.*

Randall W. Teltoe, CPCU, CIC, CRM  
(317) 979-3199  
rteltoe@bfgroup.com



**TOKIOMARINE**  
**HCC**

## HCC Public Risk Indiana

Quote Date: 07/12/2017  
Quote for: TOWN OF SELLERSBURG  
Policy Term: 08/15/2017 - 08/15/2018  
Payment Plan: Annual  
Company: U.S. Specialty Insurance Company  
Policy #: PKG81110168

### General Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate  
**Subject to \$2,500 Deductible including Claims Expense**  
Deductible Applies to: Bodily Injury/Property Damage  
Basis of Deductible: Per Occurrence  
Sexual Abuse Endorsement \$1,000,000 / \$1,000,000  
Damage to Premises Rented to you \$50,000 **Subject to \$2,500 Deductible**  
Medical Payments \$10,000  
Cemetery Professional - No Coverage  
Pesticide or Herbicide - No Coverage  
Nurses Professional Liability - No Coverage  
Failure of Dam, Reservoir, Levee, Dike Coverage - No Coverage  
Emergency Response Operations - Included  
Mutual Aid Property Damage - \$10,000  
Sewer Backup Liability - Included

**Special Events: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval (Additional Premium may apply)**

**Fireworks Liability: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval prior to binding coverage (Additional Premium will apply)**

### Employee Benefits - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate  
**Subject to \$1,000 Deductible**

### Liquor Liability - Coverage limited to Host Liquor

### Public Officials Wrongful Acts Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate  
**Subject to \$2,500 Deductible - Including Claims Expense**  
Non-Monetary Damage - No Coverage  
Zoning / Temporary Taking Sublimit \$1,000,000 per Occurrence / \$1,000,000 Aggregate -  
Defense inside Limit  
Subject to Public Officials Wrongful Acts Deductible

Quote for: TOWN OF SELLERSBURG



**TOKIO MARINE  
HCC**

## HCC Public Risk Indiana

**Employment Practices Liability Insurance - Occurrence Form**

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate  
**Subject to \$2,500 Deductible - Including Claims Expense**  
 Non-Monetary Damage - No Coverage  
 Back Wages - \$0

**Law Enforcement Liability - Occurrence Form**

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate  
**Subject to \$2,500 Deductible - Including Claims Expense**  
 Non-Monetary Damage - No Coverage

**Excess Liability**

Coverage applies to General Liability, Employee Benefits, Public Officials Wrongful Acts, Employment Practices, Law Enforcement, and Auto Liability  
 Excludes Uninsured Motorist and Underinsured Motorist Coverage  
 Subject to \$4,000,000 per Occurrence / \$4,000,000 Aggregate  
 Pollution Exclusion Exception - Pollution with Sewer, Potable Water and Hostile Fire  
 Dam, Reservoir, Levee, Dike: No Coverage  
 Employers Liability - No Coverage

**Property**

Total Building and Contents Limit	\$31,256,076
<b>Subject to:</b>	<b>\$2,500 Deductible</b>
Inflation Guard	2%
Blanket Basis	Included
Agreed Amount	Included
Building Valuation—per schedule on file with company	Replacement Cost,
Special Form	Included
Accounts Receivable	\$250,000 any one occurrence
Animal Mortality	\$10,000 any one occurrence
Building Ordinance or Law	\$250,000 Undamaged portion / or demolition 10% of reported values (Increased cost of construction)
Business Income	\$100,000 any one occurrence
Extra Expense	\$500,000 any one occurrence
Communication Towers	\$100,000 any one occurrence
Debris Removal	25% of Loss + \$10,000 any one occurrence
Electrical Utility Service Interruption	\$25,000 any one occurrence
EDP Coverage	\$250,000 any one occurrence In transit subject to \$10,000 limit Mechanical Breakdown subject to \$10,000 limit
Fairs and Festivals Arts	\$50,000 any one occurrence
Fine Arts	\$5,000 any one item, \$25,000 any one occurrence
Fire Department Service Charge	\$5,000 for your liability
Foundations of Machinery	\$500,000 any one occurrence
Fire Equipment Recharge	\$5,000 for each separate 12 month period
Golf Course Greens	\$100,000 any one occurrence
Ground Maintenance Equipment	\$100,000 any one occurrence
Inventory or Appraisal	\$10,000 any one claim

Quote for: TOWN OF SELLERSBURG



**SCHEDULED EQUIPMENT**

<b>ITEM #</b>	<b>MODEL / YEAR</b>	<b>DESCRIPTION</b>	<b>ID # / SERIAL #</b>	<b>AMT. OF INS.</b>
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Coverage is Actual Cash Value subject to \$1,000 Deductible

1998	Case Trencher	JAF0217326	\$11,000
1998	Case 580 L Series Backhoe	JJGD239753	\$20,000



**TOKIOMARINE  
HCC**

## HCC Public Risk Indiana

EDP - Limited to coverage provided under Property Extensions

Crime

Coverage Form B, C & F Subject to: \$500 Deductible

B. Forgery or Alteration	No Coverage
C. Theft, Disappearance and Destruction In/Out Tax Time Limit	\$8,000 \$8,000

F. Computer Fraud	No Coverage
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Coverage Form O & P Subject to: \$500 Deductible

O. Employee Dishonesty - Per Loss	\$100,000
P. Employee Dishonesty - Per Employee Includes Faithful Performance	No Coverage

<b>Annual Package Premium</b>	<b>\$</b>	<b>104,639.00</b>
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**\*\*Note: Terrorism option and optional quoted premiums are not included in installment plan premiums.**

**\*\*Note: MINE SUBSIDENCE COVERAGE IS AVAILABLE. IF QUOTE IS DESIRED, PLEASE ADVISE**

**\*\*Note: Mold, Fungi & Bacterial Exclusion Included**

**\*\*Note: All SIR's Include Loss, Loss Adjustment Expense and Supplementary Payments**

**\*\*Note: Failure of any Dam, Levee or Dike Exclusion Included**

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You declined terrorism coverage for the expiring policy period. We have, therefore, not included a quotation for terrorism coverage for the renewal period and your signed declination of terrorism insurance will remain in effect as long as you are insured by this company and until you rescind the declination in writing. If you would like the above quotation to include insurance for terrorism, or if you would like to know more about terrorism coverage options available to you, please advise your agent.

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**Optional Quotes and Premium:**

Wrongful Acts : Non-monetary defense at \$25K/\$50K would be an additional \$1,322

Law: Non-monetary defense at \$25K/\$50K would be an additional \$8,488

EPLI: Non-monetary defense at \$25K/\$50K would be an additional \$2,997

Wage and hour at \$100,000 would be an additional \$601

Non-employment related harassment would be an additional \$895

Back wages at \$100,000 would be an additional \$2,507

NOTE: The following forms need to be signed and returned prior to binding coverage:

- ~ Application
- ~ Terrorism Form
- ~ Uninsured / Underinsured Motorist Forms

**QUOTE GOOD FOR 30 DAYS ONLY ENTIRE QUOTE SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.**

Quote for: TOWN OF SELLERSBURG



## **WORKERS COMPENSATION POLICY OUTLINE**

**Insured:** Town Of Sellersburg  
**Insurer:** Auto Owners  
**Policy Term:** 08/15/17 To 08/15/18

<b>COVERAGE</b>	<b>LIMIT</b>	<b>PER</b>
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### **WORKERS COMPENSATION BENEFITS (A):**

States                      INDIANA

### **EMPLOYERS LIABILITY (B):**

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Policy Limit
Bodily Injury by Disease	\$500,000	Each Employee

### **EXPERIENCE MODIFICATION:**

Experience Modification Factor: .74



**BCS Insurance Company**  
**2 Mid America Plaza, Suite 200**  
**Oakbrook Terrace, IL 60181**

(A stock insurance company, herein the "Company")

**Policy No. RPS-Q-0400411M/1**

Cyber and Privacy Liability Insurance Policy

94.111 (01/15)

**NOTICE: THE POLICY CONTAINS ONE OR MORE COVERAGES. CERTAIN COVERAGES ARE LIMITED TO LIABILITY FOR CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND NOTIFIED TO US DURING THE POLICY PERIOD AS REQUIRED. CLAIM EXPENSES SHALL REDUCE THE APPLICABLE LIMITS OF LIABILITY AND ARE SUBJECT TO THE APPLICABLE RETENTION (\$). PLEASE READ THIS POLICY CAREFULLY.**

**POLICY DECLARATIONS**

- ITEM 1. NAMED INSURED** Town of Sellersburg
- ADDRESS** 316 East Utica . Sellersburg, Indiana, 47172
- ITEM 2. POLICY PERIOD** FROM: August 15, 2017  
TO: August 15, 2018  
(12:01 A.M. Standard time at the address shown in Item 1.)
- ITEM 3. POLICY LIMITS OF LIABILITY AND COVERAGES PURCHASED**
  - A. Aggregate Limit of Liability: \$1,000,000  
(Aggregate for Each and Every Claim including Claims Expenses)
  - B. Sublimit of Liability for Individual Coverage(s) Purchased: \$1,000,000  
"Nil" or "N/A" Sublimit of Liability for any coverage indicates that the coverage was not purchased

<b>COVERAGE</b>	<b>PER CLAIM SUBLIMIT OF LIABILITY INCLUDES CLAIM EXPENSES</b>	<b>AGGREGATE SUBLIMIT OF LIABILITY</b>
A. Privacy Liability (including Employee Privacy)	\$1,000,000	\$1,000,000
B. Privacy Regulatory Claims Coverage	\$1,000,000	\$1,000,000
C. Security Breach Response Coverage	\$1,000,000	\$1,000,000
D. Security Liability	\$1,000,000	\$1,000,000
E. Multimedia Liability	\$1,000,000	\$1,000,000
F. Cyber Extortion	\$1,000,000	\$1,000,000
G. Business Income and Digital Asset Restoration	\$1,000,000	\$1,000,000
H. PCI DSS Assessment	\$1,000,000	\$1,000,000





**BCS Insurance Company**  
**2 Mid America Plaza, Suite 200**  
**Oakbrook Terrace, IL 60181**

**FORMS AND ENDORSEMENTS**  
**EFFECTIVE AT INCEPTION**

- 94.102 (01 15) Nuclear Incident Exclusion
- 94.103 (01 15) Radioactive Contamination Exclusion
- 94.801 (01 15) INDIANA Amendatory
- BCSI-X029 (01 15) Indiana Notice to Policyholders

## **PREMIUM COMPARISON**

**Policy Term:** 08/15/2017 to 08/15/2018

<b>COVERAGE</b>	<b>EXPIRING PREMIUM</b>	<b>RENEWAL PREMIUM</b>
HCC Commercial Package Policy	\$97,213	\$ 104,639
Auto Owners Workers Compensation Policy	\$29,919	\$27,922
Auto Owners Equipment Policy	\$ 279	\$ 279
BCS Cyber Liability/Data Breach	\$3,213	\$3,679
Totals	\$130,624	\$136,519

\*PACKAGE POLICY INCLUDES THE FOLLOWING COVERAGES:  
PROPERTY, GENERAL LIABILITY, EMPLOYEE BENEFITS LIABILITY,  
WRONGFUL ACTS LIABILITY, LAW ENFORCEMENT LIABILITY,  
UMBRELLA, AUTO, INLAND MARINE AND CRIME.

### **FACTORS IN DETERMINING RATE INCREASE**

Exposure change, we increased the value of equipment on all police vehicles to accurately reflect the attached equipment, in addition to updating vehicles in some departments.

There is a 2% inflation factor on the property, this assures the values remain in line with the cost to rebuild/repair in case of loss.

### **POSITIVE FACTORS FOR THE TOWN OF SELLERSBURG**

The Worker's Compensation experience modifier remains at .74, this equates to a 26% discount and based on excellent claims experience.

Property and Casualty Insurance, on June 2<sup>nd</sup> HCC sent its Risk Control Representative to meet with Ken Alexander and Chief Whalen, I have included her letter for your review. She listed no recognized areas of concern that require attention.



**TOKIO MARINE**  
**HCC**

**Public Risk Group**  
1700 Opdyke Court  
Auburn Hills, MI 48326 USA  
Tel: 800-878-9878 Fax: 248-371-3091

June 2, 2017

Ken Alexander, Manager  
Town of Sellersburg  
316 E. Utica  
Sellersburg, IN 47172

Dear Ken,

Thank you for your time and courtesy during my recent visit. The purpose of my Risk Control visit was to update the general operations and practices of the Town to assist in identifying and/or minimizing potential liability exposures that may be present.

As a result of our discussion and observations there were no recognized areas of concern that would require attention.

Please reach out to me with any questions or concerns regarding this letter or other areas of liability exposure. We look forward to a continued cordial and productive working relationship with the Town of Sellersburg.

Sincerely yours,

Stacy Edgell  
Risk Control Field Representative  
Tokio Marine HCC – Public Risk Group  
Tel: 317-727-7603  
[sedgell@tmhcc.com](mailto:sedgell@tmhcc.com)

cc: Jerry Rauck, ISU-IIG  
Randy Teltoe, B&F  
Underwriting

Any inspections are done solely for internal purposes and are not intended to be relied upon by any other person for any other reason.

July 21, 2017

**Town of Sellersburg  
316 East Utica Street  
Sellersburg, IN 47172**

### **Insurance Overview Renewal Proposal**

**A. GENERAL LIABILITY LIMITS**

**\$1,000,000 per occurrence 3 million total**

**\$2,500 Deductible per claim**

- Sewage Back Up Liability- Town must be negligent to pay claim
- Employee Benefits - \$1,000 Deductible

**\$1,000,000 per Occurrence/\$1,000,000 Aggregate**

**\*HCC has introduced New Coverage Options this year**

1. Wrongful Acts – Deductible \$2,500 (This is your board liability coverage)  
\*Non-Monetary Defense Cost - \$25,000 Occurrence, \$50,000 Aggregate  
Annual Premium - \$1,322.00
2. EPLI – Ded \$2,500 (EPLI is any liability suit between you and your employees)  
  
\*Non-Employment Related Harassment (3<sup>rd</sup> Party)  
Example: An employee of the Town could sexually harass a vendor or  
Possibly a resident-Annual Premium \$895.00  
  
\*Non –Monetary Defense Cost - \$25,000 Occurrence \$50,000 Aggregate  
Example: When an employee sues for something other than lost wages or  
Compensation-Annual Premium \$2,997.00  
  
\*Defense Cost Wage & Hour Practices –  
\$25,000 Occurrence \$50,000 Aggregate, Annual Premium \$610.00  
  
\*Back Wage Endorsement- Would pay up to \$100,000 in back wages should  
The town lose a wrongful termination law suit; and owe back pay.  
Annual Premium \$2,507.00



3. Law Enforcement – Ded. \$2,500 (includes Civil Rights Liability)

\*Non-Monetary Defense Cost - \$25,000 Occurrence, \$50,000 Aggregate  
Annual Premium - \$8,488.00

4. Excess Liability - \$4,000,000 (over each line of business)

B. PROPERTY

1. Totaled Insured \$31,256,076
2. Deductible \$2,500
3. Replacement Cost Coverage
4. Flood \$500,000 Ded \$50,000
5. Earthquake \$5,000,000 Ded \$250,000 –total limit/ no infrastructure is covered/we can quote outside coverage for the approximate rate is \$1,000 for every \$1 Mil of coverage
6. No Infrastructure – Roads Sewer Lines, Water Lines, ect.

C. AUTO- \$1,000,000 Liability Limit \$0 Deductible  
\$1,000,000 Uninsured Motorist Coverage limit  
\$1,000,000 Underinsured Motorist Coverage Limit  
Comprehensive Deductible \$1,000  
Collision Deductible \$2,500

1. Based on 60 vehicles
2. Added approximately \$500,000 in value to police vehicles to make sure adequate coverage is in place for attached equipment, also updated vehicles.

D. INLAND MARINE – EQUIPMENT

\$ 1,000 Deductible

\$663,531 Scheduled Property

\$249,500 Unscheduled tools and equipment for items \$5,000 or less in value

\$100,000 Rented equipment coverage

EDP included under property extensions - \$250,000 - \$10,000 In Transit

E. CRIME - \$8,000 Theft of Money

\$100,000 Employee Dishonesty – Insured for all employee

F. WORKERS COMPENSATION – Auto Owners Insurance

Your experience modifier is .74 (up from .71 last year)

**G. CYBER LIABILITY AND DATE BREACH**

A. Privacy Liability	\$1,000,000
B. Privacy Regulatory Coverage	\$1,000,000
C. Date Breach Response	\$1,000,000
D. Security Liability	\$1,000,000
E. Multimedia Liability	\$1,000,000
F. Cyber Extortion	\$1,000,000
G. Business Income Restoration	\$1,000,000

Some of the following we are not insuring:

- Infrastructure
- Pollution
- Fire Hydrants
- Street Signs

State of Indiana

County/Municipality: Town of Sellersburg, Auditor's/Fiscal Officer's Office

To the Indiana Bureau of Motor Vehicles (BMV):

This letter is to certify that (check all that apply):

**County/Municipal Excise / Wheel Tax**

- This county/municipality does not currently impose a County/Municipal Excise and Wheel Tax.
- This county/municipality is in the process of adopting an ordinance to impose a County/Municipal Excise and Wheel Tax by the September 1, 2017 deadline in order for it to become effective January 1, 2018. Once the ordinance is adopted, we will forward to the BMV a copy of our ordinance, as adopted, along with a completed copy of the County/Municipal Excise / Wheel Tax Rate Designation form as provided by the BMV summarizing the amount of tax to be assessed at each weight class.
- This county/municipality does currently impose a County/Municipal Excise and Wheel Tax, but there have been no changes to the ordinance in the past 12 months.
- This county/municipality does currently impose a County/Municipal Excise and Wheel Tax and has made changes to the ordinance in the past 12 months. **We have attached to this letter a new copy of our ordinance and a completed copy of the County/Municipal Excise / Wheel Tax Rate Designation form as provided by the BMV summarizing the amount of tax to be assessed at each weight class.**

**Transport Asset Management Plan (TAMP)**

- This county/municipality does not currently have a TAMP approved by INDOT.
- This county/municipality does currently have a TAMP approved by INDOT. **We have attached to this letter a copy of INDOT's approval of the TAMP.**
- This county/municipality is in the process of adopting a TAMP to be approved by INDOT. Once received, we will forward to the BMV a copy of the INDOT approval of our TAMP. We understand that failure to supply a TAMP to BMV on or before September 1, 2017 will delay implementation of our ordinance until January 1, 2019.

Signed: 

Title: Town Council President Date: July 26, 2017

**Contact Information:**

Name: Michelle Medcalf Title: Executive Secretary

Street: 316 East Utica Street

City: Sellersburg ZIP: 47172

Email: mmedcalf@sellersburg.org Phone: 812.246.3821

Insert Seal (if available)

**Town of Sellersburg**  
**Town Council Meeting Minutes**  
(These minutes are not intended to be verbatim)

**DATE:** AUGUST 28, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

President Paul J. Rhodes was absent.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** By all present

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to add the meeting minutes from July 24, 2017 Executive Session and August 3, 2017 Special Meeting and Resolution 2017-R-003.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Motion to approve the minutes of the July 24, 2017 Town Council Meeting, July 24, 2017 Executive Session and August 3, 2017 Special Meeting.

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

**Dot Lynn:** advises she will speak about the speed hump when it is brought up later in the meeting.

**Debbie Owens:** asks about the status of the Community Crossings Grant. Vice-President Brad J. Amos advises that it has been extended until August 30<sup>th</sup> due to so many applications being submitted.

Town of Sellersburg  
Town Council Meeting  
August 28, 2017

**ORDINANCES AND RESOLUTIONS:**

**Ordinance 2017-OR-022 An Ordinance Amending the Salary Ordinance for the Town of Sellersburg, Indiana for Calendar Year 2017:**

Motion to table: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0, motion approved.

**Ordinance 2017-OR-023 An Ordinance for the Transfer of Funds:**

First Reading: Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

Second Reading: Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**Resolution 2017-R-003 A Resolution Memorializing Censure of Councilman Bill Conlin:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 1-nay by William H. Conlin, motion approved.

**NEW BUSINESS:**

**Sterling Oaks Block Party:**

James Williams, 1603 Sterling Oaks Drive and Don Haas, 1612 Sterling Oaks Drive requesting permission to have the Sterling Oaks Block Party on September 23rd. Motion made to continue the annual block party without coming before the Council each year and to just give the Chief of Police notice prior to the block party.

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**Water/Sewer Summer Program:**

Dale Cooke, 1705 St. Joe Rd. West in reference to the Water/Sewer Summer Program.

**W. Utica Street Culvert:**

Josh Hillman with Jacobi, Toombs and Lanz requests permission to put out for bid the W. Utica Street culvert that is caving in. Clerk Treasurer Michelle D. Miller advises that the Council has already voted and has given permission for this to go out for bid during the July 24<sup>th</sup> Council meeting. Mr. Hillman advises he will start the bid process within the next thirty days.

**Sidewalk Easements:**

Josh Hillman with Jacobi, Toombs and Lanz presents a sidewalk easement from the City of Jeffersonville.

Motion made to approve the Sidewalk Easement:

Motion: William J. Conlin    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Meeting  
August 28, 2017

**NEW BUSINESS (continued):**

**UPS Contact:**

Assistant Public Works Director Lori Kearney presents Carrier Agreement for UPS:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**Quotes for Phosphorous Removal Building:**

Assistant Public Works Director Lori Kearney presents the following two quotes:

Classic Buildings, Inc.: \$24,890.00 and Ettel Construction \$24,600.00

Motion by Brad J. Amos to award the job to Classic Buildings for \$24,890.00, Martina Webster makes a motion to amend the motion, seconded by William H. Conlin, to specify it is because they laid out the material specifications on their bid.

Motion: Brad J. Amos    Second: William H. Conlin    Vote: 2-aye's by Brad J. Amos and William H. Conlin, 2-nay's by Martina P. Webster and James H. LaMaster, Clerk Treasurer Michelle D. Miller votes nay, motion not approved.

Motion by Martina P. Webster to accept the bid from Ettel Construction in the amount of \$24,600.00.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 2-aye's by Martina P. Webster and James H. LaMaster and 2-nay's by Brad J. Amos and William H. Conlin, Clerk Treasurer Michelle D. Miller votes aye, motion approved.

**Billing Office Write-Offs:**

Assistant Public Works Director Lori Kearney presents Utility Billing Office write offs for 2013, 2014 and 2015 in the amount of \$18,254.30 for Council approval.

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**Speed Bump/Hump Ordinance Language:**

Town Attorney Jacob C. Elder presents a draft Ordinance, establishing a process for creating speed humps/bumps in neighborhoods, for discussion.

Motion to request bids for speed humps at Paul's Place:

Motion: Brad J. Amos    Second: William H. Conlin    Vote: 3-aye, 1-abstain by Martina P. Webster, motion approved.

**Tax Sale Parcel adjoining Water Fields 021-52-0611:**

Town Attorney Jacob C. Elder advises the Council that Clark County Treasurer David Reinhardt has advised that this parcel is up for tax sale every year and that the Town may be able to just have the parcel deeded over to them at no cost. Motion made to proceed with having the parcel deeded over to the Town.

Motion: Brad J. Amos    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Meeting  
August 28, 2017

**GENERAL COMMENTS FROM THE PUBLIC:**

Jason Rader, 4114 Silver Glade requesting an update on Butler Road. Town Attorney Jacob C. Elder advises that gravel has been put on the road and that the road is available for emergency use.

Don Compton comments on how the chairs are set up in the meeting room. He states that there needs to be an aisle down the middle like there use to be.

**STAFF REPORTS:**

**Building Commissioner Greg Dietz:** Gives his monthly report

**Town Attorney Jacob C. Elder:**

Presents settlement agreement that was presented during Executive Session:

Motion: Martina P. Webster Second: James H. LaMaster Vote: 4-aye, 0-nay, motion approved.

**Assistant Public Works Director Lori Kearney:**

Requests permission to distribute overtime and on call as she deems necessary:

Motion: Martina P. Webster Second: Brad J. Amos Vote: 3-aye, 1-abstain by William H. Conlin, motion approved.

**COMMENTS FROM TOWN COUNCIL:**

**Member William J. Conlin:** Congratulates Silver Creek Football on beating Charlestown and recommends the Council have Mr. Thacker give the Council a workshop on Roberts Rules of Order.

**2<sup>nd</sup> Vice President Martina P. Webster:** Advises that the new HR Firm is working on the employee handbook. Advises that the budget workshop will be August 30<sup>th</sup> and the budget pre-adoption will be September 18<sup>th</sup> at 5:00 p.m. and the adoption will be October 2<sup>nd</sup> at 5:00 p.m.

**2<sup>nd</sup> Vice President Martina P. Webster** makes a motion to get bids on a head hunter for the Public Works Director position.

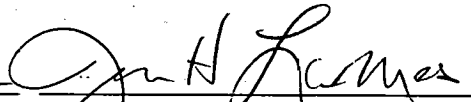
Motion: Martina P. Webster Second: Brad J. Amos Vote: 3-aye, 1-nay by William H. Conlin.


**ADJOURN:**

Motion: Martina P. Webster Second: James H. LaMaster Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:20 p.m.

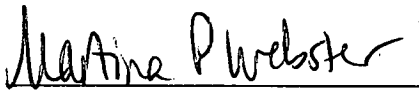
Town of Sellersburg  
Town Council Meeting Minutes  
August 28, 2017


  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

- Attachment(s):  
Meeting Agenda  
City of Jeffersonville Sidewalk Easement  
UPS Carrier Agreement  
Quotes for Phosphorous Removal Building  
Billing Office Write-Offs  
Settlement agreement Flowe v. Sellersburg Police Department



**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
August 28, 2017 at 6:00 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**APPROVAL OF MINUTES:**

Approval of minutes of the July 24, 2017 Regular Town Council Meeting as submitted by the Clerk-Treasurer.

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. Ordinance 2017-OR-022 (Second Reading) – Amendment to the 2017 Salary Ordinance
2. Ordinance 2017-OR-023 – Transfer of Funds

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Sterling Oaks Block Party (Sterling Oaks Residents, Don Haas and James Williams)
2. Water/Sewer Summer Program (Dale Cooke)
3. W. Utica Street Culvert (Jacobi, Toombs, & Lanz)
4. Sidewalk Easements (Jacobi, Toombs, & Lanz)
5. UPS Contract (Assistant Public Works Director, Lori Kearney)
6. Quotes for Phosphorous Removal Building (Assistant Public Works Director, Lori Kearney)
7. Billing Office Write-Offs (Assistant Public Works Director, Lori Kearney)
8. Speed Bump/Hump Ordinance Language (Town Attorney, Jacob "Jake" Elder)
9. Tax Sale Parcel adjoining Water Fields 021-52-0611 (Town Attorney, Jacob "Jake" Elder)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Lori Kearney, Assistant Public Works Director  
J. Greg Dietz, Building Commission  
William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**

**SIDEWALK EASEMENT**

THIS INDENTURE WITNESSETH that THE TOWN OF SELLERSBURG, hereinafter referred to as "GRANTOR(S)", do hereby grant, transfer, convey and warrant to The City of Jeffersonville, Indiana, hereinafter referred to as "GRANTEE", a permanent and perpetual easement with the rights, privilege and authority to enter upon, dig, construct, install, erect, reconstruct, renew and lay, and thereafter to use, operate, maintain, inspect, repair, remove, patrol, replace and continue sidewalks across and through the land of the GRANTOR(S) situated in Clark County, State of Indiana, together with the right of ingress and egress over the adjacent lands of the GRANTOR(S), and the GRANTOR(S) successors and assigns, for the purposes of this easement.

The easement shall be over and along the following described real estate, to-wit:

The description and plat of said easement are attached hereto, made a part hereof, and marked Exhibit "A" and Exhibit "B" respectively for identification.

The GRANTEE, and it's successors and assigns, shall have the right to enter along, over and upon said easement to install, construct, repair, relocate, service and maintain all such sidewalks, at will, and to make such alterations and improvements on the facilities thereof as may be necessary or useful. The GRANTEE, and their successors and assigns, shall have the right to remove from the extent of the easement any encroaching trees, buildings or other obstructions to the free and unobstructed easement, and to build and maintain all necessary devices incident to such sidewalks, and shall have the right of ingress and egress only over adjoining premises and lands when necessary and without doing damage to such adjoining lands, and only for temporary periods, and shall not otherwise enter upon lands adjoining said easements.

The consideration herein above recited shall constitute payment in full for any damages to the land of the GRANTOR(S), and the GRANTOR(S) successors and assigns, by reason of the installation, operation and maintenance of the structures or improvements referred to herein. The GRANTEE covenants to maintain the easement in good repair so that no unreasonable damage will result from its use to the adjacent land of the GRANTOR(S), and the GRANTOR(S) successors and assigns. The temporary easement, if referred to herein, shall revert to the GRANTOR(S) at the completion of the construction.

The grant and other provisions of this easement shall constitute a covenant running with the land for the benefit of the GRANTEE, it's successors and assigns.

IN WITNESS WHEREOF, the GRANTOR(S) have executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Name

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared the above-named GRANTOR(S) and acknowledge the execution of the foregoing Sidewalk Easement for the uses and purposes therein contained.

WITNESS my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
County of Residence: \_\_\_\_\_

THIS INSTRUMENT PREPARED BY:  
Les Merkle, City Attorney  
City of Jeffersonville  
500 Quartermaster Court  
Jeffersonville, Indiana 47130



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**EXHIBIT "A"**

**PARCEL 2**

**DESCRIPTION OF A  
VARIABLE WIDTH SIDEWALK EASEMENT  
ACROSS THE LANDS OF  
THE TOWN OF SELLERSBURG**

A Variable Width Sidewalk Easement located in Survey Nos. 4 & 5 of the Illinois Grant, City of Jeffersonville, Clark County, Indiana, being a part of the lands conveyed to The Town of Sellersburg by Deed Book 260, Page 450, Deed Drawer 2, Instrument 498 and Deed Drawer 25, Instrument 1521 and being more particularly described as follows:

Commencing at the intersection of the centerline of Utica Pike and the line dividing Survey Nos. 4 and 5; thence along said dividing line, South 35°52'22" East, 3.63 feet, to the True Point of Beginning;

Thence North 48°22'43" East, 30.15 feet to the westerly line of a tract of land conveyed to Indiana American Water Company, Inc by Deed Drawer 30, Instrument 492; thence along said westerly line, South 35°52'22" East, 31.83 feet; thence South 48°40'26" West, 186.44 feet; thence South 44°46'16" West, 37.70 feet; thence 11.09 feet along the arc of a curve to the left having a radius of 42.50 feet and a chord which bears South 37°17'33" West, 11.06 feet; thence South 29°48'51" West, 36.35 feet; thence 12.98 feet along the arc of a curve to the right having a radius of 57.50 feet and a chord which bears South 36°16'50" West, 12.95 feet to the easterly line of a tract of land conveyed to T&J Rentals by Deed Drawer 25, Instrument 1522; thence along said easterly line, North 35°52'19" West, 15.41 feet; thence 6.55 feet along the arc of a curve to the left having a radius of 42.50 feet and a chord which bears North 34°13'44" East, 6.54 feet; thence North 29°48'51" East, 38.07 feet; thence North 41°19'34" West, 10.00 feet; thence North 48°40'26" East, 209.89 feet to the dividing line Survey Nos. 4 & 5; thence along said dividing line, North 35°52'22" West, 11.59 feet to the True Point of Beginning. Containing 5,913 square feet.

Also, a Variable Width Temporary Construction Easement (3,424 square feet) as shown on Exhibit "B", which shall revert back to the owner upon completion of the construction.

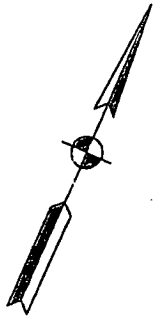
**Corporate**  
1829 E. Spring Street, Suite 201  
New Albany, IN 47150  
812-945-9585  
812-945-6656 Fax

**Kentucky**  
1400 South 1<sup>st</sup> Street  
Louisville, KY 40208  
502-583-5994  
502-583-7321 Fax

**Central Indiana**  
1060 N. Capital Ave, Ste E360  
Indianapolis, IN 46204  
317-829-3474  
317-829-3473 Fax

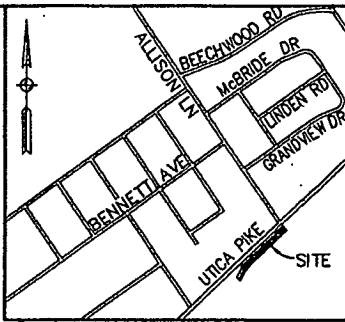
**Southern Indiana**  
124 Bell Ave  
Clarksville, IN 47129  
812-288-6646  
812-945-9585 Fax

[www.jtleng.com](http://www.jtleng.com)



**LINE TABLE**

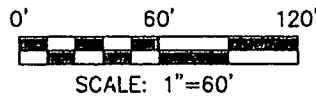
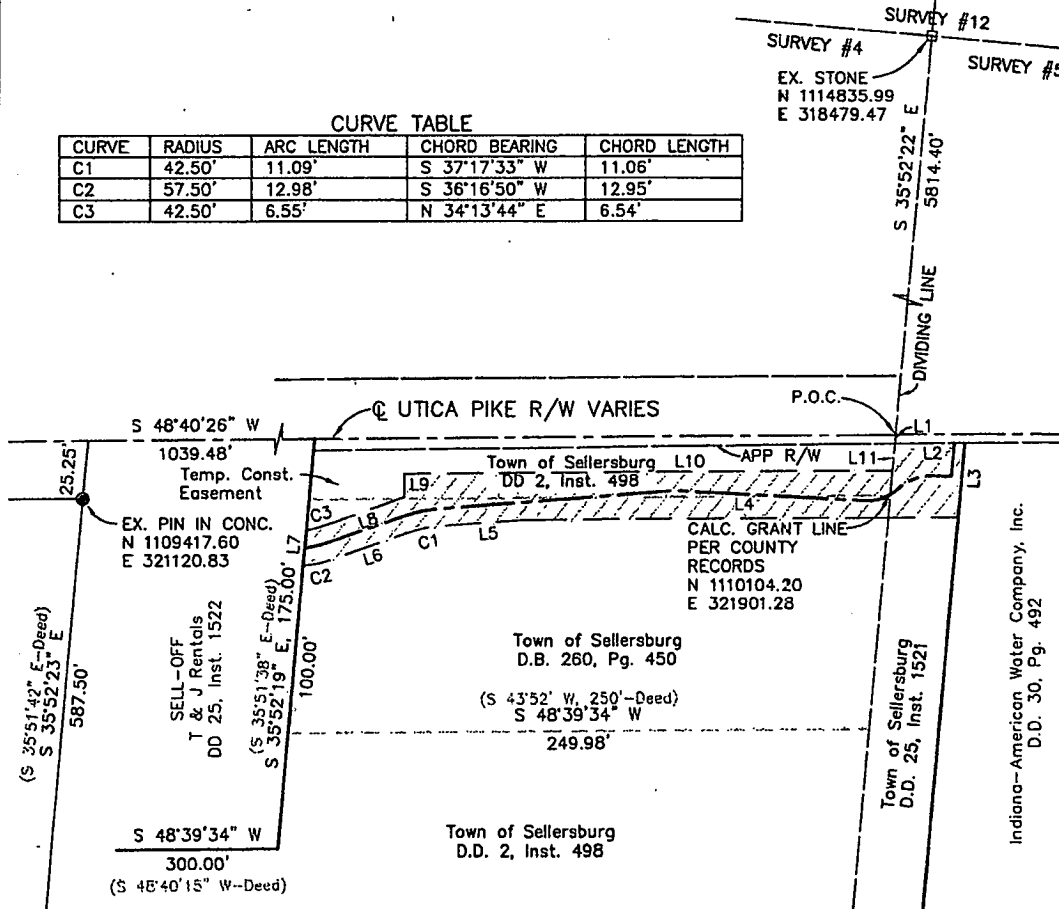
LINE	BEARING	DISTANCE
L1	S 35°52'22" E	3.63'
L2	N 48°22'43" E	30.15'
L3	S 35°52'22" E	31.83'
L4	S 48°40'26" W	186.44'
L5	S 44°46'16" W	37.70'
L6	S 29°48'51" W	36.35'
L7	N 35°52'19" W	15.41'
L8	N 29°48'51" E	38.07'
L9	N 41°19'34" W	10.00'
L10	N 48°40'26" E	209.89'
L11	N 35°52'22" W	11.59'



**LOCATION MAP  
NOT TO SCALE**

**CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	42.50'	11.09'	S 37°17'33" W	11.06'
C2	57.50'	12.98'	S 36°16'50" W	12.95'
C3	42.50'	6.55'	N 34°13'44" E	6.54'



**SIDEWALK EASEMENT= 5,913 S.F.**

**Notes:**

1. This drawing is not intended to be represented as a retracement or original boundary survey, a route survey, or a Surveyor Location Report.
2. Neither abstract of title nor title commitment was provided to Jacobi, Toombs and Lanz, Inc. for the preparation of this easement plat. a title commitment may reveal easements, encumbrances, restrictions or rights of others not shown hereon, that may affect the quality of title or development of this tract.
3. North and all bearings shown hereon are based on NAD 1983, Indiana East Zone, state plane coordinates as derived from real-time kinematic GPS observations based on Clark County Surveyor's Book 10 Corner Perpetuation monument "POPPY", or secondary control originating from these monuments.

**Jacobi, Toombs & Lanz, Inc.**  
 Consulting Engineers & Land Surveyors  
 1829 E. Spring Street - New Albany, Indiana 47150  
 812-545-9585 - WWW.JTLENG.COM

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**EXHIBIT "B"**  
**PARCEL 2**  
**SIDEWALK EASEMENT**  
 LOCATED IN SURVEY Nos. 4 & 5 OF THE ILLINOIS  
 GRANT IN THE CITY OF JEFFERSONVILLE,  
 CLARK COUNTY, INDIANA

---

Prepared for:  
**CITY OF JEFFERSONVILLE**  
 Owner of Record:  
**TOWN OF SELLERSBURG**  
 D.B. 260, Pg.450, D.D. 2, INST. 498 &  
 D.D. 25, INST. 1521

DATE: 8/22/2017	DRAWN: J.A.M.	CHECKED: J.A.T.	APPROVED: J.G.D.	JOB No.: 16136	SHEET: 1 OF 1
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**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**EXHIBIT "A"**

**PARCEL 4**

**DESCRIPTION OF A  
15 FOOT WIDTH SIDEWALK EASEMENT  
ACROSS THE LANDS OF  
THE TOWN OF SELLERSBURG**

A 15-Foot Wide Sidewalk Easement located in Survey No. 4 of the Illinois Grant, City of Jeffersonville, Clark County, Indiana, being a part of the lands conveyed to The Town of Sellersburg by Deed Drawer 3, Instrument 110 and Deed Drawer 4, Instrument 5887, said easement being 7.5 feet on each side of the following described centerline:

Commencing at the intersection of the centerline of Utica Pike and the line dividing Survey Nos. 4 and 5; thence along said centerline, South 48°40'26" West, 549.96 feet to a westerly corner of a tract of land convey to the T & J Rentals by Deed Drawer 25, Instrument 1522, thence along the southwesterly line of said tract South 35°52'19" East, 30.91 feet, to the True Point of Beginning;

Thence 26.44 feet along the arc of a curve to the left having a radius of 200.00 feet and a chord which bears South 54°23'08" West, 26.42 feet; thence South 50°35'52" West, 166.22 feet; thence 4.84 feet along the arc of a curve to the left having a radius of 200.00 feet and a chord which bears South 49°54'16" West, 4.84 feet; thence South 49°12'41" West, 110.35 feet; thence South 02°58'51" East, 18.24 feet; thence South 36°52'10" East, 23.05 feet; thence 30.60 feet along the arc of a curve to the right having a radius of 20.00 feet and a chord which bears South 06°57'51" West, 27.70 feet; thence South 50°47'52" West, 91.48 feet; thence 24.83 feet along the arc of a curve to the right having a radius of 30.00 feet and a chord which bears South 74°30'40" West, 24.13 feet; thence North 81°46'31" West, 33.02 feet; thence 15.65 feet along the arc of a curve to the left having a radius of 20.00 feet and a chord which bears South 75°48'13" West, 15.26 feet to the point of terminus on the northeasterly line of a tract of land conveyed to River View, LLC by Instrument 201213875.

Containing 8, 171 square feet.

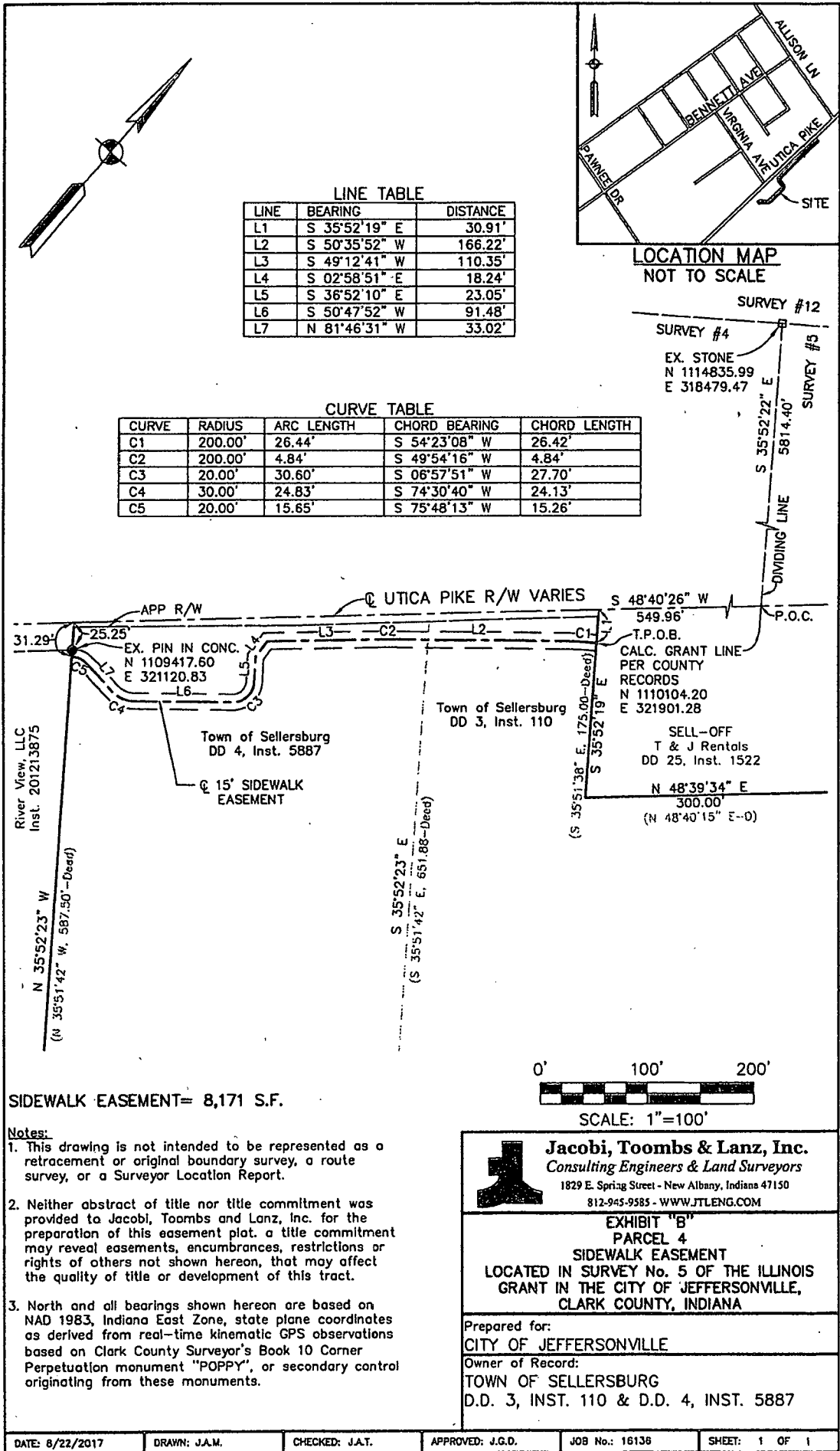
Corporate  
1829 E. Spring Street, Suite 201  
New Albany, IN 47150  
812-945-9585  
812-945-6656 Fax

Kentucky  
1400 South 1<sup>st</sup> Street  
Louisville, KY 40208  
502-583-5994  
502-583-7321 Fax

Central Indiana  
1060 N. Capital Ave, Ste E360  
Indianapolis, IN 46204  
317-829-3474  
317-829-3473 Fax

Southern Indiana  
124 Bell Ave  
Clarksville, IN 47129  
812-288-6646  
812-945-9585 Fax

[www.jtleng.com](http://www.jtleng.com)



# Carrier Agreement



This Agreement ("Agreement") is made and entered into by and between Town of Sellersburg ("Customer") and United Parcel Service Inc., an Ohio Company ("UPS").

**Pricing.** UPS will provide the pickup and delivery services ("Services") as set forth below subject to the terms of this Agreement. These Services will be provided with the incentives ("Incentives") as also set forth below. These Incentives shall only be available to the locations and account numbers approved and identified in Addendum A. Account numbers of Customer and its affiliates, each of which is more than fifty percent (50.0%) owned by Customer, may be added or deleted only by mutual written agreement of Customer and UPS and require seven (7) business days notice to UPS to become effective. Customer is prohibited from reselling or offering Incentives to any other party without the prior written consent of UPS and failure to comply with this prohibition may result in immediate cancellation of this Agreement.

Customer acknowledges and agrees that the Incentives and the minimum rates in Addendum B are based on and derived from the most recently published UPS Daily Rates available at [www.ups.com](http://www.ups.com) and are subject to change based on changes to such list rates. Each eligible package (or shipment) will receive its applicable Incentive for the term of this Agreement. Incentives are applied on a weekly basis unless otherwise specified. Incentives shall be applied to prepaid outbound shipments unless otherwise noted. This Agreement will be subject to periodic review by UPS for Customer compliance.

**Automation.** Customer agrees to supply the UPS Service Provider with a hard copy summary manifest at the time that the packages are tendered to UPS for shipment and provide UPS with Timely Upload of electronic Package Level Detail ("PLD") in a form acceptable to UPS. PLD includes, but is not limited to, consignee's full name, complete delivery address, package weight and zone. Timely Upload is defined as the electronic transmission of PLD to UPS at the time the packages are tendered to UPS. Customer agrees to provide smart labels on all packages tendered to UPS. A smart label, as defined herein and described in the current UPS Guide to Labeling, which may be updated from time to time by UPS, includes, but is not limited to, a MaxiCode, Postal Bar Code, current UPS Routing Code, appropriate UPS Service Icon and a UPS 1Z Tracking Number Bar Code. Customer further agrees that all shipping locations will use a UPS OnLine or OnLine compatible shipping solution that is approved and authorized by UPS as such.

**Payment Terms.** Customer agrees to pay for all shipments in full within the time period required by UPS.

**Service.** All Services provided by UPS shall be pursuant to the UPS Rate and Service Guide and UPS Tariff/Terms and Conditions of Service in effect at the time of shipping, each of which are incorporated herein by reference and which may be subject to change without prior notice and which, together with this Agreement, are the entire agreement and understanding between Customer and UPS relating to the relationship under this Agreement, superseding all prior or contemporaneous agreements or understandings.

**Confidentiality.** Customer and UPS agree to maintain the confidentiality of this Agreement including its rates, terms and Incentives as well as any discussions during the Term concerning the meaning or application of such terms or any changes to them, or concerning a renewal of this Agreement or the negotiation of a new agreement including any new proposals provided by UPS to Customer ("Confidential Information") unless disclosure is required by law. Neither party shall post or publically display Confidential Information or share with any third party without written consent of the other party.

**Offer Expiration and Prior Agreements.** This offer is void if not accepted by September 9, 2017 ("Deadline"). Customer may accept Agreement by providing a duly signed copy of this Agreement to UPS by the Deadline. This Agreement supersedes all other agreements between the Customer and UPS regarding these Services. This Agreement is hereby signed and executed by authorized representatives of both parties.

**Term.** The Incentives contained in this Agreement take effect on the Monday following the signing of this Agreement or the Effective Date, whichever is later and continue until terminated by either party. Either party may terminate this Agreement at any time upon 30 days prior written notice to the other.

UPS  
United Parcel Service Inc.

Customer  
Town of Sellersburg

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Effective Date: \_\_\_\_\_



**Addendum A**  
**List of Account Numbers**



Town of Sellersburg's UPS accounts identified below shall be included in the Agreement.  
The following accounts shall have their activity committed and are eligible for incentives as specified in Addendum B:

<b>ACCOUNT</b>	<b>NAME AND ADDRESS</b>
<b>Section 1 :</b>	
00009732E7	TOWN OF SELLERSBURG 316 E UTICA ST SELLERSBURG, IN 47172

\*If there is an account number for the same service included in another UPS agreement, such account number will be deemed deleted from such other agreement as of the effective date.

UPS Hundredweight rates and incentives will only apply to UPS accounts with an active Hundredweight Tier (01-07).

## Addendum B Incentives



All incentives contained in this Addendum B apply to the most recently published Daily Rates at the time of shipment and shall be applied on a weekly basis. The published Daily Rates can be adjusted periodically pursuant to the terms and conditions of the Carrier Agreement. Incentives for Services included in this agreement are applicable to all shipments paid for by accounts that are party to this agreement unless otherwise specified

### Service Grouping Descriptions

**Domestic Next Day includes**

UPS Next Day Air®  
UPS Next Day Air Saver®

**Domestic 2 Day includes**

UPS 2<sup>nd</sup> Day Air A.M.®  
UPS 2<sup>nd</sup> Day Air®

**Domestic 3 Day includes**

UPS 3 Day Select®

**Domestic Ground Com includes**

UPS® Ground - Commercial

**Domestic Ground Res includes**

UPS® Ground - Residential

**Domestic Ground CWT includes**

UPS Ground Hundredweight Service®<sup>1</sup>

**International Export includes**

UPS Worldwide Express® - Export  
UPS Worldwide Saver® - Export  
UPS Worldwide Expedited® - Export  
UPS Worldwide Express Freight™ - Export  
UPS Standard™ to Mexico

**International Import includes**

UPS Worldwide Express® - Import  
UPS Worldwide Saver® - Import  
UPS Worldwide Expedited® - Import  
UPS Worldwide Express Freight™ - Import  
UPS Standard™ from Mexico

**International Canada Standard includes**

UPS Standard™ to Canada  
UPS Standard™ from Canada

### Tier Incentive

Each eligible package will receive an incentive per the following schedule based on a 52 week rolling average of eligible packages tendered to UPS. These incentives apply to all zones unless otherwise specified. The band determination is based on the cumulative base transportation charges per week (excluding accessories, and surcharges unless otherwise specified). Incentives apply to Outbound, Freight Collect, Third Party, Returns® and Undeliverable (where applicable). The incentives will be administered on a weekly basis.

Base Weekly Transportation Charges - Bands	Domestic					International		
	Next Day	2 Day	3 Day	Ground Com	Ground Res	Export	Import	Canada Standard
\$ 1,600.00 or more	46%	43%	37%	15%	13%	49%	37%	20%
\$ 1,400.00 - \$ 1,599.99	44%	41%	35%	14%	12%	47%	35%	19%
\$ 1,200.00 - \$ 1,399.99	43%	40%	34%	13%	11%	46%	34%	18%
\$ 1,000.00 - \$ 1,199.99	42%	39%	33%	12%	10%	45%	33%	17%
\$ 800.00 - \$ 999.99	39%	36%	30%	11%	9%	42%	30%	16%
\$ 600.00 - \$ 799.99	37%	34%	28%	10%	8%	40%	28%	15%
\$ 400.00 - \$ 599.99	34%	31%	25%	9%	7%	37%	25%	14%
\$ 200.00 - \$ 399.99	32%	29%	23%	8%	6%	34%	22%	13%
\$ 100.00 - \$ 199.99	29%	26%	20%	7%	5%	32%	20%	12%
\$ 50.00 - \$ 99.99	27%	24%	18%	6%	4%	29%	17%	11%
\$ 0.01 - \$ 49.99	24%	21%	15%	5%	3%	26%	14%	10%

For the first week, the total actual billed base transportation charges per week from all eligible committed services will determine the discounts per the schedule. After the first week, average weekly based transportation charges per week will be based on the most recent 52 week(s) (once 52 week(s) have been accumulated excluding the current billing week). Average weekly base transportation charges per week is defined as the base transportation charges per week from all eligible and committed services for the given time period divided by the number of week(s) in the time period.

### Additional Incentives

UPS will also apply additional incentives to the following services:

Weight (lbs.)	Zones 2-8 Only	
	Ground Com	Ground Res
1 - 5	13%	11%
6 - 10	16%	14%
11 - 20	19%	17%
21 - 30	21%	19%
31 - 50	24%	22%
51 and up	27%	25%

Domestic Ground CWT	10% Off
---------------------	---------

Initials

UPS \_\_\_\_\_

Customer \_\_\_\_\_

**Minimum Net Shipping Charge**

For each shipment, the customer agrees to pay the greater of the (a) net shipment charge based on the above incentive or (b) the minimum net shipment charge. Minimum net shipment charge is calculated by deducting applicable adjustment from the published 1 lbs. base rate from the table below.

Service	Base Rate	Adjustment to the Base Rate
UPS 3 Day Select®	UPS 3 Day Select® Zone 302 1 lbs.	-\$1.50
UPS® Ground - Commercial	UPS® Ground Zone 002 1 lbs.	0%
UPS® Ground - Residential		
Canada Standard UPS Standard™ to Canada UPS Standard™ from Canada	1 lbs. shipment for the respective service and respective zone	0%

**Electronic PLD Bonus**

The incentives detailed earlier in this Agreement include an Electronic PLD bonus up to the amount defined in the table below. Shipments tendered via non-Electronic PLD will not receive this bonus. At no point will non-application of the bonus result in net rates that exceed the published rates in effect at the time of shipment. The bonus will be applicable to all shipments paid for by accounts in this agreement.

Service	Domestic						International	
	Next Day	2 Day	3 Day	Ground Com	Ground Res	Ground CWT	Export	Canada Standard Export
Electronic PLD Bonus	10%	10%	10%	5%	5%	5%	10%	10%

The following methods of providing UPS shipment information will be considered non-electronic for this agreement: Manifest Key Entered, Manifest Summary, Hundredweight Shipping Document, Paper Waybill, Air Shipping Document, Shipping Record (SRB/SRM), Consignee Billing Paper Books. All other shipment information will be considered electronic PLD.

**Additional Committed Services & Surcharges**

In addition to the services listed within the Service Groupings Section, the following services will be included to determine the customer's Base Weekly Transportation Charges Band: Hundredweight, UPS SurePost®, UPS Next Day® Air Early A.M.®, UPS Worldwide Express Plus® - US Export, UPS Worldwide Express Plus® - US Import, UPS 3 Day Select® from Canada, UPS Ground with Freight Pricing. 10 kg and 25 kg International box and Pre-paid services are excluded from the customer's Base weekly Transportation Charges Band.

The following transportation surcharge revenue will also be included to determine the customer's Base Weekly Transportation Charges Band: Residential Surcharge, Delivery Area Surcharge (US 48), Remote Area Surcharge (AK, HI), Extended Area Surcharge (International services), and Large Package Surcharge.

**Notes**

<sup>1</sup> UPS Ground Hundredweight Service® is a contractual service available for Scheduled Pickup customers having frequent non-palletized, multiple-package shipments sent to the same location on the same day. UPS Hundredweight rates and incentives will only apply to UPS accounts with an active Hundredweight Tier (01-07).

Initials

UPS \_\_\_\_\_

Customer \_\_\_\_\_



# Classic Buildings, Inc.

2709 Blackiston Mill Rd. Clarksville, In. 47129  
812-944-5821 Fax: 812-948-2177 800-505-5821  
classicbuildings.com

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## PROPOSAL FOR THE TOWN OF SELLERSBURG ATTN: KEN ALEXANDER

SELLERSBURG, IN 47172  
Phone number ( )

August 12, 2017

Classic Buildings proposes to furnish all the material and provide all the labor necessary to build a:

30' Wide x 40' Long building with a 12' EAVE HEIGHT.

The material specifications are as follows:

Engineered roof trusses with a 5 lb. ceiling loading.

2" x 6" roof purlins and wall girts.

Painted metal exterior walls and roof attached with screws.

Laminated posts and 2" x 8" treated skirtboard.

18" diameter concrete piers.

1- 10' x 10' Residential white insulated overhead door on the side wall.

1- 12' x 10' Residential white insulated overhead door on the side wall.

1- 3' White metal walk door with a deadbolt.

5" seamless aluminum gutters with downspouts.

2" vinyl backed fiberglass insulation on the roof and walls.

4" concrete floor with reinforcement wire and plastic vapor barrier.

Price does not include gravel base, or any site preparation.

Price does not include any permit fees.

**Total Cost Including Material and Labor: \$ 24,890.00**

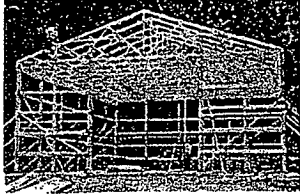
Please call if you have any questions or would like me to look at your site.

Thank you,

Tim Youtsey

Building Consultant

(502) 817-4083



Town Of Sellersburg

(502) 817-3041

Estimate #

000119

Date

08/02/2017

**Ettel Construction**

314 East Daisy Ln  
New Albany , In 47150

Phone: (502) 773-7222

Email: [ettelconstruction@gmail.com](mailto:ettelconstruction@gmail.com)

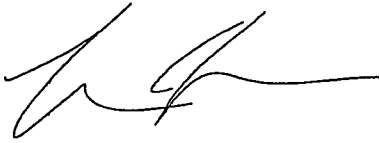
Fax: (812) 949-0200

Description	Total
30x40x12	\$24,600.00
Erect 30x40x12 with one 10x10 and one 12x10 overhead door one 36 inch entry door , and base layer of rock ,no overhang no windows,4 inch concrete slab, per plans description	
<b>Subtotal</b>	<b>\$24,600.00</b>
<b>Total</b>	<b>\$24,600.00</b>

**Notes:**

I want to start off by saying thanks for the opportunity to work with you. We pride our work and leave no job or client dissatisfied,if you have any questions please feel free to contact us at any time.

By signing this document, the customer agrees to the services and conditions outlined in this document.



---

Signed on: 08/02/2017

Troy Ettel

**J. Greg Dietz**

---

**From:** J. Greg Dietz  
**Sent:** Tuesday, August 01, 2017 9:07 AM  
**To:** #Ken Alexander (kalexander@sellersburg.org)  
**Subject:** 30 X 40 Pole Barn for Sewer Plant

I contacted Bob Kreskie, Ettel Construction and Classic Truss with the specifications for the 30 X 40 Pole Barn for Sewer Plant.

Bob Kreskie declined the project and I am waiting to hear back from Ettel Construction and Classic Truss.



Town of Sellersburg

Utility Billing Office

To: Michelle Miller

Town of Sellersburg

Clark County, Indiana

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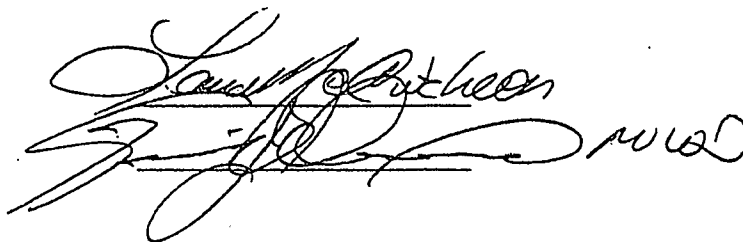
Write Off Accounts as of 12/31/15

I hereby certify that the foregoing is a true and correct report of Write Off Accounts per Ordinance 2011-007 for the above named governmental unit for the period shown.

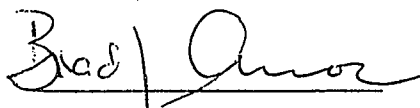
Write Off Amount: \$18,254.30 ✓

Signature of Billing Officials

*18,321.74*  
*67.44*



Approved at the Council Meeting Dated August 28<sup>th</sup> 2017



Brad Amos

Town Board Vice President

TOWN OF SELLERSBURG  
ADJUSTMENT LISTING FOR 8/31/2017  
LISTING TRANSACTIONS ENTERED BY LM

Date	Account	Name	Class	Usage	Reference	Amount	By	Posted
8/31/2017	121485	WINCHESTER, DEREK	W-O	0	WRITE OFF	(\$73.45)	LM	08/31
8/31/2017	121417	GORDEN, DEREK	W-O	0	WRITE OFF	(\$76.37)	LM	08/31
8/31/2017	121109	REMAX RESULTS,	W-O	0	WRITE OFF	(\$18.17)	LM	08/31
8/31/2017	121108	MARQUIS PROPERTIES,	W-O	0	WRITE OFF	(\$48.97)	LM	08/31
8/31/2017	121052	CHANDLER, CASEY	W-O	0	WRITE OFF	(\$90.58)	LM	08/31
8/31/2017	120973	LINDERMAN, CHRISTOPHER	W-O	0	WRITE OFF	(\$75.40)	LM	08/31
8/31/2017	120944	LADUKE, ZACHARY J	W-O	0	WRITE OFF	(\$88.22)	LM	08/31
8/31/2017	120854	TUNIS, TYLER J OR CASEY	W-O	0	WRITE OFF	(\$60.64)	LM	08/31
8/31/2017	120795	VEGA, JENNIFER R	W-O	0	WRITE OFF	(\$44.09)	LM	08/31
8/31/2017	120787	LUCKETT, BRITTANY L	W-O	0	WRITE OFF	(\$205.11)	LM	08/31
8/31/2017	120778	AKERS, JESSICA J	W-O	0	WRITE OFF	(\$344.20)	LM	08/31
8/31/2017	120743	RE/MAX RESULTS,	W-O	0	WRITE OFF	(\$1.54)	LM	08/31
8/31/2017	120702	STOKES, DAVID W	W-O	0	WRITE OFF	(\$102.07)	LM	08/31
8/31/2017	120675	MICHAEL J WILSON,	W-O	0	WRITE OFF	(\$30.33)	LM	08/31
8/31/2017	120529	STANDIFORD, EMILY E	W-O	0	WRITE OFF	(\$114.58)	LM	08/31
8/31/2017	120492	HARRIS, HEATHER	W-O	0	WRITE OFF	(\$11.52)	LM	08/31
8/31/2017	120452	MITCHELL, GARY	W-O	0	WRITE OFF	(\$39.27)	LM	08/31
8/31/2017	120393	KNIGHT, CAROL	W-O	0	WRITE OFF	(\$108.22)	LM	08/31
8/31/2017	120341	SNYDER, LINDSEY	W-O	0	WRITE OFF	(\$180.32)	LM	08/31
8/31/2017	120283	JONES, RACHEL	W-O	0	WRITE OFF	(\$52.16)	LM	08/31
8/31/2017	120223	BREHM, MISTY	W-O	0	WRITE OFF	(\$15.64)	LM	08/31
8/31/2017	120195	MCPAHAN, MATTHEW	W-O	0	WRITE OFF	(\$71.00)	LM	08/31
8/31/2017	120166	GALLAGHER, JUDE	W-O	0	WRITE OFF	(\$20.69)	LM	08/31
8/31/2017	120160	SMITH, RICHARD	W-O	0	WRITE OFF	(\$76.43)	LM	08/31
8/31/2017	120095	WITTEN, CARMEN	W-O	0	WRITE OFF	(\$69.67)	LM	08/31
8/31/2017	120078	VOYLES, SARA B	W-O	0	WRITE OFF	(\$73.78)	LM	08/31
8/31/2017	119950	HART, TRACY	W-O	0	WRITE OFF	(\$1,302.46)	LM	08/31
8/31/2017	119935	WILLIAMS, MICHELLE OR MIC	W-O	0	WRITE OFF	(\$30.63)	LM	08/31
8/31/2017	119901	CARRICO, CHRISTOPHER T	W-O	0	WRITE OFF	(\$0.45)	LM	08/31
8/31/2017	119885	BURGESS, CHRISTINA	W-O	0	WRITE OFF	(\$23.33)	LM	08/31
8/31/2017	119881	WATERS, THOMAS	W-O	0	WRITE OFF	(\$75.54)	LM	08/31
8/31/2017	119875	DURHAM, SHARON & CHARLES	W-O	0	WRITE OFF	(\$35.66)	LM	08/31
8/31/2017	119863	RICHARDS, DAVID C	W-O	0	WRITE OFF	(\$442.45)	LM	08/31
8/31/2017	119835	ALKAJI, MUSTAFA	W-O	0	WRITE OFF	(\$46.68)	LM	08/31
8/31/2017	119809	STEWART, BEVERLY K	W-O	0	WRITE OFF	(\$276.32)	LM	08/31
8/31/2017	119790	TANKERSLEY, MELIEGHA	W-O	0	WRITE OFF	(\$147.69)	LM	08/31
8/31/2017	119786	JONES, ANDRIA CHARLENE	W-O	0	WRITE OFF	(\$151.47)	LM	08/31
8/31/2017	119614	APPLE, VICTORIA LYNN	W-O	0	WRITE OFF	(\$187.27)	LM	08/31
8/31/2017	119591	GARDINER, ALLISON N	W-O	0	WRITE OFF	(\$17.08)	LM	08/31
8/31/2017	119557	GRIFFITH-LINDIG, BROOKE	W-O	0	WRITE OFF	(\$147.56)	LM	08/31
8/31/2017	118300	CAINES, CHRIS	W-O	0	WRITE OFF	(\$84.37)	LM	08/31
8/31/2017	118295	WHITE, MIRANDA L	W-O	0	WRITE OFF	(\$57.48)	LM	08/31
8/31/2017	118291	HART, TRACY	W-O	0	WRITE OFF	(\$197.71)	LM	08/31
8/31/2017	118287	DON LINCOLN REALTY L,	W-O	0	WRITE OFF	(\$14.97)	LM	08/31
8/31/2017	118281	SPRIGLER, BRENT	W-O	0	WRITE OFF	(\$17.69)	LM	08/31
8/31/2017	118269	ALLEN, KIMBERLY APRIL	W-O	0	WRITE OFF	(\$79.56)	LM	08/31
8/31/2017	118266	HATTABAUGH, MICHEAL D	W-O	0	WRITE OFF	(\$31.28)	LM	08/31
8/31/2017	118261	HENDERSON, AIMEE	W-O	0	WRITE OFF	(\$109.15)	LM	08/31
8/31/2017	118212	NIX, BRENDA L	W-O	0	WRITE OFF	(\$44.88)	LM	08/31
8/31/2017	118209	HOLTWICK, CORY	W-O	0	WRITE OFF	(\$1.60)	LM	08/31
8/31/2017	118193	JOHNSON, PHILLIP M	W-O	0	WRITE OFF	(\$120.80)	LM	08/31
8/31/2017	118185	CLICK, TERESA A	W-O	0	WRITE OFF	(\$113.84)	LM	08/31
8/31/2017	118108	SMALLWOOD, KIMBERLY LYNN	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	118106	GIBSON, PAMELA MARNEE	W-O	0	WRITE OFF	(\$234.71)	LM	08/31
8/31/2017	117996	SELLERS, KYLE L	W-O	0	WRITE OFF	(\$90.32)	LM	08/31
8/31/2017	117974	SCOTT, ERIC B	W-O	0	WRITE OFF	(\$60.84)	LM	08/31
8/31/2017	117926	YUSLEIDI MARTY,	W-O	0	WRITE OFF	(\$137.30)	LM	08/31
8/31/2017	117903	MORELAND JR, LEO TIMOTHY	W-O	0	WRITE OFF	(\$77.08)	LM	08/31
8/31/2017	117895	FLANAGAN, KERRI R	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	117877	LEDBETTER, DEBRA LYNN	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	117816	GRIM, SHEENA C	W-O	0	WRITE OFF	(\$446.66)	LM	08/31
8/31/2017	117812	ROSE, NINA C.	W-O	0	WRITE OFF	(\$61.67)	LM	08/31
8/31/2017	117803	CHARITY MONGOLD,	W-O	0	WRITE OFF	(\$198.11)	LM	08/31
8/31/2017	117703	LOCK, KATHERINE	W-O	0	WRITE OFF	(\$44.10)	LM	08/31
8/31/2017	117652	MCGEE, MICHELLE R.	W-O	0	WRITE OFF	(\$128.87)	LM	08/31
8/31/2017	117593	DUARD AVERY BUILDERS,	W-O	0	WRITE OFF	(\$0.60)	LM	08/31
8/31/2017	117561	CLAYTON, JEREMY RYAN	W-O	0	WRITE OFF	(\$116.56)	LM	08/31
8/31/2017	117549	WYATT, ANTHONY R	W-O	0	WRITE OFF	(\$45.22)	LM	08/31
8/31/2017	117545	LYNCH, CHRISTINA G.	W-O	0	WRITE OFF	(\$62.10)	LM	08/31
8/31/2017	117526	FERNANDEZ, STEPHANIE M.	W-O	0	WRITE OFF	(\$177.24)	LM	08/31
8/31/2017	117504	DAVIS, REBECCA A.	W-O	0	WRITE OFF	(\$165.96)	LM	08/31
8/31/2017	117493	KEOWN, BONNIE LEE	W-O	0	WRITE OFF	(\$68.09)	LM	08/31
8/31/2017	117444	ATCHER, CARRIE G	W-O	0	WRITE OFF	(\$17.08)	LM	08/31
8/31/2017	117427	FRANCO, JESSICA M.	W-O	0	WRITE OFF	(\$49.70)	LM	08/31

8/31/2017	117426	VELEZ, KIANA ANITA	W-O	0 WRITE OFF	(\$164.73)	LM	08/31
8/31/2017	117423	RILEY, KEVIN	W-O	0 WRITE OFF	(\$32.09)	LM	08/31
8/31/2017	117388	TRESSLER, LARRY E	W-O	0 WRITE OFF	(\$430.32)	LM	08/31
8/31/2017	117195	ROTH, NICOLE RENEE	W-O	0 WRITE OFF	(\$313.90)	LM	08/31
8/31/2017	117194	LITTLE, ULRIKE M	W-O	0 WRITE OFF	(\$8.41)	LM	08/31
8/31/2017	117180	MCCLELLAN, MATTHEW WAYNE	W-O	0 WRITE OFF	(\$27.50)	LM	08/31
8/31/2017	117139	REID, PHILLIP MICHAEL	W-O	0 WRITE OFF	(\$148.28)	LM	08/31
8/31/2017	117129	HARRIS, TERRY W	W-O	0 WRITE OFF	(\$80.02)	LM	08/31
8/31/2017	117084	TACKETT, RONALD L.	W-O	0 WRITE OFF	(\$53.35)	LM	08/31
8/31/2017	117072	NADEAU, LARRY	W-O	0 WRITE OFF	(\$18.67)	LM	08/31
8/31/2017	117057	LEACHMAN, CARRIE	W-O	0 WRITE OFF	(\$108.80)	LM	08/31
8/31/2017	117022	MCKITTRICK, MELISSA	W-O	0 WRITE OFF	(\$47.44)	LM	08/31
8/31/2017	117020	GLICKFIELD, RUTH W.	W-O	0 WRITE OFF	(\$68.16)	LM	08/31
8/31/2017	117007	MEZA, JORGE	W-O	0 WRITE OFF	(\$170.41)	LM	08/31
8/31/2017	116988	ELLS, LANA	W-O	0 WRITE OFF	(\$76.95)	LM	08/31
8/31/2017	116970	MCNEW, AMBER	W-O	0 WRITE OFF	(\$54.29)	LM	08/31
8/31/2017	116957	LONE, ASHLEIGH	W-O	0 WRITE OFF	(\$56.20)	LM	08/31
8/31/2017	116924	NORTHERN, JOHNATHAN	W-O	0 WRITE OFF	(\$33.45)	LM	08/31
8/31/2017	116904	WILSON, STEPHANNIE	W-O	0 WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	116884	SMITH, SHARA L	W-O	0 WRITE OFF	(\$43.08)	LM	08/31
8/31/2017	116881	SNELLING-GROWE, BRIDGET	W-O	0 WRITE OFF	(\$70.29)	LM	08/31
8/31/2017	116873	GORDON, SHELLY	W-O	0 WRITE OFF	(\$61.11)	LM	08/31
8/31/2017	116856	PRATHER, SHANTIQUÉ	W-O	0 WRITE OFF	(\$22.49)	LM	08/31
8/31/2017	116833	SHIPLEY, JERRY	W-O	0 WRITE OFF	(\$31.49)	LM	08/31
8/31/2017	116831	MCCORMICK, KATRYINA L	W-O	0 WRITE OFF	(\$172.11)	LM	08/31
8/31/2017	116808	RESENDIZ-MARTINEZ, BRUNO	W-O	0 WRITE OFF	(\$193.96)	LM	08/31
8/31/2017	116807	JACKSON, ASHLEY	W-O	0 WRITE OFF	(\$26.85)	LM	08/31
8/31/2017	116771	BAKER, MARVIN EUGENE	W-O	0 WRITE OFF	(\$21.71)	LM	08/31
8/31/2017	116762	FRENCH, BRITANY	W-O	0 WRITE OFF	(\$103.69)	LM	08/31
8/31/2017	116754	SPENCER, BRADLEY	W-O	0 WRITE OFF	(\$22.52)	LM	08/31
8/31/2017	116748	FORD, MICHAEL	W-O	0 WRITE OFF	(\$23.47)	LM	08/31
8/31/2017	116711	IVERSON, KELLY	W-O	0 WRITE OFF	(\$8.41)	LM	08/31
8/31/2017	116623	GENTRY, RANDY & GINA	W-O	0 WRITE OFF	(\$18.88)	LM	08/31
8/31/2017	116605	FREITAS, CHERYL J	W-O	0 WRITE OFF	(\$168.99)	LM	08/31
8/31/2017	116604	HARLEY, SARAH L	W-O	0 WRITE OFF	(\$91.72)	LM	08/31
8/31/2017	116600	HARDIN, TAMMY M	W-O	0 WRITE OFF	(\$65.61)	LM	08/31
8/31/2017	116561	BALL, TERESA G	W-O	0 WRITE OFF	(\$48.75)	LM	08/31
8/31/2017	116532	CHRISWELL, JILLISA	W-O	0 WRITE OFF	(\$70.57)	LM	08/31
8/31/2017	116526	MOORE, MEGAN	W-O	0 WRITE OFF	(\$43.15)	LM	08/31
8/31/2017	116525	BOOHER, AMY LYNN	W-O	0 WRITE OFF	(\$71.50)	LM	08/31
8/31/2017	116499	ROGER BYRNE, OR LYDIA JAM	W-O	0 WRITE OFF	(\$22.52)	LM	08/31
8/31/2017	116486	FENWICK, TINA	W-O	0 WRITE OFF	(\$268.32)	LM	08/31
8/31/2017	116478	EENHAM, CARL E	W-O	0 WRITE OFF	(\$53.06)	LM	08/31
8/31/2017	116371	BARRETT, ROBERT	W-O	0 WRITE OFF	(\$36.65)	LM	08/31
8/31/2017	116357	BONNET, SARAH	W-O	0 WRITE OFF	(\$18.53)	LM	08/31
8/31/2017	116349	JUST, JENNY	W-O	0 WRITE OFF	(\$138.43)	LM	08/31
8/31/2017	116331	KLEIN HOMES LLC,	W-O	0 WRITE OFF	(\$27.07)	LM	08/31
8/31/2017	116329	PRESSEL, TERESA	W-O	0 WRITE OFF	(\$85.50)	LM	08/31
8/31/2017	116308	HOWARD, SUSAN	W-O	0 WRITE OFF	(\$104.29)	LM	08/31
8/31/2017	116273	JONES, WILLIAM	W-O	0 WRITE OFF	(\$42.25)	LM	08/31
8/31/2017	116265	BREWER, AMBER	W-O	0 WRITE OFF	(\$29.02)	LM	08/31
8/31/2017	116240	MILLNER, ANDREA F	W-O	0 WRITE OFF	(\$39.60)	LM	08/31
8/31/2017	116226	PAULINE, SUSAN	W-O	0 WRITE OFF	(\$53.13)	LM	08/31
8/31/2017	116203	BLEDSOE, BRENDA	W-O	0 WRITE OFF	(\$25.77)	LM	08/31
8/31/2017	116199	SMITH, CRYSTAL	W-O	0 WRITE OFF	(\$28.53)	LM	08/31
8/31/2017	116187	KING, SARA	W-O	0 WRITE OFF	(\$72.37)	LM	08/31
8/31/2017	116183	TORRES, ELVIN	W-O	0 WRITE OFF	(\$170.03)	LM	08/31
8/31/2017	116159	DANIELS, RUSSELL	W-O	0 WRITE OFF	(\$53.71)	LM	08/31
8/31/2017	116149	STEWART, ASHLEY J	W-O	0 WRITE OFF	(\$77.44)	LM	08/31
8/31/2017	116038	BREWER, WILLIAM	W-O	0 WRITE OFF	(\$23.65)	LM	08/31
8/31/2017	116020	GRUBE, MARK	W-O	0 WRITE OFF	(\$19.25)	LM	08/31
8/31/2017	115979	LOPEZ, RODOLFO	W-O	0 WRITE OFF	(\$58.74)	LM	08/31
8/31/2017	115958	MCLLINS, JESSICA	W-O	0 WRITE OFF	(\$92.96)	LM	08/31
8/31/2017	115947	BROWNE, BENJAMIN	W-O	0 WRITE OFF	(\$30.60)	LM	08/31
8/31/2017	115920	LEE, LYNN	W-O	0 WRITE OFF	(\$17.08)	LM	08/31
8/31/2017	115869	KLEIN HOMES LLC,	W-O	0 WRITE OFF	(\$66.08)	LM	08/31
8/31/2017	115834	KRAFT, JENNIFER	W-O	0 WRITE OFF	(\$36.25)	LM	08/31
8/31/2017	115726	BUELOW, TERESA	W-O	0 WRITE OFF	(\$80.50)	LM	08/31
8/31/2017	115714	BALLEW, RICK	W-O	0 WRITE OFF	(\$28.41)	LM	08/31
8/31/2017	114769	CORREA, HECTOR	W-O	0 WRITE OFF	(\$212.96)	LM	08/31
8/31/2017	114715	CONNOR, KEISHA	W-O	0 WRITE OFF	(\$36.67)	LM	08/31
8/31/2017	114706	SHANNON MATTHEWS,	W-O	0 WRITE OFF	(\$92.14)	LM	08/31
8/31/2017	114684	QUAKENBUSH, TIM	W-O	0 WRITE OFF	(\$85.63)	LM	08/31
8/31/2017	114681	CARDEN, DEBRA	W-O	0 WRITE OFF	(\$14.19)	LM	08/31

TOWN OF SELLERSBURG  
 ADJUSTMENT LISTING FOR 8/31/2017  
 LISTING TRANSACTIONS ENTERED BY LM

8/31/2017	114658	KELLEY, PERRY	W-O	0 WRITE OFF	(\$228.08)	LM	08/31
8/31/2017	114580	TTA&C LLC,	W-O	0 WRITE OFF	(\$23.55)	LM	08/31
8/31/2017	114535	MORGAN, DARRELL	W-O	0 WRITE OFF	(\$150.43)	LM	08/31
8/31/2017	114509	SOSNICKI, JAMES	W-O	0 WRITE OFF	(\$93.95)	LM	08/31
8/31/2017	114305	BITON, SAMANTHA	W-O	0 WRITE OFF	(\$27.94)	LM	08/31
8/31/2017	114199	SNAWDER, JOSH & LYNN	W-O	0 WRITE OFF	(\$49.93)	LM	08/31
8/31/2017	114161	WRAY, RALPH	W-O	0 WRITE OFF	(\$71.63)	LM	08/31
8/31/2017	114157	BAER, JESSICA D	W-O	0 WRITE OFF	(\$6.75)	LM	08/31
8/31/2017	114103	MCHONE, NATHAN	W-O	0 WRITE OFF	(\$112.84)	LM	08/31
8/31/2017	114054	POTTER, MARY MARGARET	W-O	0 WRITE OFF	(\$626.64)	LM	08/31
8/31/2017	114043	MCGEE, DEBORAH	W-O	0 WRITE OFF	(\$160.47)	LM	08/31
8/31/2017	113932	RHOTON, JESSICA	W-O	0 WRITE OFF	(\$26.57)	LM	08/31
8/31/2017	113926	WILKERSON, LESLIE	W-O	0 WRITE OFF	(\$158.61)	LM	08/31
8/31/2017	113894	JONES, MADELINE	W-O	0 WRITE OFF	(\$34.93)	LM	08/31
8/31/2017	113858	JUST, CHRISTINA M	W-O	0 WRITE OFF	(\$4.50)	LM	08/31
8/31/2017	113812	LITCH, KRISTY M	W-O	0 WRITE OFF	(\$445.05)	LM	08/31
8/31/2017	113801	BRISCOE, STEVEN	W-O	0 WRITE OFF	(\$26.10)	LM	08/31
8/31/2017	113798	MAXIMILLION, GRANT	W-O	0 WRITE OFF	(\$109.61)	LM	08/31
8/31/2017	113756	WOOSLEY, CARLA	W-O	0 WRITE OFF	(\$99.07)	LM	08/31
8/31/2017	113624	THOMAS, DEBRA	W-O	0 WRITE OFF	(\$106.05)	LM	08/31
8/31/2017	113569	GILBERT, DANA	W-O	0 WRITE OFF	(\$16.00)	LM	08/31
8/31/2017	113506	SCHIEVE, MARJI	W-O	0 WRITE OFF	(\$63.89)	LM	08/31
8/31/2017	113251	HAYSE, NANCY	W-O	0 WRITE OFF	(\$27.77)	LM	08/31
8/31/2017	112300	GIBSON, JANET	W-O	0 WRITE OFF	(\$0.20)	LM	08/31
8/31/2017	112098	TUCKER, JUSTIN	W-O	0 WRITE OFF	(\$87.48)	LM	08/31
8/31/2017	111649	ROBERTSON, CHRIS	W-O	0 WRITE OFF	(\$85.84)	LM	08/31
8/31/2017	111626	POWELL, RICHARD	W-O	0 WRITE OFF	(\$57.49)	LM	08/31
8/31/2017	111473	LEWIS, GEORGE M	W-O	0 WRITE OFF	(\$29.85)	LM	08/31
8/31/2017	111400	SPRIGLER BUILDERS,	W-O	0 WRITE OFF	(\$48.66)	LM	08/31
8/31/2017	111398	SPRIGLER BUILDERS,	W-O	0 WRITE OFF	(\$31.23)	LM	08/31
8/31/2017	111115	WALTERS, CARLA	W-O	0 WRITE OFF	(\$3.43)	LM	08/31
8/31/2017	110841	FROMME, NATHAN	W-O	0 WRITE OFF	(\$224.16)	LM	08/31
8/31/2017	109897	BRANNON, KRISTEN	W-O	0 WRITE OFF	(\$74.19)	LM	08/31
8/31/2017	108047	LOSEY, JEFFREY D	W-O	0 WRITE OFF	(\$374.07)	LM	08/31
8/31/2017	107656	KRAJNAK, DONALD	W-O	0 WRITE OFF	(\$29.35)	LM	08/31
8/31/2017	105327	FRENCH, TROY	W-O	0 WRITE OFF	(\$216.17)	LM	08/31
8/31/2017	105027	BARTON, ANITA	W-O	0 WRITE OFF	(\$117.58)	LM	08/31
8/31/2017	104409	REEL, BURLEY	W-O	0 WRITE OFF	(\$34.21)	LM	08/31
8/31/2017	102902	HARPER, GLEN	W-O	0 WRITE OFF	(\$40.71)	LM	08/31
8/31/2017	102529	BAIRD, CHARLES	W-O	0 WRITE OFF	(\$168.71)	LM	08/31
8/31/2017	100958	HOBACK, DONALD	W-O	0 WRITE OFF	(\$345.45)	LM	08/31

TRANSACTION TOTALS

=====

-18,321.74

TRANSACTION COUNT

189

TRANSACTION TYPE SUMMARY

W-O -18,321.74

\* Denotes this transaction includes an overpayment.

< < < END OF TRANSACTION LISTING > > >

# KIGHTLINGER | GRAY LLP

ATTORNEYS AT LAW

August 16, 2017

Russ Whelan  
Chief of Police  
Sellersburg Police Department  
101 S. New Albany Street  
Sellersburg, IN 47172

Jacob Elder, Attorney  
c/o Town of Sellersburg  
316 E. Utica Street  
Sellersburg, IN 47172

**Re: Terry and William Flowe v. Sellersburg Police Department, et al.**  
Clark Circuit Court, Case No. 10C01-1603-CT-043  
Claim No.: IN6 170921  
Our File No.: 141055

Dear Chief Whelan and Jake:

At the recent mediation in this matter, we were able to reach a settlement agreement with the Flowes on all claims against the Town of Sellersburg, the Sellersburg Police Department and Chief Whelan. The total settlement amount from all Defendants was \$730,000.00. Our portion of that, as agreed to by the insurance company, is \$50,000. As you can see, our contribution is a very small portion of the amount the Plaintiffs are receiving in full settlement of this claim.

I hope this sufficiently explains to you the lack of strength in the Plaintiffs' claim against the Town. By settling a claim where Ms. Flowe had over \$100,000 in medical expenses, as well as a traumatic brain injury that had been documented by several physicians, I believe we established fairly clearly that the Plaintiffs recognized the very real possibility that they would not get anything should the case go to trial against the Town Defendants. This settlement is more of an admission that you are not responsible than I believe we could have received. Both the Plaintiffs and the mediator thought we got out of the case for a steal and thought it would take close to six figures for us to get out of the case. Ultimately, because the Plaintiffs' insurance carrier offered as much as they did, because they recognized the potential exposure on the damages aspect of the case, were we able to get the case resolved. But, I do believe, this settlement amount is indicative of the real issues the Plaintiffs were going to have with the case and being able to prove liability on the Town Defendants. I hope you both agree.

**R. JEFFREY LOWE**  
Partner  
Bonterra Building, Suite 200  
3620 Blackiston Boulevard  
New Albany, IN 47150  
Telephone: 812-949-2300  
Fax: 812-949-8556  
Email: [jlowe@k-g-law.com](mailto:jlowe@k-g-law.com)

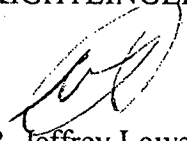
We entered into this settlement on the basis it would be contingent upon it being approved by the Town of Sellersburg. According to the Town's insurance policy, the insurance carrier is required to obtain the consent of the Town in order to settle the claim. Obviously, that will have to occur at a Town meeting at an open meeting. It is my understanding the next Town meeting is August 28, 2017 and I would request that this matter be put on the docket for approval. I would suggest potentially that the matter be put on the docket for the executive session that may occur prior to the full meeting. That way the specific terms of the settlement agreement can be explored and discussed in the executive session and then ultimately the proposal can be approved without getting into terms of the specifics of the settlement in the open meeting. I have successfully undertaken the same procedure multiple times with many different municipalities or counties. By discussing the settlement in this fashion, it avoids details getting out in the public that are not necessary in order for proper consideration by the Council at the open meeting. It also protects the attorney/client communications that may exist in the executive session. Accordingly, I would ask that we discuss this matter in some form or fashion prior to the August 28, 2017 Town Council meeting so that any questions about the settlement can be answered.

If the settlement is approved by the Town, then the Town's insurance carrier will pay the settlement. The language of the Release the Plaintiffs will execute to release any and all further claims against the Town will contain language that this payment is not an admission liability and that the Defendants still dispute their liability on any and all claims being asserted by the Plaintiffs. However, based on a business decision made by the Town's insurance carrier, the case will be resolved in accordance with the tentative agreement reached at the mediation.

If you would like to discuss the settlement agreement or the contents of this letter, please do not hesitate to contact me. If the Town ultimately consents to the settlement, I would request that both of you affirm that consent by affixing your signature to the bottom of this letter and return it to me so that we can confirm the consent to the insurance carrier. I look forward to hearing from you.

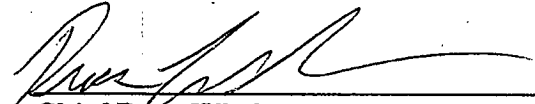
Yours very truly,


KIGHTLINGER & GRAY, LLP




R. Jeffrey Lowe  
RJL/dh  
Enclosures

I agree to the terms set forth above.

  
Chief Russ Whelan  
Sellersburg Police Department

  
Jake Elder, Attorney  
Town of Sellersburg

  
Brad Amos, Vice-President  
Town of Sellersburg

**TOWN OF SELLERSBURG  
SPECIAL TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
September 5, 2017 at 5:15 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Approval job description for Director of Public Works
2. Review and discuss salary estimate based on job description suggested by Amy Olds
3. Approve salary for position
4. Discuss options on proceeding with HR Affiliates to search for candidates: contract options billable by hours invested or percentage of salary
5. Thoughts from Assistant Public Works Director, Lori Kearney

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

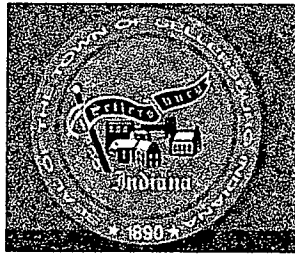
NONE

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**





**JOB TITLE:** Director of Public Works  
**FLSA STATUS:** Exempt

---

## **I. POSITION SUMMARY**

This position involves administrative and technical work in directing and supervising the Town's Public Works operation. Work involves the responsibility for directing all phases of municipal public works. The Director of Public Works formulates policies and coordinates activities in accordance with general policies established by the Town Council.

This position exercises supervision over a number of unskilled, semi-skilled and supervisory maintenance and construction employees.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Extensive knowledge in MS4 administration, operation, and reporting as required by statute;
- Directly responsible for administration, operation and maintenance of all public works divisions and related personnel;
- Responsible for all existing town utilities, and the planning of any new facilities;
- Responsible for all town streets and easements including maintenance;
- Responsible for representing the town at all public and private functions within the given area involving municipal works problems and the planning for future needs;
- Conduct and/or approve all evaluation reports on personnel in the Municipal Works Department;
- Responsible to act as the purchasing agent for the town and all the departments as authorized by Indiana law;
- Oversight of the billing manager/clerk's exclusive responsibility for all funds within the department;
- All other duties as may be delegated by the Municipal Works Board.
- Must possess a CDL license.
- Must be available outside of normal business hours to respond to town needs.

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

*Director of Public Works/JD*

*Revised 8.2017*



The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge in municipal public works such as planning, design, maintenance, and construction.
- Knowledge in municipal solid waste landfill planning, design, maintenance and construction.
- Knowledge in principles of budget preparation and expenditure control.
- Knowledge in applicable Federal, State, and local laws and regulations pertaining to public works and solid waste functions.
- Knowledge in Principles of Effective Management Skills.
- Ability to analyze, evaluate, and implement municipal public works and solid waste programs/projects.
- Strong communication skills.
- Knowledge of safe work practices.
- Ability to plan, organize and direct the work of public works and related personnel.
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions.
- Ability to prepare and create clear and comprehensive written reports.
- Maintain strong relationships with the city officials, employees, contractors, the general public, and representatives of other agencies.
- Experience in evaluating and training staff.

### III. COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.

*Director of Public Works/JD*

*Revised 8.2017*



- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

Five to ten years of combined administrative and operational public works experience and a bachelor's degree in a related field. Emphasis on administration, civil engineering and project management recommended. Any equivalent combination of experience and training.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community. Ability to write speeches and presentations. Ability to effectively present information to top management, public groups and/or boards of directors.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

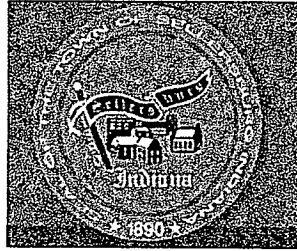
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to  
*Director of Public Works/JD*



successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.

DRAFT

*Director of Public Works/JD*

*Revised 8.2017*

Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** SEPTEMBER 7, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:03 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin (arrived at 5:08 p.m.), Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** By all present.

**MOTION TO AMEND THE AGENDA TO ADD #6 UNDER NEW BUSINESS EMPLOYEE ACTIONS:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. Approval of job description for Director of Public Works:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 1-nay by William J. Conlin, motion approved.
2. Review and discussion of salary estimate based on job description suggested by Amy Olds with HR Affiliates.
3. Approve salary for Director of Public Works Position \$75,000 to \$90,000:  
Motion: Brad J. Amos    Second: James H. LaMaster    Vote: 4-aye, 1 nay by William J. Conlin, motion approved.
4. Discuss option on proceeding with HR Affiliates to search for candidates: contract options billable by hours invested or percentage of salary. Motion made by William J. Conlin to go with 20% of 1<sup>st</sup> year salary with 90 day guarantee:  
Motion: William J. Conlin    Second: Martina P. Webster    Vote: 5-aye, 0-nay, motion approved.
5. Thoughts from Assistant Public Works Director Lori Kearney: Ms. Kearney advises that she needs employees with CDL Licenses and the Town needs back up Water and Waste Water Operators.
6. Employee Actions:
  - a. Motion to terminate Employee #1541:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 1-nay by William J. Conlin, motion approved.
  - b. Employee #1548 has until October 31<sup>st</sup> to obtain CDL or employee will be terminated:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 5-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Special Meeting  
September 7, 2017

**COMMENTS FROM COUNCIL MEMBERSHIP:**

**Brad J. Amos:** The pool closed last week and Light-Up Sellersburg will be a week earlier this year. The Park and Recreation Board are planning a Trick or Treat in Wilkerson Park.

**Martina P. Webster:** Advises that she may have messed up Facebook Live and advises that the Budget Meetings will be September 19<sup>th</sup> and October 2<sup>nd</sup>.




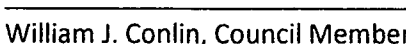
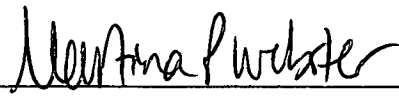

**Paul J. Rhodes:** Advises everyone to review the salary ordinance.

**COMMENTS FROM CLERK TREASURER:**

**Michelle D. Miller:** Advises that the Notice to Taxpayers was posted in Gateway today.

**ADJOURN:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 5-aye, 0-nay, motion approved  
and meeting adjourned at 6:12 p.m.

 _____ Paul J. Rhodes, President	 _____ James H. LaMaster, Council Member
 _____ Brad J. Amos, Vice President	 _____ William J. Conlin, Council Member
 _____ Martina P. Webster, 2 <sup>nd</sup> Vice President	 _____ Attest: Michelle D. Miller, Clerk Treasurer

Attachments:    Agenda  
                    Job Description for Director of Public Works

Town of Sellersburg  
Town Council Meeting Minutes  
PUBLIC HEARING

(These minutes are not intended to be verbatim)

**DATE:** SEPTEMBER 18, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:05 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder, Town Council Financial Advisor Steven Brock and Clerk Treasurer Michelle D. Miller.  
Vice President Brad J. Amos was absent.

**PUBLIC HEARING:**

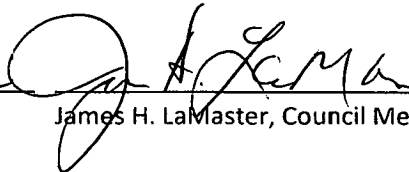
President Paul J. Rhodes opens the pre-adoption hearing on the 2018 Budget.

**ADJOURN:**

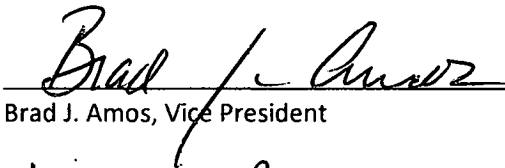
President Paul J. Rhodes adjourns the meeting at 5:08 p.m.



Paul J. Rhodes, President

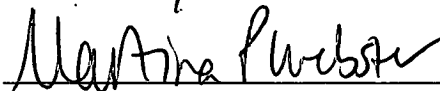


James H. LaMaster, Council Member

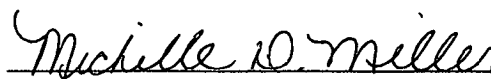


Brad J. Amos, Vice President

William J. Conlin, Council Member



Martina P. Webster, 2<sup>nd</sup> Vice President



Attest: Michelle D. Miller, Clerk Treasurer

Attachment: 2018 Notice to Taxpayers

## NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 316 E Utica St Sellersburg In 47172.

Notice is hereby given to taxpayers of **SELLERSBURG CIVIL TOWN, Clark County, Indiana** that the proper officers of **SELLERSBURG CIVIL TOWN** will conduct a public hearing on the year 2018 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **SELLERSBURG CIVIL TOWN** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **SELLERSBURG CIVIL TOWN** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **SELLERSBURG CIVIL TOWN** will meet to adopt the following budget:

Public Hearing Date	Monday, September 18, 2017	Adoption Meeting Date	Monday, October 02, 2017
Public Hearing Time	5:00 PM	Adoption Meeting Time	5:00 PM
Public Hearing Location	316 E Utica St Sellersburg In 47172	Adoption Meeting Location	316 E Utica St Sellersburg In 47172
Estimated Civil Max Levy	\$2,170,402		
Property Tax Cap Credit Estimate	\$66,531		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0101-GENERAL	\$3,305,850	\$2,036,825	\$0	\$1,951,673
0342-POLICE PENSION	\$115,000	\$0	\$0	\$0
0706-LOCAL ROAD & STREET	\$104,500	\$0	\$0	\$0
0708-MOTOR VEHICLE HIGHWAY	\$267,000	\$0	\$0	\$0
1303-PARK	\$188,650	\$133,577	\$0	\$135,057
2379-CUMULATIVE CAPITAL IMP (CIG TAX)	\$27,500	\$0	\$0	\$0
9500-LOIT PUB SAFETY	\$200,000	\$0	\$0	\$0
9501-LECE	\$30,000	\$0	\$0	\$0
9502-CEDIT	\$500,000	\$0	\$0	\$0
9505-RETIREE'S INSURANCE FUND	\$20,000	\$0	\$0	\$0
Totals	\$4,758,500	\$2,170,402	\$0	\$2,086,730



Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** AUGUST 28, 2017

**CALLED TO ORDER:** Vice-President Brad J. Amos called the meeting to order at 5:30 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

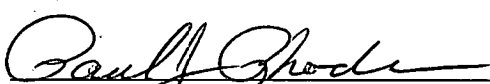
**ROLL CALL:** Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
President Paul J. Rhodes was absent.


**TOPIC OF DISCUSSION:**


Pursuant to I.C. 5-14-1.5-6.1(b)(2)(B), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss pending litigation.

**ADJOURN:**


Motion: Brad J. Amos Second: Martina P. Webster Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 5:43 p.m.

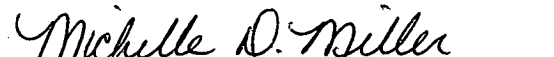
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** SEPTEMBER 25, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:15 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**


President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder, Amy Old with HR Affiliates and Clerk Treasurer Michelle D. Miller.

**TOPIC OF DISCUSSION:**

Pursuant to I.C. 5-14-1.5-6(A), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss Employee Matters.

**ADJOURN:**

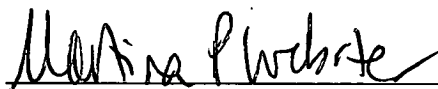
Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 5-aye, 0-nay, motion approved and meeting adjourned.


  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Meeting Minutes  
(These minutes are not intended to be verbatim)

**DATE:** SEPTEMBER 25, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 6:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
Council Member William J. Conlin was absent.

**PRAYER:** Bro. Steve Davidson, Sellersburg First Baptist Church

**PLEDGE OF ALLEGIANCE:** By all present

**MOTION TO AMEND THE AGENDA:**

To remove #9, Curry and Associates: Hawthorne Glen Booster & Riverside Meters  
Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Motion to approve the minutes of the August 28, 2017 Executive Session, August 28, 2017 Town Council Meeting, September 7, 2017 Special Town Council Meeting and September 18, 2017 Public Hearing on 2018 Budget:  
Motion: James H. LaMaster    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.



**ORDINANCES AND RESOLUTIONS:**

**ORDINANCE 2017-OR-024 AN ORDINANCE DISPOSING OF SURPLUS PERSONAL PROPERTY: (this Ordinance Number has been changed to 2017-OR-026 due to duplicate number):**

First Reading:

Motion: James H. LaMaster      Second: Brad J. Amos      Vote: 4-aye, 0-nay, motion approved.

Second Reading:

Motion: Brad J. Amos      Second: James H. LaMaster      Vote: 4-aye, 0-nay, motion approved.

**ORDINANCE 2017-OR-025 AN ORDINANCE AUTHORIZING THE ENTRY INTO AN INTER-LOCAL COOPERATION AGREEMENT FOR THE ADMINISTRATION OF CURBSIDE RECYCLING BY THE CLARK COUNTY SOLID WASTE MANAGEMENT DISTRICT:**

First Reading:

Motion: Martina P. Webster      Second: Brad J. Amos      Vote: 4-aye, 0-nay, motion approved.

Second Reading:

Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 4-aye, 0-nay, motion approved.

**ORDINANCE 2017-OR-026 SUBDIVISION ORDINANCE:**

Table until the October meeting at which time it will be open to public comment

Motion to table: Martina P. Webster      Second: Brad J. Amos      Vote: 4-aye, 0-nay, motion approved.



**UNFINISHED BUSINESS:**

1. **West Utica Street Culvert:** Open Bids: Josh Hillman with Jacobi, Toombs and Lanz opens bids:

Allterrain	\$98,450.00
Dan Cristiani	\$129,731.00
Dave O'Mara	\$130,220.00
Excel Excavating	\$98,789.00
Louisville Paving	\$136,000.00
RCI	\$117,161.00
Temple & Temple	\$111,240.00

Motion to approve Allterrain Bid in the amount of \$98,450.00, upon review of Jacobi, Toombs and Lanz:

Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 4-aye, 0-nay, motion approved.

2. **Charlestown Road Water/Sewer Relocation:** Open Bids: Josh Hillman with Jacobi, Toombs and Lanz opens bids:

Allterrain	\$223,700.00
Dan Cristiani	\$229,989.00
Dave O'Mara	\$146,475.00
RCI	\$135,539.25



Town of Sellersburg  
Town Council Meeting  
September 25, 2017

Motion to approve RCI bid in the amount of \$135,539.25, upon review of Jacobi, Toombs and Lanz:

Motion: Martina P. Webster    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.

3. **Community Crossings Grant Update:** Josh Hillman, Jacobi, Toombs and Lanz advises that the Town was awarded three projects:
  - a. Shirley Avenue & Prather Lane    \$339,694.50
  - b. St. Joe Road East    \$59,394.75
  - c. Allentown Road    \$32,193.75
4. **Shirley Avenue/Prather Lane Project:** Josh Hillman with Jacobi, Toombs and Lanz advises that the Construction Plan Documents are 90% complete and have been on hold pending notice of the Community Crossings Grant Award.
5. **Hill-N-Dale Water Line Relocation:** Requesting Bid Authorization: Josh Hillman with Jacobi, Toombs and Lanz requests permission from the Council to request bids for this project:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.
6. **Sewer Extension Agreements, Water/Sewer Summer Program, Dale Cooke:** Dale Cooke of 1705 St. Joe Rd. West advises the Council that he doesn't agree with the Ordinance reference out of town water customer's not getting the summer break.
7. **Billing Office Write-Offs:** Assistant Public Works Director Lori Kearney presents a corrected write off list in the amount of \$18,321.74 for Council approval:  
Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.
8. **Paul's Place Speed Bump/Hump:** Assistant Public Works Director Lori Kearney advises she has only received one bid and it was from Allterrain in the amount of \$3,300.00 and there was no bid from Lib's. Vice President Brad J. Amos makes a motion to table this matter to try to get a bid from Lib's:  
Motion: Brad J. Amos    Second: James H. LaMaster    Vote: 4-aye, 0-nay, motion approved.
9. **Curry and Associates:** Hawthorne Glen Booster & Riverside Meters: This matter was removed from the agenda.
10. **Uniform Contract:** Assistant Public Works Director Lori Kearney presents bids for uniforms:
  - a. Universe    \$114.71 per week
  - b. Cintas    \$142.48 per weekMotion to table by Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.
11. **Phosphorus Building Update:** Stantec advises that due to substantial changes in the original contract, they request that the previous bids be rejected and re-bid with tighter specs. Motion to reject previous bids and to re-bid with tighter specs:

Town of Sellersburg  
Town Council Meeting  
September 25, 2017

Motion: Brad J. Amos                      Second: Martina P. Webster      Vote: 4-aye, 0-nay, motion approved.

12. **Bean Road Dedication Timeline Change:** This matter was taken under advisement.
13. **Butler Road Survey:** Josh Hillman with Jacobi, Toombs and Lanz advises the following: JTL has communicated with the Attorney regarding easement on adjacent development site and discussed with proposed developer. The easement will have to wait for the property to be transferred before an easement can be granted.

**NEW BUSINESS:**

1. **Covered Bridge Basins:**

Assistant Public Works Director Lori Kearney requests permission from the Council to get prices on getting them fixed correctly.

Motion: Martina P. Webster      Second: William J. Conlin      Vote: 4-aye, 0-nay, motion approved.

2. **Stantec Contract Extension:** Taken Under Advisement

3. **Wastewater Plant Gate Proposal:** Assistant Public Works Director Lori Kearney presents a quote from Cardinal Fence \$8,665.00 and Raatz Fence \$10,800.00.

Motion to accept bid from Cardinal Fence in the amount of \$8,665.00:

Motion: Martina P. Webster      Second: James H. LaMaster      Vote: 4-aye, 0-nay, motion approved.

4. **Wastewater Plant Computers:** Assistant Public Works Director Lori Kearney presents quote from Mirazon for new computers for Wastewater Plant. She advises she just wanted to notify the Council.

**GENERAL COMMENTS FROM THE PUBLIC:**

**Sharon Buchanan, 557 Eastside Drive:** Reference a storm drain issue she is having. Council Vice President Brad J. Amos advises that Jacobi, Toombs and Lanz is addressing this issue.

**Robert Curry, Curry and Associates:** Advises that he was on the agenda but arrived late. The Council advises Mr. Curry that they will get back with him and introduces him to the new Director, Lori Kearney. Mr. Curry also recommends going to a 12" line in reference to the Hill-N-Dale water line relocation project mentioned in item #5 on the agenda.

**Lara Renn, 622 West Utica Street:** Reference the drainage issue she has been having with the culvert on Applegate Lane. Assistant Public Works Director Lori Kearney advises that she will have Jacobi, Toombs and Lanz look at it.

Town of Sellersburg  
Town Council Meeting  
September 25, 2017

**STAFF REPORTS:**

**Assistant Public Works Director Lori Kearney:** Advises the Council that she emailed her monthly report.

**Building Commissioner Greg Dietz:** Gives his monthly report and advises that the Subdivision Ordinance is on file at the Town Hall and will be put on the website along with the Comprehensive Plan. Mr. Dietz also presents sign bid for Brenda Maymon-Jenson, US Women's Paralympic Volleyball 3 time medalist.

**Town Attorney Jacob C. Elder:**

Presents two easements and Quit Claim Deed's from the City of Jeffersonville on two parcels for the expansion on Holman's Lane. One for \$4,400.00 and one for \$26,623.00. Mr. Elder recommends a Resolution be prepared.

Council Member Martina P. Webster makes the motion to approve the transfer of the two parcels:

Motion: Martina P. Webster Second: Brad J. Amos Vote: 4-aye, 0-nay, motion approved.

Mr. Elder advises he is working on an ordinance reference enforcing of ordinances and he will be making recommendations.

**COMMENTS FROM TOWN COUNCIL:**

**Vice President Brad J. Amos:**

Advises that it was a successful year at the Pool and the Street Dance will be October 6<sup>th</sup> from 6:30 – 11:00. He also states that the Farmer's Market has been a great success and that the Parks and Recreation Board will be co-sponsoring Trick or Treat at the High School on 28<sup>th</sup> from 6 p.m. – 9 p.m. Mr. Amos gives thanks to Greg Ferree and the Parks Board for all their hard work.

**2<sup>nd</sup> Vice President Martina P. Webster:**

Announces a Special Meeting on Monday, October 16, 2017 at 3:30 p.m. reference the Salary Ordinance.


**President Paul J. Rhodes:**

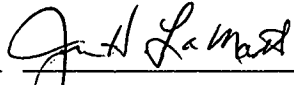
Announces that October 11<sup>th</sup> at 9:00 a.m. INDOT will give their formal presentation of the Community Crossings Grant, October 2<sup>nd</sup> at 5:00 p.m. is the 2018 Budget Adoption and October 23, 2017 at 5:00 p.m. will be the 311 Corridor Study presentation.


**ADJOURN:**

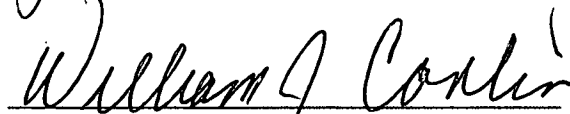
Motion: Martina P. Webster Second: Brad J. Amos Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 7:37 p.m.

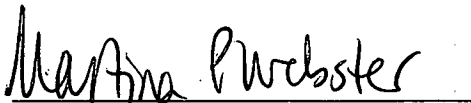
Town of Sellersburg  
Town Council Meeting Minutes  
SEPTEMBER 25, 2017

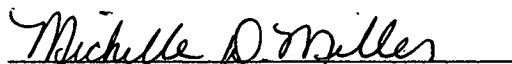
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):

September 25, 2017 Meeting Agenda  
West Utica Street Culvert Bid Sheet  
Charlestown Road Sanitary Sewer & Water Main Relocation Bid Sheet  
Jacobi, Toombs and Lanz Status Report  
Utility Billing Office Write Offs (as corrected)  
Uniform Quotes from Universe and Cintas  
Quotes for Gate at Waste Water Treatment Plant from Ratz Fence and Cardinal Fence



**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
September 25, at 6:00 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

August 28, 2017 Executive Session  
August 28, 2017 Town Council Meeting  
September 7, 2017 Special Town Council Meeting  
September 18, 2017 Public Hearing

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**ORDINANCES AND RESOLUTIONS:**

- 2017-OR-024 – Disposal of Personal Property
- 2017-OR-025 – Authorizing Interlocal Agreement for Continuation of Curbside Recycling
- 2017-OR-026 – Subdivision Ordinance

**UNFINISHED BUSINESS:**

1. W. Utica Street Culvert: Open Bids (Josh Hillman of Jacobi, Toombs, & Lanz)
2. Charlestown Road Water/Sewer Relocation: Open Bids (Josh Hillman of Jacobi, Toombs, & Lanz)
3. Community Crossings Grant Update (Josh Hillman of Jacobi, Toombs, & Lanz)
4. Shirley Avenue/Prather Lane Project (Josh Hillman of Jacobi, Toombs, & Lanz)
5. Hill-in-Dale Water Line Relocation: Requesting Bid Authorization (Josh Hillman of Jacobi, Toombs, & Lanz)
6. Sewer Extension Agreements: Water/Sewer Summer Program (Dale Cooke)
7. Billing Office Write-Offs (Assistant Public Works Director, Lori Kearney)

8. Paul's Place Speed Bump/Hump (Assistant Public Works Director, Lori Kearney)
9. Curry and Associates: Hawthorne Glen Booster & Riverside Meters (Assistant Public Works Director, Lori Kearney)
10. Uniform Contract (Assistant Public Works Director, Lori Kearney)
11. Phosphorus Building Update (Assistant Public Works Director, Lori Kearney)
12. Bean Road Dedication Timeline Change (Assistant Public Works Director, Lori Kearney)
13. Butler Road Survey: 15 ft. Description of the Easement (Town Attorney, Jacob "Jake" Elder)

**NEW BUSINESS:**

1. Covered Bridge Basins (Assistant Public Works Director, Lori Kearney)
2. Stantec Contract Extension (Assistant Public Works Director, Lori Kearney)
3. Wastewater Plant Gate Proposals (Assistant Public Works Director, Lori Kearney)
4. Wastewater Plant Computers (Assistant Public Works Director, Lori Kearney)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Lori Kearney, Assistant Public Works Director  
J. Greg Dietz, Building Commission  
William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**

JOB NO. 17084

BID OPENING September 25, 2017

JOB TITLE W. Utica Street Culvert

JOB SPONSOR Sellersburg Town Council

**BIDDERS**

Allterrain	Dan Cristiani	Dave O'Mara	Excel Excavating	Louisville Paving	
98,450. <sup>00</sup>	129,731. <sup>00</sup>	130,220. <sup>00</sup>	98,789. <sup>00</sup>	136,000. <sup>00</sup>	

RCI	Temple & Temple				
117,161. <sup>00</sup>	111,240. <sup>00</sup>				

JOB NO. 13134

BID OPENING September 25, 2017

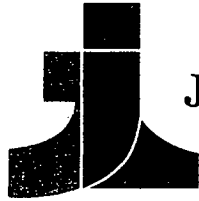
JOB TITLE Charlestown Rd. Sanitary Sewer & Water Main Relocation.

JOB SPONSOR Sellersburg Town Council

**BIDDERS**

Allterrain	Dan Cristiani	Dave O'Mara	RCI		
223,700. <sup>00</sup>	229,989. <sup>00</sup>	146,475. <sup>00</sup>	135,539. <sup>25</sup>		





**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

**September 25, 2017**

**Shirley Avenue & Prather Lane**

Construction Plan Documents are approximately 90% complete and have been on hold pending notice of the Community Crossings Grant Award. It appears that this project was awarded the requested funds amount of \$339,694.50 to pay for paving and road rehabilitation. The Town will be responsible for the remaining amount. The total estimated construction cost for this project is \$620,000+/-.

**St. Joe Road East & Allentown Road Paving**

Bid packages for these road paving projects will be prepared following the notice of Community Crossings Grant Award. It appears that Allentown Road was awarded \$32,193.75 with an anticipated Town match of \$10,731.25 and St. Joe Road East was awarded \$59,394.75 with an anticipated Town match of \$19,798.25.

**W. Utica Street Culvert Replacement**

This project is the replacement of a failing box culvert on West Utica Street, just north of Applegate Lane. Bids for this project to be opened at the Town Council Meeting.

**Charlestown Road Water & Sewer Relocations**

This project is the relocation of water and sanitary sewer lines located on Charlestown Road due to a Clark County culvert replacement project. Bids for this project to be opened at the Town Council Meeting.

**Hill N' Dale & I-65 Water Line Relocation**

During the current I-65 improvements project, a Town water main was exposed along the west side of I-65 and remains exposed in current ditch grading. This water main needs to be lowered to provide the sufficient cover for freeze/thaw conditions. The water main will be lowered across I-65 using bore and jack methods. Request Council authorization to solicit bids for this project.

**Butler Road**

JTL has communicated with the Attorney regarding easement on adjacent development site and discussed with proposed developer. The easement will have to wait for the property to be transferred before an easement can be granted.

1829 E. Spring Street, Suite 201  
New Albany, IN 47150  
812-945-9585  
812-945-6656 Fax

124 Bell Ave  
Clarksville, IN 47129  
812-945-9585  
812-945-6656 Fax

1060 N. Capitol Avenue, Ste E360  
Indianapolis, IN 46204  
317-829-3474  
317-829-3473 Fax

1400 South 1<sup>st</sup> Street  
Louisville, KY 40208  
502-583-5994  
502-583-7321 Fax

*New Albany, IN • Clarksville, IN • Indianapolis, IN • Louisville, KY*  
[www.jtleng.com](http://www.jtleng.com)



Date	Account	Name	Class	Usage	Reference	Amount	By	Posted
8/31/2017	121485	WINCHESTER, DEREK	W-O	0	WRITE OFF	(\$73.45)	LM	08/31
8/31/2017	121417	GORDEN, DEREK	W-O	0	WRITE OFF	(\$76.37)	LM	08/31
8/31/2017	121109	REMAX RESULTS,	W-O	0	WRITE OFF	(\$18.17)	LM	08/31
8/31/2017	121108	MARQUIS PROPERTIES,	W-O	0	WRITE OFF	(\$48.97)	LM	08/31
8/31/2017	121052	CHANDLER, CASEY	W-O	0	WRITE OFF	(\$90.58)	LM	08/31
8/31/2017	120973	LINDERMAN, CHRISTOPHER	W-O	0	WRITE OFF	(\$75.40)	LM	08/31
8/31/2017	120944	LADUKE, ZACHARY J	W-O	0	WRITE OFF	(\$88.22)	LM	08/31
8/31/2017	120854	TUNIS, TYLER J OR CASEY	W-O	0	WRITE OFF	(\$60.64)	LM	08/31
8/31/2017	120795	VEGA, JENNIFER R	W-O	0	WRITE OFF	(\$44.09)	LM	08/31
8/31/2017	120787	LUCKETT, BRITTANY L	W-O	0	WRITE OFF	(\$205.11)	LM	08/31
8/31/2017	120778	AKERS, JESSICA J	W-O	0	WRITE OFF	(\$344.20)	LM	08/31
8/31/2017	120743	RE/MAX RESULTS,	W-O	0	WRITE OFF	(\$1.54)	LM	08/31
8/31/2017	120702	STOKES, DAVID W	W-O	0	WRITE OFF	(\$102.07)	LM	08/31
8/31/2017	120675	MICHAEL J WILSON,	W-O	0	WRITE OFF	(\$30.33)	LM	08/31
8/31/2017	120529	STANDIFORD, EMILY E	W-O	0	WRITE OFF	(\$114.58)	LM	08/31
8/31/2017	120492	HARRIS, HEATHER	W-O	0	WRITE OFF	(\$11.52)	LM	08/31
8/31/2017	120452	MITCHELL, GARY	W-O	0	WRITE OFF	(\$39.27)	LM	08/31
8/31/2017	120393	KNIGHT, CAROL	W-O	0	WRITE OFF	(\$108.22)	LM	08/31
8/31/2017	120341	SNYDER, LINDSEY	W-O	0	WRITE OFF	(\$180.32)	LM	08/31
8/31/2017	120283	JONES, RACHEL	W-O	0	WRITE OFF	(\$52.16)	LM	08/31
8/31/2017	120223	BREHM, MISTY	W-O	0	WRITE OFF	(\$15.64)	LM	08/31
8/31/2017	120195	MCMAHAN, MATTHEW	W-O	0	WRITE OFF	(\$71.00)	LM	08/31
8/31/2017	120166	GALLAGHER, JUDE	W-O	0	WRITE OFF	(\$20.69)	LM	08/31
8/31/2017	120160	SMITH, RICHARD	W-O	0	WRITE OFF	(\$76.43)	LM	08/31
8/31/2017	120095	WITTEN, CARMEN	W-O	0	WRITE OFF	(\$69.67)	LM	08/31
8/31/2017	120078	VOYLES, SARA B	W-O	0	WRITE OFF	(\$73.78)	LM	08/31
8/31/2017	119950	HART, TRACY	W-O	0	WRITE OFF	(\$1,302.46)	LM	08/31
8/31/2017	119935	WILLIAMS, MICHELLE OR MIC	W-O	0	WRITE OFF	(\$30.63)	LM	08/31
8/31/2017	119901	CARRICO, CHRISTOPHER T	W-O	0	WRITE OFF	(\$0.45)	LM	08/31
8/31/2017	119885	BURGESS, CHRISTINA	W-O	0	WRITE OFF	(\$23.33)	LM	08/31
8/31/2017	119881	WATERS, THOMAS	W-O	0	WRITE OFF	(\$75.54)	LM	08/31
8/31/2017	119875	DURHAM, SHARON & CHARLES	W-O	0	WRITE OFF	(\$35.66)	LM	08/31
8/31/2017	119863	RICHARDS, DAVID C	W-O	0	WRITE OFF	(\$442.45)	LM	08/31
8/31/2017	119835	ALKAJI, MUSTAFA	W-O	0	WRITE OFF	(\$46.68)	LM	08/31
8/31/2017	119809	STEWART, BEVERLY K	W-O	0	WRITE OFF	(\$276.32)	LM	08/31
8/31/2017	119790	TANKERSLEY, MELIEGHA	W-O	0	WRITE OFF	(\$147.69)	LM	08/31
8/31/2017	119786	JONES, ANDRIA CHARLENE	W-O	0	WRITE OFF	(\$151.47)	LM	08/31
8/31/2017	119614	APPLE, VICTORIA LYNN	W-O	0	WRITE OFF	(\$187.27)	LM	08/31
8/31/2017	119591	GARDINER, ALLISON N	W-O	0	WRITE OFF	(\$17.08)	LM	08/31
8/31/2017	119557	GRIFFITH-LINDIG, BROOKE	W-O	0	WRITE OFF	(\$147.56)	LM	08/31
8/31/2017	118300	CAINES, CHRIS	W-O	0	WRITE OFF	(\$84.37)	LM	08/31
8/31/2017	118295	WHITE, MIRANDA L	W-O	0	WRITE OFF	(\$57.48)	LM	08/31
8/31/2017	118291	HART, TRACY	W-O	0	WRITE OFF	(\$197.71)	LM	08/31
8/31/2017	118287	DON LINCOLN REALTY L,	W-O	0	WRITE OFF	(\$14.97)	LM	08/31
8/31/2017	118281	SPRIGLER, BRENT	W-O	0	WRITE OFF	(\$17.69)	LM	08/31
8/31/2017	118269	ALLEN, KIMBERLY APRIL	W-O	0	WRITE OFF	(\$79.56)	LM	08/31
8/31/2017	118266	HATTABAUGH, MICHEAL D	W-O	0	WRITE OFF	(\$31.28)	LM	08/31
8/31/2017	118261	HENDERSON, AIMEE	W-O	0	WRITE OFF	(\$109.15)	LM	08/31
8/31/2017	118212	NIX, BRENDA L	W-O	0	WRITE OFF	(\$44.88)	LM	08/31
8/31/2017	118209	HOLTWICK, CORY	W-O	0	WRITE OFF	(\$1.60)	LM	08/31
8/31/2017	118193	JOHNSON, PHILLIP M	W-O	0	WRITE OFF	(\$120.80)	LM	08/31
8/31/2017	118185	CLICK, TERESA A	W-O	0	WRITE OFF	(\$113.84)	LM	08/31
8/31/2017	118108	SMALLWOOD, KIMBERLY LYNN	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	118106	GIBSON, PAMELA MARNEE	W-O	0	WRITE OFF	(\$234.71)	LM	08/31
8/31/2017	117996	SELLERS, KYLE L	W-O	0	WRITE OFF	(\$90.32)	LM	08/31
8/31/2017	117974	SCOTT, ERIC B	W-O	0	WRITE OFF	(\$60.84)	LM	08/31
8/31/2017	117926	YUSLEIDI MARTY,	W-O	0	WRITE OFF	(\$137.30)	LM	08/31
8/31/2017	117903	MORELAND JR, LEO TIMOTHY	W-O	0	WRITE OFF	(\$77.08)	LM	08/31
8/31/2017	117895	FLANAGAN, KERRI R	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	117877	LEDBETTER, DEBRA LYNN	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	117816	GRIM, SHEENA C	W-O	0	WRITE OFF	(\$446.66)	LM	08/31
8/31/2017	117812	ROSE, NINA C.	W-O	0	WRITE OFF	(\$61.67)	LM	08/31
8/31/2017	117803	CHARITY MONGOLD,	W-O	0	WRITE OFF	(\$198.11)	LM	08/31
8/31/2017	117703	LOCK, KATHERINE	W-O	0	WRITE OFF	(\$44.10)	LM	08/31
8/31/2017	117652	MCGEE, MICHELLE R.	W-O	0	WRITE OFF	(\$128.87)	LM	08/31
8/31/2017	117593	DUARD AVERY BUILDERS,	W-O	0	WRITE OFF	(\$0.60)	LM	08/31
8/31/2017	117561	CLAYTON, JEREMY RYAN	W-O	0	WRITE OFF	(\$116.56)	LM	08/31
8/31/2017	117549	WYATT, ANTHONY R	W-O	0	WRITE OFF	(\$45.22)	LM	08/31
8/31/2017	117545	LYNCH, CHRISTINA G.	W-O	0	WRITE OFF	(\$62.10)	LM	08/31
8/31/2017	117526	FERNANDEZ, STEPHANIE M.	W-O	0	WRITE OFF	(\$177.24)	LM	08/31
8/31/2017	117504	DAVIS, REBECCA A.	W-O	0	WRITE OFF	(\$165.96)	LM	08/31
8/31/2017	117493	KEOWN, BONNIE LEE	W-O	0	WRITE OFF	(\$68.09)	LM	08/31
8/31/2017	117444	ATCHER, CARRIE G	W-O	0	WRITE OFF	(\$17.08)	LM	08/31
8/31/2017	117427	FRANCO, JESSICA M.	W-O	0	WRITE OFF	(\$49.70)	LM	08/31

8/31/2017	117426	VELEZ, KIANA ANITA	W-O	0	WRITE OFF	(\$164.73)	LM	08/31
8/31/2017	117423	RILEY, KEVIN	W-O	0	WRITE OFF	(\$32.09)	LM	08/31
8/31/2017	117388	TRESSLER, LARRY E	W-O	0	WRITE OFF	(\$430.32)	LM	08/31
8/31/2017	117195	ROTH, NICOLE RENEE	W-O	0	WRITE OFF	(\$313.90)	LM	08/31
8/31/2017	117194	LITTLE, ULRIKE M	W-O	0	WRITE OFF	(\$8.41)	LM	08/31
8/31/2017	117180	MCCLELLAN, MATTHEW WAYNE	W-O	0	WRITE OFF	(\$27.50)	LM	08/31
8/31/2017	117139	REID, PHILLIP MICHAEL	W-O	0	WRITE OFF	(\$148.28)	LM	08/31
8/31/2017	117129	HARRIS, TERRY W	W-O	0	WRITE OFF	(\$80.02)	LM	08/31
8/31/2017	117084	TACKETT, RONALD L.	W-O	0	WRITE OFF	(\$53.35)	LM	08/31
8/31/2017	117072	NADEAU, LARRY	W-O	0	WRITE OFF	(\$18.67)	LM	08/31
8/31/2017	117057	LEACHMAN, CARRIE	W-O	0	WRITE OFF	(\$108.80)	LM	08/31
8/31/2017	117022	MCKITTRICK, MELISSA	W-O	0	WRITE OFF	(\$47.44)	LM	08/31
8/31/2017	117020	GLICKFIELD, RUTH W.	W-O	0	WRITE OFF	(\$68.16)	LM	08/31
8/31/2017	117007	MEZA, JORGE	W-O	0	WRITE OFF	(\$170.41)	LM	08/31
8/31/2017	116988	ELLIS, LANA	W-O	0	WRITE OFF	(\$76.95)	LM	08/31
8/31/2017	116970	MCNEW, AMBER	W-O	0	WRITE OFF	(\$54.29)	LM	08/31
8/31/2017	116957	LONE, ASHLEIGH	W-O	0	WRITE OFF	(\$56.20)	LM	08/31
8/31/2017	116924	NORTHERN, JOHNATHAN	W-O	0	WRITE OFF	(\$33.45)	LM	08/31
8/31/2017	116904	WILSON, STEPHANNIE	W-O	0	WRITE OFF	(\$33.85)	LM	08/31
8/31/2017	116884	SMITH, SHARA L	W-O	0	WRITE OFF	(\$43.08)	LM	08/31
8/31/2017	116881	SNELLING-GROWE, BRIDGET	W-O	0	WRITE OFF	(\$70.29)	LM	08/31
8/31/2017	116873	GORDON, SHELLY	W-O	0	WRITE OFF	(\$61.11)	LM	08/31
8/31/2017	116856	PRATHER, SHANTIQUE	W-O	0	WRITE OFF	(\$22.49)	LM	08/31
8/31/2017	116833	SHIPLEY, JERRY	W-O	0	WRITE OFF	(\$31.49)	LM	08/31
8/31/2017	116831	MCCORMICK, KATRYINA L	W-O	0	WRITE OFF	(\$172.11)	LM	08/31
8/31/2017	116808	RESENDIZ-MARTINEZ, BRUNO	W-O	0	WRITE OFF	(\$193.96)	LM	08/31
8/31/2017	116807	JACKSON, ASHLEY	W-O	0	WRITE OFF	(\$26.85)	LM	08/31
8/31/2017	116771	BAKER, MARVIN EUGENE	W-O	0	WRITE OFF	(\$21.71)	LM	08/31
8/31/2017	116762	FRENCH, BRITTANY	W-O	0	WRITE OFF	(\$103.69)	LM	08/31
8/31/2017	116754	SPENCER, BRADLEY	W-O	0	WRITE OFF	(\$22.52)	LM	08/31
8/31/2017	116748	FORD, MICHAEL	W-O	0	WRITE OFF	(\$23.47)	LM	08/31
8/31/2017	116711	IVERSON, KELLY	W-O	0	WRITE OFF	(\$8.41)	LM	08/31
8/31/2017	116623	GENTRY, RANDY & GINA	W-O	0	WRITE OFF	(\$18.88)	LM	08/31
8/31/2017	116605	FREITAS, CHERYL J	W-O	0	WRITE OFF	(\$168.99)	LM	08/31
8/31/2017	116604	HARLEY, SARAH L	W-O	0	WRITE OFF	(\$91.72)	LM	08/31
8/31/2017	116600	HARDIN, TAMMY M	W-O	0	WRITE OFF	(\$65.61)	LM	08/31
8/31/2017	116561	BALL, TERESA G	W-O	0	WRITE OFF	(\$48.75)	LM	08/31
8/31/2017	116532	CHRISWELL, JILLISA	W-O	0	WRITE OFF	(\$70.57)	LM	08/31
8/31/2017	116526	MOORE, MEGAN	W-O	0	WRITE OFF	(\$43.15)	LM	08/31
8/31/2017	116525	BOOHER, AMY LYNN	W-O	0	WRITE OFF	(\$71.50)	LM	08/31
8/31/2017	116499	ROGER BYRNE, OR LYDIA JAM	W-O	0	WRITE OFF	(\$22.52)	LM	08/31
8/31/2017	116486	FENWICK, TINA	W-O	0	WRITE OFF	(\$268.32)	LM	08/31
8/31/2017	116478	BENHAM, CARL E	W-O	0	WRITE OFF	(\$53.06)	LM	08/31
8/31/2017	116371	BARRETT, ROBERT	W-O	0	WRITE OFF	(\$36.65)	LM	08/31
8/31/2017	116357	BONNET, SARAH	W-O	0	WRITE OFF	(\$18.53)	LM	08/31
8/31/2017	116349	JUST, JENNY	W-O	0	WRITE OFF	(\$138.43)	LM	08/31
8/31/2017	116331	KLEIN HOMES LLC,	W-O	0	WRITE OFF	(\$27.07)	LM	08/31
8/31/2017	116329	PRESSEL, TERESA	W-O	0	WRITE OFF	(\$85.50)	LM	08/31
8/31/2017	116308	HOWARD, SUSAN	W-O	0	WRITE OFF	(\$104.29)	LM	08/31
8/31/2017	116273	JONES, WILLIAM	W-O	0	WRITE OFF	(\$42.25)	LM	08/31
8/31/2017	116265	BREWER, AMBER	W-O	0	WRITE OFF	(\$29.02)	LM	08/31
8/31/2017	116240	MILLINER, ANDREA F	W-O	0	WRITE OFF	(\$39.60)	LM	08/31
8/31/2017	116226	PAULINE, SUSAN	W-O	0	WRITE OFF	(\$53.13)	LM	08/31
8/31/2017	116203	BLEDSE, BRENDA	W-O	0	WRITE OFF	(\$25.77)	LM	08/31
8/31/2017	116199	SMITH, CRYSTAL	W-O	0	WRITE OFF	(\$28.53)	LM	08/31
8/31/2017	116187	KING, SARA	W-O	0	WRITE OFF	(\$72.37)	LM	08/31
8/31/2017	116183	TORRES, ELVIN	W-O	0	WRITE OFF	(\$170.03)	LM	08/31
8/31/2017	116159	DANIELS, RUSSELL	W-O	0	WRITE OFF	(\$53.71)	LM	08/31
8/31/2017	116149	STEWART, ASHLEY J	W-O	0	WRITE OFF	(\$77.44)	LM	08/31
8/31/2017	116038	BREWER, WILLIAM	W-O	0	WRITE OFF	(\$23.65)	LM	08/31
8/31/2017	116020	GRUBE, MARK	W-O	0	WRITE OFF	(\$19.25)	LM	08/31
8/31/2017	115979	LOPEZ, RODOLFO	W-O	0	WRITE OFF	(\$58.74)	LM	08/31
8/31/2017	115958	MULLINS, JESSICA	W-O	0	WRITE OFF	(\$92.96)	LM	08/31
8/31/2017	115947	BROWNE, BENJAMIN	W-O	0	WRITE OFF	(\$30.60)	LM	08/31
8/31/2017	115920	LEE, LYNN	W-O	0	WRITE OFF	(\$17.08)	LM	08/31
8/31/2017	115869	KLEIN HOMES LLC,	W-O	0	WRITE OFF	(\$66.08)	LM	08/31
8/31/2017	115834	KRAFT, JENNIFER	W-O	0	WRITE OFF	(\$36.25)	LM	08/31
8/31/2017	115726	BUELOW, TERESA	W-O	0	WRITE OFF	(\$80.50)	LM	08/31
8/31/2017	115714	BALLEW, RICK	W-O	0	WRITE OFF	(\$28.41)	LM	08/31
8/31/2017	114769	CORREA, HECTOR	W-O	0	WRITE OFF	(\$212.96)	LM	08/31
8/31/2017	114715	CONNOR, KEISHA	W-O	0	WRITE OFF	(\$36.67)	LM	08/31
8/31/2017	114706	SHANNON MATTHEWS,	W-O	0	WRITE OFF	(\$92.14)	LM	08/31
8/31/2017	114684	QUAKENBUSH, TIM	W-O	0	WRITE OFF	(\$85.63)	LM	08/31
8/31/2017	114681	CARDEN, DEBRA	W-O	0	WRITE OFF	(\$14.19)	LM	08/31



8/31/2017	114658	KELLEY, PERRY	W-O	0	WRITE OFF	(\$228.08)	LM	08/31
8/31/2017	114580	TA&C LLC,	W-O	0	WRITE OFF	(\$23.55)	LM	08/31
8/31/2017	114535	MORGAN, DARRELL	W-O	0	WRITE OFF	(\$150.43)	LM	08/31
8/31/2017	114509	SOSNICKI, JAMES	W-O	0	WRITE OFF	(\$93.95)	LM	08/31
8/31/2017	114305	BITON, SAMANTHA	W-O	0	WRITE OFF	(\$27.94)	LM	08/31
8/31/2017	114199	SNAWDER, JOSH & LYNN	W-O	0	WRITE OFF	(\$49.93)	LM	08/31
8/31/2017	114161	WRAY, RALPH	W-O	0	WRITE OFF	(\$71.63)	LM	08/31
8/31/2017	114157	BAER, JESSICA D	W-O	0	WRITE OFF	(\$6.75)	LM	08/31
8/31/2017	114103	MCHONE, NATHAN	W-O	0	WRITE OFF	(\$112.84)	LM	08/31
8/31/2017	114054	POTTER, MARY MARGARET	W-O	0	WRITE OFF	(\$626.64)	LM	08/31
8/31/2017	114043	MCGEE, DEBORAH	W-O	0	WRITE OFF	(\$160.47)	LM	08/31
8/31/2017	113932	RHOTON, JESSICA	W-O	0	WRITE OFF	(\$26.57)	LM	08/31
8/31/2017	113926	WILKERSON, LESLIE	W-O	0	WRITE OFF	(\$158.61)	LM	08/31
8/31/2017	113894	JONES, MADELINE	W-O	0	WRITE OFF	(\$34.93)	LM	08/31
8/31/2017	113858	JUST, CHRISTINA M	W-O	0	WRITE OFF	(\$4.50)	LM	08/31
8/31/2017	113812	LITCH, KRISTY M	W-O	0	WRITE OFF	(\$445.05)	LM	08/31
8/31/2017	113801	BRISCOE, STEVEN	W-O	0	WRITE OFF	(\$26.10)	LM	08/31
8/31/2017	113798	MAXMILLION, GRANT	W-O	0	WRITE OFF	(\$109.61)	LM	08/31
8/31/2017	113756	WOOSLEY, CARLA	W-O	0	WRITE OFF	(\$99.07)	LM	08/31
8/31/2017	113624	THOMAS, DEBRA	W-O	0	WRITE OFF	(\$106.05)	LM	08/31
8/31/2017	113569	GILBERT, DANA	W-O	0	WRITE OFF	(\$16.00)	LM	08/31
8/31/2017	113506	SCHIEVE, MARJI	W-O	0	WRITE OFF	(\$63.89)	LM	08/31
8/31/2017	113251	HAYSE, NANCY	W-O	0	WRITE OFF	(\$27.77)	LM	08/31
8/31/2017	112300	GIBSON, JANET	W-O	0	WRITE OFF	(\$0.20)	LM	08/31
8/31/2017	112098	TUCKER, JUSTIN	W-O	0	WRITE OFF	(\$87.48)	LM	08/31
8/31/2017	111649	ROBERTSON, CHRIS	W-O	0	WRITE OFF	(\$85.84)	LM	08/31
8/31/2017	111626	POWELL, RICHARD	W-O	0	WRITE OFF	(\$57.49)	LM	08/31
8/31/2017	111473	LEWIS, GEORGE M	W-O	0	WRITE OFF	(\$29.85)	LM	08/31
8/31/2017	111400	SPRIGLER BUILDERS,	W-O	0	WRITE OFF	(\$48.66)	LM	08/31
8/31/2017	111398	SPRIGLER BUILDERS,	W-O	0	WRITE OFF	(\$31.23)	LM	08/31
8/31/2017	111115	WALTERS, CARLA	W-O	0	WRITE OFF	(\$3.43)	LM	08/31
8/31/2017	110841	FROMME, NATHAN	W-O	0	WRITE OFF	(\$224.16)	LM	08/31
8/31/2017	109897	BRANNON, KRISTEN	W-O	0	WRITE OFF	(\$74.19)	LM	08/31
8/31/2017	108047	LOSEY, JEFFREY D	W-O	0	WRITE OFF	(\$374.07)	LM	08/31
8/31/2017	107656	KRAJNAK, DONALD	W-O	0	WRITE OFF	(\$29.35)	LM	08/31
8/31/2017	105327	FRENCH, TROY	W-O	0	WRITE OFF	(\$216.17)	LM	08/31
8/31/2017	105027	BARTON, ANITA	W-O	0	WRITE OFF	(\$117.58)	LM	08/31
8/31/2017	104409	REEL, BURLEY	W-O	0	WRITE OFF	(\$34.21)	LM	08/31
8/31/2017	102902	HARPER, GLEN	W-O	0	WRITE OFF	(\$40.71)	LM	08/31
8/31/2017	102529	BAIRD, CHARLES	W-O	0	WRITE OFF	(\$168.71)	LM	08/31
8/31/2017	10G958	HOBACK, DONALD	W-O	0	WRITE OFF	(\$345.45)	LM	08/31

TRANSACTION TOTALS

=====  
-18,321.74

TRANSACTION COUNT

189

TRANSACTION TYPE SUMMARY

W-O -18,321.74

\* Denotes this transaction includes an overpayment.

< < < END OF TRANSACTION LISTING > > >



**Sellersburg**  
a town of opportunity

**Price Breakdown**

Uniform for Greg: 11 #0820 Oxfords (\$0.41 each) total: \$4.51

11 #1002 65/35 Standard Pants (\$0.30 each) total: \$3.30

Total each Week: \$7.81

Uniforms for the Guys: 11 #4277 High Vis T-Shirts (\$0.20 each) total \$2.20

11 #10HD Relaxed Fit Jeans (\$0.38) total \$4.18

Total each Week: \$6.38 per employee

\$89.32 total for everyone (14 employees)

Office Staff: 11 #04MM Sport Tec Polos (\$0.26 each) total \$2.86

\$8.58 total for 3 employees

Shop Towels: \$0.09 per towel (100 towels)

Total is \$9.00

**Grand Total for Everything Each Week: \$114.71**



# Cardinal Fence & Security, Inc.

4617 Illinois Avenue  
Louisville, KY 40213  
502-459-1505  
502-459-1509 FAX  
www.cardinalfence.biz

September 15, 2017

Sellersburg Waste Water  
701 Bean Rd.  
Sellersburg, IN 47172

We propose to supply and install the following:

One 24' cantilever slide gate with one new 4" post and hardware. Will use existing gate posts.

Sub total.....\$2,561.00

One Doorking 9024 slide gate operator with key pad entry, free exit & safety loops, photo eye, built in battery back up, seven day timer and all hardware necessary.

Sub total.....\$6,104.00

- Customer to run conduit and electric supply to gate operator, Cardinal will hook up to operator.

Thank you for considering Cardinal Fence & Security, Inc. for your fencing needs. Please feel free to contact me at (502)552-9032 if you should have any questions.

Submitted by: Tom Jarnagin

*Raatz Fence Company*

3050 Element Lane  
PO Box 99483  
Louisville, KY 40299  
Phone (502) 267-6307  
Fax (502) 266-8756  
www.raatzfence.com

September 20, 2017

Sellersburg Works  
Attn: Lori Kearney  
701 Bean Road  
Sellersburg, IN 47172  
Office 812-246-8066  
FAX 812-246-8114  
Cell 502-376-4962  
e-mail [lkearney@sellersburg.org](mailto:lkearney@sellersburg.org)

Take down customer's existing double drive gate, leaving existing 4" OD pipe posts in place. Furnish and install another 4" OD galvanized pipe post to accommodate a new 24' opening, single cantilever gate, 72" tall with three strands of barb wire overall. Install new gate with nylon cantilever rollers. The new post will be installed through soil in concrete footers. Install three new 3" OD 40 weight guide posts, installed adjacent to 4" OD support posts, so that cantilever gate slides between the support posts and guide posts.

Total charge installed \$3650.00.

On new cantilever gate, furnish and install a new Door King Model #9150, 1 HP, 110V, slide gate operator with post/plate mount installation. Pricing includes two sets of photo eyes for safety. Customer to have licensed electrician run 110V electricity from source to gate operator and perform final hookups.

Total charge installed \$5100.00.

Furnish and install a Linear AK11 coded keypad on gooseneck stand on driver's side of entrance for access control. Customer to have conduit run from gate operator to gooseneck stand for low voltage wiring to be installed by Raatz Fence Company.

Total charge installed \$950.00.

Furnish and install a free exit loop.

Total charge installed \$1100.00.

If you have any questions on this proposal, please call me at 267-6307.

**Conditions:** Customer hereby assumes full responsibility for the location of the line upon which said materials are to be installed and locate any and all underground cables or pipes and customer agrees to defend, hold harmless, and indemnify installer and Raatz Fence Co.

from and against all claims or loss arising out of the location of said fence material on the line specified by customer. All warranties void on account past 30 days.

Raatz Fence Co. reserves the right to make additional charges to the customer in the event unusual ground conditions, such as rock formation, impede the installation herein described. Such charges shall be based on actual additional labor required.

All prices are guaranteed for 20 days from date of estimate.

All signed contracts to be accompanied by a deposit of one half of the total contract.

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified.

*Mark Legel*

Raatz Fence Co. Representative

Customer Signature

Date

Town of Sellersburg  
Town Council Meeting Minutes  
2018 Budget Adoption

(These minutes are not intended to be verbatim)

**DATE:** OCTOBER 2, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:01 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder, Town Council Financial Advisor Steven Brock and Clerk Treasurer Michelle D. Miller.  
Council Member James H. LaMaster was absent.

**PRAYER:** President Paul J. Rhodes

**PLEDGE:** By all present

**ORDINANCES & RESOLUTIONS:**

Ordinance 2017-OR-024 Ordinance for 2018 Appropriations and Tax Rates:

1<sup>st</sup> Reading:

Motion: Martina P. Webster  
approved.

Second: Brad J. Amos

Vote: 4-aye, 0-nay, motion

2<sup>nd</sup> Reading:

Motion: Martina P. Webster  
approved.

Second: William J. Conlin


Vote: 4-aye, 0-nay, motion


**ADJOURN:**


Motion: Martina P. Webster  
approved and meeting adjourned at 5:05 p.m.

Second: Brad J. Amos

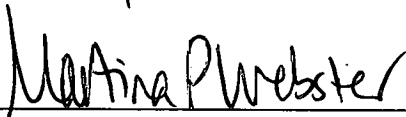
Vote: 4-aye, 0-nay, motion


  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** OCTOBER 5, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:00 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller. Council Member James H. LaMaster was absent.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** By all present.

**MOTION TO AMEND THE AGENDA TO SWITCH ITEMS #1 AND #2 UNDER NEW BUSINESS AND TO ADD #3 SEPTIC TANK AND #4 STREET AND SANITATION SUPERVISOR JOB DESCRIPTION:**

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. **Fuel System Repairs:**

Chief of Police William R. Whelan presents quote from C. L. McBride in the amount of \$18,822 to repair and upgrade the fuel system.

Motion made to approve quote and to split the quote in thirds Water, Waste Water and CEDIT:

Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved.

2. **Benefits:**

Joe Olson, Insurance Agent of Record, reviews the Towns Health Insurance and Health Reimbursement Arrangement with the Council and advises the renewal rates from Humana will be available after October 31<sup>st</sup>.

3. **Septic Tank, 1712 Allentown Road, Dr. Chris Baker:**

Assistant Public Works Director Lori Kearney advises that Dr. Baker is requesting a letter for the Clark County Health Department stating that the Town is not requiring him to use the Town's sewer system and he can install a septic tank on his property. Motion made to approve Dr. Baker's request.

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 4-aye, 0-nay, motion approved and Lori Kearney will prepare a letter for Mr. Baker.



Town of Sellersburg  
Town Council Special Meeting  
October 5, 2017

4. **Street and Sanitation Supervisor Job Description:**

Motion to approve the Street and Sanitation Supervisor job description with the amendments of adding under Requirement of Work, the position must obtain a CDL within 90 days of hire and under Essential Duties and Responsibilities, operate VAC Truck and meet all Team Member Level 3 essential duties within 18 months for hire date:

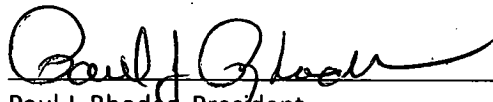
Motion: Martina P. Webster    Second: William J. Conlin    Vote: 4-aye, 0-nay, motion approved and the Council gives permission for Assistant Public Works Director Lori Kearney to Post the job in-house first.

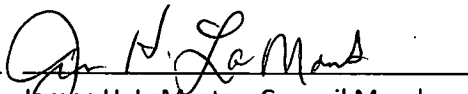
**COMMENTS FROM COUNCIL MEMBERSHIP:**

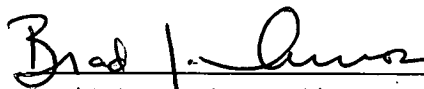
**Brad J. Amos:** Announces that the Street Dance is tomorrow night at the Legion, Trick or Treat at the High School will be on the 28<sup>th</sup> from 6 p.m. – 8 p.m. and they are starting on the deck at the pool.

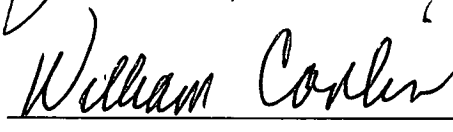
**ADJOURN:**

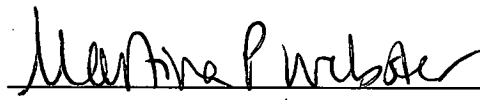
Motion: Brad J. Amos    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 5:49 p.m.

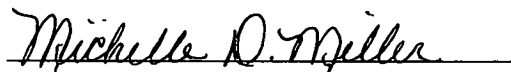
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments: Agenda

**TOWN OF SELLERSBURG  
SPECIAL TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
October 5, 2017 at 5:00 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:** (NONE)

**NEW BUSINESS:**

1. Benefits (Paul Rhodes, Town Council President)
2. Fuel System Repairs (William R. Whelan, Chief of Police)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**

Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** OCTOBER 16, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 3:36 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.  
Council Member James H. LaMaster arrived approximately half way through the meeting.  
Council Member William J. Conlin was absent.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** By all present.

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Motion: Martina P. Webster    Second: Brad J. Amos    Vote: 3-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS:**

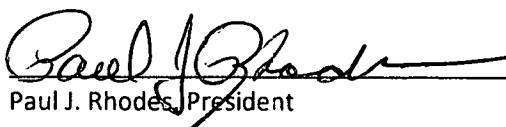
Nancy McDevitt, 340 Paradise Ave. speaks in favor of giving the Town employees a raise.

**NEW BUSINESS:**

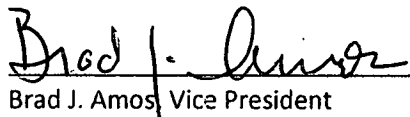
1. 2018 Employee Salary Ordinance: President Paul J. Rhodes advises that this meeting is for discussion purposes only.

**ADJOURN:**


Motion: Brad J. Amos    Second: Martina P. Webster    Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 4:49 p.m.

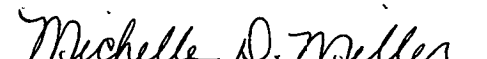
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments: Agenda

TOWN OF SELLERSBURG  
SPECIAL TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172

Agenda for  
October 16, 2017 at 3:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:** (NONE)

**NEW BUSINESS:**

1. 2018 Employee Salary Ordinance (Paul Rhodes, Town Council President)

**GENERAL COMMENTS FROM THE PUBLIC** (limited to 15 minutes total)

**COMMENTS FROM COUNCIL MEMBERSHIP** (Good of the order):

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**

Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** November 13, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:26 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice-President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

Council Member William J. Conlin was absent.

**PRAYER:** PAUL J. RHODES      **PLEDGE OF ALLEGIENCE:** By all present

**MOTION TO AMEND THE AGENDA:**

To add Joe Olson as #1 under unfinished business:

Motion: Webster      Second: LaMaster      Vote: 4-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Webster      Second: LaMaster      Vote: 4-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS**

**1. Annual Health Insurance Renewal**

Joe Olson, Agent of Record, presents Medical Plan NPOS from Humana for approval:

Motion to approve NPOS Network plan as presented:

Motion: LaMaster      Second: Webster      Vote: 4-aye, 0-nay, motion approved.

**2. 2018 Employee Salary Ordinance**

Paul Rhodes presents Ordinance 2017-OR-027.

Motion: Webster      Second: LaMaster

Brad Amos amends the motion as follows:

To increase the Building Commissioner's salary to \$55,000, exempt:

Motion: Amos      Second: None, dies for lack of second.

To increase the maximum Billing Clerk hourly amount to \$17.11 per hour:

Motion: Amos      Second: LaMaster      Vote: 3-aye, 1-nay by Webster, motion approved.

To amend Sergeant's pay to \$866.22:

Motion: Webster      Second: LaMaster      Vote: 4-aye, 0-nay, motion approved.

Martina Webster makes a motion to approve on first reading the original motion as amended:

Motion: Webster      Second: LaMaster      Vote: 3-aye, 1-nay by Amos, motion approved.

Town of Sellersburg  
Town Council Special Meeting  
November 13, 2017

**NEW BUSINESS**

**1. PARADISE AVENUE EMERGENCY WASTEWATER REPAIRS RATIFICATION**

Assist Public Works Director Lori Kearney presents proposals/quotes for emergency repairs to 450' of 12" sewer main on Paradise Avenue.

Cristiani: \$199,500.00 Southern Indiana Excavating Corp: \$256,600.00

Motion made to declare an emergency for these repairs:

Motion: Webster Second: LaMaster Vote: 4-aye, 0-nay, motion approved.

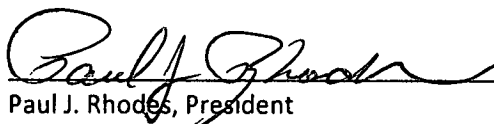
**2. BILLING OFFICE SOFTWARE SOLUTIONS**

Motion to approve proposal from Ampstun in the amount of \$20,875.00 for the Utility Data Management Software with Basic Data Conversion with a twenty-five percent down payment of \$5,218.75.

Motion: Webster Second: Amos Vote: 4-aye, 0-nay, motion approved.

**ADJOURN:**

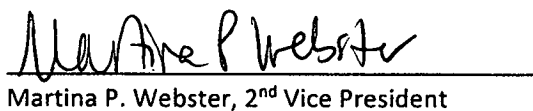
Motion: Amos Second: Webster Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 6:21 p.m.

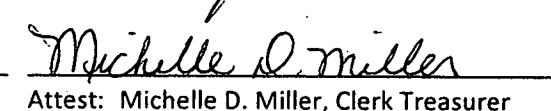
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments:

- Agenda
- Humana Proposal
- Paradise Avenue Emergency Repair Quotes/Proposals
- Ampstun Proposal

**TOWN OF SELLERSBURG  
TOWN COUNCIL WORKSHOP  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
November 13 at 5:15 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS**

**PRAYER**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS**

**UNFINISHED BUSINESS:**

1. 2018 Employee Salary Ordinance (Paul Rhodes, Town Council President)

**NEW BUSINESS:**

1. Paradise Avenue Emergency Wastewater Repairs – Ratification (Lori Kearney, Assistant Public Works Director)
2. Billing Office Software Solutions – (Councilwoman Martina Webster)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN**

# Humana

## Medical Proposal

**Proposal for:** Town Of Sellersburg  
**Group #:** 531220  
**State/county:** IN - Clark  
**SIC:** 9221 - Police Protection  
**Location type:** Single Site

**Renewal contact:** ANDREW J NAGEL 855-330-8127  
**Alternate quote #:** 820800701-001  
**Reference #:** 18  
**Effective:** 1/1/2018

**Agent/agency:** Joseph G Olson  
**Writing agent(s):** Joseph G Olson

**Prepared:** 11/6/2017

Medical Plan: IN NPOS 18 Copay OPT 15 Gold			
<b>Network:</b>	NPOS-OA		
<b>Coinsurance %(in/out):</b>	70/50		
<b>Deductible single (in/out):</b>	2000/6000		
<b>Out of pocket (in/out):</b>	6000/18000		
<b>Office copay PCP/Specialist:</b>	\$30/60		
<b>Pharmacy:</b>	\$10/40/75/25%		
<b>Association:</b>	N/A		
<b>24 Hour coverage:</b>	No		
Count	Coverage type	Rate	Total
21	Employee	\$430.54	\$9,041.34
3	Employee/spouse	\$861.08	\$2,583.24
8	Employee/child	\$796.50	\$6,372.00
2	Family	\$1,227.04	\$2,454.08
34	<b>Subtotal:</b>		\$20,450.66
<b>Total monthly premium:</b>			\$20,450.66

Options included in monthly total				
Employee	Employee/ spouse	Employee/ child	Family	Total

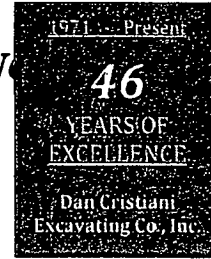
Options not included in monthly total				
Employee	Employee/ spouse	Employee/ child	Family	Total
Religious Contracept OPT Out				\$0.00
	(Rate reflected as a monthly total only)			

Humana's Wellness Engagement Incentive program cuts costs up to 15%, reducing your monthly charges to \$17,383.06. Contact your Humana representative to learn more.





**DAN CRISTIANI EXCAVATING CO., INC.**  
 1221 Old Hwy. 31E  
 P. O. Box 2427  
 Clarksville, IN 47131-2427  
 PHONE (812) 282-9866 Fax (812) 282-9908



**PROPOSAL**

To: Town of Sellersburg  
 Attn: Lori Kearney  
 Date: November 9, 2017  
 JOBSITE: Paridise Ave

Proposal to replace approximately 450' of 12" sewer main on Paridise Ave as described below.

**Option #1**

- Furnish equipment and labor
- Furnish and install approximately 450' of 12" SDR 35
- Furnish and install (11) lateral connections
- Sawcut street
- Stone backfill and install 3" asphalt trench patch
- By pass pump sewage as needed
- Furnish barricades
- Connect to outside of existing manholes

\$ 89,750.00

**Additional option #2**

- Furnish and install approximately 365' of 12" SDR 35
- Connect to existing pipe outside of manholes
- Furnish and install (10) laterals connections

\$ 109,750.00

**Total of both Options \$ 199,500.00**

Excludes: No permits or bonds      No testing  
 No manhole replacement

Acceptance to constitute a contract between us. This bid to hold for a period of 30 days from date. Terms: Net 15 days following date of invoice.

DAN CRISTIANI EXCAVATING CO., INC.

ACCEPTED

BY Dale Graf \_\_\_\_\_

BY \_\_\_\_\_

DATE 11/12/17

J:\ESTI MATES\2017 ESTI MATES\DG SELLERSBURG PARI DI SE SEVER REPAIR\ Proposal . docx

**Equal Opportunity Employer**

**Southern Indiana Excavating Corp.**  
**P.O. Box 257**  
**Sellersburg, IN 47172**  
**Phone: (812) 246-2329 Fax: (812) 246-9399**

November 9, 2017

Town of Sellersburg Sewer Department  
C/O Ms. Lori Kenrey  
Town Hall  
Sellersburg, IN 47172

Re: Price Quote For The Following:

1. Replacing app. 815' of 12" gravity sewer on Paradise Street with 12" SDR-35 PVC.
2. Installing 3 new manholes.
3. Re-Connect 21 existing laterals.
4. Paves Paradise full width when done.
5. Pump-around to be done by Town if needed.
6. All Trench to be backfilled as per Town Of Sellersburg Specs.

---

Price: \$256,600.00

Ampstun Corporation  
PO Box 784  
Richmond, KY 40476-0784  
1-888-252-4784



**Ampstun Utility Data Management Software Proposal  
Prepared for Town of Sellersburg – with Basic Data Conversion**

November 8, 2017

**Utility Billing Software**

Ampstun Web Based Billing Module

15,000.00

-Online Payment Center for credit card payments.

-eBilling Option for electronic billing

*Includes first year's annual support fee.*

**Utility Billing Basic Data Conversion based on 7300 accounts**

Utility Billing basic data conversion programming included.

Includes accounts, locations, meters, and beginning balance per account, with no transaction history.

See proposal notes for further details and additional data options.

**On-Site Support Services** See proposal notes for additional details

5,875.00

Trip#1 – Utility Billing Software Training (3 days)

Balancing, data refinement, training

Includes travel time and living expenses on site.

Travel expense for air fare and or rental car.

Trip#2- Utility Billing Software Follow Up Training (2 days)

Balancing, data refinement, training

Includes travel time and living expenses on site.

Travel expense for air fare and or rental car.

-----  
**Proposal Total: \$ 20,875.00**

**25% Down Payment \$5,218.75**

Sign:

Date:

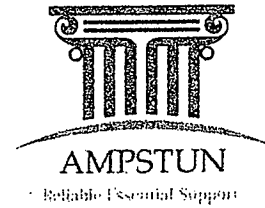
11/13/2017

PO#:

*Proposal valid until 3/31/2018*

Office Location: 1001 Gibson Bay Drive, Suite 203 Richmond, KY 40475  
Phone: 888-252-4784 Web Site: www.ampstun.com

Ampstun Corporation  
PO Box 784  
Richmond, KY 40476-0784  
1-888-252-4784



### **Proposal Notes**

If refresher training is utilized for the existing system, Ampstun will reduce the cost of this proposal total by the amount paid, \$2,500.

### **Payment Terms**

Unless other payment terms are arranged, final payment for the proposal is due at the beginning of the training visit. Ampstun also requires a twenty-five percent down payment and one of the following with the acceptance of this proposal - a valid purchase order, or a letter of intent stating the proposal has been accepted and payment will be made in full when the system is installed.

### **Proposal Acceptance**

The Ampstun proposal total cost is based on the understanding that the entire proposal and all components are accepted as presented. Both parties agree that this written proposal constitutes the complete and exclusive statement of the agreement between them which supersedes all proposals, oral or written, and all other communication between them relating to the proposal scope and content. Both parties agree that all Ampstun software is provided subject to the standard Ampstun Software License Agreement shown below.

Ampstun, Inc. grants to you a non-exclusive, non-transferable license to use the software programs and related documentation in this package (collectively referred to as the "Software"). Any attempted sublicense, assignment, rental, sale or other transfer of the Software or the rights or obligations of this Software License Agreement, without the prior written consent of Ampstun, Inc., shall be void. This agreement will be governed by the laws of the Commonwealth of Kentucky.

This Software and documentation are copyrighted. Unauthorized copying, reverse engineering, decompiling, disassembling, and creating derivative works based on the Software are prohibited. Title to the Software is not transferred to you by this license. Ownership and title to the Software and to the actual contents of this package, including the copy of the Software and the media on which it is stored and the associated documentation, are retained by Ampstun, Inc. This agreement sets forth the entire agreement between parties. The terms herein may not be changed or modified except by an instrument in writing duly signed on behalf of both parties.

Ampstun, Inc. does not warrant that the Software will be free from error or will meet your specific requirements. You assume complete responsibility for decisions made or actions taken regarding selection of the Software to achieve your intended results. Ampstun, Inc. shall not be responsible for incidental, special, or consequential damages resulting from the use of this Software.

### **Ampstun Annual Support Fees**

Software updates, unlimited toll-free phone support, and remote modem support are provided to users who remain on support with Ampstun. This fee is due on the installation anniversary each year. Current pricing for East Pendleton County Water annual support fees:

Utility Billing Software \$1,875.00 per year

Office Location: 1001 Gibson Bay Drive, Suite 203 Richmond, KY 40475  
Phone: 888-252-4784 Web Site: [www.ampstun.com](http://www.ampstun.com)

Ampstun Corporation  
PO Box 784  
Richmond, KY 40476-0784  
1-888-252-4784



**On-Site Support Services**

When the proposal includes Ampstun software without the sale of personal computers, the customer is responsible for installing all software prior to the on-site training visit. Ampstun phone technical support is available to assist a local vendor with the installation. By accepting this proposal, you agree to have your computer-networking expert(s) on site for a minimum of the first two hours (or longer if problems warrant) of the Ampstun Representative's on site "going live" visit. Any issues related to computers, networking, modem, or printing problems can be resolved quickly and efficiently. Failure on your part to meet this requirement could have a negative impact on the amount of training time that is actually available to your staff during the time allotted for the on-site visit.

When the proposal includes Ampstun software and personal computers Ampstun will deliver the computers with the software installed. These procedures help to protect the on-site time for training-conversion purposes. If they are not observed then there will be a negative impact on training time.

The on-site training-conversion visit is designed to address three equally important tasks, 1) training, 2) data refinement and, 3) account balancing. In most cases these functions are carried out simultaneously throughout the on-site visit. There will always be the need for both data refinement and account balancing activities during the on-site visit.

A preliminary, tentative, planning only date for the on-site visit will be established at the time that the proposal is prepared. When there is data conversion included in the proposal the final confirmed date for the on-site visit will not be established until after the customer has signed for the acceptance of the first data conversion.

The total number of on-site days for this service is indicated in the On-Site Support Services pricing section of this proposal. If additional days of conversion support and training might be desirable, these additional days can be added to the proposal before acceptance. Additional support days can also be requested during the software conversion visit. These days are charged at a rate of \$875.00 per day plus travel time and travel expenses. Lodging, meals and transportation costs for installation and training services are included in the proposal. If hand held meter reading computers are included in this proposal the amount of training for these items is included with their pricing. The on-site time quoted in this proposal is our best estimate of what will be required and should not be considered a guarantee.

In some cases, the travel expense dollars included in the proposal includes an amount for airplane tickets. To get a lower fare, and to save you money, we usually purchase the ticket well in advance of the planned trip. If it becomes necessary to change the dates of travel you agree to pay the additional charges associated with the change of tickets and plans.

Town of Sellersburg  
Town Council Workshop  
(These minutes are not intended to be verbatim)

**DATE:** November 2, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:20 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Chief Deputy Clerk Treasurer Robin M. Jones.

**PLEDGE OF ALLEGIANCE**

**NEW BUSINESS:**

**1. Annual Health Insurance Renewal:**

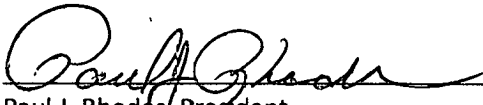
Joe Olson, Agent of Record, presents 2018 renewal rates from Humana

**2. Sellersburg Industrial Park Tax Abatement:**

Stan Richards presents tax abatement information for property located in the Sellersburg Industrial Park. This will be put on the agenda for the November 27, 2017 Town Council Meeting.

**ADJOURN:**

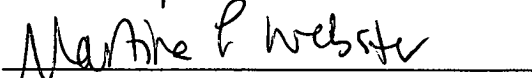
Motion: Amos                      Second: Webster                      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 6:01 p.m.

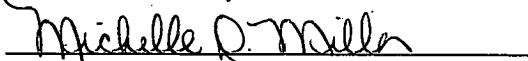
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
James H. LaMaster, Council Member

  
\_\_\_\_\_  
Brad J. Amos, Vice President

  
\_\_\_\_\_  
William J. Conlin, Council Member

  
\_\_\_\_\_  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments: 2018 Humana renewal

# Town of Sellersburg 2018 Renewal

<i>BENEFIT</i>	<i>CURRENT PPO</i>	<i>NEW PPO</i>	<i>ALTERNATE PPO</i>
<i>Individual Deductible</i>	\$2,000	\$2,000	\$2,000
<i>Family Deductible</i>	\$4,000	\$4,000	\$4,000
<i>Ind. Out of Pocket Including Deductible</i>	\$6,350	\$6,000	\$7,350
<i>Family Out of Pocket Including Deductible</i>	\$12,700	\$12,000	\$14,700
<i>Physician Co-Pay</i>	\$40/\$80	\$30/\$60	\$45/\$90
<i>Drug Co-Pay</i>	\$100 Deductible 10/45/75/25%	10/40/75/25%	10/50/100/25%
<i>Emergency Co-Pay</i>	\$500	\$500	\$500
<i>Inpatient</i>	70% after Deductible	70% after Deductible	50% after Deductible
<i>Outpatient</i>	70% after Deductible	70% after Deductible	50% after Deductible
<i>Maternity</i>	70% after Deductible	70% after Deductible	50% after Deductible
<i>Preventative</i>	100%	100%	100%
<i>Major Medical Lifetime</i>	Unlimited	Unlimited	Unlimited
<b>TOTAL MONTHLY PREMIUM</b>	\$22,613.82	\$24,921.21	\$22,379.55
<i>Employee</i>	\$476.08	\$524.66	\$471.15
<i>Employee &amp; Spouse</i>	\$952.16	\$1,049.31	\$942.30
<i>Employee &amp; Child</i>	\$880.75	\$970.61	\$871.62
<i>Family</i>	\$1,356.83	\$1,495.27	\$1,342.77
<i>Increase</i>		10%	-.5%

# Town of Sellersburg 2018 Renewal

<i>BENEFIT</i>	<i>#1 HSA</i>	<i>#2 HSA</i>	
<i>Individual Deductible</i>	<i>\$2,700</i>	<i>\$2,000</i>	
<i>Family Deductible</i>	<i>\$5,400</i>	<i>\$4,000</i>	
<i>Ind. Out of Pocket Including Deductible</i>	<i>\$62,700</i>	<i>\$6,000</i>	
<i>Family Out of Pocket Including Deductible</i>	<i>\$5,400</i>	<i>\$12,000</i>	
<i>Physician Co-Pay</i>	<i>100% after Deductible</i>	<i>100% after Deductible</i>	
<i>Drug Co-Pay</i>	<i>100% after Deductible</i>	<i>100% after Deductible</i>	
<i>Emergency Co-Pay</i>	<i>100% after Deductible</i>	<i>100% after Deductible</i>	
<i>Inpatient</i>	<i>100% after Deductible</i>	<i>100% after Deductible</i>	
<i>Outpatient</i>	<i>100% after Deductible</i>	<i>100% after Deductible</i>	
<i>Maternity</i>	<i>100% after Deductible</i>	<i>100% after Deductible</i>	
<i>Preventative</i>	<i>100%</i>	<i>100%</i>	
<i>Major Medical Lifetime</i>	<i>Unlimited</i>	<i>Unlimited</i>	
<b>TOTAL MONTHLY PREMIUM</b>	<b>\$27,576.15</b>	<b>\$24,150.36</b>	
<i>Employee</i>	<i>\$580.55</i>	<i>\$508.64</i>	
<i>Employee &amp; Spouse</i>	<i>\$1,161.10</i>	<i>\$1,017.28</i>	
<i>Employee &amp; Child</i>	<i>\$1,074.02</i>	<i>\$940.98</i>	
<i>Family</i>	<i>\$1,654.57</i>	<i>\$1,449.62</i>	
<i>Increase</i>	<i>+23%</i>	<i>+9.7%</i>	



**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

Agenda for  
October 23, at 6:00 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

Meeting called to order at 6:00 p.m. by President Paul J. Rhodes

Present: President Paul J. Rhodes, Vice President Brad J. Amos, Second Vice President Martina P. Webster, Member James H. LaMaster, Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Kevin Beck, Calvary Christian Church      **PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Motion made to amend the agenda to move Ordinance 2017-OR-027 to New Business, remove Ordinance 2017-OR-28, and change Ordinance 2017-OR-29 to a Resolution, under new business move #1 Hill-N-Dale water line relocation to last place, move #4 AT&T to #1 and add under Salary Ordinance discussion HR Affiliates contract and Covered Bridge storm drains.

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

September 25, 2017 Executive Session, September 25, 2017 Town Council Meeting, October 2, 2017 Town Council Meeting-2018 Budget Adoption, October 5, 2017 Town Council Special Meeting and October 16, 2017 Town Council Special Meeting:

Motion: Amos      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Amos      Second: Webster      Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

1. 2017-OR-27 Ordinance Approving the 2018 Salary Ordinance: Moved to New Business
2. 2017-OR-28 Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees: Removed
3. 2017-R-4 Ordinance Transferring Certain Real Property to the City of Jeffersonville, Indiana  
1<sup>st</sup> Reading: Motion: Webster      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.
4. 2017-OR-30 An Ordinance Transferring Certain Funds  
1<sup>st</sup> Reading: Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.



Town of Sellersburg  
Town Council Meeting  
October 23, 2017

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman (Jacobi, Toombs, & Lanz):**

**Shirley Avenue/Prather Lane:** Bids will be opened during the December 18<sup>th</sup> Town Council meeting and expect construction to begin in February. Mr. Hillman requests authorization to get bids:

Motion: Amos

Second: Webster

Vote: 5-aye, 0-nay, motion approved.

**St. Joe Rd E and Allentown Rd. paving:**

Both projects have anticipated bid dates at the December meeting with expected construction start dates when weather allows in late March or early April.

**W. Utica Street Culvert Replacement:**

Bids were opened at the last Town Council meeting and have been awarded to AllTerrain Paving for \$98,450.00. Contracts have been signed and the contractor has been issued a notice of award. Construction is expected to begin in approximately 30 days.

**Charlestown Road Water and Sewer Relocations:**

Bids were opened at the last Town Council meeting and have been awarded to RCI for \$135,539.25. We are working with Clark County to confirm right-of-way acquisition for the project before relocation of utilities can begin. A notice to proceed will be issued once the County has identified that right-of-way is in place.

**Hill-N-Dale & I-65 Water Line Relocation Bid Opening:** Dan Cristiani \$349,995.00 and Infrastructure Systems \$204,434.00. Motion made to accept low bid from Infrastructure Systems.

Motion: Webster

Second: Amos

Vote: 5-aye, 0-nay, motion approved.

**Butler Road:**

The property to the south of Butler Road has been sold. JTL is finalizing the agreed upon easement along the adjacent property owner in the upcoming weeks.

**SR 403 Water Line Relocation:**

Amendment to original JTL work order to address inspection services during construction of project was presented for approval. This work was included in the overall budget for the INDOT reimbursable project. Motion was made to approve the amendment per the Engineers recommendation:

Motion: Amos

Second: Conlin

Vote: 5-aye, 0-nay, motion approved.

**Lori Kearney, Assistant Public Works Director:**

Martina P. Webster presents quote from Dan Cristiani Excavating in the amount of \$11,550.00 to repair seven curb inlets at Covered Bridge and the Willows of Covered Bridge:

Motion: Amos

Second: Webster

Vote: 5-aye, 0-nay, motion approved.

**J. Greg Dietz, Building Commission:** Gives monthly report.

Town of Sellersburg  
Town Council Meeting  
October 23, 2017

**Jacob "Jake" Elder, Town Attorney:**


Advises that in reference to the Silver Creek Township Park, Mr. Gillenwater, attorney, will be requesting a Quit Claim Deed. Mr. Elder also recommends an Ordinance Enforcement Division, Ordinance Violations Bureau and a Code Violations Bureau.


Town of Sellersburg  
Town Council Meeting  
October 23, 2017


**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**


Brad J. Amos, District 3: Advises that the Parks and Recreation will be having a Trick or Treat at Silver Creek High School this Saturday from 5 p.m. to 8 p.m.


**ADJOURN:** Motion: Webster Second: Amos Time: 8:05 p.m.

  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments:

- Agenda
- Stantec Contract
- AT&T Contract
- Word Systems Contract
- HR Affiliates Contact
- Jacobi, Toombs and Lanz Current Projects Status Report
- Hill-N-Dale & I65 Water Line Relocation Bid Sheet
- Jacobi, Toombs and Lanz, SR 403 Water Line Relocation Contract Amendment
- Dan Cristiani Excavating Contract for Covered Bridge and Willows curb inlets

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
October 23, at 6:00 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

September 25, 2017 Executive Session  
September 25, 2017 Town Council Meeting  
October 2, 2017 Town Council Meeting-2018 Budget Adoption  
October 5, 2017 Town Council Special Meeting  
October 16, 2017 Town Council Special Meeting

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. 2017-OR-027 Ordinance Approving the 2018 Salary Ordinance
2. 2017-OR-28 Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees
3. 2017-OR-29 Ordinance Transferring Certain Real Property to the City of Jeffersonville, Indiana
4. 2017-OR-30 Ordinance Transferring Certain Funds

**UNFINISHED BUSINESS:**

1. Uniform Contract (Assistant Public Works Director, Lori Kearney)
2. Phosphorus Building Status Update (Assistant Public Works Director, Lori Kearney)
3. Stantec Contract (Assistant Public Works Director, Lori Kearney)

**NEW BUSINESS:**

1. Hill-in-Dale Water Line Relocation: Open Bids (Jacobi, Toombs, & Lanz)
2. Hawthorne Glen Water (Amy Jenkins, Resident)
3. East Utica Street Drainage (Roy Everitt, Resident)
4. AT&T Contract Proposal (Assistant Public Works Director, Lori Kearney)
5. Billing Office Phone System Upgrade Bids (Chief of Police, William R. Whelan)
6. Health Reimbursement Arrangements (HRA) Renewal (Councilwoman, Martina Webster)
7. Longevity (Councilwoman, Martina Webster)
8. Salary Ordinance (Town Council President, Paul Rhodes)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Lori Kearney, Assistant Public Works Director  
J. Greg Dietz, Building Commission  
William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**



September 14, 2017

File: 175655054

**Attention: Ms. Lori Kearney**  
Wastewater Director  
316 East Utica Street  
Sellersburg, Indiana 47172

**Reference: Wastewater Program On-Call Planning Services**

Dear Ms. Kearney,

Stantec Consulting Services Inc. is pleased to provide this scope to the Town of Sellersburg for services associated with the Town's wastewater program.

Stantec has been working with Sellersburg on various aspects of the Town's wastewater conveyance and treatment needs. These efforts have included system capacity analyses, system monitoring and micromonitoring, inflow and infiltration (I/I) reduction strategies, wastewater treatment nutrient reduction alternatives, and most recently, plant upgrades to support phosphorus reduction requirements. From time to time, challenges can arise that require outside support for managing and implementing Sellersburg's wastewater treatment program.

Below is a list of program elements Stantec could support for Sellersburg's wastewater conveyance and treatment needs:

- Planning and assessment of conveyance system capacity and performance;
- Collection system monitoring, micromonitoring, and I/I reduction strategies;
- Collection system replacement recommendations, prioritization, conceptual cost estimations, and master planning strategies;
- Treatment plant condition assessments and operational support;
- Treatment plant improvement strategies and overall master planning;
- Pretreatment program support;
- SCADA strategies and support;
- Sludge processing and biosolids management needs;
- Future wastewater conveyance and treatment projections, community growth, and planning strategies;
- Program financing and sustainability analyses;
- Permitting, compliance support, and regulatory agency coordination;
- Local wastewater ordinance and regulatory enhancement recommendations; and
- Other as-needed services associated with the Town's wastewater program.



September 14, 2017  
Ms. Lori Kearney  
Page 2 of 3

**Reference: Wastewater Program**

Stantec will provide on-call support services on a time and materials basis for \$50,000, per the attached rate table. Services will not exceed this figure without prior authorization by a designated Town representative.

Stantec appreciates the opportunity to provide wastewater program support to the Town of Sellersburg. We look forward to continue serving the community.

Regards,

**Stantec Consulting Services, Inc.**

Rob Huckaby, PE  
Associate, Project Manager  
Phone: 502.212.5046  
Rob.Huckaby@Stantec.com

David Hackworth, PE  
Director of O&M Services  
Phone: 858.987.3316  
David.Hackworth@Stantec.com





September 14, 2017  
Ms. Lori Kearney  
Page 3 of 3

**Reference: Wastewater Program**

The Town of Sellersburg authorizes Stantec to proceed with the services herein described. This work will be completed per the conditions above and the contractual terms outlined in the Master Services Agreement Terms and Conditions, dated October 20, 2014.

This proposal is accepted and agreed on October 23, 2017.

Per: Town of Sellersburg

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Lori Kearney, Wastewater Director

Attachment: Master Services Agreement (October 20, 2014) (5 pages)  
Rate Table (1 page)



## 2017 Rate Table B

<u>Classification</u>	<u>Rate (per hour)</u>
Technical Support Staff	\$68 - \$88
Administrative Assistant	\$68 - \$88
Field Technician / Environmental Scientist	\$75 - \$94
GIS Analyst / CAD Technician	\$75 - \$99
GIS Analyst / Technician w/ Field GPS Unit	\$81 - \$123
GIS Crew w/ Field GPS Unit (2-person)	\$174 - \$211
Senior GIS Analyst / Senior CAD Technician	\$94 - \$136
Project Engineer	\$94 - \$128
Senior Project Engineer / Senior Environmental Scientist	\$117 - \$148
Project Manager / Associate / Systems Modeler	\$128 - \$148
Senior Associate / Senior Systems Modeler	\$136 - \$165
Principal / Program Manager	\$148 - \$256
Senior Principal / Managing Leader	\$192 - \$322

Stantec Billing Levels	
Billing Level	Rate (per hour)
3	\$68
4	\$75
5	\$81
6	\$88
7	\$94
8	\$99
9	\$106
10	\$117
11	\$123
12	\$128
13	\$136
14	\$148
15	\$165
16	\$192
17	\$218
18	\$256
19	\$288
20	\$322

(Above rates are based on the typical range for employee classification. Rates above may be subject to change on January 1 of each year.)



MASTER SERVICES AGREEMENT

THIS AGREEMENT is made and entered into effective October 20, 2014 (the "Agreement Date") by and between:

"CLIENT"

Name: TOWN OF SELLERSBURG, INDIANA
Address: 316 East Ulica Street, Sellersburg, Indiana 470172
Phone: (812) 246-3821 Fax:
Representative: Mr. Ken Alexander

"STANTEC"

Name: STANTEC CONSULTING SERVICES INC.
Address: 10509 Timberwood Circle, Suite 100
Phone: (502) 212-5000 Fax: (502) 212-5055
Representative: Mr. Rob Huckaby

WHEREAS this MASTER SERVICES AGREEMENT ("AGREEMENT") is between STANTEC CONSULTING SERVICES INC. ("STANTEC") and TOWN OF SELLERSBURG, INDIANA ("CLIENT") for Services to be provided by STANTEC on projects as described in the Individual Task Order issued pursuant to this AGREEMENT (which sections are incorporated into this AGREEMENT).

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, it is hereby agreed as follows:

The scope of STANTEC's services ("SERVICES") will be set forth in Individual Task Orders, which are incorporated into this AGREEMENT. All work authorized by a Task Order issued pursuant to this AGREEMENT shall be completed in accordance with, and subject to, the Terms and Conditions set forth herein, on pages 1 through 5.

STANTEC's Fee for the SERVICES will be set forth in the individual Task Orders which are incorporated into this AGREEMENT.

The Parties, intending to be legally bound, have made, accepted and executed this AGREEMENT as of the Agreement Date noted above:

TOWN OF SELLERSBURG, INDIANA

STANTEC CONSULTING SERVICES INC.

Paul J Rhodes
Print Name and Title COUNCIL PRESIDENT

Mr. Rob Huckaby, Associate & Project Manager
Print Name and Title

Per: [Signature]
Print Name and Title

Per: [Signature]
Print Name and Title

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**DESCRIPTION OF WORK:** STANTEC shall render the services described in each Task Order (hereinafter called the "SERVICES") in accordance with this AGREEMENT. STANTEC may, at its discretion and at any stage, engage subconsultants to perform all or any part of the SERVICES. The CLIENT and STANTEC by written amendment to this AGREEMENT may from time to time make changes to the SERVICES. All changed work shall be carried out under this AGREEMENT. The time for completion of the SERVICES shall be adjusted accordingly.

**COMPENSATION:** Charges for the SERVICES rendered will be made in accordance with the CONTRACT PRICE indicated in each Task Order, or, if no CONTRACT PRICE is indicated, in accordance with STANTEC's Schedule of Fees and Disbursements in effect from time to time as the SERVICES are rendered.

Invoices shall be paid by the CLIENT in the currency of the jurisdiction in which the SERVICES are provided without deduction or setoff upon receipt. Failure to make any payment when due is a material breach of this Agreement and will entitle STANTEC, at its option, to suspend or terminate this Agreement and the provision of the SERVICES. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5% per month (18% per annum) or the maximum legal rate of interest.

**REPRESENTATIVES:** Each party shall designate in the space provided on the Task Order a representative who is authorized to act on behalf of that party and receive notices under this AGREEMENT. Such representatives have complete authority to act on behalf of their principals in respect to all matters arising under this AGREEMENT.

**NOTICES:** All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party. All notices required by this AGREEMENT to be given by either party shall be deemed to be properly given and received within two (2) business days if made in writing to the other party by certified mail, telegram, email, facsimile or telex, addressed to the regular business address of such party as identified above.

**CLIENT'S RESPONSIBILITIES:** The CLIENT shall provide to STANTEC in writing, the CLIENT's total requirements in connection with each PROJECT described in a Task Order, including the PROJECT budget and time constraints. The CLIENT shall make available to STANTEC all relevant information or data pertinent to the PROJECT which is required by STANTEC to perform the SERVICES. STANTEC shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the CLIENT, including information and data originating with other consultants employed by the CLIENT whether such consultants are engaged at the request of STANTEC or otherwise. Where such information or data originates either with the CLIENT or its consultants then STANTEC shall not be responsible to the CLIENT for the consequences of any error or omission contained therein.

When required by STANTEC, the CLIENT shall engage specialist consultants directly to perform items of work necessary to enable STANTEC to carry out the SERVICES. Whether arranged by the CLIENT or STANTEC, these services shall be deemed to be provided under direct contracts to the CLIENT unless expressly provided otherwise.

The CLIENT shall give prompt consideration to all documentation related to the PROJECT prepared by STANTEC and whenever prompt action is necessary shall inform STANTEC of CLIENT's decisions in such reasonable time so as not to delay the schedule for providing the SERVICES.

When applicable, the CLIENT shall arrange and make provision for STANTEC's entry to the PROJECT site as well as other public and private property as necessary for STANTEC to perform the SERVICES. The CLIENT shall obtain any required approvals, licenses and permits from governmental or other authorities having jurisdiction over the PROJECT so as not to delay STANTEC in the performance of the SERVICES.

**STANTEC'S RESPONSIBILITIES:** STANTEC shall furnish the necessary qualified personnel to provide the SERVICES. STANTEC represents that it has access to the experience and capability necessary to and agrees to perform the SERVICES with the reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the SERVICES at the time when and the location in which the SERVICES were performed. This undertaking does not imply or guarantee a perfect PROJECT and in the event of failure or partial failure of the product of the SERVICES, STANTEC will be liable only for its failure to exercise diligence, reasonable care and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure STANTEC's performance. There are no other representations or warranties expressed or implied made by STANTEC. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the SERVICES provided by STANTEC nor shall STANTEC warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond STANTEC's reasonable control. STANTEC does not warrant the SERVICES to any third party and the CLIENT shall indemnify and hold harmless STANTEC from any demands, claims, suits or actions of third parties arising out of STANTEC's performance of the SERVICES.

In performing the SERVICES under this AGREEMENT, STANTEC shall operate as and have the status of an independent contractor and shall not act as, or be an employee of the CLIENT.

The SERVICES performed by STANTEC shall be subject to the inspection and the review of the CLIENT at all times but such inspection and review shall not relieve STANTEC from its responsibility for the proper performance of the SERVICES.

**TERMINATION:** Either party may terminate this MASTER SERVICE AGREEMENT or an Individual Task Order without cause upon thirty (30) days' notice in writing. If either party breaches this MASTER SERVICE AGREEMENT or an Individual Task Order, the non-defaulting party may terminate this MASTER SERVICE AGREEMENT and/or an Individual Task Order after giving seven (7) days' notice to remedy the breach. On termination of this MASTER SERVICE AGREEMENT, the CLIENT shall forthwith pay STANTEC for the SERVICES performed to the date of termination. Non-payment by the CLIENT of STANTEC's invoices within 30 days of STANTEC rendering same is agreed to constitute a material breach of this MASTER SERVICE AGREEMENT and, upon written notice as prescribed above, the duties, obligations and responsibilities of STANTEC are terminated.

**SUSPENSION OF SERVICES:** If the SERVICES from an Individual Task Order are suspended for more than thirty (30) calendar days in the aggregate, STANTEC shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the SERVICES from an Individual Task Order are suspended for more than ninety (90) days, STANTEC may, at its option, terminate the Task Order upon giving notice in writing to the CLIENT.

**ENVIRONMENTAL:** Except as specifically described in an Individual Task Order, STANTEC's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater.

Where the SERVICES include storm water pollution prevention (SWPP), sedimentation or erosion control plans, specifications, procedures or related construction observation or administrative field functions, CLIENT acknowledges that such SERVICES proposed or performed by Stantec are not guaranteed to provide complete SWPP, sedimentation or erosion control, capture all run off or siltation, that any physical works are to be constructed and maintained by the CLIENT's contractor or others and that STANTEC has no control over the ultimate effectiveness of any such works or procedures. Except to the extent that there were errors or omissions in the SERVICES provided by STANTEC, CLIENT agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities or damages whatsoever arising from any storm water pollution, erosion, sedimentation, or discharge of silt or other deleterious substances into any waterway, wetland or woodland and any resulting charges, fines, legal action, cleanup or related costs.

**BUILDING CODES, BYLAWS AND OTHER PUBLIC REGULATIONS:** STANTEC shall, to the best of its ability, interpret building codes, by-laws and other public regulations as they apply to the PROJECT and as they are published at the time SERVICES commence. Furthermore, STANTEC shall observe and comply with all applicable laws, ordinances, codes and regulations of government agencies, including federal, state, provincial, municipal and local governing bodies having jurisdiction over the conduct of the SERVICES ("LAWS"). However, it is expressly acknowledged and agreed by the CLIENT that as the PROJECT progresses such building codes, by-laws, other public regulations and LAWS may change or the interpretation of any public authority may differ from the interpretation of STANTEC, through no fault of STANTEC, and any extra costs necessary to conform to such changes or interpretations during or after execution of the SERVICES will be paid by the CLIENT.

STANTEC shall continue to provide equal employment opportunity to all qualified persons and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

**COST AND SCHEDULE OF CONSTRUCTION WORK:** In providing opinions of probable cost and project schedule, it is recognized that neither the CLIENT nor STANTEC has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or time. The opinions of probable cost or project duration are based on STANTEC's reasonable professional judgment and experience and do not constitute a warranty, express or implied, that the Contractors' bids, project schedules, or the negotiated price of the Work or schedule will not vary from the CLIENT's budget or schedule or from any opinion of probable cost or project schedule prepared by STANTEC. Exact costs and times will be determined only when bids have been received for the PROJECT and when the construction work has been performed and payments finalized.

**ADMINISTRATION OF CONSTRUCTION CONTRACTS:** When applicable, STANTEC shall provide field services during the construction of the PROJECT only to the extent that such SERVICES are included and defined in a particular Task Order. The performance of the construction contract is not STANTEC's responsibility nor are STANTEC's field services rendered for the construction contractor's benefit.

It is understood and agreed by the CLIENT and STANTEC that only work which has been seen during an examination by STANTEC can be said to have been appraised and comments on the balance of any construction work are assumptions only.

When field services are provided by STANTEC, the authority for general administration of the PROJECT shall reside with STANTEC only to the extent defined in this AGREEMENT. In such case, STANTEC shall coordinate the activities of other consultants employed by the CLIENT, only to the extent that STANTEC is empowered to do so by such other consultants' contracts with the CLIENT.

STANTEC shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents nor for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the PROJECT. When field services are provided, no acceptance by STANTEC of the work or services of a construction contractor or other consultants, whether express or implied, shall relieve such construction contractor or other consultants from their responsibilities to the CLIENT for the proper performance of such work or services and further,

STANTEC shall not be responsible to the CLIENT or to the construction contractor or to the other consultants for the means, methods, techniques, sequences, procedures and use of equipment of any nature whatsoever, whether reviewed by STANTEC or not, which are employed by the construction contractor or the other consultants in executing, designing, or administering any phases of the PROJECT, or for placing into operation any plant or equipment or for safety precautions and programs incidental thereto.

When field services are provided, STANTEC will not be designated as the party responsible for the compliance by others on the construction work site with the purposes or requirements of applicable environmental, occupational health and safety, or similar legislation. The CLIENT shall designate a responsible party, other than STANTEC, for the coordination and performance of environmental, occupational health and safety activities on the construction work site as required by applicable legislation and associated regulations. Neither the professional activities of STANTEC, nor the presence of STANTEC or its employees and subconsultants at a construction site, shall relieve the CLIENT, Contractors or any other entity of their obligations, duties and responsibilities with respect to jobsite safety. Subject only to applicable legislation, STANTEC has no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any environmental, health or safety activities or precautions.

**JOBSITE SAFETY:** Neither the professional activities of STANTEC, nor the presence of STANTEC or its employees and subconsultants at a construction site, shall relieve the CLIENT and any other entity of their obligations, duties and responsibilities with respect to job site safety. Subject only to applicable legislation, STANTEC and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

**LIMITATION OF LIABILITY:** The CLIENT releases STANTEC from any liability and agrees to defend, indemnify and hold STANTEC harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the SERVICES, excepting liability arising from the negligence or willful misconduct of STANTEC.

It is further agreed that the total amount of all claims the CLIENT may have against STANTEC under an Individual Task Order or arising from the performance or non-performance of the SERVICES called for by a specific Individual Task Order under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of the fees paid to STANTEC pursuant to that Individual Task Order or \$500,000. No claim may be brought against STANTEC in contract or tort more than two (2) years after the cause of action arose. As the CLIENT's sole and exclusive remedy under this AGREEMENT or any Task Order, any claim, demand or suit shall be directed and/or asserted only against STANTEC and not against any of STANTEC's employees, officers or directors.

STANTEC's liability with respect to any claims arising out of this AGREEMENT or any Task Order shall be absolutely limited to direct damages arising out of the SERVICES and STANTEC shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets,

**INDEMNITY FOR MOLD CLAIMS:** It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, STANTEC knowingly encounters any such substances, STANTEC shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against STANTEC, its subconsultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold STANTEC harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of STANTEC. STANTEC and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance.

**DOCUMENTS:** All documents prepared by STANTEC or on behalf of STANTEC in connection with an Individual Task Order are instruments of service for the execution of the PROJECT. STANTEC retains the property and copyright in these documents, whether the PROJECT is executed or not. Payment to STANTEC of the compensation prescribed in this AGREEMENT shall be a condition precedent to the CLIENT's right to use documentation prepared by STANTEC. These documents may not be used for any other purpose without the prior written agreement of STANTEC. The CLIENT shall have a permanent non-exclusive, royalty-free license to use any concept, product or process which is patentable or capable of trademark, produced by or resulting from the SERVICES rendered by STANTEC in connection with the PROJECT, for the life of the PROJECT. The CLIENT shall not use, infringe upon or appropriate such concepts, products or processes without the express written agreement of STANTEC. In the event STANTEC's documents are subsequently reused or modified in any material respect without the prior consent of STANTEC, the CLIENT agrees to indemnify STANTEC from any claims advanced on account of said reuse or modification.

STANTEC cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). CLIENT shall release, indemnify and hold STANTEC, its officers, employees, consultants and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of



STANTEC, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without STANTEC's written consent.

**PROJECT PROMOTION:** Where the Client has control or influence over construction signage, press releases and/or other promotional information identifying the project ("Project Promotion"), the Client agrees to include STANTEC in such Project Promotion.

**FORCE MAJEURE:** Any default in the performance of this AGREEMENT or any Individual Task Order caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

**GOVERNING LAW:** This AGREEMENT shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the SERVICES are performed.

**DISPUTE RESOLUTION:** If requested in writing by either the CLIENT or STANTEC, the CLIENT and STANTEC shall attempt to resolve any dispute between them arising out of or in connection with this AGREEMENT or an Individual Task Order by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, if mutually agreed, the dispute shall be referred to arbitration pursuant to laws of the jurisdiction in which the majority of the SERVICES are performed or elsewhere by mutual agreement.

**ATTORNEYS FEES:** In the event of a dispute hereunder, the prevailing party is entitled to recover from the other party all costs incurred by the prevailing party in enforcing this AGREEMENT and prosecuting the dispute, including reasonable attorney's and expert's fees, whether incurred through formal legal proceedings or otherwise.

**ASSIGNMENT AND SUCCESSORS:** Neither the CLIENT nor STANTEC shall, without the prior written consent of the other party, assign the benefit or in any way transfer the obligations of this AGREEMENT or any part hereof. This AGREEMENT shall endure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

**PROTECTION OF PRIVACY LAWS:** STANTEC will comply with its statutory obligations respecting the collection, use, disclosure, access to, correction, protection, accuracy, retention and disposition of personal information that may be collected or created under this AGREEMENT. STANTEC will refer any request for access to or correction of personal information that is made under statute to the CLIENT and will comply with any directions from the CLIENT respecting the access request, or respecting correction and annotation of personal information. STANTEC will, at reasonable times and on reasonable notice, allow the CLIENT to enter its premises and inspect any personal information of the CLIENT's that is in the custody of STANTEC or any of STANTEC's policies or practices relevant to the management of personal information subject to this AGREEMENT.

**ENTIRE AGREEMENT:** This AGREEMENT constitutes the sole and entire agreement between the CLIENT and STANTEC relating to the PROJECT and supersedes all prior agreements between them, whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties, whether express or implied, shall form a part hereof. This AGREEMENT may be amended only by written instrument signed by both the CLIENT and STANTEC. All attachments and Task Orders referred to in this AGREEMENT are incorporated herein by this reference; however, in the event of any conflict between attachments, Task Orders and the terms and conditions of this AGREEMENT, the terms and conditions of this AGREEMENT shall take precedence.

**SEVERABILITY:** If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be binding on the CLIENT and STANTEC.

**THE PARTIES EXPRESSLY ACKNOWLEDGE THAT THIS AGREEMENT CONTAINS LIMITATION OF LIABILITY PROVISIONS RESTRICTING RIGHTS FOR THE RECOVERY OF DAMAGES.**



**A Quotation for:** **Quotation Information:**

<b>Contact:</b> Lori Kearney <b>Alternate:</b> Michelle Medcalf <b>Company:</b> Town of Sellersburg <b>Address:</b> 316 E Utica St, Sellersburg, IN 47172	<b>Contact:</b> Shaun Bunch <b>Phone:</b> 502 341-0565 <b>Fax:</b> 866 357-8581 <b>Email:</b> sb716f@att.com
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Line #	Description	Quantity	Install	List Price	Current Price	Discounted Price	Proposed Pricing
Current	Acct# 8122467030272	Centrex	1		\$2,858.76		
Proposed Options		10 x 10 Mb Managed Internet Service w/ 6 Call Paths					\$684.00
		20 x 20 Mb Managed Internet Service w/6 Call Paths					\$820.45
		50 x 50 Mb Managed Internet Service w/6 Call Paths					\$1,021.80

	<b>Total Install</b>	\$0	<b>Existing Monthly</b>	\$2,858.76	<b>Proposed</b>	\$2,461.35
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<b>Notes:</b> The pricing listed would be for each location and includes your voice. Based upon what we discussed I would go with the 20 x 20 Mb service due to making sure you have enough bandwidth for your camera systems. This also still allows you to be under your price point on what you are spending now.	Thank you for the opportunity to present you with this quote.
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**WORD SYSTEMS, INC.**  
LEADERS IN VOICE AND DATA RECORDING SOLUTIONS



<b>Digital Voice Logging System</b>		Date:	10/13/2017
Prepared For: Sellersburg PD			
Prepared By: Janyll Stierwalt 317-501-1192			

Qty	Description	Item #	Unit Price	Extended
1	Nice Recording eXpress Standard Features include: Enhanced Security Features E-mail/SNMP based Alarms Custom Database Fields-CORE API Drivers NTP Support 256-Bit Encryption-Advanced Storage Compression	NIL MD5 Fingerprinting Rules-based Archiving & Backup Network Based Archiving Support Personalized Views & Statistical Reporting Package		

**Nice Inform Essential**

1	Inform Essential Software Package inc. 1 NICE Recording Core Server, MySQL lic and NICE	PS-INFRM-ESNT-SITE-CL	500.0	\$500.00
2	1 Channel Audio Recording license, inc Inform Essential application support (excludes CTD,	PS-INFRM-ESNT-1CH	425.0	\$850.00
1	NICE Inform Essential Reconstruction concurrent user license	PS-INFRM-ESNT-RCON-1CC	1000.0	\$1,000.00
1	Redaction capability within NICE Inform Essential/Lite Reconstruction application, per	PS-INFRM-ESNT-RCON-REDACT-1CC	500.0	\$500.00

**Nice Recording (Capture Boards and Additional Hardware)**

1	Configuration - MySQL license delivery (Required for all new Informs)	RA-PRM-PS-INFRM-MYSQL	\$0.00	\$0.00
1	Analog board package for up to 8 channels (short length PCIe slot required)	RA-PS-NR-ANALOGBT-SHORT	\$1,250.00	\$1,250.00

**Nice Recording Core (Audio Recording Configuration)**

2	Configuration of NICE Recording Channels on Core License	RA-PRM-PS-NR-1CH	\$0.00	\$0.00
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**Nice Software Assurance**

1	Nice Software Assurance First Year (Required)	RA-PS-MAIN-NICE-IND-STD		\$287.00
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**Additional Hardware / Software**

1	HP Z240 Workstation (500GB, WIN 7 Pro; for Inform Essential Workstation-Grade only) (Up to 32 channels of TDM or 100 VoIP channels as Inform Essential logger or as an Inform Client Workstation. Will accept (1) full-length and (1) half-length capture board)	HP-Z240	\$1,799.00	\$1,799.00
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**Accessories**

1	External USB Systems Image Drive (Include one with each server)	WSI-SYSIMAGE	\$125.00	\$125.00
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**Sub-Total** \$6,311.00

**Professional Services**

	Installation and training	INST		\$2,665.00
0	Pre-Paid Four Year Extended Warranty Coverage = Total of Five years warranty	PLUS-4-TSA	\$3,534.00	\$0.00
0	Pre-Paid Three Year Extended Warranty Coverage = Total of Four years warranty	PLUS-3-TSA	\$3,029.00	\$0.00
0	Pre-Paid Two Year Extended Warranty Coverage = Total of Three years warranty	PLUS-2-TSA	\$2,272.00	\$0.00
0	Pre-Paid One Year Extended Warranty Coverage = Total of Two years warranty	PLUS-1-TSA	\$1,262.00	\$0.00

**Order Total** \$8,976.00

**Lease Information**

For Estimated Third Party Lease payments for this proposal see Leasing Options Tab	Initial here if electing lease		\$2,845.32
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**Terms and Conditions**

- A Please see Exhibit A for sample Statement of Work -To be reviewed at Pre-Installation meeting.
- B Please see Exhibit B for Technical Services Agreement.
- C Optional Customer Provided Capture PC/Server Minimum specs on Exhibit C.
- D DELIVERY: Please allow estimated 30-60 days from date of written purchase order (or date of first payment when applicable) for delivery.
- E Warranty on the equipment will start after installation is complete, or 90 days after acknowledgement from customer to order equipment and/or licenses via 50% deposit or special request, whichever is earliest.
- F Custom equipment orders may not be returned. Stock merchandise and accessories may be returned if in the original packaging provided a restocking fee of not less than twenty-five percent (25%) or such greater restocking fee as determined by WSI's supplier is paid by customer.
- G This quote does not include State and Local taxes. Customer to provide tax exempt certificate or taxes will be added to the invoice.
- H Payment terms; 50% with order, 50% upon system installation.
- I This price list together with all of its Exhibit and license terms and conditions from the software manufacturer, which are hereby incorporated by reference, constitutes the entire agreement with respect to its subject matter. No inconsistent or additional terms submitted by Customer in any purchase order or similar document will be binding on WSI.
- J Please mail purchase orders to Word Systems, 9225 Harrison Park Court Indianapolis, IN 46216 or FAX-317-544-2192
- K QUOTATION IS VALID FOR 90 DAYS

Approved By <i>Paul J. [Signature]</i>	PO#	
Title <i>Tommy Couderc PRESIDENT</i>	Date <i>23 Oct 17</i>	

**OUTSOURCING SERVICES AGREEMENT (Revised 10.23.17)**

Thank you for the opportunity to assist Town of Sellersburg (hereinafter, "Client") with your human resource needs. This agreement will explain the terms and conditions of our services and revises the agreement dated June 19, 2017 for HR Outsourcing Services only.

HR Affiliates, LLC ("HR Affiliates") is a full service human resources solutions firm who can:

- Assess your needs.
- Give you flexibility to select the Human Resource services that best fit your company's needs.
- Partner with your organization to handle a full range of transactional, operational, and strategic HR functions.
- Be there each step of the way as your business grows providing ongoing consultations to ensure your needs are met.

**SERVICE TYPE: HR Outsourcing Services (Effective 10.23.17)**

**FEE:** Client shall pay HR Affiliates a fee comprised of an amount equal to \$1875.00 per Month for up to 15 hours of services as described in Attachment "A." Any additional hours above 15 per month or work requested by Client outside of the agreed upon scope of work listed in Attachment "A" will be billed at a rate of \$125.00 per hour plus any travel and administrative expenses. Client shall reimburse HR Affiliates for service such as, but not limited to, background checks, drug screens, where the services of an outside provider are necessary. Client shall reimburse HR Affiliates for services not contemplated by this Agreement which may be required by Client at a rate to be agreed upon, in advance, by both parties.

*CLIENT REMAINS THE RIGHT TO TERMINATE THE AGREEMENT AT ANYTIME WITHOUT PENALTY*  
**PAYMENT SCHEDULE:** HR Affiliates will invoice electronically by email per the billing frequency schedule listed below. Client will complete an ACH form in order to authorize the direct debit of its bank account for all service fees and expenses. HR Affiliates reserves the right, at its option, to discontinue any extension of credit. Client shall remain responsible for the payment of all applicable federal or state sales or use taxes, or related levies, attributable to the services rendered hereunder. For services that include payroll and payroll tax processing and filing, Client authorizes the direct debit of its bank account to pay the approved payroll, commissions, employment taxes, service fees and related expenses due. The direct debit of the Client's bank account will occur prior to each payroll date of Client. Late charges may be assessed on any unpaid balances at the rate of 1.5 % per month (Annual Percentage Rate of 18%) or the maximum legal rate, whichever is higher. In the event HR Affiliates incurs any collection costs to enforce its rights, the Client shall be responsible for such costs including reasonable attorney fees.

**BILLING FREQUENCY:**

Monthly: Invoices will be emailed the last day of the month and due the 1st first of each month. Partial month's service will be prorated. If the first of the month falls on a weekend or holiday, the debit will occur on the next business day.

**REVIEWS:** HR Affiliates will conduct quarterly and annual reviews with Client. These reviews will address HR Affiliates allocation of time, Client satisfaction with contracted services and whether additional services are recommended or requested. Client understands that HR Affiliates has relied upon information provided by Client to determine the amount of time required and fees to perform the services. During the reviews, Client and HR Affiliates agree that if more time was spent than anticipated, revised fees will be discussed.

Client acknowledges receipt and agreement to the HR Affiliates Terms and Conditions as may be amended from time to time. This Agreement and the HR Affiliates Terms and Conditions represent the entire agreements between the parties and supersede any prior understandings or agreements, whether written or oral, between the parties respecting the subject matter herein.

We look forward to providing you with human resource services that help achieve your company goals.

THIS AGREEMENT is duly executed this 23rd day of October, 2017

Town of Sellersburg

HR Affiliates, LLC

Signed By: Paul J. Rhodes  
Print Name: Click here to enter text. Paul J. Rhodes  
Title: Click here to enter text. President  
Address: Click here to enter text. 316 E. Utica St.  
Phone No: Click here to enter text. 812-246-3821x38  
A/P Contact: Click here to enter text. Michelle MedcaIF  
A/P Email: Click here to enter text. mmedcaIF@sellersburg.org

Signed By: Blair Gordon  
Print Name: Blair Gordon  
Title: Managing Member

## ATTACHMENT A

**SCOPE OF WORK:** Provide ongoing HR support outlined in our scope of Outsourcing Services.

### PROJECT DELIVERABLES:

#### **BENEFITS ADMINISTRATION (HEALTH & WELFARE)**

- Provide consulting and guidance on benefits design and renewal process
- Partner with Brokers and Third Party Administrators (TPAs) to oversee benefit implementation and maintenance
- Provide expertise and guidance on benefits compliance:
  - Identify compliance needs
  - Establish action items to meet ERISA, ACA, and other compliance guidelines
  - Work with vendor partners/TPAs as needed for required compliance documents and filings (*Please note we do not provide ERISA, ACA or IRS legal documents or filings*)
- Provide benefit administration:
  - Explain benefit options to new hires
  - Notify employees of eligibility and collect their enrollments; process enrollments with vendors/providers
  - Basic administrative maintenance for online group accounts, i.e. name changes and terminations
  - Basic employee assistance such as reordering insurance cards and answering benefits questions
- Reconcile monthly benefit invoices
- Administer FMLA and similar leave
- Establish COBRA administration procedures with your provider or COBRA administrator
- Submit workers compensation information to carrier and coordinate return to work programs
- Provide basic reports: census, deductions, waiver

#### **EMPLOYEE RELATIONS**

- Provide coaching, counseling, corrective actions and workplace investigations
- Assist in initial response to EEOC claims
- Provide basic unemployment claims management
- Engage and work with your employment attorney when needed

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT A Continued**

**COMPENSATION**

- Consult, review and make recommendations on pay and pay grades/ranges
- Provide market analysis for up to 5 positions per year

**HR COMPLIANCE & TRAINING**

- Annual review of Employee Handbook
- Create, revise, update HR operating policies and procedures
- Provide consulting and guidance for state and federal compliance policies (workplace violence, EEO, sexual harassment, etc.)
- FLSA compliance and recommendations
- Initial audit of required DOL posters and notifications of poster updates
- File EEO-1 report
- Provide HR 101, interviewing/hiring best practices, and annual employee harassment prevention training

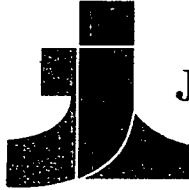
**TALENT MANAGEMENT**

- Applicant Tracking System (ATS) review, consultation and implementation assistance
- Provide recruitment and retention strategies
- Create job descriptions and interview questions
- Job posting recommendations and assist in posting jobs online to client paid or pre-approved job boards
- Implement, develop, and maintain the new hire onboarding process

**PERFORMANCE MANAGEMENT**

- Consult on design and implementation of performance review process, training and coaching on process

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

October 23, 2017

**Shirley Avenue & Prather Lane**

We attended the Community Crossing Grant meeting last week and reviewed the schedule and procedures for utilizing the grant funds. Based on the meeting, we anticipate opening bids at the December Town Council meeting and expect construction to begin in February.

**St. Joe Road East & Allentown Road Paving**

Both of these projects have anticipated bid dates at the December Town Council meeting with expected construction start dates when weather allows in late March or early April.

**W. Utica Street Culvert Replacement**

Bids were opened at the last Town Council Meeting and have been awarded to AllTerrain Paving for \$98,450. Contracts have been signed and the contractor has been issued a notice of award. Construction is expected to begin in approximately 30 days.

**Charlestown Road Water & Sewer Relocations**

Bids were opened at the last Town Council Meeting and have been awarded to RCI for \$135,539.25. We are working with Clark County to confirm right-of-way acquisition for the project before relocation of utilities can begin. A notice to proceed will be issued once the County has identified that right-of-way is in place.

**Hill N' Dale & I-65 Water Line Relocation**

Bids to be opened at the meeting tonight.

**Butler Road**

The property to the south of Butler Road has been sold. JTL is finalizing the agreed upon easement along the adjacent property. The easement plat and description will be finalized and presented to the property owner in the upcoming weeks.

**SR 403 Water Line Relocation**

Amendment to original JTL Work Order to address inspection services during construction of project. This work was included in the overall budget for the INDOT reimbursable project.

1829 E. Spring Street, Suite 201  
New Albany, IN 47150  
812-945-9585  
812-945-6656 Fax

124 Bell Ave  
Clarksville, IN 47129  
812-945-9585  
812-945-6656 Fax

1060 N. Capitol Avenue, Ste E360  
Indianapolis, IN 46204  
317-829-3474  
317-829-3473 Fax

1400 South 1<sup>st</sup> Street  
Louisville, KY 40208  
502-583-5994  
502-583-7321 Fax

*New Albany, IN • Clarksville, IN • Indianapolis, IN • Louisville, KY*  
[www.jtleng.com](http://www.jtleng.com)

JOB NO. 17103

BID OPENING October 23, 2017

JOB TITLE Hill N Dale I-65 Water Line Relocation

JOB SPONSOR Sellersburg Town Council

**BIDDERS**

Allterrain	Clark Nickles	Dan Cristiani Excavating	Dave O'Mara	DPC Construction	Excel Excavating
		349,995. <sup>00</sup>			

Infrastructure Systems	Lawyers Excavation	RCI Contracting	Synder Construction		
204,434. <sup>00</sup>					




**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

DATE: October 23, 2017  
 PROJECT: SR 403 Water Line Relocation  
 OWNER: Town of Sellersburg  
 Original Contract Date: August 8, 2016, Work Order 2016-4  
 Original Contract Amount: \$35,000 Engineering Design, Surveying & Geotechnical Services

This amendment covers the construction administration and inspection services that were performed for the project and included in the original budget submitted to INDOT.

**ENGINEER'S RECOMMENDATION:**

Jacobi, Toombs & Lanz, Inc. would request that the Town approve the budget line item of Construction Engineering/Inspection Services for the amount of \$60,000.

**PROPOSED AMENDMENT TO CONTRACT:**

Original Construction Engineering & Inspection Services Budget:	\$35,000
Proposed increase by this Amendment:	\$60,000
New Contract Sum including this Amendment:	\$95,000

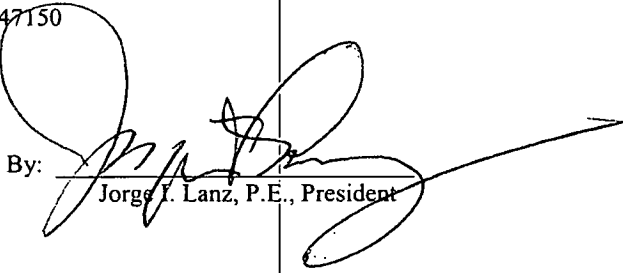
Anticipated Construction Completion Date: 2017

If the proposed amendment is acceptable, please sign below to authorize us to complete this project as identified.

Note: All other provisions of the original work order remain unchanged.

<b>OWNER:</b>	<b>CONSULTANT:</b>
Sellersburg Town Council Sellersburg, Indiana 316 E. Utica St. Sellersburg, Indiana 47172	Jacobi, Toombs, and Lanz, Inc. 1829 E. Spring Street, Suite 201 New Albany, IN 47150 (812) 945-9585

By:   
 Paul Rhodes, President

By:   
 Jorge I. Lanz, P.E., President

Or

By \_\_\_\_\_ Printed Name \_\_\_\_\_  
 Authorized Representative

1829 E. Spring Street, Suite 201  
 New Albany, IN 47150  
 812-945-9585  
 812-945-6656 Fax

124 Bell Ave  
 Clarksville, IN 47129  
 812-945-9585  
 812-945-6656 Fax

1060 N. Capitol Avenue, Ste E360  
 Indianapolis, IN 46204  
 317-829-3474  
 317-829-3473 Fax

1400 South 1<sup>st</sup> Street  
 Louisville, KY 40208  
 502-583-5994  
 502-583-7321 Fax





Town of Sellersburg  
Town Council Special Meeting  
(These minutes are not intended to be verbatim)

**DATE:** OCTOBER 30, 2017

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 4:32 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Chief Deputy Clerk Treasurer Robin M. Jones.

**NEW BUSINESS:**

1. Open Bids: Side Loader Truck: Assistant Public Works Director Lori Kearney opens bids:  
Best Equipment (without auger): \$283,439.00  
Kentuckiana Premier Truck Center:  
    #1 \$273,100.00 (without auger)  
    #2 \$285,624.00 (with auger)

Town Council Attorney Jacob Elder asks Assistant Public Works Director Lori Kearney if it was bid with an auger and she advised that it was not.

Municipal Equipment:

- #1 \$286,630.00 (without auger)
- #2 \$269,900.00 (2018 Peterbilt)
- #3 \$261,000.00 (with auger 2017 Mac demo)


Truck Components SVS: \$258,341.68 (2018 Freightliner without auger)

Motion to take bids under advisement until the November meeting with exception of those that bid with augers, they won't be accepted.

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**ADJOURN:**


Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 4:58 p.m.


  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments: Agenda

**TOWN OF SELLERSBURG  
SPECIAL TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
October 30 at 4:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS**

**ORDINANCES AND RESOLUTIONS: None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

1. Open Bids: Side Loader Truck

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS: None**

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN**

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** OCTOBER 30, 2017

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.


**ROLL CALL:** President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Chief Deputy Clerk Treasurer Robin M. Jones.

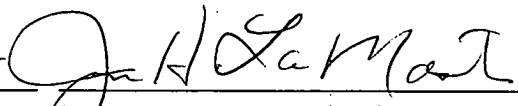
**TOPIC OF DISCUSSION:**

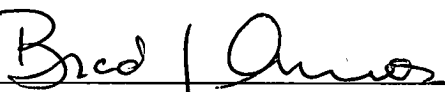
Pursuant to I.C. 5-14-1.5-6.1(b) (6) (A), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss certain financial negotiations.


**ADJOURN:**


Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 5:35 p.m.

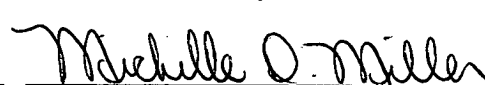
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Minutes for November 27, 2017**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

Meeting called to order at 6:00 p.m. by President Paul J. Rhodes

**Present:** President Paul J. Rhodes, Vice President Brad J. Amos, Second Vice President Martina P. Webster, Member James H. LaMaster, Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Deloris Snider, St. John Paul III

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO ADOPT THE AGENDA AS PRESENTED:**

Motion: Webster      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

October 23, 2107, October 30, 2017 Special Meeting, October 30, 2017 Executive Session, November 2, 2017 Workshop, November 13, 2017 Workshop:

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Amos      Second: Webster      Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

1. **2017-OR-027**, 2<sup>nd</sup> Reading, Ordinance Approving the 2018 Salary Ordinance:  
Motion: Webster Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.
2. **2017-OR-028**, 1<sup>st</sup> Reading, Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees:  
Motion: Webster Second: Amos      Vote: 5-aye, 0-nay, motion approved.  
Webster makes a motion to amend 2017-OR-028 to remove hired prior to January 1, 2018 in section 1(a) and (b):  
Motion: Webster Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.  
Amos makes a motion to amend 2017-OR-028 to change section 3 from 30 years to 20 years for Police Officers and 30 years for Civilian Employees:  
Motion: Amos      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.  
Webster makes a motion to amend 2017-OR-028 section 2 to add "based on original hire date" at the end of the last sentence:  
Motion: Webster Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**Town of Sellersburg**  
**Town Council Meeting**  
**November 27, 2017**

3. **2017-OR-033**, 1<sup>ST</sup> Reading, Establishing Certain Job Descriptions:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-033**, 2<sup>nd</sup> Reading, Establishing Certain Job Descriptions:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

**Public Hearing Regarding Proposed Subdivision Ordinance:**

Webster makes a motion to recess the regular meeting and open the Public Hearing:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

Webster makes a motion to reconvene the regular meeting:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

4. **2017-OR-029** Ordinance Repealing and Replacing the Subdivision Ordinance of the Town of Sellersburg, Indiana:  
1<sup>st</sup> Reading: Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.
5. **2017-OR-031** Ordinance rescinding Ordinance 2006-011 and Establishing Initial Monies for Billing Clerk Drawers:  
1<sup>st</sup> Reading: Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
6. **2017-OR-032** Ordinance Accepting Dedication of a certain Roadway and Easements within the Sellersburg Industrial Park:  
Motion: LaMaster Second: Webster  
Motion to table 2017-OR-032 until the December 18<sup>th</sup> meeting:  
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.
7. 2017-R-005 A Resolution Approving Statement of Benefits for Real Property and Granting of a Tax Abatement:  
Motion: Amos Second: LaMaster Vote: 4-aye, 1-nay, by Webster, motion approved.

**UNFINISHED BUSINESS:**

1. Garbage Truck Bids:  
Motion to reject all bids and to re-bid with one bid per packet or bid will be rejected:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
2. Ordinance Violations Bureau-Town Attorney Elder advises to table until January.
3. Uniform Contract (UniFirst):  
Motion: LaMaster Second: Webster Vote: 5-aye, 0-nay, motion approved.
4. Phosphorus Building Status Update: No update at this time
5. BMS Health Reimbursement Arrangement Contract Renewal:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
6. 2017 Community Crossings Grant Agreement was presented for President Rhodes signature.

**Town of Sellersburg**  
**Town Council Meeting**  
**November 27, 2017**

**NEW BUSINESS:**

1. Grass Cutting Lien, 306 Villa Drive, Sellersburg:  
Building Commissioner Greg Dietz advises that the property was sold at a Sheriff's Sale prior to the lien being certified and requests the Council remove the \$431.51 lien:  
Motion to remove lien: LaMaster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.
2. Curry & Associates Professional Services Contract:  
Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.
3. Town Attorney Contract (no change):  
Motion: Amos      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.
4. Town Signage: Amos makes a motion to use \$2,500 of LIT Special Distribution to install Welcome to Sellersburg signs at 311/Cemetery, 311/403 split and 311/Lock up storage.  
Motion: Amos      Second: Conlin      Vote: 2-aye, Amos and Conlin, 3-nay, Webster, LaMaster and Rhodes, motion not approved.  
Chief Whelan advises that he and Assistant Chief Matt Adams will buy the signs personally and Amos amends his original motion to use \$1500 LIT Special money for the signage:  
Motion: Amos      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.
5. Property Purchase, 413 Oak Street:  
Amos makes a motion to use \$50,000 of the LIT Special Distribution and \$21,063 from CEDIT to purchase the property for Parks and Recreation  
Motion: Amos      Second: Conlin  
Roll Call Vote: Rhodes no, Amos yes, Conlin yes, LaMaster no, Webster no, motion fails.
6. Employee Handbook: Webster advises that Amy with HR Affiliates will email the handbook next week.

**GENERAL COMMENTS FROM THE PUBLIC:**

Vince Thacker, 4109 Silver Glade Trail compliments Lori Kearney, Assistant Public Works Director, on getting the trash picked up.

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman (Jacobi, Toombs, & Lanz):**

**Shirley Avenue/Prather Lane:**

The first public advertisement for bidding is on November 28<sup>th</sup> with bids to be received and opened at the next Town Council Meeting on December 18<sup>th</sup>.

**St. Joe Rd E and Allentown Rd. Paving:**

Allterrain Paving was awarded the contract for \$98,450. The contractor has the material ready to begin construction. Contractor is waiting on the gas company to relocate a portion of gas main that is beneath the culvert. The gas company has identified a late December relocation at the earliest. Culvert construction to be concurrently with utility relocation and will close W. Utica Street for approximately 7-10 days. Request Council approval of Work Order 2017-1 to provide construction observation services for this project as well as Hill-n-Dale with one on-site representative:

Work Order 2017-1 approval: Motion: Amos      Second: Webster      Vote: 5-aye, 0-nay, motion approved.

**Town of Sellersburg**  
**Town Council Meeting**  
**November 27, 2017**

Josh Hillman (Jacobi, Toombs, & Lanz) continued:

**Charlestown Road Water and Sewer Relocations:**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project.

**Hill-n-Dale & I-65 Water Line Relocation:**

Infrastructure Solutions was awarded the contract. A pre-construction meeting was held with the contractor. The contractor is ready to begin work immediately following regulatory approval. Construction should begin shortly.

Request Council approval of Authorization for Temporary Entry Upon Private Property for Maple Manor:

Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

**Butler Road:**

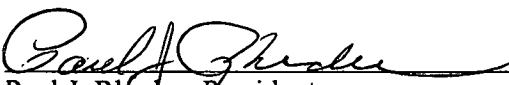
The easement plat and description have been prepared and presented to the property owner for review.

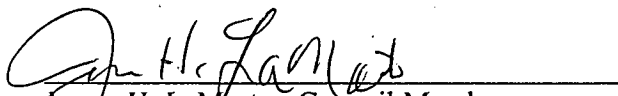
**J. Greg Dietz, Building Commission:** Gives monthly report.


**Jacob "Jake" Elder, Town Attorney:**

Mr. Elder advises the Council that they will need to vote on 2018 meeting schedule at the December 18<sup>th</sup> meeting.

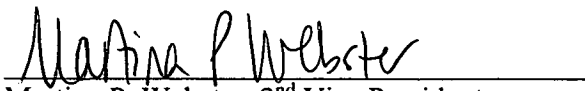
**ADJOURN:** Motion: Webster Second: LaMaster Time: 8:50 p.m.

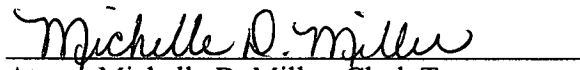
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment: Agenda

Note: All approved contracts can be located in Gateway using the following link:  
<https://gateway.ifionline.org/public/contract-search/>

Approved Minutes, Ordinances and Resolutions are located on the Clerk Treasurer's Website at  
[www.sellersburgclerk.com](http://www.sellersburgclerk.com)

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
November 27, 2017 at 6:00 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:** Father Tom Clegg

**PLEDGE OF ALLEGIENCE:** All Present

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

October 23, 2017 Town Council Meeting  
October 30, 2017 Special Meeting  
October 30, 2017 Executive Session  
November 2, 2017 Town Council Workshop  
November 13, 2017 Town Council Workshop

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. 2<sup>ND</sup> Reading of Ordinance 2017-OR-027 – 2018 Salary Ordinance
2. 1<sup>ST</sup> Reading of Ordinance 2017-OR-028 – Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees
3. 2017-OR-033 – Job Descriptions Ordinance

**Public Hearing Regarding Proposed Subdivision Ordinance**

4. 1<sup>ST</sup> Reading of Ordinance 2017-OR-029 – Ordinance Repealing and Replacing the Subdivision Ordinance of Town of Sellersburg, Indiana
5. 1<sup>ST</sup> Reading of Ordinance 2017-OR-031 – An Ordinance Rescinding Ordinance 2006-011 and Establishing Initial Monies for Billing Clerk Drawers
6. 1<sup>ST</sup> Reading of Ordinance 2017-OR-32 – An Ordinance Accepting Dedication of 50' ROW Sellersburg Industrial Park
7. Resolution 2017-R-005 – A Resolution Approving Statement of Benefits for Real Property and Granting of a Tax Abatement

**UNFINISHED BUSINESS:**

1. Garbage Truck Bids
2. Ordinance Violations Bureau / Ordinance Violations Board
3. Uniform Contract (Assistant Public Works Director, Lori Kearney)
4. Phosphorus Building Status Update (Assistant Public Works Director, Lori Kearney)
5. BMS Health Reimbursement Arrangements (HRA) Renewal (Councilwoman, Martina Webster)
6. 2017 Community Crossings Contract (Josh Hillman of Jacobi, Toombs, & Lanz | Will be Presented During Staff Reports)



**NEW BUSINESS:**

1. Grass Cutting Lien 306 Villa Drive Sellersburg, IN – (J. Greg Dietz)
2. Curry & Associates, Inc. Professional Services Contract (Assistant Public Works Director, Lori Kearney)
3. Town Attorney Contract
4. Town Signage – Welcome to Sellersburg, SCHS Cheerleaders State Title (Town Council Vice-President, Brad Amos)
5. Property Purchase – 413 Oak Street (Town Council Vice-President, Brad Amos)
6. Employee Handbook (Councilwoman Martina Webster)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Lori Kearney, Assistant Public Works Director  
J. Greg Dietz, Building Commission  
William R. Whelan, Chief of Police  
Jacob “Jake” Elder, Town Attorney

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Minutes for December 18, 2017**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

Meeting called to order at 6:00 p.m. by President Paul J. Rhodes

**Present:** President Paul J. Rhodes, Vice President Brad J. Amos, Second Vice President Martina P. Webster, Member James H. LaMaster, Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** Miriam Flowe, Restoration Christian Church      **PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Remove #1 under new business, Spectrum Meyer Manor Easement Requests

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**MOTION TO ADOPT THE AGENDA AS AMENDED:**

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

November 27, 2017 Town Council Meeting

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: LaMaster      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.

**Shirley Avenue/Prather Lane/Open Bids (Josh Hillman, Jacobi, Toombs & Lanz):**

Allterrain \$610,577.83, Clark Nickles \$638,078.00, Dan Cristiani \$659,465.00, Dave O'Mara \$750,787.00, Excel Excavating \$605,962.00, Flynn Brothers \$683,038.00, Infrastructure Systems \$676,543.00, Kings Trucking \$736,823.00, Lawyer Excavation \$766,059.82, Louisville Paving \$860,000.00, Temple and Temple \$649,213.75.

Motion to table until the first meeting in January:

Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.

**Allentown Paving/Open Bids (Josh Hillman, Jacobi, Toombs & Lanz):**

Louisville Paving \$140,581.80, Temple and Temple \$136,776.00, E&B Paving \$119,750.00, Wingham Paving \$123,081.20, Dave O'Mara \$138,209.00, All Star Paving Inc. \$138,395.09, Mac Construction \$151,352.64, Allterrain Paving \$128,800.00.

Motion to table until the first meeting in January.

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**Town of Sellersburg**  
**Town Council Meeting**  
**December 18, 2017**

**ORDINANCES AND RESOLUTIONS:**

1. **2017-OR-028**, 2nd Reading, Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees:  
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
2. **2017-OR-032**, 1<sup>ST</sup> Reading, Accepting Dedication of 50' ROW Sellersburg Industrial Park:  
Motion: Amos Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-032**, 2nd Reading, Accepting Dedication of 50' ROW Sellersburg Industrial Park:  
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
3. **2017-OR-034**, 1<sup>ST</sup> Reading, Repealing and Replacing the Employee Handbook:  
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-034**, 2nd Reading, Repealing and Replacing the Employee Handbook:  
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.
4. **2017-OR-035**, 1<sup>ST</sup> Reading, Transfer of Funds:  
Motion: Amos Second: Webster Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-035**, 2nd Reading, Transfer of Funds:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
5. **2017-OR-036**, 1<sup>ST</sup> Reading, Establishing a Personal Protective Equipment Policy:  
Motion: Amos Second: Webster Vote: 5-aye, 0-nay, motion approved.  
Amendment #1: Change the amount in section 1 from \$100.00 to \$150.00:  
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.  
Amendment #2: Add "as part of their assigned jobs" at the end of section 7:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
Amendment #3: Add "(unless the coveralls are in disrepair and no longer providing protection from water, sewage, etc.)":  
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.  
Amendment #4: Add "(unless the Safety Cold Weather Jackets are in disrepair and no longer providing protection from water, sewage, etc.)":  
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-036**, 2nd Reading, Establishing a Personal Protective Equipment Policy with amendments:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
6. **2017-OR-037**, 1<sup>ST</sup> Reading, Repealing Previously Adopted Uniform Policy:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-037**, 2nd Reading, Repealing Previously Adopted Uniform Policy:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
7. **2017-OR-038**, 1<sup>ST</sup> Reading, Amending 2017 & 2018 Salary Ordinances:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
**2017-OR-038**, 2nd Reading, Amending 2017 & 2018 Salary Ordinances:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
Appointments:  
Police Commission Secretary, Patty Clapp, 2017 & 2018  
Redevelopment Commission, Greg Dietz, January – May 2017  
Redevelopment Commission, Michelle Medcalf, June – December 2017

**Town of Sellersburg**  
**Town Council Meeting**  
**December 18, 2017**

Appointments (continued):

Redevelopment Commission, Michelle Medcalf, 2018

Board of Zoning Appeals, Michelle Medcalf, June – December 2017

Planning Commission, Michelle Medcalf, June – December 2017

Motion to approve ratification of appointments:

Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. AT&T Project: Centrex to Fiber Lines (Shaun Bunch):  
Motion to approve \$1,529.94 per month:  
Motion: Amos Second: LaMaster Amos withdraws motion.  
Motion to approve \$2,135.28 per month for 36 months upon Town Attorney Review:  
Motion: Amos Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
2. Garbage Truck Bids (Assistant Public Works Director, Lori Kearney): no action taken
3. Phosphorus Building Status Update: no action taken
4. Paradise Avenue Project (Assistant Public Works Director, Lori Kearney): Lori will get quotes on getting the forced main relocated.

**NEW BUSINESS:**

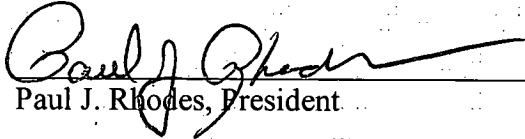
1. Spectrum, Meyer Manor Easement Requests (Amy William of Spectrum): - Removed from agenda.
2. Uniform Conflict of Interest Disclosure for Thomas Harris was presented for approval:  
Motion: Amos Second: Conlin Vote: 5-aye, 0-nay, motion approved.
3. Re-appointment of current Redevelopment Commission Members:  
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
4. 2018 Town Council Meeting Schedule: 2018 Town Council Meetings will be the second and fourth Monday's at 5:30 p.m.  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
5. Director of Public Works Decision: Motion to hire Tim Parmenter:  
Motion: Conlin Second: Webster Vote: 4-aye, 0-nay, 1-abstain by LaMaster, motion approved.  
Motion to offer Tim Parmenter a salary of \$80,000.00 and a relocation payment of \$5,000 with a start date as soon as negotiated:  
Motion: Amos Second: Webster Vote: 4-aye, 0-nay, 1-abstain by LaMaster, motion approved.
6. Assistant Public Works Director Salary Adjustment (Councilwoman Martina Webster): Motion to pay Assistant Public Works Director, Lori Kearney, Director pay until hire date of new director:  
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.  
Motion to back date Assistant Public Works Director, Lori Kearney, pay to September 5, 2017.  
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
7. Job Descriptions (Councilwoman, Martina Webster):  
Approval of Job Description for Executive Secretary:  
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.  
Approval of Job Description for Billing Clerk and Billing Coordinator:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
Approval of Job Description for Assistant Director of Public Works:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.

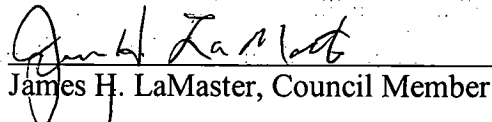
**Town of Sellersburg**  
**Town Council Meeting**  
**December 18, 2017**

**COMMENTS FROM COUNCIL MEMBERSHIP:**

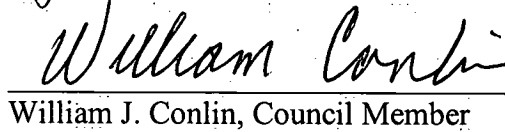
Brad J. Amos shows signs Chief and Assistant Chief Purchased.

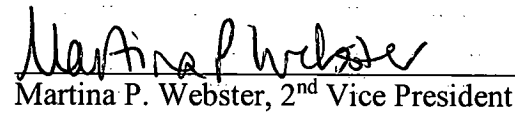
**ADJOURN:** Motion: Webster Second: Amos Time: 8:18 p.m.

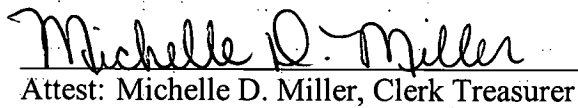
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments: Agenda  
Billing Clerk Job Description  
Billing Coordinator Job Description  
Assistant Director of Public Works Job Description  
Executive Secretary Job Description

Note: All approved contracts can be located in Gateway using the following link:  
<https://gateway.ifionline.org/public/contract-search/>

Approved Minutes, Ordinances and Resolutions are located on the Clerk Treasurer's Website at  
[www.sellersburgclerk.com](http://www.sellersburgclerk.com)

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**DRAFT Agenda for  
December 18, 2017 at 6:00 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**APPROVAL OF MINUTES:**

Approval of minutes of the November 27, 2017 Regular Town Council Meeting as submitted by the Clerk-Treasurer.

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**Shirley Avenue/Prather Lane | Open Bids (Josh Hillman, Jacobi, Toombs, & Lanz)**

**Allentown Paying | Open Bids (Josh Hillman, Jacobi, Toombs, & Lanz)**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. 2<sup>nd</sup> Reading of Ordinance 2017-OR-028 – Ordinance Amending the Town of Sellersburg's Policy Regarding Longevity for Town Employees
2. 1<sup>st</sup> Reading of Ordinance 2017-OR-032 – An Ordinance Accepting Dedication of 50' ROW Sellersburg Industrial Park
3. 1<sup>st</sup> Reading of Ordinance 2017-OR-034 – An Ordinance Repealing and Replacing the Employee Handbook for the Town of Sellersburg, Indiana
4. 1<sup>st</sup> Reading of Ordinance 2017-OR-035 – An Ordinance Transferring Certain Funds
5. 1<sup>st</sup> Reading of Ordinance 2017-OR-036 – An Ordinance Establishing a Personal Protective Equipment (PPE) Policy
6. 1<sup>st</sup> Reading of Ordinance 2017-OR-037 – An Ordinance Repealing Previously Adopted Uniform Policy
7. 1<sup>st</sup> Reading of Ordinance 2017-OR-038 – An Ordinance Amending the 2017 & 2018 Salary Ordinances to Include a Secretary Position for Certain Town Boards

**UNFINISHED BUSINESS:**

1. AT&T Project: Centrex to Fiber Lines (Derrick Jeffries & Shaun Bunch, AT&T)
2. Garbage Truck Bids (Assistant Public Works Director, Lori Kearney)
3. Phosphorous Building Update (Assistant Public Works Director, Lori Kearney)
4. Paradise Avenue Project (Assistant Public Works Director, Lori Kearney)

**NEW BUSINESS:**

1. Spectrum Meyer Manor Easement Requests (Amy Williams of Spectrum)
2. Uniform Conflict of Interest Disclosure | Thomas Harris (Town Council Vice-President, Brad Amos)
3. Appointment of Redevelopment Commission Members (Town Council President, Paul Rhodes)
4. 2018 Town Council Schedule Meeting (Town Council President, Paul Rhodes)
5. Director of Public Works Decision (Town Council President, Paul Rhodes)
6. Assistant Public Works Director Salary Adjustment (Councilwoman, Martina Webster)

7. Job Descriptions (Councilwoman, Martina Webster)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman, Jacobi, Toombs, & Lanz  
J. Greg Dietz, Building Commission  
William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2  
William Conlin, District 4  
Brad J. Amos, District 3  
Martina Webster, District 1  
Paul J. Rhodes, At-Large  
Michelle Miller, Clerk-Treasurer

**ADJOURN:**



**JOB TITLE:** Billing Clerk  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Assistant Director of Public Works

---

## **I. POSITION SUMMARY**

The Billing Clerk conducts multiple utility billing processes and provides administrative support to the Public Works Office.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Ability to effectively communicate in person, by phone and in writing;
- Ability to maintain a high level of confidentiality;
- Ability to maintain and file data and completed reports;
- Ability to diplomatically interact with the public and address their concerns/questions;
- Ability to think logically and problem-solve in order to analyze situations, troubleshoot, and make sound decisions;
- Ability to handle multiple tasks simultaneously and meet deadlines;
- Ability to build and maintain positive work relationships with management, staff members and external contacts.
- Basic knowledge of math and accounting.

### **Essential Duties and Responsibilities**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establishes new accounts, processes changes in service, and calculates approved receipting for sewer/water per State Board of Accounts (SBOA) rules.
- Receives and processes payments for utility services, post payments to proper accounts, balances cash receipts, prepares bank deposits and delivers daily receipts to the bank and Clerk Treasurer's office, maintains balance of the individual cash drawers.
- Utilizes billing software to assist the Billing Coordinator with monthly utility billing and delinquent notices.

*Billing Clerk/JD*

*Revised 10.2017*





- Compiles information for billing summaries, accounts receivable, and other collection reports;
- Maintains a high level of customer service and professionalism at all times;
- Prepare, process and close work orders for all departments
- Responds to customer inquiries and resolves problems related to billing, meter reading and repair, and utility disconnects;
- Printing and entering route books for manually read meters. Process exceptions reports. Ensure large meter readings are entered for manual read accounts;
- Assist in the processing of readings from Silver Creek Water, Rural Membership Water and Sunflower Valley Water;
- Manages the switchboard and answers incoming phone calls, properly route calls for other departments, processes incoming mail and route to proper departments;
- Import and update credit card payments, assists with ACH/JP Morgan payment processing;
- Process all adjustments and provide information to the Billing Coordinator or the Assistant Director of Public Works to complete;
- Load/download radio reads from laptop and read radio read meters as needed;
- Assist with property owner letters;
- Review and process disconnect list;
- Process late charges;
- Provides general administrative support for the billing office;
- Orders office supplies;
- Assists with annual reporting and financial accounting reports;
- Other duties as assigned.

### III. COMPETENCIES

**To perform the job successfully, an individual should demonstrate the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

*Billing Clerk/JD*

*Revised 10.2017*



- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

#### **Education/Experience:**

High school diploma or GED is required. Associates degree or Bachelor's Degree in Business Administration, Accounting or a related field is desired. One to two years' experience involving billing and accounts receivables and customer service.

#### **Language Ability:**

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

#### **Math Ability:**

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

#### **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to

*Billing Clerk/JD*

*Revised 10.2017*



successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to operate office equipment, including computers, copiers, fax machines and phones.

*Billing Clerk/JD*

*Revised 10.2017*



**JOB TITLE:** Billing Coordinator  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Assistant Director of Public Works

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## **I. POSITION SUMMARY**

The Billing Coordinator performs operations for the Department of Public Works Billing Office. Core responsibilities include billing, processing payments, preparing deposits, administering liens, and handling escalated customer problems/complaints.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Ability to effectively communicate in person, by phone and in writing;
- Ability to maintain a high level of confidentiality;
- Ability to maintain and file data and completed reports;
- Ability to diplomatically interact with the public and address their concerns/questions;
- Ability to think logically and problem-solve in order to analyze situations, troubleshoot, and make sound decisions;
- Ability to handle multiple tasks simultaneously and meet deadlines;
- Ability to build and maintain positive work relationships with management, staff members and external contacts.
- Ability to successfully train Billing Clerks.

### **Essential Duties and Responsibilities**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reviews Billing department purchase orders, verifies invoiced purchase and services;
- Provides direction, advice and expertise when handling customer requests; resolved unusual or complex problems with customer accounts;
- Responds to customer inquiries and resolves problems related to billing, meter reading and repair and utility disconnects;
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies

*Billing Coordinator/JD*

*Revised 10.2017*



and procedures; recommends or initiates actions necessary to correct deviations or violations;

- Prepares monthly schedules of billing activities, data entry, bill generation and mailing, billing due dates, and final reports;
- Notifies customer of payments returned for insufficient funds;
- Oversees and assists in the preparation and mailing of monthly bills; oversees the calculation of final bills, adjusting them for meter deposits, overpayments and other special issues before mailing them;
- Manages delinquent accounts, evaluates accounts for disconnect, and implements procedures for disconnecting and restoring service; maintains delinquent accounts and releases liens upon payments of balance;
- Prepares and maintains a log of work orders for scheduled service, including new service, disconnections, transfers, adjustments, meter rechecks, installations, repairs and replacements;
- Creates, manages and verifies vouchers for the billing office and the public works department;
- Performs the duties of the Billing Clerk as needed;
- Other duties as assigned.

### III. COMPETENCIES

**To perform the job successfully, an individual should demonstrate the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work

*Billing Coordinator/JD*

*Revised 10.2017*



- responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
  - ✓ Initiative - Asks for and offers help when needed.
  - ✓ Judgment - Exhibits sound and accurate judgment.
  - ✓ Planning/Organizing - Uses time efficiently.
  - ✓ Professionalism - Approaches others in a tactful manner.
  - ✓ Quantity - Completes work in timely manner.
  - ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

High school diploma or GED is required with three (3) to five (5) years of experience involving billing and accounts receivable, customer service and person computer operations is preferred. Associates or bachelor's degree in business administration or accounting is desirable.

**Language Ability:**

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

**Math Ability:**

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to perform focused work with close attention to detail with strong sensory skills, such as good eyesight, hearing and dexterity

*Billing Coordinator/JD*

*Revised 10.2017*



- ✓ Ability to push, pull and move up to twenty-five (25) pounds;
- ✓ Ability to operate office equipment, including computers, copiers, fax machines and phones.

DRAFT

*Billing Coordinator/JD*

*Revised 10.2017*



**JOB TITLE:** Assistant Director of Public Works

**DEPARTMENT:** Public Works

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Public Works

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## **I. POSITION SUMMARY**

The Assistant Director of Public Works under the supervision of the Director of Public Works directs, manages, supervises and coordinates assigned programs and activities within the Public Works department including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions; coordinates assigned activities with other divisions and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Knowledge of operational characteristics, services and activities of a public works programs including engineering, traffic, waterworks engineering, sanitation engineering, waterworks, sanitation, maintenance and source control functions.
- Knowledge of principles and practices of utility operations, program development and administration.
- Ability to oversee, direct and coordinate the work of the water/wastewater, streets and sanitation and billing office staff as well as select, supervise, train and evaluate staff.
- Ability to participate in the development and administration of department goals, objectives and procedures;
- Ability to analyze problems, identify alternative solutions and implement recommendations in support of goals;

### **Essential Duties and Responsibilities**

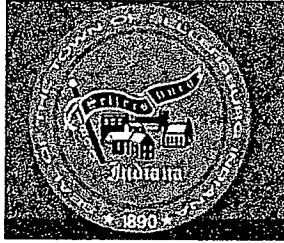
To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs manual and non-manual tasks relating to street, sanitation, and water/wastewater functions;

*Assistant Director of Public Works/JD*

*Revised 10.2017*





- Ability to plan, organize and direct the work of public works and related personnel and meet deadlines;
- Oversee daily operations of the wastewater treatment plant, the collection system and employees;
- Ensure that all lab testing is completed as needed and with accuracy;
- Maintain compliance with the EPA and IDEM National Pollution Discharge Elimination System Permit;
- Renews the NPDES permit in a timely manner and meet with the IDEM Inspector as needed/requested;
- Perform testing and submit reports timely as required by IDEM and the EPA;
- Ensure that preventative wastewater maintenance and unscheduled maintenance are performed in a timely manner;
- Maintain and update Director of Public Works and the Town Council with up to date knowledge of state and federal legislation that would impact roadways;
- Ensure that emergency problem calls and locates and inspections are handled in a respectful and timely manner;
- Works with the Director of Public Works to maintain a safety program for team members;
- Works with the Director of Public Works to create and oversee the Public Works budget;
- Knowledge of town road inventory and maintenance/update of this inventory;
- Knowledge of state, federal and local rules and regulations governing waste, water and roadways;
- Must possess a valid driver's license;
- Frequent local travel is required;
- Must be available outside of normal business hours to respond to town needs;
- All other duties as may be delegated by the Town Council.

### III. COMPETENCIES

**To perform the job successfully, an individual should demonstrate the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.

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- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment - Exhibits sound and accurate judgment.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

High school diploma or GED is required with three (3) to five (5) years of experience relating to construction, maintenance and/or repair. A CDL license is required.

**Language Ability:**

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

**Math Ability:**

This position requires the employee to perform basic mathematical calculations, measurements, and elevations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- ✓ Ability to work both indoors and outdoors with exposure to hot, cold and inclement weather conditions;
- ✓ Ability to perform focused work with close attention to detail, using strong sensory skills such as good eyesight, hearing and manual dexterity;
- ✓ Ability to push, pull and move up to fifty (50) pounds;
- ✓ This position may include exposure to high hazard areas i.e. high voltage, to high levels of noise and to hazardous fumes, odors, dirt and dust.

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*Revised 10.2017*



**2018**

**JOB TITLE:** Executive Secretary

**DEPARTMENT:** Town Council

**FLSA STATUS:** Exempt

**REPORTS TO:** Town Council

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## **I. POSITION SUMMARY**

The Executive Secretary is responsible for general departmental management of the Sellersburg Town Council. The Executive Secretary must exercise good judgement to ensure compliance with the laws, regulations, policies and possess the ability to work with minimal supervision. Primary emphasis is placed upon relieving the Sellersburg Town Council of administrative duties.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Ability to work independently and organize complex clerical tasks;
- Ability to remain calm in stressful circumstances and work with frequent interruptions;
- Ability to maintain a high level of confidentiality;
- Perform clerical and administrative tasks quickly and accurately;
- Ability to be flexible and adaptable in a variety of situations;
- Knowledge and ability of record keeping methods, keyboarding and preparation of correspondence;
- Knowledge of alphanumeric filing systems, inventory control methods and methods commonly used in the training for acquiring clerical skills;
- Ability to work harmoniously with all employees, vendors and town citizens.
- Ability to maintain a non-partisan, unbiased position on town issues;
- Ability to maintain efficient office procedures and a system for keeping track of requested actions and reports.

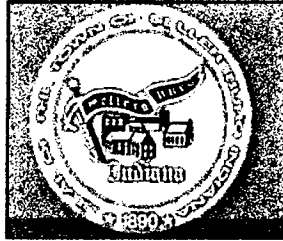
### **Essential Duties and Responsibilities**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives guidance from members of the Town Council and the Director of Public Works while demonstrating considerable tact, discretion and judgment;

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- Relieves the Town Council of administrative duties by preparing correspondence, researches, compiles and summarizes data into various reports;
- Makes frequent decisions in accordance with delegated responsibilities from the Town Council;
- Performs experience level secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums via the computer;
- Makes photocopies, faxes, files, distributes mail, updates and maintains the town website and calendar;
- Answers telephone communications and records messages;
- Maintains the Town Council and Town Board files, including minutes and appointment records;
- Publishes meeting notices and special meeting notices as required by law;
- Prepares materials for workshops, conferences and meetings;
- Transcribes meeting agendas and meeting minutes for various boards as directed;
- Proofreads and edits town publications;
- Maintains record of the town inventory and other organizational systems;
- Learn and maintain knowledge of town ordinances;
- Other duties as assigned.

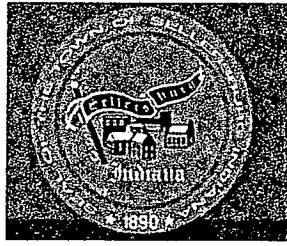
### III. COMPETENCIES

**To perform the job successfully, an individual should demonstrate the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work

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- responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
  - ✓ Initiative - Asks for and offers help when needed.
  - ✓ Judgment – Exercises independent action and judgment and action.
  - ✓ Planning/Organizing - Uses time efficiently.
  - ✓ Professionalism - Approaches others in a tactful manner.
  - ✓ Quantity - Completes work in timely manner.
  - ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

High school diploma or GED is required. Five years of responsible secretarial experience involving assisting executive management or a high-level official with administrative duties such as typing, filing, calendar coordination, public relations and project coordination tasks. Public sector experience is highly desired.

**Required Licenses and Certificates:**

Must possess or obtain Notary of the Public. This may be obtained in a reasonable timeframe after employment begins.

**Language Ability:**

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

**Math Ability:**

This position requires the employee to perform basic mathematical calculations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;
- Executive Secretary/JD*



- ✓ Ability to operate office equipment, including computers, copiers, fax machines and phones.
- ✓ Ability to occasionally bend and kneel.
- ✓ Ability to lift up to thirty-five (35) pounds.

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