

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Minutes for January 8, 2018**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

Meeting called to order at 5:30 p.m. by President Paul J. Rhodes

**Present:** Vice President Brad J. Amos, Second Vice President Martina P. Webster, Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**Absent:** President Paul J. Rhodes and Member William J. Conlin.

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

To remove under unfinished business for Lori Kearney #4 and #5 and table until the next meeting and under new business add appointments:

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

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

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

**BRENDA MAYMON-JENSEN SIGN PRESENTATION :**

Vice President Brad J. Amos presents signs that will be installed at the Town entrances and acknowledges the achievements of Para-Olympian Brenda Maymon-Jensen.

**UNFINISHED BUSINESS:**

1. Public Works Director Compensation Plan (Martina P. Webster)  
Motion to add twenty days of PTO time to the newly hired Public Works Director:  
Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.
2. Shirley Avenue/Prather Lane, Bid Decision (Josh Hillman, Jacob, Toombs & Lanz)  
Excel Excavating was the low bidder and there will be a public meeting on these projects on Wednesday, January 17, 2018 at 6:00 p.m.
3. Allentown Paving and St. Joe, Bid Decision (Josh Hillman, Jacob, Toombs & Lanz)  
Motion made to table and to make a decision at the January 22, 2018 meeting:  
Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.
4. Phosphorous Building Status Update (Lori Kearney, Assistant Public Works Director)-Tabled
5. Paradise Avenue Project Status Update (Lori Kearney, Assistant Public Works Director)-Tabled

**NEW BUSINESS:**

1. **Employee Handbook Update (Councilwoman Martina Webster):**  
Webster makes a motion to make the effective date of the handbook December 26, 2017 instead of December 19, 2017.  
Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

**Town of Sellersburg**  
**Town Council Meeting**  
**January 8, 2017**

**NEW BUSINESS (continued):**

2. **Board Appointments:**

Motion made to ratify 2017 appointment for Francis Conroy to the Board of Zoning Appeals to January 2022.

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

Motion made to appoint the new Public Works Director to the Plan Commission replacing the previous Director:

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

Organization of the Town of Sellersburg Council Appointments:

Motion made to keep Council President, Vice President and 2<sup>nd</sup> Vice President the same:

Motion: LaMaster      Second: Webster      Vote: 3-aye, 0-nay, motion approved.

Motion to re-appoint Dustin Koetter and Linda Stewart as Police Commissioners:

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

Motion for Brad Amos to be the Streets and Sanitation Liaison:

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

Motion for the rest of the Liaison's to remain the same:

Motion: Webster      Second: LaMaster      Vote: 3-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman (Jacobi, Toombs, & Lanz):**

**West Utica Street Culvert Replacement:**

Construction is anticipated to begin the first week of January in coordination with the Vectren Energy Line relocation. The contractor has scheduled construction to close the road on January 22, 2018 to begin construction. Signs will be placed on January 15, 2018 to notify the residents of the closure.

**Charlestown Road Water and Sewer Relocations:**

The County Engineer agreed on January 8, 2018 to send the recorded right-of-way document to us before we begin construction.

**Hill-n-Dale & I-65 Water Line Relocation:**

Regulatory Permit from IDEM was approved on December 27, 2017. IDEM requires 10 days' notice before commencement of construction. Contractor shall be given notice to proceed on January 17, 2018.

**Butler Road:**

The property owner has requested to grant the property to the Town as a fee tract. JTL modified the property description accordingly.

**J. Greg Dietz, Building Commission:** Gives annual report.

**COMMENTS FROM COUNCIL MEMBERSHIP:**

Brad J. Amos compliments the trash guys and advises that the pool is finally finished.

**ADJOURN:** Motion: Webster      Second: LaMaster      Time: 6:01 p.m.



Paul J. Rhodes  
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

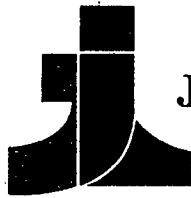
Michelle D. Miller  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment: Agenda  
Jacobi, Toombs and Lanz Current Project Status Report

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)





**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
 STATUS REPORT**

January 8, 2018

**Shirley Avenue & Prather Lane**

Bids were opened at the December 18, 2017 meeting. Excel Excavating, Inc. was the apparent low bidder. The contract bid is in the amount of \$605,962.00. The Town of Sellersburg requested funding from the State of Indiana Community Crossings Matching Grant in the amount of \$339,694.50. Therefore, the local funding required to be provided by the Town of Sellersburg for the remainder of the contract is \$266,267.50. This information has been summarized in the table below:

Excel Excavating Contract Bid Amount	-	\$605,962.00
Community Crossings Grant Fund Allocation	-	\$339,694.50
Town of Sellersburg Local Funding Required	-	\$266,267.50

**St. Joe Road East & Allentown Road Paving**

Bids were opened at the December 18, 2017 meeting. E&B Paving was the apparent low bidder. Bid amounts for both roads were less than the amount applied for in the Community Crossings grant application.

	Bid Amount	25% Sellersburg Responsibility
Allentown Road	\$41,852.82	\$10,463.21
St. Joe Road East	\$77,897.18	\$19,474.30
Total	\$119,750.00	\$29,937.51

**W. Utica Street Culvert Replacement**

Construction is anticipated to begin the first week of January in coordination with the Vectren Energy line relocation. The contractor has scheduled construction to close the road on January 22, 2018 to begin construction. Signs will be placed on January 15, 2018 to notify the residents of the closure.

**Charlestown Road Water & Sewer Relocations**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project. In conversation with the County Engineer on January 8, 2018, he has agreed to send the recorded right-of-way document to us before we begin construction.

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

### **Hill N' Dale & I-65 Water Line Relocation**

Regulatory Permit from IDEM was approved on December 27, 2017. IDEM requires 10 days' Notice before commencement of Construction. Contractor shall be given Notice to Proceed on January 17, 2018.

### **Butler Road**

The property owner has requested to grant the property to the Town as a fee tract. JTL modified the property description accordingly.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
January 8, 2018 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF ALLOWANCE CLAIMS:**

**Brenda Maymon-Jensen sign presentation that will be installed recognizing her Para-Olympic achievements.**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORGANIZATION OF THE TOWN OF SELLERSBURG COUNCIL APPOINTMENTS**

**TOWN OF SELLERSBURG BOARD APPOINTMENTS**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

1. Public Works Director Compensation Plan (Councilwoman, Martina Webster)
2. Shirley Avenue/Prather Lane, Bid Decision (Josh Hillman, Jacobi, Toombs, & Lanz)
3. Allentown Paving, Bid Decision (Josh Hillman, Jacobi, Toombs, & Lanz)
4. Phosphorous Building Status Update (Assistant Public Works Director, Lori Kearney)
5. Paradise Avenue Project Status Update (Assistant Public Works Director, Lori Kearney)

**NEW BUSINESS:**

1. Employee Handbook Update (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:**

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** JANUARY 22, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 6:25 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.

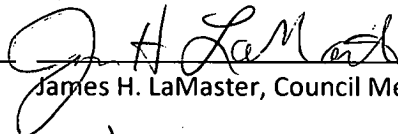
**TOPIC OF DISCUSSION:**

Pursuant to I.C. 5-14-1.5-6.1(b) (2) (B), the Town Council of Sellersburg, Indiana conducted an Executive Session to discuss pending or written threats of litigation.

**ADJOURN:**

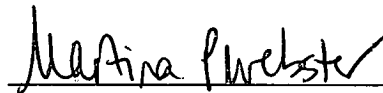
Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 6:42 p.m.

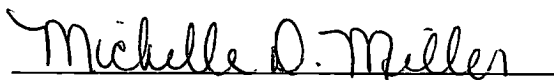
  
Paul J. Rhodes, President

  
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 January 22, 2018**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

Meeting called to order at 5:30 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:** Council Member Martina Webster

**PLEDGE OF ALLEGIENCE:** All Present.

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

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

December 18, 2017 and January 8, 2018 Meeting Minutes

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

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: Amos      Second: Webster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

President Paul J. Rhodes introduces the new Director of Public Works Tim Parmenter.

**TOWN OF SELLERSBURG PARKS BOARD APPOINTMENTS:**

Motion to table until the February 12, 2018 Town Council Meeting:

Motion: Amos      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. Shirley Avenue/Prather Lane, Bid Decision (Josh Hillman, Jacob, Toombs and Lanz):  
Motion to award bid to Excel Excavating, and to move forward with the project, with the approval by Town Attorney:  
Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.
2. St. Joe and Allentown Paving, Bid Decision (Josh Hillman, Jacob, Toombs and Lanz):  
Motion to award bid to E&B Paving, upon the approval of the Town Attorney:  
Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.  
Josh Hillman with Jacobi, Toombs and Lanz gives project updates: See attached Status Report.
3. Phosphorus Building Status Update (Assistant Public Works Director, Lori Kearney): this will be quoted on within the next week and a half.
4. Paradise Avenue Project (Assistant Public Works Director, Lori Kearney): Tabled
5. Used Garbage Truck Bids: (Assistant Public Works Director, Lori Kearney):  
Bid #1: Peterbilt: 2012 MAC, \$89,500.00, includes \$10,000 trade in for the 2008 Packer.  
Bid #2: Best Equipment: 2016 Lebreer \$199,000, 2007 Lebreer \$65,000, 2015 Newway \$254,910  
Bid #3: Municipal Equipment: 2017 MAC \$261,000  
Motion to award to Peterbilt contingent upon Town Attorney review and allowing employees to drive:  
Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.  
Motion to list 2008 Packer (Vin: 6751) as surplus equipment:

**Town of Sellersburg**  
**Town Council Meeting**  
**January 22, 2018**

Motion: Amos Second: Webster Vote: 5-aye, 0-nay, motion approved.

*NOTE: Clerk Treasurer Michelle Miller verified records and the packer with VIN number ending in 6751 is actually a 2007. Copy of Certificate of Title is attached.*

**GENERAL COMMENTS FROM THE PUBLIC:**

**Vince Thacker, BZA President**, advises the Council that the BZA attorney, Brock Dawson, resigned effective January 1, 2018 and the BZA has contracted Town Attorney Jacob Elder as the new BZA attorney.

**RECEIPT OF STAFF REPORTS:**

**J. Greg Dietz, Building Commissioner:** Gives monthly report

**COMMENTS FROM COUNCIL MEMBERSHIP:**

**Martina P. Webster:** Advises that there is an employee matter that HR Affiliates is working on and makes a motion that the Council accept the recommendation from HR Affiliates and to allow Council President Rhodes to sign off on the recommendation:

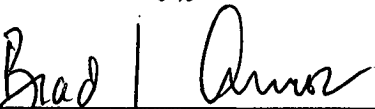
Motion: Webster Second: Amos Vote: 4-aye, 1-nay by Conlin, motion approved.

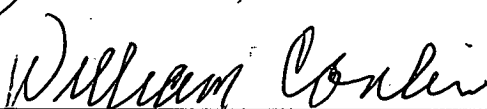
Michelle D. Miller, Clerk Treasurer: Presents list of outstanding warrants/checks to be entered as record.

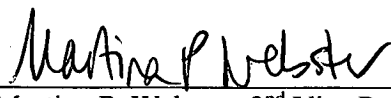
**ADJOURN:** Motion: Amos Second: Webster Time: 6:17 p.m.

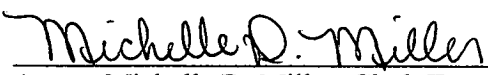
  
Paul J. Rhodes, President

  
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  
Jacobi, Toombs & Lanz Status Report  
2007 Packer (6751) Certificate of Title  
List of Outstanding Warrants/Checks

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  
January 22, 2018 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

December 18, 2017 and January 8, 2018 Meeting Minutes as presented by the Sellersburg Clerk-Treasurer.

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKETS:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**TOWN OF SELLERSBURG PARKS BOARD APPOINTMENTS**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

1. Shirley Avenue/Prather Lane, Bid Decision (Josh Hillman, Jacobi, Toombs, & Lanz)
2. Allentown Paving, Bid Decision (Josh Hillman, Jacobi, Toombs, & Lanz)
3. Phosphorous Building Status Update (Assistant Public Works Director, Lori Kearney)
4. Paradise Avenue Project Status Update (Assistant Public Works Director, Lori Kearney)
5. Used Garbage Truck Purchase (Assistant Public Works Director, Lori Kearney)

**NEW BUSINESS:**

**GENERAL COMMENTS FROM THE PUBLIC** (limited to 15 minutes total)

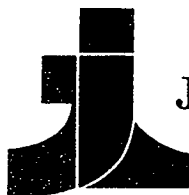
**RECEIPT OF STAFF REPORTS:**

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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
 STATUS REPORT**

January 22, 2018

**Shirley Avenue & Prather Lane**

Excel Excavating Contract Bid Amount	-	\$605,962.00
Community Crossings Grant Fund Allocation	-	\$339,694.50
Town of Sellersburg Local Funding Required	-	\$266,267.50

Public information meeting held to update the residents about the upcoming construction.

**St. Joe Road East & Allentown Road Paving**

E&B Paving was the apparent low bidder.

	Bid Amount	25% Sellersburg Responsibility
Allentown Road	\$41,852.82	\$10,463.21
St. Joe Road East	\$77,897.18	\$19,474.30
Total	\$119,750.00	\$29,937.51

**W. Utica Street Culvert Replacement**

Allterrain Paving & Construction is the contractor. A pre-construction meeting was held on-site. The construction was postponed until January 29<sup>th</sup> due to the gas company relocations and weather.

**Charlestown Road Water & Sewer Relocations**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project.

The right-of-way documents have been received. A pre-construction/utility coordination meeting was held. Construction to begin on February 5, 2018.

**Hill N' Dale & I-65 Water Line Relocation**

Infrastructure Solutions, Inc is the Contractor. The Contractor has mobilized and material has been delivered. Construction is underway.

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)



# STATE OF INDIANA

## CERTIFICATE OF TITLE FOR A VEHICLE

MAKE INTERNATIONAL MODEL NAME 7000 SERIES 7400 YEAR 2007 VIN 1HTWGZTX7J456751  
 TITLE TYPE NORMAL FORMER TITLE/STATE C OF O / IN PURCHASE DATE 04/03/09 BODY TYPE TK  
 USAGE TAX PAID 0 ISSUE DATE 04/18/09

MAILING ADDRESS

TOWN OF SELLERSBURG  
 316 E UTICA ST  
 SELLERSBURG IN 471721453

ODOMETER/BRAND

011935 /ACTUAL

BRAND(S)

OWNER(S) NAME  
 TOWN OF SELLERSBURG  
 316 E UTICA ST  
 SELLERSBURG IN 471721453

SECOND LIENHOLDER

ADDITIONAL OWNER(S)

LIEN RELEASED BY:

X

PRINTED NAME:

POSITION:

DATE:

FIRST LIENHOLDER

THIRD LIENHOLDER

LIEN RELEASED BY:

X

LIEN RELEASED BY:

X

PRINTED NAME:

POSITION:

DATE:

PRINTED NAME:

POSITION:

DATE:

The Commissioner of the Bureau of Motor Vehicles, pursuant to the laws of the State of Indiana, certifies that the vehicle/watercraft has been duly titled and the owner of the described vehicle/watercraft is subject to the liens set forth.

INDIANA BUREAU OF MOTOR VEHICLES

Andrew J. Miller, Commissioner

TITLE NUMBER

0977607000015

E5578545



*Clerk Treasurer*  
*Town of Sellersburg*

316 EAST UTICA STREET  
P.O. BOX 85  
SELLERSBURG, INDIANA 47172  
(812) 246-7049 FAX (812) 246-7040

Michelle D. Miller  
Clerk Treasurer

Robin M. Jones  
Chief Deputy Clerk-Treasurer

January 22, 2018

To: Sellersburg Town Council  
From: Michelle D. Miller, Clerk Treasurer  
RE: List of Outstanding Warrants or Checks

In accordance with IC 5-11-10.5-3 below is the list of outstanding warrants/checks that have been outstanding for over two years as of December 31, 2017.

<u>Date</u>	<u>Check Number</u>	<u>Fund</u>	<u>Vendor</u>	<u>Amount</u>
09/03/2013	19484	Wastewater	Verizon Wireless	\$701.27
11/24/2015	20893	Wastewater	Ecotech	\$110.92
12/16/2013	27032	Water	Kim Whiteman	\$50.00
03/03/2015	27906	Water	Hobert Mullins	\$30.28
03/03/2015	27907	Water	Everlyn Couch	\$50.00

In accordance with IC 5-11-10.5-5, this list of checks will be receipted back into the funds which they were originally drawn and removed from the outstanding warrant/check register.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**February 12, 2018**  
**Meeting Minutes**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

President Paul J. Rhodes called the meeting to order at 5:31 p.m.

Members Present:

President Paul J. Rhodes, Vice-President Brad J. Amos, Second Vice-President Martina P. Webster, Member William J. Conlin, Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Amendments:

Remove #4 under Ordinances and Resolutions, Ordinance 2018-OR-004, An Ordinance Adopting a Comprehensive Plan for the Town of Sellersburg and remove #6 under New Business, BMS Amended Contract:

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:** January 22, 2018 Meeting Minutes as presented by the Sellersburg Clerk Treasurer.

Motion: Webster      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.

Approval of Minutes from January 22, 2018 Executive Session:

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Patricia Lawson, 607 Florida Dr., requesting reimbursement of cost of plumber due to water main break plumbing issues at her home. No action taken.

Jim Koeppel, 12404 Hermitage Trail, Covered Bridge addresses the Council in reference to flooding issues in Covered Bridge and speeding vehicles. Mr. Koeppel was referred to Public Works Director Tim Parmenter for the flooding issue and referred to the Chief of Police for speeding vehicle issue.

**TOWN OF SELLERSBURG PARKS BOARD APPOINTMENTS:**

The Parks and Recreation Board recommends Jennifer Quinlan

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

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-001 – 1<sup>st</sup> Reading – An Ordinance Ratifying Certain Modifications to 2018 Salary Ordinance  
Motion to table until the February 26, 2018 Town Council Meeting.

Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Meeting  
February 12, 2018

2. 2018-OR-002 – 1<sup>st</sup> Reading – An Ordinance Modifying Ordinance 2017-OR-036  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.  
Motion to amend #5 from insulated coveralls to jacket:  
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading, as amended: Motion: Amos Second: Webster Vote: 5-aye, 0-nay, motion approved.

3. 2018-OR-003 – 1<sup>st</sup> Reading – An Ordinance Transferring Certain Funds to a Rainy-Day Fund  
Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved.

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

**UNFINISHED BUSINESS:**

1. Phosphorus Building Status Update (Public Works Director Tim Parmenter,  
A bid spec has been requested from Stantec
2. Paradise Avenue Project Status Update (Public Works Director Tim Parmenter)  
No update yet
3. 2012 Mack Garbage Truck Confirmation of Receipt (Public Works Director Tim Parmenter)  
The truck was delivered this afternoon, February 12, 2018 and is being test driven. Leave as unfinished business.
4. Butler Road Easement Plat & Description Project Status Update (Jacob "Jake" Elder, Town Attorney)  
Discussion Only: Leave as unfinished business.

**NEW BUSINESS:**

1. Communities in Schools of Clark County, a Drop Out Prevention Organization (Julie Moorman, Executive Director, Communities in Schools of Clark County).  
Presentation from Ms. Moorman along with a request for a \$5,000 donation. No action taken.
2. Police Department Vehicle Trade-Ins (Chief William R Whelan)  
Chief Whelan requests that 3 vehicles be deemed surplus equipment (letter attached): 2011 Ford Crown Vic (4413), 2011 Crown Vic (4411) and 2013 Chevy Tahoe (0323):  
Motion: LaMaster Second: Conlin Vote: 5-aye, 0-nay, motion approved.
3. AT&T Cell Phone Antenna Replacement (Tim Parmenter, Director of Public Works)  
Director Parmenter presents AT&T Programmatic Agreement Letter for approval:  
Motion: Webster Second: LaMaster Vote: 5-aye, 0-nay, motion approved.
4. River Hills Appointment (Councilwoman Martina Webster)  
Motion to appoint Brad J. Amos as the River Hills Appointment for 2018:  
Motion: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.



Town of Sellersburg  
Town Council Meeting  
February 12, 2018

5. Uniform Conflict of Interest Disclosure Statement | A&J Contracting (Councilman William Conlin)  
Motion: Amos      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

J. Greg Dietz, Building Commission: Gives monthly report

Jacob "Jake" Elder, Town Attorney: Gives update on Silver Creek Township Park property issue. Still Pending

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2:

Reminds everyone that there will be a bid opening on the garbage truck on February 19, 2018 at 5:30 p.m.

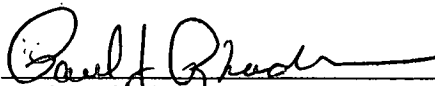
Martina Webster, District 1: Asks if the Council will give support on the School District boundaries for our citizens, no action taken.

**ADJOURN:**

Motion: Webster  
adjourned at 7:04 p.m.

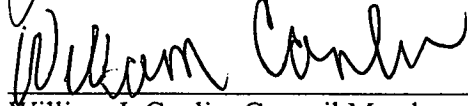
Second: LaMaster

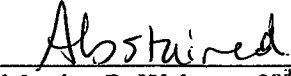
Vote: 5-aye, 0-nay, motion approved and meeting


  
\_\_\_\_\_  
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  
Letter from Chief Whelan

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  
February 12, 2018 at 5:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:** January 22, 2018 Meeting Minutes as presented by the Sellersburg Clerk  
Treasurer

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**TOWN OF SELLERSBURG PARKS BOARD APPOINTMENTS**

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-001 – 1<sup>st</sup> Reading – An Ordinance Ratifying Certain Modifications to 2018 Salary Ordinance
2. 2018-OR-002 – 1<sup>st</sup> Reading – An Ordinance Modifying Ordinance 2017-OR-036
3. 2018-OR-003 – 1<sup>st</sup> Reading – An Ordinance Transferring Certain Funds to a Rainy-Day Fund
4. 2018-OR-004 – 1<sup>st</sup> Reading – An Ordinance Adopting a Comprehensive Plan for the Town of Sellersburg

**UNFINISHED BUSINESS:**

1. Phosphorus Building Status Update (Lori Kearney, Assistant Public Works Director,)
2. Paradise Avenue Project Status Update (Lori Kearney, Assistant Public Works Director)
3. 2012 Mack Garbage Truck Confirmation of Receipt (Lori Kearney, Assistant Public Works Director)
4. Butler Road Easement Plat & Description Project Status Update (Jacob “Jake” Elder, Town Attorney)

**NEW BUSINESS:**

1. Communities in Schools of Clark County, a Drop Out Prevention Organization (Julie Moorman, Executive Director, Communities in Schools of Clark County).
2. Police Department Vehicle Trade-Ins (Chief William R Whelan)
3. AT&T Cell Phone Antenna Replacement (Tim Parmenter, Director of Public Works)
4. River Hills Appointment (Councilwoman Martina Webster)
5. Uniform Conflict of Interest Disclosure Statement | A&J Contracting (Councilman William Conlin)
6. BMS Amended Contract (Councilwoman Martina Webster)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

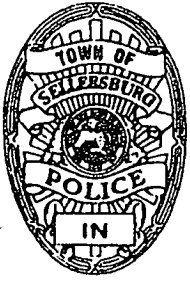
**RECEIPT OF STAFF REPORTS:**

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*

# *Police Department*

*Wm. Russ Whelan*  
*Chief of Police*  
*Matthew R. Adams*  
*Deputy Chief*

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

February 12, 2018

Sellersburg Town Council,

The three listed vehicles are due to be de-commissioned. They served their time on the road and as line vehicles. All three have several mechanical issues and would not be cost effective to put more money into them. I'm requesting to trade them in on the new vehicles I'm purchasing this year.

**2011 Black Ford Crown Vic, VIN#2FABP7BV2BX134413, Mileage-78745, Price \$1500**

**2011 Silver Ford Crown Vic, VIN#2FABP7BV9BX134411, Mileage-82265, Price \$1500**

**2013 Silver Chevy Tahoe, VIN#1GNLC2E08DR300323, Mileage-10796, Price \$8000**

A handwritten signature in black ink, appearing to read "W. Whelan", with a long horizontal flourish extending to the right.

William R Whelan, Chief  
Sellersburg Police Department

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** FEBRUARY 19, 2018

**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, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller, Director of Public Works Timothy Parmenter and Amy Olds with HR Affiliates.  
2<sup>nd</sup> Vice President: Martina P. Webster was absent.


**TOPIC OF DISCUSSION:**

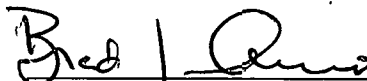
Pursuant to Indiana Code § 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding an employee matter.

**ADJOURN:**

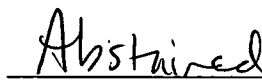
Motion: Amos Second: Conlin Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 5:44 p.m.

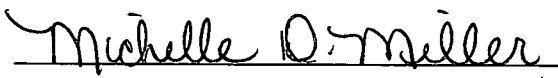
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
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:** FEBRUARY 19, 2018

**CALLED TO ORDER:**

President Paul J Rhodes called the meeting to order at 5:47 p.m. at the Sellersburg Town Hall, 316 E Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

President Paul J Rhodes, Vice President Brad J. Amos, Council Member William J. Conlin, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller.

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

**MOTION TO AMEND THE AGENDA:**

To remove #3 under new business Employee Matter.

Motion: Amos                      Second: LaMaster                      Vote: 4-aye, 0-nay, motion approved.

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

Motion: Amos                      Second: LaMaster                      Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. Open Bids: Side Loader Packer Sanitation Truck, Public Works Director Tim Parmenter:  
Town Attorney Jacob C. Elder opens the bids:  
Bes: Equipment: 31 cu yd packer body: \$276,527.00  
Bes: Equipment: automated side load refuse truck: \$251,420.00  
Municipal Equipment: 2016 Mack 31 yd sidewinder: \$235,000.00  
Municipal Equipment: 2018 Peterbilt 520: \$238,000.00  
Municipal Equipment: 2017 Mack LR613: \$261,000.00  
The Larson Group: 2019 520 Peterbilt: \$241,237.00

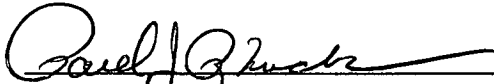
Motion to take bids under advisement until the February 26, 2018 Town Council Meeting:

Motion: LaMaster                      Second: Amos                      Vote: 4-aye, 0-nay, motion approved.

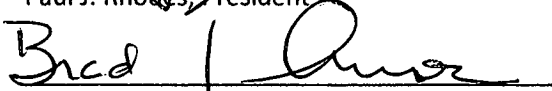
**ADJOURN:**

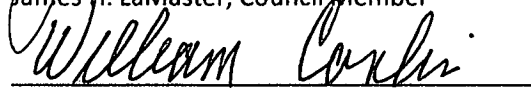
Motion: LaMaster                      Second: Amos                      Vote: 4-aye, 0-nay; motion approved and meeting adjourned at 6:06 p.m.

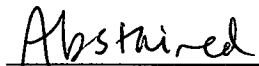
Town of Sellersburg  
Town Council Special Meeting  
February 19, 2018


  
\_\_\_\_\_  
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  
February 19 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Open Bids: Side Loader Packer Sanitation Truck (Lori Kearney, Assistant Public Works Director)
2. Employee Matter (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  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**MEETING MINUTES**

**DATE:** February 26, 2018

**CALL TO ORDER:**

Called to order by Council President Paul J. Rhodes at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** Boy Scout Troop 6.

**MOTION TO AMEND THE AGENDA:**

Amend to include Allowance Claims and to remove #6 under New Business, BMS amended contract.  
Motion: Webster      Second: Conlin      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.

**MOTION TO AMEND THE ADOPTED AGENDA TO ADD ALLOWANCE DOCKETS:**

Motion: Webster      Second: LaMaster      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

February 12, 2018 Regular Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
February 19, 2018 Executive Session Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
February 19, 2018 Special Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
Motion: Conlin      Second: Amos      Vote: 4-aye, 1-abstain by Webster due to she was not present at the meetings on February 19<sup>th</sup>, motion approved.

**MOTION TO APPROVE THE ALLOWANCE CLAIMS AND ALLOWANCE DOCKETS:**

Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Mr. James Hogan ask if the 2012 truck is the used truck. President Rhodes advises that it is.

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-001 – 1<sup>st</sup> Reading – An Ordinance Ratifying Certain Modifications to 2018 Salary Ordinance:

Motion: Webster      Second: Amos      Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading:

Motion: Webster      Second: Conlin      Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS (continued):**

2. 2018-OR-004 – 1<sup>st</sup> Reading – An Ordinance Adopting a Comprehensive Plan for the Town of Sellersburg:  
Motion: Amos                      Second: LaMaster  
Motion made to remove #4 under Cultural objective from the proposed Comprehensive Plan, removing purchasing the property adjacent to the pool:  
Motion: Webster                  Second: LaMaster                  Vote: 5-aye, 0-nay, motion approved.  
Motion to approve as amended:  
Motion: Webster                  Second: LaMaster                  Vote: 5-aye, 0-nay, motion approved.
  
3. 2018-OR-005 – 1<sup>st</sup> Reading – An Ordinance Amending the Zoning Map of the Town of Sellersburg, Indiana:  
Motion: LaMaster                  Second: Conlin                      Vote: None-LaMaster rescinds his motion  
Motion to reject Ordinance 2018-OR-004:  
Motion: Webster                  Second: LaMaster                  Vote: 5-aye, 0-nay, motion approved.  
Motion to reject on 2<sup>nd</sup> Reading:  
Motion: Webster                  Second: LaMaster                  Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. Phosphorus Building Status Update (Tim Parmenter, Director of Public Works)  
Wednesday Stantec put out a request for bids.
  
2. Paradise Avenue Project Status Update (Tim Parmenter, Director of Public Works)  
One quote was received.
  
3. 2012 Mack Garbage Truck Confirmation of Receipt (Tim Parmenter, Director of Public Works)  
We are working with the vendor on minor tweaks.
  
4. Butler Road Easement Plat & Description Project Status Update (Jacob “Jake” Elder, Town Attorney)  
Town Attorney Elder gives an update and advises that this issue is still pending.
  
5. Town of Sellersburg Parks & Recreation School Board Appointment (Brad Amos, Town Council Vice President): Waiting for the School Board to make their appointment.

**NEW BUSINESS:**

1. **Hawthorne Glen Booster Station Project | Open Bids (Curry and Associates):**  
Dan Cristiani (factory built):  
Base Bid Water Mains: \$134,293.00    Base Bid Booster Station: \$351,502.00  
Total Base Bid: \$485,795.00  
Dave O’Mara (factory built):  
Base Bid Water Mains: \$123,570.00    Base Bid Booster Station: \$317,350.00  
Total Base Bid: \$440,920.00  
Stiegel Design & Construction (built in place on site):  
Base Bid Water Mains: \$128,657.50    Base Bid Booster Station: \$271,230.61  
Total Base Bid: \$399,888.11  
Mr. Curry advises that there is a two hundred ten-day completion time from time of bid acceptance.  
Motion to accept low bid from Stiegel Design & Construction upon Engineer recommendation and Attorney review:  
Motion: Webster                  Second: Conlin                      Vote: 5-aye, 0-nay, motion approved.

2. **Budget Recommendations (Steven K. Brock MBA, CPA):**

Presents 2018 Approved Budget

3. **Packer Side Loader Bid Discussion (Tim Parmenter, Director of Public Works):**

Motion, to reject the bids: Webster Second: LaMaster Vote: 3-aye, 2-nays by Amos and Conlin, motion approved.

Motion to put out for bid again: Webster Second: LaMaster Vote: 3-aye, 2-nays by Amos and Conlin, motion approved.

4. **Ampstun Training | Change Order: Two (2) Additional Days of Training (Tim Parmenter, Director of Public Works):**

Motion to approve: Webster Second: Conlin Vote: 5-aye, 0-nay, motion approved.

5. **Uniform Conflict of Interest Disclosure Statements:**

William Conlin: Motion: Amos Second: Webster Vote: 5-ay, 0-nay, motion approved.

Brad Amos: Motion: Conlin Second: LaMaster Vote: 5-ay, 0-nay, motion approved.

6. BMS Amended Contract (Councilwoman Martina Webster): Agenda amended to remove

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

John Weddell, Brandon Circle, Lakeside, speaks in reference the Brandon Circle gate access.

Chris Bobay, Forrest Estates Homeowner's Association, speaks in reference to the Brandon Circle gate access.

Would just like for the Council to consider a gated access for emergency use only.

**RECEIPT OF STAFF REPORTS:**

Josh Hillman, Jacobi, Toombs, & Lanz:

Presents Current Projects Status Report (attached), advises he is working with Tim on the paving for Lakeside and is also working with Tim and Lori on the Perry Crossing pumping station.

Tim Parmenter, Director of Public Works:

Discusses the problems at the wastewater treatment plant due to the flooding.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2:

Advises that the Town cannot do anything about the recent flooding

Brad J. Amos, District 3:

Would like to thank the guys for working overtime during the flooding

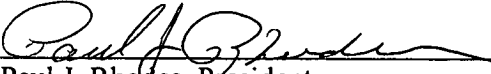
Martina Webster, District 1:


Advises that the School Board met reference the boundaries and encourages everyone to keep on to date on the issue.


**ADJOURN:**

Motion: Webster Second: Amos Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:24 p.m.


Approved this 26<sup>th</sup> day of March, 2018

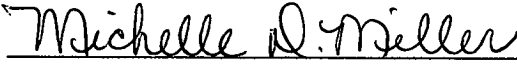
  
Paul J. Rhodes, President

  
Brad J. Amos, Vice President

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

Absent  
James H. LaMaster, Council Member

  
William J. Conlin, Council Member

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachments: Agenda  
Jacobi, Toombs & Lanz, Inc. Current Projects Status Report

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  
February 26, 2018 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:** Dr. Mike Donahue, Speed Memorial Church

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

February 12, 2018 Regular Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
February 19, 2018 Executive Session Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
February 19, 2018 Special Meeting Minutes as presented by the Sellersburg Clerk Treasurer

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-001 – 1<sup>st</sup> Reading – An Ordinance Ratifying Certain Modifications to 2018 Salary Ordinance
2. 2018-OR-004 – 1<sup>st</sup> Reading – An Ordinance Adopting a Comprehensive Plan for the Town of Sellersburg
3. 2018-OR-005 – 1<sup>st</sup> Reading – An Ordinance Amending the Zoning Map of the Town of Sellersburg, Indiana

**UNFINISHED BUSINESS:**

1. Phosphorus Building Status Update (Tim Parmenter, Director of Public Works)
2. Paradise Avenue Project Status Update (Tim Parmenter, Director of Public Works)
3. 2012 Mack Garbage Truck Confirmation of Receipt (Tim Parmenter, Director of Public Works)
4. Butler Road Easement Plat & Description Project Status Update (Jacob “Jake” Elder, Town Attorney)
5. Town of Sellersburg Parks & Recreation School Board Appointment (Brad Amos, Town Council Vice President)

**NEW BUSINESS:**

1. Hawthorne Glen Booster Station Project | Open Bids (Tim Parmenter, Director of Public Works)
2. Budget Recommendations (Steven K. Brock MBA, CPA)
3. Packer Side Loader Bid Discussion (Tim Parmenter, Director of Public Works)
4. Ampstun Training | Change Order: Two (2) Additional Days of Training (Tim Parmenter, Director of Public Works)
5. Uniform Conflict of Interest Disclosure Statement | A&J Contracting-Billing Office/Painting (Councilman William Conlin)
6. BMS Amended Contract (Councilwoman Martina Webster)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman, Jacobi, Toombs, & Lanz  
Tim Parmenter, Director of Public Works  
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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
 STATUS REPORT**

February 26, 2018

**Shirley Avenue & Prather Lane**

Excel Excavating Contract Bid Amount - \$605,962.00  
 Community Crossings Grant Fund Allocation - \$339,694.50  
 Town of Sellersburg Local Funding Required - \$266,267.50  
 Contracts have been signed and waiting on response from INDOT before submittal.  
 Anticipate construction start in late March.

**St. Joe Road East & Allentown Road Paving**

E&B Paving was the apparent low bidder.

	Bid Amount	25% Sellersburg Responsibility
Allentown Road	\$41,852.82	\$10,463.21
St. Joe Road East	\$77,897.18	\$19,474.30
Total	\$119,750.00	\$29,937.51

Contracts have been signed and waiting on response from INDOT before submittal.  
 Anticipate construction start in late March.

**W. Utica Street Culvert Replacement**

The culvert has been replaced, and the road is open to traffic. Paving will be completed when the weather permits.

**Charlestown Road Water & Sewer Relocations**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project. The right-of-way documents have been received. A pre-construction/utility coordination meeting was held. The contractor is mobilizing in for construction.

**Hill N° Dale & I-65 Water Line Relocation**

Final pipe to be installed, tested and disinfected this week, weather permitting.

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)

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**MEETING MINUTES**

**DATE:** MARCH 5, 2018

**CALL TO ORDER:**

Called to order by Council President Paul J. Rhodes at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** Boy Scout Troop 6.

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-006 – 1<sup>st</sup> Reading – An Ordinance Transferring Certain Funds to the S&S Equipment/Packer

Fund:

1<sup>st</sup> Reading:

Motion: Webster      Second: Conlin      Vote: 4-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading:

Motion: Webster      Second: Conlin      Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. **BMS Amended Contract Discussion (Jacob “Jake” Elder, Town Attorney):**

Motion to amend the contract to add the new insurance information:

Motion: Webster      Second: Amos      Vote: 4-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

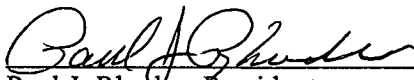
Jacob “Jake” C. Elder, Town Attorney: Advises the Council that the 2012 Peterbilt is “As-Is” and has no warranty.

**ADJOURN:**

Motion: Amos      Second: Webster      Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 5:35 p.m.

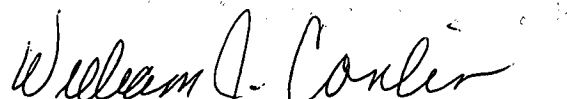


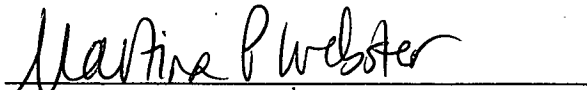
Approved this 26<sup>th</sup> day of March, 2018

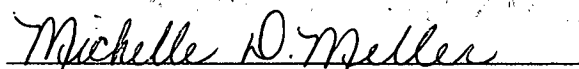
  
\_\_\_\_\_  
Paul J. Rhodes, President

Absent  
\_\_\_\_\_  
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

Note: All approved contracts can be located in Gateway using the following link:  
<https://gateway.ifonline.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  
SPECIAL TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Agenda for  
March 5 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS**

**ORDINANCES AND RESOLUTIONS:**

ORDINANCE NO. 2018-OR-006 – An Ordinance Transferring Certain Funds to the S&S Equipment/Packer Fund

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

1. BMS Amended Contract Discussion (Jacob "Jake" Elder, Town Attorney)

**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  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**Date:** March 12, 2018

**CALL TO ORDER:** Called to order at 5:30 p.m. by Council President Paul J. Rhodes.

**ROLL CALL OF MEMBERS:**

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, Clerk Treasurer Michelle D. Miller and Public Works Director Timothy E. Parmenter.  
Council Member James H. LaMaster was absent.

**PRAYER:** Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present

**MOTION TO AMEND THE AGENDA:**

Motion: Webster                      Second: Conlin                      Vote: 4-aye, 0-nay, motion approved.  
Amendments: Move #3 to #1 under unfinished business and merge the two items.

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

Motion: Webster                      Second: Amos                      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

February 26, 2018 Regular Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
March 5, 2018 Special Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
Motion: Amos                      Second: Webster                      Vote: 4-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Chris Bobay, 616 Whitner Court, reference Lakeside Flooding & Brandon Circle Access to Forrest Estates, Mr. Bobay emailed a petition to Council and a copy is attached to these minutes.  
Don Coats, 613 N. Forrest Drive, reference Lakeside Flooding & Brandon Circle Access to Forrest Estates  
Jason & Pamela Rader, 4114 Silver Glade Trail, reference Butler Road & Lakeside Flooding  
Vince Reker, 4145 Lakeside Drive, reference Butler Road and Lakeside Flooding  
John Waddle, 4518 Brandon Circle, reference Lakeside Flooding & Brandon Circle Access to Forrest Estates  
Todd Padgett, 4112 Lakeside, reference Butler Road & Lakeside Flooding  
Zac Brooks, 4210 Lakeside Court, reference Butler Road & Lakeside Flooding  
Doug & Michelle Forish, 822 N. Forrest Drive, Lakeside Flooding & Brandon Circle Access to Forrest Estates  
Allison Lucas, 4320 Silver Glade Trail, reference Butler Road & Lakeside Flooding  
Glen Heacock, 4238 Silver Glade Trail, reference Butler Road & Lakeside Flooding  
Matt Czarncki, 4306 Silver Glade Trail, reference Butler Road & Lakeside Flooding  
Floyd Combs, 728 S. Indiana Ave., reference flooding on 31 and Lakeside Flooding

**ORDINANCES AND RESOLUTIONS:**

2018-OR-004 2<sup>nd</sup> Reading, An Ordinance Adopting a Comprehensive Plan for the Town of Sellersburg:  
Motion: Webster                      Second: None                      Vote: Dies for lack of 2<sup>nd</sup>

**UNFINISHED BUSINESS:**

1. Butler Road Easement Plat & Description Project Status Update (Jacob "Jake" Elder, Town Attorney) and Lakeside Flooding (Martina Webster):  
Council Member Webster gives a presentation on Lakeside Drive alternatives.  
Motion made to pave the easement on Brandon Circle:  
Motion: Webster                      Second: Conlin                      Vote: Motion amended  
Motion to amend original motion to add a descent gate and to add that the gate only be opened during flooding events only:  
Motion: Conlin                      Second: Webster                      Vote: 3-ayes by Rhodes, Webster and Conlin,  
1-nay by Amos, motion approved.

**\*\*7:11 p.m. – 7:16 p.m. Five-minute recess\*\***

2. Curry & Associates Water Booster Plant Recommendations (Tim Parmenter, Director of Public Works) Stiegel was the low bidder. There was a motion made to table at the request of Public Works Director Tim Parmenter to hold off:  
Motion: Webster                      Second: Amos                      Vote: 4-aye, 0-nay, motion to table approved.
3. Phosphorus Building Status Update (Tim Parmenter, Director of Public Works):  
Tim Parmenter, Director of Public Work, advises there are no bids yet.
4. Paradise Avenue Project Status Update (Tim Parmenter, Director of Public Works):  
Tim Parmenter, Director of Public Works, advises this is an ongoing issue.

**NEW BUSINESS:**

1. Repairs to the Huber Waste Screen | Huber Technology WW Solutions Quote (Tim Parmenter, Director of Public Works): Tim Parmenter, Director of Public Works advises a quote has been received from Huber Technology and is being reviewed by the engineers. This will be discussed further at the workshop on the fourteenth.
2. Lakeside Resurfacing/Paving Estimate (Tim Parmenter, Director of Public Works):  
Tim Parmenter, Director of Public Works, is working with Jacobi, Toombs and Lanz on this and paving is projected to start in May. Tomorrow pot holes will be filled.
3. Sterling Oaks Resurfacing/Paving Estimate (Tim Parmenter, Director of Public Works): Working with Jacobi, Toombs and Lanz on paving estimates and cost estimates on repairing.
4. Sewer Lien | Payment Plan (Tim Parmenter, Director of Public Works): Was not discussed.

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

Lara Renn, 622 W Utica, reference continued flooding issue on her property.

Motion made to get two appraisals for the property at 622 West Utica and also to get cost figures from Public Works Director on reducing the flooding on the property:

Motion: Amos                      Second: Conlin                      Vote: 4-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Meeting  
March 12, 2018

**RECEIPT OF STAFF REPORTS:**

Tim Parmenter, Director of Public Works: Advises there will be a Public Works meeting on Wednesday, March 14<sup>th</sup> at 4:00 p.m.

J. Greg Dietz, Building Commission: Gives his monthly report.

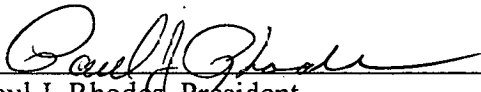
**ADJOURN:**

Motion: Webster  
adjourned at 7:47 p.m.

Second: Conlin

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

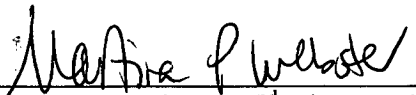
Minutes approved this 26 day of March, **2018**

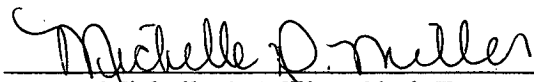
  
Paul J. Rhodes, President

  
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):

Agenda

Petition from Chris Bobay (Agenda Item #1 under Unfinished Business)-4 pages

Lakeside Drive Alternatives (Agenda Item #1 under Unfinished Business)-5 pages

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  
March 12, at 5:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present

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

**APPROVAL OF MINUTES:**

February 26, 2018 Regular Meeting Minutes as presented by the Sellersburg Clerk Treasurer  
March 5, 2018 Special Meeting Minutes as presented by the Sellersburg Clerk Treasurer

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

2018-OR-004 – 2nd Reading – An Ordinance Adopting a Comprehensive Plan for the Town of Sellersburg

**UNFINISHED BUSINESS:**

1. Butler Road Easement Plat & Description Project Status Update (Jacob “Jake” Elder, Town Attorney)
2. Curry & Associates Water Booster Plant Recommendations (Tim Parmenter, Director of Public Works)
3. Phosphorus Building Status Update (Tim Parmenter, Director of Public Works)
4. Paradise Avenue Project Status Update (Tim Parmenter, Director of Public Works)
5. Lakeside Flooding (Councilwoman Martina Webster)

**NEW BUSINESS:**

1. Lakeside Resurfacing/Paving Estimate (Tim Parmenter, Director of Public Works)
2. Sterling Oaks Resurfacing/Paving Estimate (Tim Parmenter, Director of Public Works)
3. Repairs to the Huber Waste Screen | Huber Technology WW Solutions Quote (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Tim Parmenter, Director of Public Works  
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:**

**Petition to the Town of Sellersburg, Indiana**  
**(Flash Flood Issues pertaining to Lakeside Estates, Forrest Estates, and Silver Glades)**

---

March 8, 2018

Town Sellersburg, Indiana  
c/o: Town Council Members  
316 E Utica Street  
Sellersburg, IN 47172

Dear Ms. Martina Webster (District 1), Mr. James LaMaster (District 2), Mr. Brad Amos (District 3), Mr. Bill Conlin (District 4), and Mr. Paul Rhodes (At Large),

The contents of this petition are limited in scope regarding the necessary emergency flash flood relief measures facing the residents of Silver Glades and Lakeside Estates along the SR 31 corridor in Sellersburg, IN. At certain times of the year, flash flooding prevents safe emergency access to and from these neighborhoods. Adjacent neighborhoods, such as Forrest Estates and Creston, are also impacted.

While numerous options certainly exist to address this issue, we touch on just a few that have been discussed. At its core, ~~we strongly object to any more temporary "fixes" and look to our current elected officials to be prudent, comprehensive and fiscally responsible. We urge the Council to identify, budget for, and implement a permanent and safe solution for all impacted, taxpaying residents.~~

**(A) Butler Road:** Butler Road is the most widely supported option proposed to date among taxpayers. This option solves the problem of access to SR 31 during flash flood emergencies. The Town has already taken ownership of Butler Road due in large part to the overwhelming taxpayer support for this solution. With further improvements, Butler Road will provide the safest solution for all community residents and reduce the long-term impacts on all taxpayers.

Regarding improvements, the proposed future development south of Butler Road provides the Town with a unique opportunity to widen a large portion of Butler Road. Resolving the ingress/egress issues at the intersection of Butler Road and SR 31 will provide a conclusion to this permanent and final solution. ~~We urge the Council to resolve these remaining issues expeditiously and take immediate action to develop and implement emergency response measures to improve traffic flow and safety on Butler Road during flash flood conditions.~~

**(B) Brandon Circle/N Forrest Drive/Norman Drive:** After exhausting all options on Butler Road, and should the Council elect to evaluate opening Brandon Circle, we would expect our elected officials to be prudent in understanding the total cost of such a project and work to minimize the negative impacts on the residents of Brandon Circle, Forrest Estates and Creston. ~~We strongly encourage the Council to obtain multiple firm bids prior to voting on a temporary opening of Brandon Circle.~~ Prior "estimates" were just that, guess work. Spending taxpayer funds should not be as simple as voting



Continued.....

	Name	Date	Address
1	Beverly Flavell	3/9/18	4504 Brandon Circle
2	Alisa Quintero	3/9/18	4503 Brandon Circle
3	Lacey Heath	3/9/18	4505 BRANDON CIR.
4	ARON HEATH	3/9/18	4505 BRANDON CIR.
5	Tyrone King	3-9-18	4511 BRANDON Circle
6	Derek Barnett	3-9-18	4513 Brandon Circle
7	Kara Arkane	3-9-18	4516 Brandon Cir
8	Payton Arkane	3-9-18	4516 Brandon Cir
9	Karen Arkane	3-9-18	4516 Brandon Cir
10	Brelee Arkane	3-9-18	4516 Brandon Cir
11	Melissa Myzma	3-9-18	4515 Brandon Cir
12	<del>Alisa Quintero</del>	7-17-87	4515 Brandon Cir
13	Walter Thompson	3-9-18	4517 Brandon Circle
14	John Waddle	3-9-18	4518 Brandon Circle
15	FRANKIE Waddle	3-9-18	4518 Brandon Circle
16	Miryan Alvon	3-9-18	4523 Brandon Circle
17	Stacy Snel	3-9-18	4522 Brandon Circle
18	Jeff Blawie	3-9-18	4520 Brandon Circle
19	Doris Everett	3-9-18	826 N. Forrest Dr
20	Doug French	3-9-18	822 N Forrest Dr.
21	Cheryl French	3-9-18	821 N Forrest Dr.
22	Amahl Dehnert	3-9-18	825 N Forrest Dr
23	Juan Gomez	3-9-18	825 N Forrest Dr
24	MIKE RICHMER	3-9-18	768 S. FORREST DR
25	Stephanie Koetter	3/9/18	814 N Forrest Dr.
26	Dustin <del>French</del>	3/9/18	814 N Forrest Dr.

Name Date Address

- 2 CHRIS & KRISTIN BOBAY 3/8/18 616 WHITNER CT
- 5 Joyce Don + Joey Coats 3/9/18 613 N. Forrest Dr. Williams  
Mihalo
- 7 Mark & Birkley Tallin 3/9/18 618 N Forrest Dr
- 9 Robert & Lindsay Coffman 3/9/18 740 S Forrest Dr
- 10 CLAUDIA H. SCHUSTER 3/9/18 744 Forrest Drive South
- 12 Barbara + George Fullerton 3-10-18 757 So. Forrest Dr.
- 14 DWANE & PEGGY BOYER 3-10-18 612 WHITNER CT. S. BELL
- 16 Carolyn + Bill Truman 752 So. Forrest dr.
- 18 Don + Janet Compton 3/11/18 712 S. Forrest DR
- 20 Bob & Bonnie Adkins 3/11/18 617 Whitner Ct
- 22 Larry & Judy Vorkhelt 3/11/18 607 N Forrest Dr
- 23 Marilyn Amor 614 N. Forrest Dr. 3/11/18
- 24 Danni Amor 614 N FORREST DR 3/11/18
- 25 Crystal & Ben Reagin 748 S. Forrest Dr. 3/12/18
- 27 Arnold & Belva Ellis 611 WHITNER CT 3/12/18
- 29 Mark & Deborah Pope 707 S Forrest Dr 3/12/18
- 30 John O. Mates 728 S. Forrest Dr 3/12/18
- 31 Cheryl Martin 208 S. Forrest Dr 3/12/18
- 33 Jack + Miriam Shultz 621 N Forrest Dr 3/12/18
- 34 Ruffell M. Hill 634 N. FORREST DR. 3/12/18

	Name	Date	Address
36	John Booker	3-9-18	817 N. Forrest Dr.
37	Pam Booker	3-9-18	817 N Forrest Dr.
38	Zac Banks	3-12-18	4216 Lakeside Ct.
	Cecilia Grady	3-11-18	4959 Brandon Ct.
	Kevin + Christa Bullock	4-20-18	Lakeside 3-12-18
	Tony + Janet Hornung	3-12-18	4221 Silver Glade Dr.
	Kimberly Meyer	3-9-18	4162 Lakeside Dr.
	Justinson	3-9-18	4223 Silver Glade Tr.
	Bobby + Debra Han	3-9-18	4208 Lakeside Court



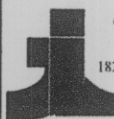
TOWN OF SELLERSBURG  
ROAD PROJECT EXHIBITS

JOB NO: 17069

DATE: 3-12-2018

SCALE: 1"=200'

FILE: 17069 Sellersburg Road Exhibits.dwg



**Jacobi, Toombs & Lanz, Inc.**  
Consulting Engineers & Land Surveyors

1829 E. Spring Street, Suite 201 - New Albany, Indiana 47150  
812-945-9585 - WWW.JTLENG.COM

SHEET

1

NORMAN DRIVE

1 of 5



PROPOSED BUTLER ROAD  
IMPROVEMENTS FROM SILVER  
GLADE TRAIL TO US-31  
L=1220'±

TOWN OF SELLERSBURG  
ROAD PROJECT EXHIBITS

BUTLER ROAD

JOB NO: 17069

DATE: 3-12-2018

SCALE: 1"=200'

FILE: 17069 Sellersburg Road Exhibits.dwg



**Jacobi, Toombs & Lanz, Inc.**  
Consulting Engineers & Land Surveyors  
1829 E. Spring Street, Suite 201 - New Albany, Indiana 47150  
812-945-9585 - WWW.JTLENG.COM

SHEET

2

2 of 5



TOWN OF SELLERSBURG  
ROAD PROJECT EXHIBITS

BRANDON CIRCLE

JOB NO: 17069

DATE: 3-12-2018

SCALE: 1"=200'

FILE: 17069 Sellersburg Road Exhibits.dwg

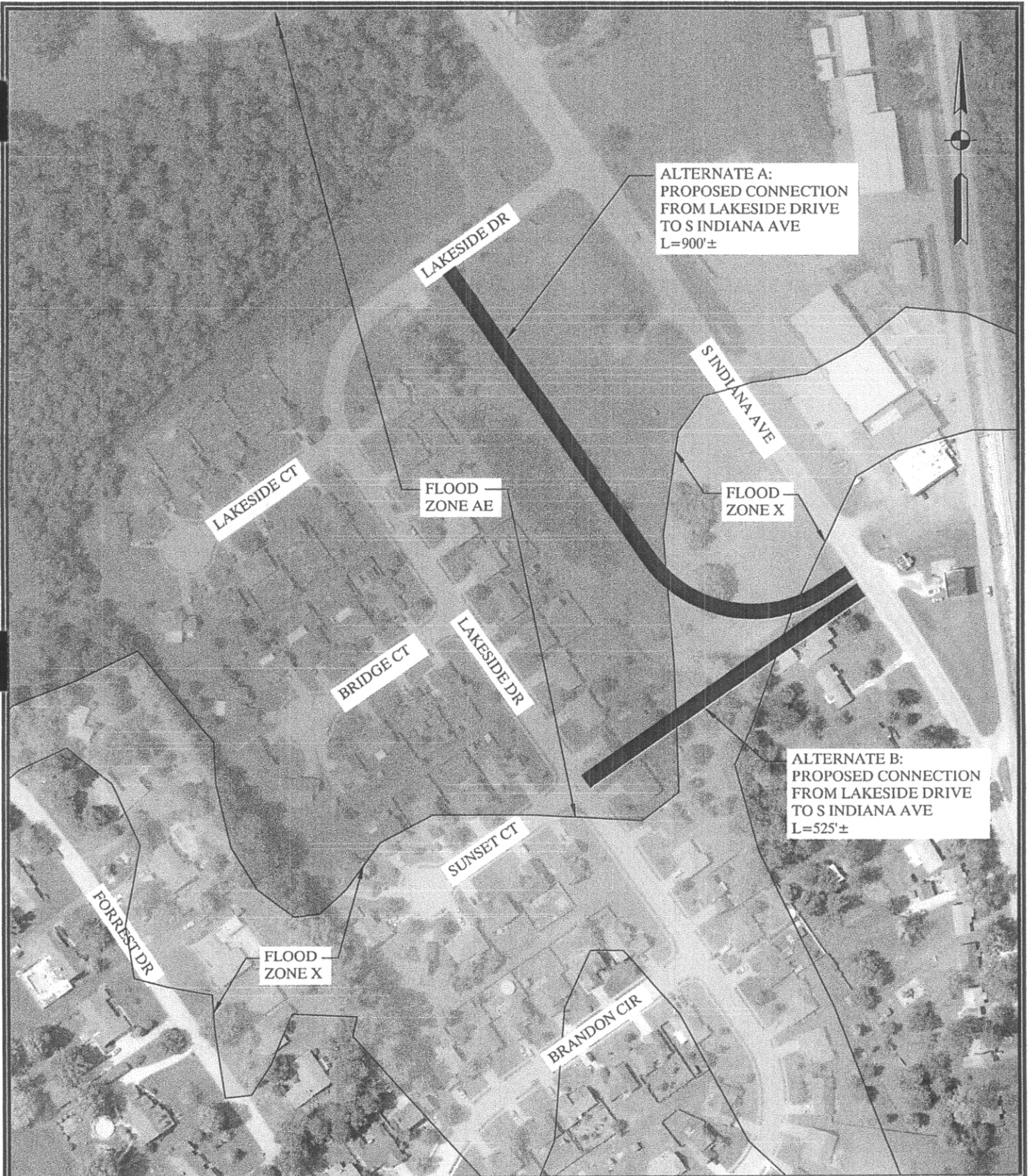


**Jacobi, Toombs & Lanz, Inc.**  
Consulting Engineers & Land Surveyors  
1829 E. Spring Street, Suite 201 - New Albany, Indiana 47150  
812-945-9585 - WWW.JTLENG.COM

SHEET

3

3 of 5



ALTERNATE A:  
 PROPOSED CONNECTION  
 FROM LAKESIDE DRIVE  
 TO S INDIANA AVE  
 L=900'±

ALTERNATE B:  
 PROPOSED CONNECTION  
 FROM LAKESIDE DRIVE  
 TO S INDIANA AVE  
 L=525'±

TOWN OF SELLERSBURG  
 ROAD PROJECT EXHIBITS

LAKESIDE DRIVE

JOB NO: 17069  
 DATE: 3-12-2018  
 SCALE: 1"=200'  
 FILE: 17069 Sellersburg Road Exhibits.dwg



**Jacobi, Toombs & Lanz, Inc.**  
 Consulting Engineers & Land Surveyors  
 1829 E. Spring Street, Suite 201 - New Albany, Indiana 47150  
 812-945-9585 - WWW.JTLENG.COM

SHEET

4

4 of 5



TOWN OF SELLERSBURG  
ROAD PROJECT EXHIBITS

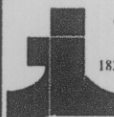
FULTON STREET

JOB NO: 17069

DATE: 3-12-2018

SCALE: 1"=200'

FILE: 17069 Sellersburg Road Exhibits.dwg



**Jacobi, Toombs & Lanz, Inc.**  
Consulting Engineers & Land Surveyors

1829 E. Spring Street, Suite 201 - New Albany, Indiana 47150  
812-945-9585 - WWW.JTLENG.COM

SHEET

5

5 of 5



Town of Sellersburg  
Board of Public Works  
Workshop

(These minutes are not intended to be verbatim)

**DATE:** MARCH 14, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 4:05 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, Clerk Treasurer Michelle D. Miller and Public Works Director Timothy E. Parmenter.

**NEW BUSINESS:**

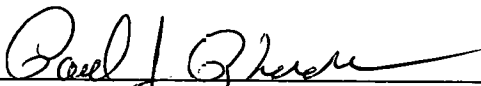
1. Sanitation Process and Procedures
2. Sewer Tap Process and Procedures
3. Wastewater Plant Facility
4. Old Water Plant Facility
5. Water Treatment System
6. Road and PASAR rating and system

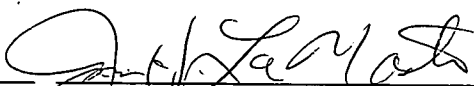
Public Works Director Tim Parmenter addresses the Council in reference to issues and concerns with the items listed above.


**ADJOURN:**

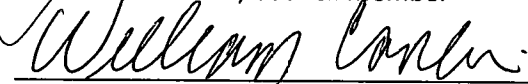
Motion: Webster      Second: Conlin      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 5:36 p.m.

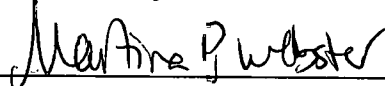
Minutes approved this 26 day of March, 2018

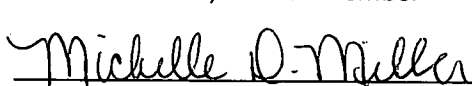
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
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**

**DATE: March 26, 2018**

**CALL TO ORDER:**

Meeting called to order by President Paul J. Rhodes at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIANCE:** All Present.

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

MOTION: WEBSTER            SECOND: LAMASTER            Webster rescinds her motion.

**MOTION TO AMEND THE AGENDA:**

MOTION: AMOS            SECOND: CONLIN            VOTE: 5-aye, 0-nay, motion approved.

Amendments:

Under New Business add #2 Sunset Hills Lift Station and move Housing Authority Board Appointments to #3

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

MOTION: WEBSTER            SECOND: AMOS            VOTE: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

March 12, 2018 Regular Meeting

March 14, 2018 Public Works Workshop

MOTION: CONLIN            SECOND: LAMASTER            VOTE: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

MOTION: LAMASTER            SECOND: WEBSTER            VOTE: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

MOTION: WEBSTER            SECOND: CONLIN            VOTE: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

Resolution 2018-R-001 Approving an Order of the Sellersburg Plan Commission

MOTION: AMOS            SECOND: LAMASTER            VOTE: 5-aye, 0-nay, motion approved.

Resolution 2018-R-002 Redevelopment Tax Increment Revenue Bond

MOTION: AMOS            SECOND: LAMASTER            VOTE: 5-aye, 0-nay, motion approved.

Executive Order 2018-01 An Order to Amend the Capital Improvement Plan of the Town of Sellersburg, Indiana  
Signed by President Paul J. Rhodes

**UNFINISHED BUSINESS:**

1. Comprehensive Plan Discussion (Jacob "Jake" Elder, Town Attorney)  
Attorney Elder advises that the Council advise the Planning Commission as to why the Comprehensive Plan was rejected. The Council advises that the wording for Cultural Goal number 4 needs to state "Obtain properties for use as new parks and cultural facilities or to enhance existing parks and cultural facilities"  
MOTION: WEBSTER      SECOND: AMOS      VOTE: 5-aye, 0-nay, motion approved  
Attorney Elder advises he will prepare a Resolution for the next meeting.
2. Butler Road Project Status Update (Jacob "Jake" Elder, Town Attorney)  
Webster makes a motion to move forward with paving, amended to confirm to begin after construction, Webster rescinds her motion.  
Motion to table:  
MOTION: WEBSTER      SECOND: AMOS      VOTE: 5-aye, 0-nay, motion approved.
3. Brandon Circle Project Status Update (Jacob "Jake" Elder, Town Attorney)  
Motion to approve work order 2018-2, Brandon Circle Survey, Design & Quote Package with Jacobi, Toombs and Lanz:  
MOTION: WEBSTER      SECOND: CONLIN      VOTE: 4-aye, 1-nay by AMOS, motion approved.  
Attorney Elder advises this can now be removed from the agenda.
4. Wastewater Plant Security System (William R. Whelan, Chief of Police)  
Chief Whelan presents quote for \$33,507.39 for the Security System for the Wastewater Plant for approval:  
MOTION: WEBSTER      SECOND: AMOS      VOTE: 5-aye, 0-nay, motion approved.  
Director Parmenter will determine what appropriations to use to cover this.
5. Hawthorne Glen Water Booster Project Status Update (Tim Parmenter, Director of Public Works)  
Director Parmenter advises this is still being worked on.
6. Phosphorus Building Status Update (Tim Parmenter, Director of Public Works)  
Director Parmenter advises that no bids were submitted and he is working on new specs to try to get a bid.
7. Paradise Avenue Project Status Update (Tim Parmenter, Director of Public Works)  
Director Parmenter advises there is no update at this time.
8. Repairs to the Huber Waste Screen | Huber Technology WW Solutions Quote (Tim Parmenter, Director of Public Works)  
Director Parmenter advises that the bid from Huber Technology is the best way to go and requests the quote from Huber Technology in the amount of \$49,459.30 be approved.  
MOTION: AMOS      SECOND: LAMASTER      VOTE: 5-aye, 0-nay, motion approved.
9. Lakeside & Sterling Oaks Resurfacing Project Status Updates (Tim Parmenter, Director of Public Works)  
Director Parmenter presents Work Order 2018-3 from Jacobi, Toombs and Lanz, 2018 Annual Paving Specification & On-Call Construction Engineering Support for Paving for approval:  
MOTION: CONLIN      SECOND: AMOS      VOTE: 5-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Meeting  
March 26, 2018

10. 622 W. Utica Street Drainage/Flooding Concerns | L. Renn Property (Tim Parmenter, Director of Public Works)  
Director Parmenter advises that preliminary engineering studies are being done by Jacobi, Toombs and Lanz.
11. 622 W. Utica Street Flooding | L. Renn Property: Appraisals (Brad Amos, Town Council Vice President)  
Attorney Elder advises that appraisals have been ordered.

**NEW BUSINESS:**

1. Lift Station Related: Reported Damages/Issues | 3016 Allentown Road (Brad & Stefanie Walker, Home Owners)  
Mr. & Mrs. Walker advise the Council of damage and issues they are having with sewer.  
Amos makes a motion to approve having Director Parmenter having cameras run to see if problem can be found:  
MOTION: AMOS      SECOND: CONLIN      VOTE: 5-aye, 0-nay, motion approved.
2. Sunset Hills Life Station: Motion to approve the Delta Services quote for the Cummins Generator in the amount of \$29,095.00 plus labor and material cost of \$24,541.07:  
MOTION: LAMASTER      SECOND: AMOS      VOTE: 5-aye, 0-nay, motion approved.

MEETING WAS RECESSED FROM 6:37 P.M. TO 6:45 P.M.

3. Housing Authority Board Appointments: Vice President Amos presents list of persons interested in being on the Housing Board: Russell Woods as the Resident Board Member and Nancy McDevitt, Trish Vogel, Matt Scott, Terry Langford and Glen "Kip" Wagoner as members.  
MOTION: WEBSTER      SECOND: CONLIN      VOTE: 5-aye, 0-nay, motion approved.

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

Matt Czarneci in reference to the flooding in Lakeside and State Road 31. He is requesting the Council contact State Representatives and State Legislatures and INDOT about raising 31.

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz): Recommends a grinder pump for 3016 Allentown Rd. (#1 under new business). Presents Current Projects Status Report (attached).

J. Greg Dietz, Building Commission: Gives monthly report

William R. Whelan, Chief of Police: Advises he is getting an updated quote for the phone voice recorder for the billing office.

Jacob "Jake" Elder, Town Attorney: Presents Annual Certification of Elected Officials for Signatures.

Town of Sellersburg  
Town Council Meeting  
March 26, 2018

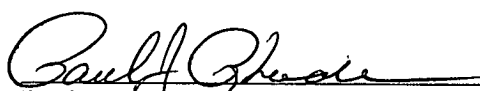
**ADJOURN:**

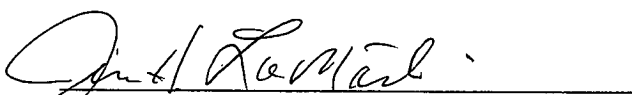
MOTION: AMOS

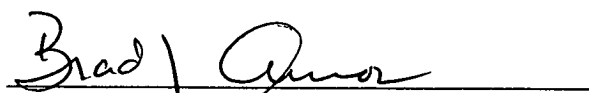
SECOND: WEBSTER

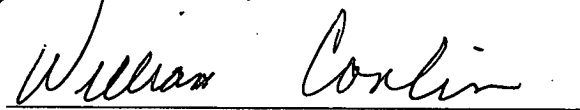
VOTE: 5-aye, 0-nay, motion approved and meeting adjourned at 7:08 p.m.

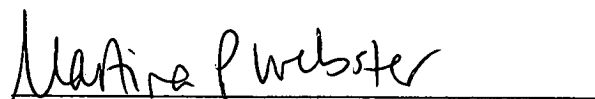
Approved this 23<sup>rd</sup> day of APRIL, 2018

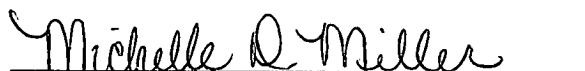
  
Paul J. Rhodes, President

  
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):

Agenda

Jacobi, Toombs & Lanz Current Projects Status Report

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  
March 26, 2018 at 5:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

March 12, 2018 Regular Meeting  
March 14, 2018 Public Works Workshop

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**TOWN OF SELLERSBURG HOUSING AUTHORITY BOARD APPOINTMENTS**

**ORDINANCES AND RESOLUTIONS:**

Resolutions and Orders for Redevelopment Commission Bond Anticipation Note

**UNFINISHED BUSINESS:**

1. Comprehensive Plan Discussion (Jacob "Jake" Elder, Town Attorney)
2. Butler Road Project Status Update (Jacob "Jake" Elder, Town Attorney)
3. Brandon Circle Project Status Update (Jacob "Jake" Elder, Town Attorney)
4. Wastewater Plant Security System (William R. Whelan, Chief of Police)
5. Hawthorne Glen Water Booster Project Status Update (Tim Parmenter, Director of Public Works)
6. Phosphorus Building Status Update (Tim Parmenter, Director of Public Works)
7. Paradise Avenue Project Status Update (Tim Parmenter, Director of Public Works)
8. Repairs to the Huber Waste Screen | Huber Technology WW Solutions Quote (Tim Parmenter, Director of Public Works)
9. Lakeside & Sterling Oaks Resurfacing Project Status Updates (Tim Parmenter, Director of Public Works)
10. 622 W. Utica Street Drainage/Flooding Concerns | L. Renn Property (Tim Parmenter, Director of Public Works)
11. 622 W. Utica Street Flooding | L. Renn Property: Appraisals (Brad Amos, Town Council Vice President)

**NEW BUSINESS:**

1. Lift Station Related: Reported Damages/Issues | 3016 Allentown Road (Brad & Stefanie Walker, Home Owners)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

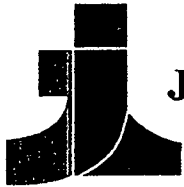
**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

March 26, 2018

**Shirley Avenue & Prather Lane**

Contracts have been signed and waiting on response from INDOT.  
Construction Admin/Observation Work Order submitted to Director for consideration.

**St. Joe Road East & Allentown Road Paving**

Contracts have been signed and waiting on response from INDOT.  
Construction Admin/Observation Work Order submitted to Director for consideration. This Work Order is combined with the Shirley Avenue Work Order and anticipates that one on-site field representative would cover both projects.

**W. Utica Street Culvert Replacement**

Contractor finalizing work in preparation for paving within the next couple of weeks, weather permitting.

**Charlestown Road Water & Sewer Relocations**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project. The right-of-way documents have been received. A pre-construction/utility coordination meeting was held. The contractor is mobilizing for construction.

**Hill N' Dale & I-65 Water Line Relocation**

Water main is now active. Contractor is waiting for good weather to finish restoration of project area.

**Brandon Circle & Forrest Drive Connection**

JTL has submitted a Work Order to the Director for consideration.

**2018 Annual Paving Specification & On-Call Paving Support**

JTL has submitted a Work Order to the Director for consideration.

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)



### **Allentown Road Lift Station – Infiltration/Inflow**

Currently working with staff to identify potential I/I issues at this station. Smoke testing and TV inspection of the lines may be necessary to identify points where stormwater enters the system.

### **W. Utica Street & Cambridge Manor Drainage Review**

Met with staff on-site to review the drainage area. Working on identification of critical elevations in the drainage area.

### **Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal has been submitted to the Director for consideration.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL  
MEETING MINUTES**

**DATE:** APRIL 9, 2018

**CALL TO ORDER:**

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

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Council President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

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

Motion: WEBSTER                      Second: LAMASTER                      Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:** March 26, 2018 Meeting Minutes as presented by the Sellersburg Clerk Treasurer

Motion: WEBSTER                      Second: CONLIN                      Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Amy Jenkins in reference to the Hawthorn Glen booster station. Public Works Director Tim Parmenter advises that he will have Matt check in to this.

**President Paul J. Rhodes introduces Holly Dickerson, New Sellersburg Postmaster**

**ORDINANCES AND RESOLUTIONS:**

1. 2018-R-003 – A Resolution Ratifying Amendment to the Comprehensive Plan

Motion: WEBSTER                      Second: LAMASTER                      Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. JTL Work Orders - (Shirley Ave 2018-1 and Butler Road 2018-4)

Motion: AMOS                      Second: CONLIN                      Vote: 5-aye, 0-nay, motion approved.

2. Hawthorne Gler. Booster Station: Motion to accept the low bid from Striegel Construction:

Motion: WEBSTER                      Second: LAMASTER                      Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. Ordinance Violations Bureau Discussion-Motion to table :

Motion: CONLIN                      Second: WEBSTER                      Vote: 5-aye, 0-nay, motion approved.

2. PTO Clarification for Employees Hired Prior To Calendar Year 2018: Town Attorney Jacob Elder advises that he will prepare a Resolution for the next meeting.

3. Sunflower Valley Water Account (Tim Parmenter, Director of Public Works): Tim and Jake will work on this.

4. Lakeside Apartments Utility Payment Plan (Tim Parmenter, Director of Public Works): Tim advises that he will get an aggressive payment plan together.

**TOWN OF SELLERSBURG  
TOWN COUNCIL MEETING  
APRIL 9, 2018**

**RECEIPT OF STAFF REPORTS:**

Mike Harris, Jacobi, Toombs, & Lanz: Gives Current Projects Status Report (attached)

William R. Whelan, Chief of Police:

Presents a quote from Security Pros for \$816.79 for a panic button for the billing office. Motion made to approve:  
Motion to approve: WEBSTER Second: CONLIN Vote: 5-aye, 0-nay, motion approved.

Presents a quote for \$11,116.00 for the voice recorder for the Billing Office and the Building Commissioner.  
Motion to approve: AMOS Second: WEBSTER Vote: 5-aye, 0-nay, motion approved.

Jacob "Jake" Elder, Town Attorney:

Advises that the appraisals are back on W. Utica and they are around \$140,000 and that the Quit Claim Deed on Butler Road came in today.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

James H. LaMaster, District 2:

Asks Public Works Director Tim Parmenter about potholes. Tim advises that some patching was done today and some will be done tomorrow.

Brad J. Amos, District 3:

Advises that the pool opens in 52 days.

Paul J. Rhodes, At-Large:


Advises that the Eagles Scouts will need to be added to the meeting agenda for the twenty third and also Mrs. Chumley with Drug and Alcohol Services.


**ADJOURN:**

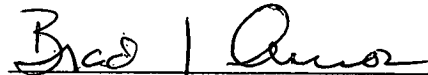
Motion: AMOS Second: WEBSTER Vote: 5-aye, 0-nay, motion approve and meeting  
adjourned at 6:18 p.m.

TOWN OF SELLERSBURG  
TOWN COUNCIL MEETING  
APRIL 9, 2018

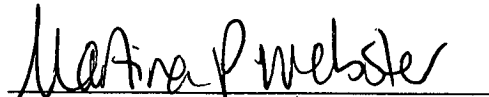
Minutes approved this 21<sup>st</sup> day of May, 2018

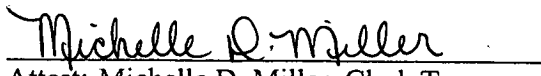
  
Paul J. Rhodes, President

  
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):

Agenda  
Jacobi, Toombs & Lanz Current Projects Status Report - 2 pages

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  
April 9, 2018 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:** March 26, 2018 Meeting Minutes as presented by the Sellersburg Clerk Treasurer

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**Holly Dickerson, New Sellersburg Postmaster**

**ORDINANCES AND RESOLUTIONS:**

1. 2018-R-003 – A Resolution Ratifying Amendment to the Comprehensive Plan

**UNFINISHED BUSINESS:**

1. JTL Work Orders - (Shirley Ave and Butler Road)
2. Hawthorne Glen Booster Station

**NEW BUSINESS:**

1. Ordinance Violations Bureau Discussion
2. PTO Clarification for Employees Hired Prior To Calendar Year 2018
3. Sunflower Valley Water Account (Tim Parmenter, Director of Public Works)
4. Lakeside Apartments Utility Payment Plan (Tim Parmenter, Director of Public Works)
5. Completed MS4 Stormwater Report (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

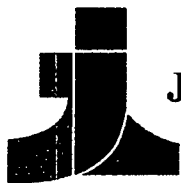
**RECEIPT OF STAFF REPORTS:**

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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

April 9, 2018

**Shirley Avenue & Prather Lane**

Contracts have been signed and waiting on response from INDOT. Construction Admin/Observation Work Order submitted to Director for consideration. Request Council approval of Work Order.

**St. Joe Road East & Allentown Road Paving**

Contracts have been signed and waiting on response from INDOT. Construction Admin/Observation Work Order submitted to Director for consideration. This Work Order is combined with the Shirley Avenue Work Order and anticipates that one on-site field representative would cover both projects.

**W. Utica Street Culvert Replacement**

Paving completed. Final clean-up and restoration underway.

**Charlestown Road Water & Sewer Relocations**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project. The right-of-way documents have been received. A pre-construction/utility coordination meeting was held. The contractor is mobilizing for construction. Need meeting between Town & County for coordination.

**Hill N' Dale & I-65 Water Line Relocation**

Water main is now active. Contractor is waiting for good weather to finish restoration of project area.

**Brandon Circle & Forrest Drive Connection**

Work Order approved at the last Council meeting. Work underway.

**2018 Annual Paving Specification & On-Call Paving Support**

Work Order approved at the last Council meeting. Work underway.

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)

### **Allentown Road Lift Station – Infiltration/Inflow**

Currently working with staff to identify potential I/I issues at this station. Smoke testing and TV inspection of the lines may be necessary to identify points where stormwater enters the system.

### **W. Utica Street & Cambridge Manor Drainage Review**

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Waiting on Town to receive appraisals.

### **Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal has been submitted to the Director for consideration.

### **Butler Road Improvements**

At the last Town Council meeting, it was requested that JTL prepare a Work Order to design improvements for Butler Road. Work Order 2018-4 has been submitted to the Director for consideration. Once the Council approves the Work Order, JTL will begin topographic survey and design.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**DATE:** April 23, 2018

**CALL TO ORDER:** President Paul J. Rhodes called the meeting to order at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** Boy Scouts

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to move #1 under Ordinances and Resolutions, Ordinance 2018-OR-007, an Ordinance amending the 2018 Salary Ordinance to New Business item #11.

Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.

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

Motion: AMOS Second: WEBSTER Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: CONLIN Second: WEBSTER Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion: AMOS Second: CONLIN Vote: 4-aye, 0-nay, motion approved.

**RECOGNITION OF EAGLE SCOUTS:**

Kenneth O'Hara | Eagle Date: June 5, 2017  
Nicholas Carlisle | Eagle Date: August 14, 2017

**UNFINISHED BUSINESS:**

1. Establishing the Violation Bureau Ordinance (Councilman, William Conlin):  
Martina Webster makes a motion to create a Ordinance Violation's Board with three members and an Administrative Secretary that meets six times per year, Council Member William Conlin asks if the Secretary will be a part time position and Webster advises a Secretary like for the other Boards and Conlin asks if they will be compensated and Webster stated yes. Town Attorney Jacob C. Elder will draft a complete Ordinance and requests input from the Council on the fees for the fines. Elder also asks if the Secretary will be available at other times, other than the Board meetings.  
The actual motion was to create an Ordinance Violation's Board with three members and an Administrative Secretary:  
Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.
2. Director of Public Works Moving Allowance (Paul Rhodes, Town Council President):  
Motion to pay the \$5,000.00 moving relocation allowance in one lump sum:  
Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.



**NEW BUSINESS:**

1. Education/Awareness: Substance Abuse Prevention (Kimberly Chumbley, MSSW Community Coordinator/Counselor, Our Place Drug & Alcohol Education Services, Inc.)-NOT PRESENT
2. Proposal for Water Operator/Contractor/Training | Water & Wastewater (Tim Parmenter, Director of Public Works): Motion to approve contract with High Spirits Management:  
Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.
3. Possible Change to Excavation within ROW Ordinance (Tim Parmenter, Director of Public Works):  
Discussion Only
4. Discussion | Revision to Wastewater and Water Ordinance | Clarification of Service Fees (Tim Parmenter, Director of Public Works):  
Discussion Only
5. One Additional Public Works Positions (Tim Parmenter, Director of Public Works):  
Motion to add one additional Public Works Team Member:  
Motion: CONLIN Second: AMOS Vote: 3-aye, 1-nay by WEBSTER, motion approved.
6. MS4 Storm Water Report | Signature Required by Mr. Rhodes (Tim Parmenter, Director of Public Works):  
Motion for President Rhodes to sign the MS4 Storm Water Report:  
Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.
7. Lawn Care Bids/Contract (Tim Parmenter, Director of Public Works):  
Motion to move forward with J&C pending Jakes's review:  
Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.
8. 2018 Pool Concession Sales (Brad Amos, Town Council Vice-President):  
Amos presents 2018 Pool Concession prices for approval (copy attached):  
Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.
9. Town Council Regular May Meeting | Date Change (Paul Rhodes, Town Council President)  
Motion to change the May meeting to May 21<sup>st</sup> at 5:30 p.m.  
Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.
10. Release of Sellersburg Continuing Disclosure Annual Information Report for 2017 (Paul Rhodes, Town Council President): Motion to approve:  
Motion: AMOS Second: CONLIN Vote: 4-aye, 0-nay, motion approved.

Josh Hillman (Jacobi, Toombs, & Lanz) was moved up to give his monthly report (attached).

11. Ordinance 2018-OR-007- An Ordinance Amending the 2018 Salary Ordinance:  
Motion to amend the 2018 Salary Ordinance as follows:
  1. Parks & Recreation, combine all lifeguards (Head, Senior and Junior) for a total of 13 Lifeguards at \$10.50-\$12.50 per hour
  2. Parks & Recreation, change concession workers from 3 to 4

**NEW BUSINESS (continued):**

3. Public Works, Team Members from 9 to 10

4. Public Works, remove Billing Coordinator and change to 4 Billing Clerks

Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.

Motion to revise the Longevity Ordinance for Civil Employees, excluding the Police Department, to \$823.90 per year and not tied to the Executive Secretary salary and advises that it is not changing anybody's longevity at this point (this will need to be ratified at the next meeting):

Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.

Motion to give the Executive Secretary a raise for the additional workload in the Billing Office to \$892.22 per week.

Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.

The Executive Secretary's job description will be modified to include the additional duties of Supervising the Billing Office.

Motion to reinstate original hire date for Longevity pay (Clerk Treasurer and Chief Deputy Clerk Treasurer):

Motion: CONLIN Second: None Vote: None

Motion to increase the Chief Deputy Clerk Treasurer pay to \$957.69 per week:

Motion: AMOS Second: WEBSTER Vote: 4-ay, 0-nay, motion approved.

Motion to amend the 2018 Salary Ordinance to amend the Town Council Executive Secretary to \$892.22 per week and the Chief Deputy Clerk Treasurer to \$957.69 per week (effective April 23, 2018):

Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.

Motion to approve Salary Ordinance 2018 as amended on first reading:

Motion: WEBSTER Second: CONLIN Vote: 4-aye, 0-nay, motion approved.

Motion to approve, as amended, 2018 Salary Ordinance on second reading:

Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

Gentleman with Eagle Investment Partners in reference to his tax abatement that was supposed to be on tonight's agenda. He left his compliance information with Building Commissioner Dietz (not present at tonight's meeting) and it was supposed to be on the agenda.

Motion made to approve President Rhodes signing the documents upon approval of compliance from the Building Commissioner:

Motion: WEBSTER Second: AMOS Vote: 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

Tim Parmenter, Director of Public Works:

Gives update on Perry Road lift station, advises he is looking at issues with the Waste Water Treatment Plant, he is going to meet with the representative of Sunflower Valley Water, he is still working on Lakeside Apartment payment arrangement due to large leak, yard waste starts this week with recycling and dumpsters will be May 5-12.

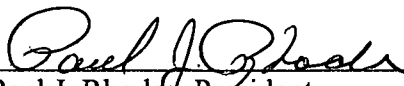
**DEBBIE TANNER:**

Ms. Tanner advises of an issue she had with the Police Department with her license being suspended. Town Attorney Jacob Elder advises he will look into her issue and will get her information after the meeting.

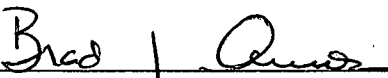
**ADJOURN:**

Motion to adjourn: AMOS Second: CONLIN Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 7:38 p.m.

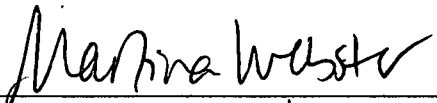
Minutes approved this 21<sup>st</sup> day of May, 2018

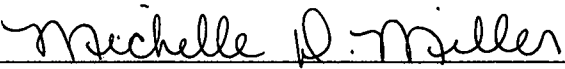
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
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):

- Agenda
- 2018 Pool Concessions
- Jacobi, Toombs & Lanz Current Projects Status Report - 2 pages

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  
April 23, at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**RECOGNITION OF EAGLE SCOUTS:**

Kenneth O'Hara | Eagle Date: June 5, 2017

Nicholas Carlisle | Eagle Date: August 14, 2017

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**ORDINANCES AND RESOLUTIONS:**

1. Ordinance 2018-OR-007- An Ordinance Amending the 2018 Salary Ordinance

**UNFINISHED BUSINESS:**

1. Establishing the Violation Bureau Ordinance (Councilman, William Conlin)
2. Director of Public Works Moving Allowance (Paul Rhodes, Town Council President)

**NEW BUSINESS:**

1. Education/Awareness: Substance Abuse Prevention (Kimberly Chumbley, MSSW Community Coordinator/Counselor, Our Place Drug & Alcohol Education Services, Inc.)
2. Proposal for Water Operator/Contractor/Training | Water & Wastewater (Tim Parmenter, Director of Public Works)
3. Possible Change to Excavation within ROW Ordinance (Tim Parmenter, Director of Public Works)
4. Discussion | Revision to Wastewater and Water Ordinance | Clarification of Service Fees (Tim Parmenter, Director of Public Works)
5. One Additional Public Works Positions (Tim Parmenter, Director of Public Works)
6. MS4 Storm Water Report | Signature Required by Mr. Rhodes (Tim Parmenter, Director of Public Works)
7. Lawn Care Bids/Contract (Tim Parmenter, Director of Public Works)
8. 2018 Pool Concession Sales (Brad Amos, Town Council Vice-President)
9. Town Council Regular May Meeting | Date Change (Paul Rhodes, Town Council President)
10. Release of Sellersburg Continuing Disclosure Annual Information Report for 2017 (Paul Rhodes, Town Council President)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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:**

2018

Concession List

Gatorade.....	\$1.50
Bottled Water .....	\$2.00
Cup of Ice.....	\$0.25
Coke, Diet Coke, Sunkist, Root Beer, Pepsi, Diet Pepsi, Dr. Pepper, Cherry Pepsi, Lemonade.....	\$1.50
Hot Dogs .....	\$2.00
Pretzel .....	\$2.00
Pretzel with cheese.....	\$2.50
Cinnamon Pretzel with Icing.....	\$2.50
Pizza.....	\$2.00
Nachos.....	\$2.50
Pickle.....	\$1.00
Chiips.....	\$1.00
Candy Bars (Reese, Kit Kat, Crunch, M&M, Airheacs Extreme....	\$1.50
Drumstick .....	\$2.00
Lollies.....	\$0.50
Airhead.....	\$0.25
Freeze Pop.....	\$0.50
2 Chocolate Chip cookies .....	\$1.00
Trail Mix.....	\$1.00
Rice Crispies.....	\$0.50
Pulled Pork Sandwich.....	\$2.00

Needs approval from Council

Approved 4/23/18 Town Council Meeting



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

April 23, 2018

**Shirley Avenue & Prather Lane**

Contracts have been signed and waiting on response from INDOT.  
Construction Admin Work Order approved at last meeting. Pre-construction meeting scheduled for 5/1/18.

**St. Joe Road East & Allentown Road Paving**

Contracts have been signed and waiting on response from INDOT.  
Pre-construction meeting schedule for 5/1/18.

**W. Utica Street Culvert Replacement**

Paving completed. Final clean-up and restoration underway. Needs final walk-through of project.

**Charlestown Road Water & Sewer Relocations**

RCI was awarded the contract for \$135,539.25. Coordinating construction schedule with the County project. The right-of-way documents have been received. A pre-construction/utility coordination meeting was held. The contractor is mobilizing for construction. Meeting with the County on 4/25/18 to discuss issue with potential conflicts with County work.

**Hill N' Dale & I-65 Water Line Relocation**

Water main is now active. Contractor is waiting for good weather to finish restoration of project area.

**Brandon Circle & Forrest Drive Connection**

Topographic survey complete. Finalizing property boundary resolution and beginning preliminary road layout.

**2018 Annual Paving Specification & On-Call Paving Support**

Bids for paving to be received on 5/21/18. Project to include portions of Lakeside, Sterling Oaks, and Covered Bridge (3 streets total).

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)

### Allentown Road Lift Station – Infiltration/Inflow

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review.

### W. Utica Street & Cambridge Manor Drainage Review

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Town attorney provided copies of the appraisal as well.

### Perry Crossing Lift Station Corrosion/Rehabilitation

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration.

### Butler Road Improvements

JTL Work Order approved at last meeting. Preparing for topographic survey of road.

### Sanitary Sewer Permits

Two permits under review. Met with Wastewater Staff to review Clarion.



Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** APRIL 23, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 7:47 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

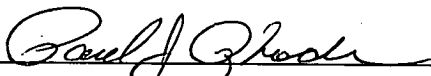
President Paul J. Rhodes, Vice President Brad J. Amos, 2<sup>nd</sup> Vice President Martina P. Webster, Council Member James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller and Amy Olds with HR Affiliates.

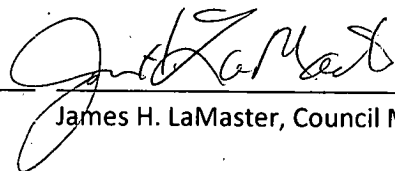
**TOPIC OF DISCUSSION:**

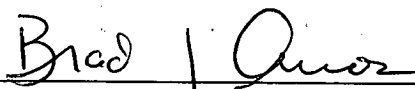
Pursuant to Indiana Code § 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding an employee matter.

**ADJOURN:**


Motion: WEBSTER      Second: AMOS      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 8:04 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:** MAY 10, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:19 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, Clerk Treasurer Michelle D. Miller, Public Works Director Tim Parmenter and Amy Olds with HR Affiliates.

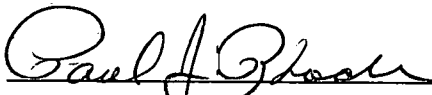
Council Member William J. Conlin and Town Council Attorney Jacob C. Elder were absent.

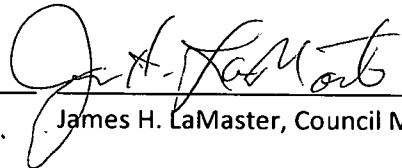
**TOPIC OF DISCUSSION:**

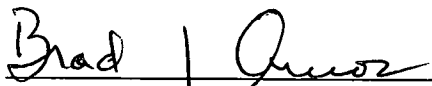
Pursuant to Indiana Code § 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding personnel issues.

**ADJOURN:**


Motion: WEBSTER      Second: AMOS      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 6:50 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

**TOWN OF SELLERSBURG  
TOWN COUNCIL MEETING MINUTES**

**DATE:** May 21, 2018

**CALLED TO ORDEE:**

Called to order by Paul J. Rhodes at 5:33p.m.

**ROLL CALL OF MEMBERS:**

President Paul J. Rhodes, Vice President Brad J. Amos, Second 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:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Motion: WEBSTER Second: LAMASTER Vote: 4-aye, 0-nay, motion approved.

Amendments:

Under New Business acd #6 Work Order Approval

Remove approval of Allowance Docket

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

Motion: LAMASTER Second: AMOS Vote: 4 aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

April 9, 2018 Town Council Meeting

April 23, 2018 Executive Session

May 10, 2018 Executive Session

Motion: AMOS Second: WEBSTER Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion: AMOS Second: WEBSTER Vote: 4-aye, 0-nay, motion approved.

Second:

**APPROVAL OF ALLOWANCE DOCKET: NONE**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**PUBLIC EDUCATION**

Substance Abuse Prevention (Kimberly Chumbley, MSSW Coordinator/Counselor, Our Place Drug & Alcohol Education Services, Inc.)

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-010 – An Ordinance Amending the Paid Time Off (PTO) Policy of The Town of Sellersburg, Indiana

Motion to table : WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.



2. **2018-OR-008 – An Ordinance Amending the 2018 Salary Ordinance for The Town of Sellersburg, Indiana:**

1<sup>st</sup> Reading Motion: WEBSTER      Second: AMOS      Vote: 4-aye, 0-nay, motion approved.

2nd Reading: Motion: WEBSTER      Second: LAMASTER      Vote: 4-aye, 0-nay, motion approved.

Motion to amend to change to retroactive to April 23, 2108:

Final Approval: Motion: WEBSTER      Second: AMOS      Vote: 4-aye, 0-nay, motion approved.

3. **2018-OR-009 – An Ordinance Amending Ordinance 2015-010 “Establishing Longevity Pay for Full Time Employees of The Town of Sellersburg”:**

Motion to table: WEBSTER      Second: LAMASTER      Vote: 4-aye, 0-nay, motion approved.

4. **2018-OR-011 – An Ordinance Amending the 2018 Planning Director/Building Commissioner Job Description:**

Motion to consider: WEBSTER      Second: AMOS      Vote: 4-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. **Community Crossings Paving of St. Joe Road & Allentown Road (Tim Parmenter, Director of Public Works):**

Motion to approve change order for \$9,320.00: WEBSTER      Second: LAMASTER      Vote: 4-aye, 0-nay, motion approved.

2. Michael McFadden, Sr., High Spirit Management | Water & Wastewater Reports (Tim Parmenter, Director of Public Works): Gives his reports

**NEW BUSINESS:**

1. **Lakeside, Sterling Oaks: Open Bids (Jim Silliman, Jacobi, Toombs, & Lanz) (bid sheet attached to these minutes):**

Libs Paving:	\$187,722.00
E&B Paving:	\$284,400.00
Wingham Paving:	\$200,875.70
Flynn Brothers:	\$415,710.25
Mac Construction:	\$211,292.00

Motion to award contract to Lib’s Paving contingent upon Engineer and Town Attorney approval:

Motion: WEBSTER      Second: AMOS      Vote: 4-aye, 0-nay, motion approved.

2. Sewer Rate Concern | 5004 Cooks Creek Lane (Sam Daugherty, Resident): No action taken

3. 2018 Community Crossings | Opens August 6, 2018 (Tim Parmenter, Director of Public Works): Director Parmenter asks the Council if they would like to pursue this Grant. No action taken



Town of Sellersburg Town Council Meeting  
May 21, 2018

4. 4304 Silver Glade Trail (Councilman, William "Bill" Conlin): Councilman Conlin was absent so Councilman Amos spoke on his behalf. He believes Councilman Conlin is wanting to talk about selling this piece of property. No action taken
5. Budget Process Discussion (Paul Rhodes, Town Council President): President Rhodes wants to get everyone's summer plans to start the budget process. The week of July 9<sup>th</sup> will be the projected Budget Workshops, shooting for the 11<sup>th</sup>.
6. Work Order Approval: Work order 2015-5 from Jacobi, Toombs and Lanz for up to \$7,500.00 for Holman's Lane Water Main:  
Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved.

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

Dave Terrell, 4111 Miners Way speaks in reference to blasting at the property next to Butler Road. Councilman Brad Amos recommends Mr. Terrell come to the Planning and Zoning Meetings.

**RECEIPT OF STAFF REPORTS:**

Jim Silliman (Jacobi, Toombs, & Lanz): Gives monthly report, copy attached.

Tim Parmenter, Director of Public Works: President Rhodes advises Director Parmenter to get in front of the blasting issue.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

Brad J. Amos, District 3: Pool will open on Friday night and the Farmer's Market is growing. Also, the Parks and Recreation has a new logo and a new sign will be put up for the pool.

**ADJOURN:**

Motion: WEBSTER Second: AMOS Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 6:54 p.m.

Town of Sellersburg Town Council Meeting  
May 21, 2018

Minutes approved this 25 day of June, 2018

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

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

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

Attachment(s):  
Agenda-1 page  
Jacobi, Toombs & Lanz Current Projects Status Report - 2 pages  
Bid Sheet-1 page

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  
May 21, 2018, at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIANCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:  
April 9, 2018 Town Council Meeting  
April 23, 2018 Executive Session  
May 10, 2018 Executive Session

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**PUBLIC EDUCATION**

Substance Abuse Prevention (Kimberly Chumbley, MSSW Coordinator/Counselor, Our Place Drug & Alcohol Education Services, Inc.)

**ORDINANCES AND RESOLUTIONS:**

1. 2018-OR-010 – An Ordinance Amending the Paid Time Off (PTO) Policy of The Town of Sellersburg, Indiana
2. 2018-OR-008 – An Ordinance Amending the 2018 Salary Ordinance for The Town of Sellersburg, Indiana
3. 2018-OR-009 – An Ordinance Amending Ordinance 2015-010 “Establishing Longevity Pay for Full Time Employees of The Town of Sellersburg”
4. 2018-OR-011 – An Ordinance Amending the 2018 Planning Director/Building Commissioner Job Description

**UNFINISHED BUSINESS:**

1. Community Crossings Paving of St. Joe Road & Allentown Road (Tim Parmenter, Director of Public Works)
2. Michael McFadden, Sr., High Spirit Management | Water & Wastewater Reports (Tim Parmenter, Director of Public Works)

**NEW BUSINESS:**

1. Lakeside, Sterling Oaks: Open Bids (Jim Silliman, Jacobi, Toombs, & Lanz)
2. Sewer Rate Concern | 5004 Cooks Creek Lane (Sam Daugherty, Resident)

3. 2018 Community Crossings | Opens August 6, 2018 (Tim Parmenter, Director of Public Works)
4. 4304 Silver Glade Trail (Councilman, William "Bill" Conlin)
5. Budget Process Discussion (Paul Rhodes, Town Council President)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

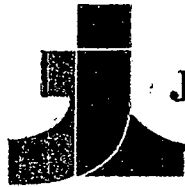
Jim Silliman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**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:**





**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

May 21, 2018

**Shirley Avenue & Prather Lane**

Construction Notice to Proceed to be issued the first week of June. Contractor will begin implementation of their maintenance of traffic signage the beginning of June.

**St. Joe Road East & Allentown Road Paving**

Notice to Proceed has been issued to the Contractor. Paving to begin soon. Need direction on additional restoration on St. Joe Road East due to winter deterioration.

**W. Utica Street Culvert Replacement**

Project complete.

**Charlestown Road Water & Sewer Relocations**

County has raised concern with proximity of water line relocation to proposed foundation of wing wall on culvert. JTL has requested the contractor to provide a price for casing pipe on sanitary sewer line to allow sewer line to stay in the newly acquired County right-of-way. Waiting on price from Contractor. This will be a change order on this project.

**Hill N<sup>o</sup> Dale & I-65 Water Line Relocation**

Final walk-thru to be performed on 5/24.

**Brandon Circle & Forrest Drive Connection**

Preliminary set of construction plans have been prepared and are ready to review with Staff.

**2018 Annual Paving Specification & On-Call Paving Support**

Bids to be received at this meeting.

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review.

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)

### **W. Utica Street & Cambridge Manor Drainage Review**

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Town attorney provided copies of the appraisal as well. At the last meeting it was discussed to hold a workshop to discuss this further if desired by the Council.

### **Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration.

### **Butler Road Improvements**

Topographic survey of the project has been completed and preliminary evaluation of road improvements are underway.

### **Sanitary Sewer Permits**

Two permits have been reviewed and comments provided to the designers.

### **Holmans Lane Water Main Improvements**

JTL met with the Director to review the City of Jeffersonville Holmans Lane and Veterans Parkway road project and impacts of the project. The Director asked JTL to prepare a Work Order to assist with schematic design of future water main improvements to avoid future disturbance of the newly constructed roadway.

### **IOCRA Grant Planning Support**

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants.

JOB NO. 18007 BID OPENING May 21, 2018

JOB TITLE Patching, Resurfacing & Treatment of Selected Streets

JOB SPONSOR Town of Sellersburg

**BIDDERS**

COMPANY	Libs Paving	Temple & Temple	E&B Paving
Bid Amount	\$ 187,722. <sup>00</sup>	\$	\$ 284,400. <sup>00</sup>

Wingham Paving	Flynn Brothers	APC Construction & Paving	Mac Construction
\$ 200,875. <sup>70</sup>	\$ 413,710. <sup>85</sup>	\$	\$ 211,292. <sup>00</sup>

Louisville Paving			
\$	\$	\$	\$

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** MAY 21, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 7:05 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 James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller and Michelle D. Medcalf, Town Council Executive Secretary.  
Council Member William J. Conlin was absent.

**TOPIC OF DISCUSSION:**

Pursuant to Indiana Code § 5-14-1.5-6.1(b)(2)(B), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding pending or threatened litigation.

**ADJOURN:**

Motion: LAMASTER      Second: AMOS

Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:34 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

*Absent*

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

*Michelle D. Miller*

Attest: Michelle D. Miller, Clerk Treasurer

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**MEETING MINUTES**

**DATE:** JUNE 11, 2018

**CALL TO ORDER:**

President Paul J. Rhodes called the meeting to order at 5:30 p.m.

**ROLL CALL:**

President Paul J. Rhodes, Vice President Brad J. Amos, Second 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 arrived at 5:34 p.m.

**PRAYER:** by President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Motion/Second: WEBSTER/LAMASTER    Vote: 4-aye, 0-nay, motion approved.  
Amendments: Add Allowance Docket

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

Motion/Second: WEBSTER/LAMASTER    Vote: 4-aye, 0-nay, motion approved.

Councilman William H. Conlin arrived at 5:34 p.m.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion/Second: WEBSTER/LAMASTER    Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Lara Renn addresses the Council in reference to the two appraisals that were done on her property at 622 W Utica. Town Council Attorney Jacob Elder advises he will email her the two appraisals and that he is waiting on direction from the Council on this.

**ORDINANCES AND RESOLUTIONS:**

1. **2018-OR-009 – An Ordinance Amending Ordinance 2017-OR-028 “Establishing Longevity Pay for Full Time Employees of The Town of Sellersburg.”**  
1st Reading: Motion/Second: AMOS/CONLIN    Vote: 5-aye, 0-nay, motion approved.  
2nd Reading: Motion/Second: WEBSTER/AMOS    Vote: 5-aye, 0-nay, motion approved.
  
2. **2018-OR-010 – An Ordinance Amending the Paid Time Off (PTO) Policy of The Town of Sellersburg, Indiana.**  
1st Reading: Motion/Second: CONLIN/WEBSTER    Vote: 5-aye, 0-nay, motion approved.  
Motion to amend to remove the “to” in the title of “Employees Hired after “to” January 1, 2018”  
Motion/Second WEBSTER/LAMASTER    Vote: 5-aye, 0-nay, motion approved.  
1st Reading, as amended: Motion/Second: WEBSTER/CONLIN    Vote: 5-aye, 0-nay, motion approved.  
2nd Reading, as amended: Motion/Second: WEBSTER/AMOS    Vote: 5-aye, 0-nay, motion approved.

3. **2018-OR-011 – An Ordinance Amending the 2018 Planning Director/Building Commissioner Job**

**Description:**

2<sup>nd</sup> Reading: Motion/Second: WEBSTER/CONLIN Vote: 5-aye, 0-nay, motion approved.

4. **2018-OR-12 – An Ordinance Authorizing the President of the Town Council to Enter into Payment Plans on Behalf of the Town's Water Department:**

1<sup>st</sup> Reading: Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: WEBSTER/LAMASTER Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. Town of Sellersburg Health and Liability Insurance (President Rhodes): President Rhodes requests that Town Council Executive Secretary post that we will be accepting quotes for the first meeting in August for Agent of Record quotes and quotes for the Town's Liability Insurance.
2. Potential Sale of 4304 Silver Glade Trail, Sellersburg, IN (Councilman Conlin): Councilman Conlin advises that he has spoke with the neighbors of this property and that he would like for the Council to sell this property. Council President Rhodes advises that this will be tabled for future discussion.
3. Business Licensing (Tim Parmenter): Addresses the Council in reference to initiating a Business License-no action taken.
4. Utility Contractor Permitting (Tim Parmenter): Addresses the Council in reference to implementing a Utility Contractor Permit. Town Council Attorney Jacob Elder will work with Tim to create an Ordinance for this.
5. Brandon Circle (Tim Parmenter): Tim needs for the Council to vote to decide on the type of material to use for Brandon Circle:  
**Motion to approve the job with asphalt:** Motion/Second: WEBSTER/NONE, dies for lack of second.  
**Motion to table the Brandon Circle project:** Motion/Second: CONLIN/AMOS Vote: 3-aye's by Conlin, Amos and LaMaster and 2-nays by Webster and Rhodes, motion approved.

Mike with Jacobi, Toombs and Lanz advises that the preliminary plans for Butler Road should be done by the end of June.

**RECEIPT OF STAFF REPORTS:**

Mike Harris, Jacobi, Toombs, & Lanz: Gives Current Projects Status Report (copy attached)

William R. Whelan, Chief of Police: Advises that he has turned in the invoices for the panic button and the recorder to Michelle Medcalf.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

William Conlin, District 4: Advises that the Dragon's Den is now open and has good food and good coffee.

Brad J. Amos, District 3: Advises that School is out and the swimming pool is now open. The Farmer's Market is open and new signs are getting ready to go up for the pool and wishes the Silver Creek Baseball Team good luck.

Town of Sellersburg  
Town Council Meeting  
June 11, 2018

Martina Webster, District 1: Advises that if we spend the extra money on Brandon Circle, that will be less money for paving.

**ADJOURN:**

Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 6:50 p.m.

Minutes approved this 25 day of June, 2018

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

Absent

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

Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):

Agenda

Jacobi, Toombs & Lanz Current Projects Status Report

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  
June 11, 2018 at 5:30 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:**

1. 2018-OR-009 – An Ordinance Amending Ordinance 2017-OR-028 “Establishing Longevity Pay for Full Time Employees of The Town of Sellersburg.”
2. 2018-OR-010 – An Ordinance Amending the Paid Time Off (PTO) Policy of The Town of Sellersburg, Indiana.
3. 2018-OR-011 – An Ordinance Amending the 2018 Planning Director/Building Commissioner Job Description’
4. 2018-OR-12 – An Ordinance Authorizing the President of the Town Council to Enter into Payment Plans on Behalf of the Town’s Water Department.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Town of Sellersburg Health and Liability Insurance (President Rhodes)
2. Potential Sale of 4304 Silver Glade Trail, Sellersburg, IN (Councilman Conlin)
3. Business Licensing (Tim Parmenter)
4. Utility Contractor Permitting (Tim Parmenter)
5. Brandon Circle (Tim Parmenter)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman, Jacobi, Toombs, & Lanz  
William R. Whelan, Chief of Police  
Jacob “Jake” Elder, Town Attorney



Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** JUNE 11, 2018

**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 James H. LaMaster, Council Member William J. Conlin, Town Council Attorney Jacob C. Elder, Clerk Treasurer Michelle D. Miller, Joe Bilby, Attorney for HR Affiliates and Amy Olds with HR Affiliates.

**TOPIC OF DISCUSSION:**

Pursuant to Indiana Code § 5-14-1.5-6.1(b)(2)(B), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding pending or threatened litigation.

**ADJOURN:**

Motion: AMOS Second: CONLIN

Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:11 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

Absent

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

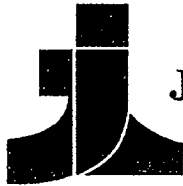
Michelle D. Miller

Attest: Michelle D. Miller, Clerk Treasurer

**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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

June 11, 2018

**Shirley Avenue & Prather Lane**

Construction Notice to Proceed issued on June 4. Contractor anticipated to begin road closures on June 18.

**St. Joe Road East & Allentown Road Paving**

Milling to begin this week, weather permitting, and patching and paving to follow.

**Charlestown Road Water & Sewer Relocations**

County has raised concern with proximity of sewer line relocation to proposed foundation of wing wall on culvert due to County design changes. JTL has requested the contractor to provide a price for casing pipe on sanitary sewer line to allow sewer line to stay in the newly acquired County right-of-way. The Town will be requested to review a Change Order at the next Council Meeting.

**Brandon Circle & Forrest Drive Connection**

Preliminary set of construction plans and cost estimates with alternatives have been submitted to the Director for consideration.

**2018 Annual Paving Specification & On-Call Paving Support**

The low bid was awarded to Libs Paving in the amount of \$187,722.00. Notice of Award has been issued to the Contractor. Once bonds and insurance certificates are received, a Notice to Proceed will be issued.

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. No Change.

**W. Utica Street & Cambridge Manor Drainage Review**

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Town attorney provided copies of the appraisal as well. At a previous meeting it was discussed to hold a workshop to discuss this further if desired by the Council. No Change.

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

### Perry Crossing Lift Station Corrosion/Rehabilitation

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. No Change.

### Butler Road Improvements

Drainage review of the road corridor underway. JTL to have preliminary layout complete by the end of June.

### Sanitary Sewer Permits

Two permits have been reviewed and comments provided to the designers.

### Holmans Lane Water Main Improvements

Preliminary review of conflict analysis underway.

### IOCRA Grant Planning Support

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. No change.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**MEETING MINUTES**

**DATE:** JUNE 25, 2018

**CALL TO ORDER**

BY: Vice President Brad J. Amos

At: 5:30 p.m.

**ROLL CALL OF MEMBERS:**

Paul Rhodes-Absent

Brad Amos-Present

Martina Webster-Absent

James LaMaster-Present

William Colin-Present

Jacob Elder-Present

Michelle Miller-Present

**PRAYER:** Vice President Brad J. Amos

**PLEDGE OF ALLEGIANCE:** All Present.

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

**MOTION/SECOND:** CONLIN/LAMASTER

**VOTE:** 3-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes as submitted by the Clerk-Treasurer:

May 21, 2018 Town Council Meeting

May 21, 2018 Town Council Executive Session

June 11, 2018 Town Council Meeting

June 11, 2018 Town Council Executive Session

**MOTION/SECOND:** LAMASTER/CONLIN

**VOTE:** 3-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

**MOTION/SECOND:** CONLIN/LAMASTER

**VOTE:** 3-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

**MOTION/SECOND:** CONLIN/LAMASTER

**VOTE:** 3-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Nathan Grimes, Renaissance Design Build, presents contact for Building Commissioner services for the Council to review. No action taken.

Town of Sellersburg  
Town Council Meeting  
June 25, 2018

**NEW BUSINESS:**

1. Service Drive Traffic and Zoning | Letter Submitted by J.L. Gilbert Co., Inc. (Brad Amos, Council Vice-President): Motion was made by the Council to direct Town Attorney Elder to prepare a No Parking Ordinance for Service Drive to be presented at the next meeting.
2. 300 Prather Lane | Request to Remain on Current Sewage Disposal System (Septic Tank) (Tim Parmenter, Director of Public Works): Motion made to allow Jan Rios, 300 Prather Lane to remain on her current septic tank.

**MOTION/SECOND:** LAMASTER/CONLIN

**VOTE:** 3-aye, 0-nay, motion approved.

3. Outsourcing of Trash Collection (Tim Parmenter, Director of Public Works): Director Parmenter handed out a general overview and specifications for Council review. No action taken.

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

Karisa Harbin, Sellersburg Metals and Welding, thanks the Council for helping with the Service Drive parking issue.

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz):

Presents Current Projects Status Report (copy attached)

Josh Hillman (Jacobi, Toombs & Lanz): also requests that the Town authorize approval of up to \$23,000.00 for casing pipe and additional excavation down to bedrock due to County design changes to the Charlestown Road Water & Sewer Relocations:

**MOTION/SECOND:** CONLIN/LAMASTER

**VOTE:** 3-aye, 0-nay, motion approved.

Josh Hillman (Jacobi, Toombs & Lanz) advises that he is working with Director Parmenter and the City of Jeffersonville on the demolition of the old pump house and that Jeffersonville is paying to have this done.

Tim Parmenter, Director of Public Works:

Presents invoice for High Spirits Management in the amount of \$500.00 for work at the Wastewater Treatment Plant that is above the current contract:

**MOTION/SECOND:** LAMASTER/CONLIN

**VOTE:** 3-aye, 0-nay, motion approved.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**


**Brad J. Amos, District 3:**

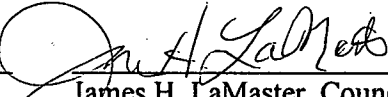
Advises that the Dairy Queen ribbon cutting is tomorrow at 10:00 a.m. and the Farmer's Market and Pool are doing well.


Town of Sellersburg  
Town Council Meeting  
June 25, 2018

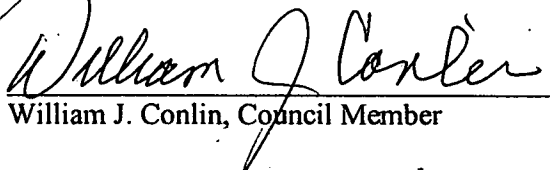
**ADJOURN:**  
**MOTION/SECOND:** LAMASTER/CONLIN  
**VOTE:** 3-aye, 0-nay, motion approved.  
**TIME:** 6:16 p.m.

Minutes approved this 11 day of July, 2018

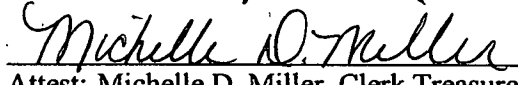
  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

  
Brad J. Amos, Vice President

  
William J. Conlin, Council Member

Not Present  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):  
Agenda  
Jacobi, Toombs & Lanz Current Projects Status Report

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  
June 25, 2018 at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:  
May 21, 2018 Town Council Meeting  
May 21, 2018 Town Council Executive Session  
June 11, 2018 Town Council Meeting  
June 11, 2018 Town Council Executive Session

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Service Drive Traffic and Zoning | Letter Submitted by J.L. Gilbert Co., Inc. (Brad Amos, Council Vice-President)
2. 300 Prather Lane | Request to Remain on Current Sewage Disposal System (Septic Tank) (Tim Parmenter, Director of Public Works)
3. Outsourcing of Trash Collection (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**



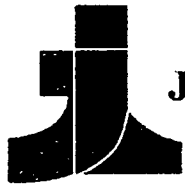
**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

June 25, 2018

**Shirley Avenue & Prather Lane**

Material delivery for project to begin this week. Contractor has identified they will begin storm sewer work on Prather this week (weather dependent).

**St. Joe Road East & Allentown Road Paving**

Milling, patching and paving complete. Striping to be completed when weather allows.

**Charlestown Road Water & Sewer Relocations**

County has raised concern with proximity of sewer line relocation to proposed foundation of wing wall on culvert due to County design changes. JTL has requested the contractor to provide a price for casing pipe on sanitary sewer line to allow sewer line to stay in the newly acquired County right-of-way. Request that the Town authorize approval of up to \$23,000 for casing pipe and additional excavation down to bedrock due to County design changes.

**Brandon Circle & Forrest Drive Connection**

Preliminary set of construction plans and cost estimates with alternatives have been submitted to the Director for consideration. Status same.

**2018 Annual Paving Specification & On-Call Paving Support**

The low bid was awarded to Libs Paving in the amount of \$187,722.00. Bonds were received today. Notice to proceed to be issued this week. Contractor will have 45 days to complete project, subject to unsuitable weather. Request Town to sign the official contracts that have been signed by the Contractor.

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. Status same.

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)

### **W. Utica Street & Cambridge Manor Drainage Review**

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Town attorney provided copies of the appraisal as well. At a previous meeting it was discussed to hold a workshop to discuss this further if desired by the Council. Status same.

### **Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

### **Butler Road Improvements**

Drainage review of the road corridor underway. JTL to have preliminary layout complete by the end of June. Working on layout and updated cost estimate to report at the next Council meeting

### **Sanitary Sewer Permits**

NAI Fortis/Clarion re-submitted last week. Waters of Millan permit completed.

### **Holmans Lane Water Main Improvements**

Preliminary review of conflict analysis underway.

### **Holmans Lane Water Treatment Plant Coordination**

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available.

### **IOCRA Grant Planning Support**

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**MEETING MINUTES**

**DATE:** JULY 9, 2018

**CALL TO ORDER**

By: President Paul J. Rhodes  
At: 5:30 p.m.

**ROLL CALL OF MEMBERS:**

**Present:**

Paul Rhodes, Council President  
Brad Amos, Council Vice President  
Martina Webster, Council Second Vice President (arrived at 5:37 p.m.)  
James LaMaster, Council Member  
William Conlin, Council Member  
Jacob Elder, Town Council Attorney  
Michelle Miller, Clerk Treasurer

**PRAYER:** by President Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Motion/Second: AMOS/CONLIN

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

Amendments: to add #4 under New Business, permission for Elizabeth McMahan, 2509 Allentown Road to remain on septic system.

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

Motion/Second: LAMASTER/AMOS

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

**APPROVAL OF MINUTES:**

Meeting Minutes of June 25, 2018 as presented by the Sellersburg Clerk Treasurer

Motion/Second: AMOS/CONLIN

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

Town of Sellersburg  
Town Council Meeting  
July 9, 2018

**ORDINANCES AND RESOLUTIONS:**

**1. 2018-OR-013 – An Ordinance Transferring Certain Funds:**

**First Reading:**

Motion/Second: CONLIN/LAMASTER

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

**Second Reading:**

Motion/Second: LAMASTER/AMOS

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

Martina Webster arrived (5:37 p.m.)

**2. 2018-OR-014 – An Ordinance Amending the 2018 Salary Ordinance to Increase the Number of Lifeguards for the Parks and Recreations Board:**

**First Reading:**

Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

**Second Reading:**

Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

**3. 2018-OR-015 – An Ordinance Restricting On-Street Parking on Service Drive:**

**First Reading:**

Motion/Second: CONLIN/WEBSTER

Vote: 5-aye, 0-nay, motion approved.

**Second Reading:**

Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

**1. Outsourcing of Trash Collection (Tim Parmenter):**

Motion was made to requests bids for outsourcing the trash collection.

Motion/Second: AMOS/WEBSTER

Vote: 5-aye, 0-nay, motion approved.

**2. 622 W Utica | Flooding (Jacob “Jake” Elder):**

Motion was made to:

1. Move forward with negotiations on property purchase
2. To ask Jacobi, Toombs and Lanz to continue to evaluate
3. Investigate possible purchase of adjacent property to mitigate issue

Motion/Second: WEBSTER/AMOS

Vote: 5-aye, 0-nay, motion approved and CONLIN and WEBSTER will work with Ms. Remm on negotiations for the property purchase.

Town of Sellersburg  
Town Council Meeting  
July 9, 2018

**NEW BUSINESS:**

1. **Covered Bridge Speed Humps (Scott Groan, Resident):**  
Motion was made to install standard stop signs per the Chief's recommendations.  
Motion/Second: AMOS/WEBSTER  
Motion was amended to add standard speed limit signs also.  
Motion/Second: WEBSTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.
2. **Fee for Temporary Water Meters (Tim Parmenter):**  
Town Attorney Jacob Elder will prepare and Ordinance
3. **Change Order for Shirley/Prather (Tim Parmenter):**  
Change order for Excel Excavating was presented in the amount of \$35,334.73 for approval.  
Motion/Second: AMOS/WEBSTER  
Vote: 5-aye, 0-nay, motion approved.
4. **Onsite sewer disposal system|2509 Allentown Road:**  
Motion/Second: AMOS/WEBSTER, upon review by Public Works Director Parmenter  
Vote: 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

**Jorge Lanz, Jacobi, Toombs, & Lanz:** Presents Current Projects Status Report (copy attached)

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

**William Conlin, District 4:**

Makes a motion to change to agent of record for the Property and Casualty Insurance to Chris Hancock:

Motion/Second: CONLIN/AMOS

Vote: 2-aye's by Conlin and Amos, 3-nay's by Rhodes, Webster and LaMaster, motion fails.

**Brad J. Amos, District 3:**

Advise their will be a pool party for Town Employee's, Elected and Appointed Officials, all Board Member's and their families on Sunday, August 5<sup>th</sup>.

**ADJOURN:**


Motion/Second: WEBSTER/AMOS

Vote: 5-aye, 0-nay, motion approved.

Time: 7:00 pm.

Town of Sellersburg  
Town Council Meeting  
July 9, 2018

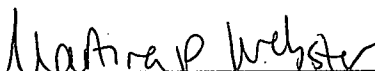
Minutes approved this 23 day of July, 2018


  
Paul J. Rhodes, President

  
James H. LaMaster, Council Member

Absent  
Brad J. Amos, Vice President

Absent  
William J. Conlin, Council Member

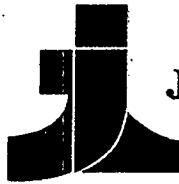
  
Martina P. Webster, 2<sup>nd</sup> Vice President

  
Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):  
Agenda  
Jacobi, Toombs & Lanz Current Projects Status Report

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)



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

July 9, 2018

**Shirley Avenue & Prather Lane**

Storm sewer work on Prather under construction. Water line elevation conflict. Director has requested price to add in two valves. Will provide to Town once received. JTL staff was on-site on July 3 and observed the significant flooding during the storm.

**St. Joe Road East & Allentown Road Paving**

Project complete with the exception of manhole casting adjustment.

**Charlestown Road Water & Sewer Relocations**

Issue with contractor and time of project due to county changes. Town Council approved up to \$23,000 in modifications at the last meeting. Working with contractor to resolve issues.

**Brandon Circle & Forrest Drive Connection**

Preliminary plans and estimates submitted to the Director for consideration. Status same.

**2018 Annual Paving Specification & On-Call Paving Support**

The low bid was awarded to Libs Paving in the amount of \$187,722.00. Notice to proceed issued and pre-construction meeting held on 7/3. Anticipated work to begin the last week of July (weather dependent).

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. Status same.

**W. Utica Street & Cambridge Manor Drainage Review**

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Town attorney provided copies of the appraisal as well. At a previous meeting it was discussed to hold a workshop to discuss this further if desired by the Council. Josh Hillman, Jorge Lanz & Tim Parmenter were on-site on July 3 during the heavy rainfall events that afternoon. We observed the backup of water associated with the Cambridge Manor culvert and adjacent drainage area.

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)



### **Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

### **Butler Road Improvements**

Drainage review of the road corridor underway. JTL to have preliminary layout complete by the end of June. Preliminary road layout and updated cost estimate prepared.

### **Sanitary Sewer Permits**

NAI Fortis/Clarion re-submitted and permit underway. Waters of Millan permit completed.

### **Holmans Lane Water Main Improvements**

Preliminary review of conflict analysis underway.

### **Holmans Lane Water Treatment Plant Coordination**

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available. Status Same.

### **IOCRA Grant Planning Support**

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

### **Utica Pike & Allison Lane Water Pump House**

JTL has been communicating with Town Staff and Legal Counsel over the last few months regarding the City of Jeffersonville's request to demolish the pump house on Utica Pike that is no longer in service. An agreement between the City of Jeffersonville and Town of Sellersburg has been prepared allowing the Jeffersonville to demolish the pump house. Request approval of the agreement.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**DATE:** JULY 23, 2018

**CALL TO ORDER:**

Called to order by President Paul Rhodes at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

<u>Present:</u>	<u>Absent:</u>
Paul Rhodes	Brad Amos
James LaMaster	William Conlin
Martina Webster	
Michelle Miller	
Jacob Elder	

**PRAYER:** Martina Webster

**PLEDGE OF ALLEGIENCE:** Led by Boy Scout Troop 7

**MOTION TO AMEND THE AGENDA:**

Motion/Second: RHODES/WEBSTER

Vote: 3-aye, 0-nay, motion approved.

Amendments: Remove #2 (Brandon Circle) under unfinished business and #3 (Town Insurance Discussion) under New Business.

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

Motion/Second: WEBSTER/LAMASTER

Vote: 3-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Town Council Meeting Minutes of July 9, 2018 as presented by the Sellersburg Clerk Treasurer

Motion/Second: LAMASTER/WEBSTER

Vote: 3-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion/Second: LAMASTER/WEBSTER

Vote: 3-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

Motion/Second: LAMASTER/WEBSTER

Vote: 3-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Patrick Ernstberger, 8320 Plum Valley Drive defers his comments to Sharon Armstrong.  
Sharon Armstrong, 8321 Plum Valley Drive addresses the Council in reference to water run-off due from the Oakley property. President Rhodes advises her had Public Works Director Tim Parmenter talk to the developer, Mr. Oakley, and he will continue working with him to come up with a solution.  
Rachel Kynhoff, 8401 Plum Valley Drive, Plum Run Home Owner's Association President, addresses the Council in reference to the water run-off also.  
Roy Everitt, 823 E. Utica Street addresses the Council in reference to flooding in front of his property and asks that the Council fix the problem.

**UNFINISHED BUSINESS:**

1. Butler Road Reconstruction (Josh Hillman, JTL): **TABLED**  
Motion/Second: WEBSTER/LAMASTER to table  
Vote: 3-aye, 0-nay, motion approved.
2. Brandon Circle (Councilman William "Bill" Conlin): **REMOVED FROM AGENDA**

**NEW BUSINESS:**

1. ISU Insurance & Investment Group | Request for Renewal of Liability Insurance Coverage (Jerry Rauck)  
Mr. Rauck presents Insurance Renewal Proposal in the amount of \$121,808.00. **NO ACTION TAKEN**
2. Liability Coverage Insurance Quotes: **NONE**
3. Town Insurance Discussion (Councilman William "Bill" Conlin): **REMOVED FROM AGENDA**
4. Change Order | Project: Water and Sewer Relocation (Josh Hillman, JTL):  
Motion to approve a time extension for this project  
Motion/Second: WEBSTER/LAMASTER  
Vote: 3-aye, 0-nay, motion approved.
5. Public Works Team Member Schedule (Councilwoman Martina Webster):  
Motion to approve Public Works Director and Assistant Director to schedule employee's hours on disconnect day to cover reconnects.  
Motion/Second: WEBSTER/LAMASTER  
Vote: 3-aye, 0-nay, motion approved.
6. David McRae, Interim Building Commissioner | Compensation Package (Tim Parmenter, Director of Public Works)  
Motion to move David McRae to Interim Building Commissioner retro-active to the resignation date of the previous Building Commissioner at a rate of \$865.38 weekly.  
Motion/Second: WEBSTER/LAMASTER  
Vote: 3-aye, 0-nay, motion approved.

Town of Sellersburg  
Town Council Meeting  
July 23, 2018

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman (Jacobi, Trombs, & Lanz):**

1. Presents monthly report (copy attached)
2. Requests approval of change order 18072 in the amount of \$10,864.50 for E & B Paving for the Patching and Resurfacing of St. Joe Road East and Allentown Road.  
Motion/Second: LAMASTER/WEBSTER  
Vote: 3-aye, 0-nay, motion approved.
3. Requests approval of the agreement with the City of Jeffersonville to remove the old pump house:  
Motion/Second: LAMASTER/WEBSTER  
Vote: 3-aye, 0-nay, motion approved.

**Tim Parmenter, Director of Public Works:**

1. Presents monthly report (copy attached)

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

Martina Webster, District 1:

Advises the herself, Town Attorney Elder and Councilman Conlin met with Lara Renn and are still working on negotiations.

**ADJOURN:**

Motion/Second: WEBSTER/LAMASTER

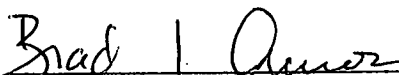
Vote: 3-aye, 0-nay, motion approved

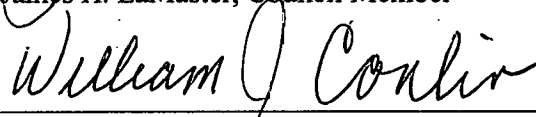
Time: 6:37 p.m.

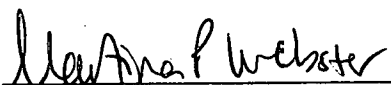
Minutes approved this 13 day of August, 2018


  
\_\_\_\_\_  
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  
July 23, 2018

Attachment(s):

Agenda

Jacobi, Toombs & Lanz Current Projects Status Report

Public Works Director Tim Parmenter Monthly Report

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  
July 23, at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIANCE:** All Present.

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

**APPROVAL OF MINUTES:**

Meeting Minutes of July 9, 2018 as presented by the Sellersburg 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:**

**UNFINISHED BUSINESS:**

1. Butler Road Reconstruction (Josh Hillman, JTL)
2. Brandon Circle (Councilman William "Bill" Conlin)

**NEW BUSINESS:**

1. ISU Insurance & Investment Group | Request for Renewal of Liability Insurance Coverage (Jerry Rauch, ISU Insurance & Investment Group)
2. Liability Coverage Insurance Quotes (Agents)
3. Town Insuree Discussion (Councilman William "Bill" Conlin)
4. Change Order | Project: Charlestown Road Water & Sewer Relocation (Josh Hillman, JTL)
5. Public Works Team Member Schedule (Councilwoman Martina Webster)
6. David McRae, Interim Building Commissioner | Compensation Package (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

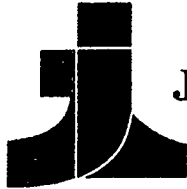
**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

July 23, 2018

**Shirley Avenue & Prather Lane**

The Town gave direction to go forward with lowering the water main conflict and the Town will operate water main valves. Work to continue on Wednesday.

**St. Joe Road East & Allentown Road Paving**

Project complete. Request approval of Final Cost Adjustment Change Order.

**Charlestown Road Water & Sewer Relocations**

Issue with contractor and time of project due to county changes. Contractor has requested a time extension due to County delays. A pay application for stored materials has been submitted to the Town.

**Brandon Circle & Forrest Drive Connection**

Preliminary plans and estimates submitted to the Director for consideration. Status same.

**2018 Annual Paving Specification & On-Call Paving Support**

The low bid was awarded to Libs Paving in the amount of \$187,722.00. Notice to proceed issued and pre-construction meeting held on 7/3. Asphalt Rejuvenator in cul-de-sacs to begin Wednesday and paving to follow shortly after.

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. Status same.

**W. Utica Street & Cambridge Manor Drainage Review**

Working with Town representatives to scope out additional watershed evaluations.

**Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

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)



### **Butler Road Improvements**

Drainage review of the road corridor underway. JTL to have preliminary layout complete by the end of June. Preliminary road layout and updated cost estimate submitted to the Director. Currently working with utilities for conflict analysis. Utility relocation costs are unknown at this time. Utilities are located within existing easements. The Town may be responsible for utility relocation costs.

### **Sanitary Sewer Permits**

NAI Fortis/Clarion re-submitted and permit underway.

### **Holmans Lane Water Main Improvements**

JTL reviewed the conflict analysis with the Director. Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route.

### **Holmans Lane Water Treatment Plant Coordination**

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available. Status Same.

### **IOCRA Grant Planning Support**

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

### **Utica Pike & Allison Lane Water Pump House**

JTL has been communicating with Town Staff and Legal Counsel over the last few months regarding the City of Jeffersonville's request to demolish the pump house on Utica Pike that is no longer in service. An agreement between the City of Jeffersonville and Town of Sellersburg has been prepared allowing the Jeffersonville to demolish the pump house. Request approval and signatures of the agreement. JTL will coordinate an on-site meeting between the Town, City of Jeffersonville, JTL and the City of Jeffersonville's Contractor before demolition occurs (after agreement signed and approved).

July 23, 2018 Council

Staff Report-Public Works

Perry Crossing Lift Station -Received a quote to perform lining of lift station. Under evaluation.

Waste Treatment Plant - Huber screen repairs were performed and the screen installed. Will be having on-going discussions with Huber, as there are other issues that were not noticed in the November consultation. Huber is sending out their field manager (at their cost) to inspect the screen and help resolve the issues

JTL – paving for Lakeside/Sterling Oaks/Bridgeway to begin end of July.

Approximately 5,200 LF of sewer lines were cleaned.

8 Lift stations were cleaned.

The sewage ozone generation station has been put back into service. An oxygen sensor is required to bring station up to capacity. Anue water technology will be providing a quote for the station maintenance. During the heat wave July 4<sup>th</sup>, odor was quite bad.

New packer truck specifications-working with two vendors who responded to create a generic bid sheet to then get out to bid.

Water Booster Station – moving forward with construction. Duke Energy has been contacted to provide electrical service. Vectren (natural gas for the generator) is awaiting call from land owner. Looking for easement documentation.

Billing office-August should start the electronic bank deposit for checks written through bank payment systems. This will cut down on some paper check handling. Still working with Chase to have automatic scanning of paper checks received to import directly into billing software. Credit card terminals for pool, police, and building commissioner should be "live" Monday (July 23).

Sunflower Valley Water Company owes monies to town. Met with Claude Everage and discussed the issues with Sunflower. There were some questions on the metering and billing and billing office looking into those. One question has been addressed.

Water leak resulted in Lakeside Apartments owing the town monies. Working on a payment plan with the owners. Payment plan sent to Lakeside; awaiting their response.

Patching and potholes have been ongoing.

City of Jeffersonville has offered to demolish the old pump station along Utica Pike for us. JTL (with Jeffersonville) has the demolition out for bid as part of a bigger project. Patrick inspected plan for any important parts of anything of value for the town. Nothing was found, as that plant has been idle for years.

Old Water Treatment Plant - There are many chemicals still stored in the plant that have to be removed. Asbestech to provide names of companies to quote the removal.

Catch basin cleaning will need to continue. Street sweeping is on-going as scheduling permits.

Yard Waste pickup is next week-corresponding to recycling week.

Audit did identify some issues-received IDEM report. Most issues are being addressed, as a response is required. Working with Stantec and IDEM, as the main person from Stantec who helped assist move on to another job.

Water Operator Weekly observation reports have been included. Patrick will be testing for his DSL water licensing week of July 23. Once he has completed that license, will begin the WT-3 licensing.

Lakeside/Forest Estates water main leak – contractor was digging next to our pipe along Rt. 31. When he removed soil next to the strap that connected an old abandoned water line, the strap fell off due to corrosion, thus creating a leak (hole size was about 1"). Tried to locate some valves to turn off that portion, however some valves could not be found or were broken. Needed to shut off other valves to help slow the water flow, thus that shut down more people than should have been necessary.

Repairing water leaks throughout the system. Also repairing and replacing fire hydrants.

Essroc water meter has issues that is creating false billing. This is a large, 6" water meter that is in a concrete vault. Working with a company to come down and test the meter. Will also test other large meters to ensure accurate readings (Rural Water, West Clark Schools, etc.) at the same day, to minimize charges to test meter. Essroc meter is affecting sales tax payment, so will be making a revised sales tax report once issue corrected. We did receive the new electronic reader that is used to measure the water meter. This will be replaced and hopefully the issue resolved.

Installed 2 different "free" lift station monitoring system that is also controllable-cost is the installation cost, cell phone service, and service fee. This is a test for possible upgrades to lift stations, as we have many stations that have no communication system, and thus they need to be physically inspected and monitored daily and cannot report on any issues. Both controllers under evaluation.

Water Booster station pump experiencing bad vibration-either bearings or impellor. Couldn't shut off water so had a new valve installed to allow investigation of pump. Pump assists to fill the main water tower. UPDATE- When crews went to shut off the valves inside the station, the valves were bad. Valves outside the station are in poor condition also. Tried to shut down the main line coming into the station but could not. Had a new valve installed that allowed the station to be shut down to allow the motor replacement. Once the motor was replaced, started up the system. After awhile, the installed motor burned up. At that time the main line breaks occurred. Christiani repaired both breaks and installed another main line valve. Ran the system on the smaller back up pump. Tried to replace the motor on the main pump, but again could not get the water shut down. At that point, we stopped all work, asked town to conserve water, allowed the tanks to fill. Monday, we again tried to shut down the water to remove pump but could not. There is believed another water line feeding the booster station. That will need to be investigated.

Tim Parmenter

Lori Kearney

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING MINUTES  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**DATE:** AUGUST 13, 2018

**CALL TO ORDER**

By President Paul J. Rhodes at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

<u>Present:</u>	<u>Absent:</u>
Paul Rhodes	Jacob Elder, Town Attorney
Brad Amos	
Martina Webster	
James LaMaster	
William Conlin	
Michelle Miller	

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

To include, under unfinished business, Phosphorus Building update and to remove, under unfinished business, item #3 Proposed Purchase of 622 W. Utica Street.  
Motion/Second: WEBSTER/AMOS  
Vote: 5-aye, 0-nay, motion approved.

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

Motion/Second: WEBSTER/LAMASTER  
Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of the July 23, 2018 minutes of the as submitted by the Clerk-Treasurer  
Motion/Second: WEBSTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

Vincent Thacker, President, BZA: Advises the Council of the need to fill the Building Commissioner position.  
Vince Recker, President, Lakeside Estates HOA: Thanks the Council for the paving that was done and for the speed humps and requests another speed hump at Brandon Circle.

**Council Member William Conlin:** makes a motion to add a speed hump prior to Brandon Circle:

Motion/Second: CONLIN/AMOS  
Vote: 4-aye, 1-nay by Webster, motion approved.

**STAFF REPORT:**

Mike Harris with Jacobi, Toombs and Lanz presents Current Projects Status Report (copy attached).

**ORDINANCES AND RESOLUTIONS:**

1. **Ordinance 2018-OR-16: An Ordinance Regulating Speed Limits and Traffic Controls in and Near Covered Bridge (Greenbriar and St. Andrews):**  
1<sup>st</sup> Reading: Motion/Second: WEBSTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: WEBSTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.
2. **Ordinance 2018-OR-17: An Ordinance Restricting Dumpsters for an Extended Period of Time on Property Zoned Residential**  
1<sup>st</sup> Reading: Motion/Second: LAMASTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: LAMASTER/AMOS  
Vote: 5-aye, 0-nay, motion approved.
3. **Ordinance 2018-OR-18: An Ordinance Transferring Certain Funds for the Parks Board**  
1<sup>st</sup> Reading: Motion/Second: WEBSTER/AMOS  
Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: CONLIN/WEBSTER  
Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. Liability Insurance Coverage (Paul Rhodes, Town Council President): Quotes Presented  
Assured Partners, Pete Corrao: \$127,777.00  
Rich & Cartmill, LLC, Chris Hancock: \$118,873.00  
ISU, Jerry Rauck: \$121,808.00  
Motion to accept the renewal from Jerry Rauck with ISU:  
Motion/Second: WEBSTER/No Second, dies for lack of second.  
Motion to accept the renewal from Jerry Rauck with ISU.  
Motion/Second: LAMASTER/WEBSTER  
Vote: 3-aye's by LaMaster, Webster and Rhodes, 2-nays by Amos and Conlin
2. Butler Road and Brandon Circle Improvements (Paul Rhodes, Town Council President)  
Motion made to have JTL give an estimate for a gate and a less expensive option for Butler Drive:  
Motion/Second: AMOS/CONLIN  
Vote: 3-aye's by Amos, Conlin and LaMaster, 2-nay/s by Rhodes and Webster, motion approved.  
Council Member Webster advises that she believes Brandon Circle should be moved on for the record.
3. Proposed Purchase of 622 W. Utica Street: REMOVED FROM AGENDA
4. Phosphorus Building: Public Works Director Tim Parmenter advises he is working on this.

Town of Sellersburg  
Town Council Meeting  
August 13, 2018

**NEW BUSINESS:**

1. Drainage Concern | LockUp Storage 7507 US-31, Sellersburg, IN 47172 (David Francke, Owner):  
Mr. Francke addresses his drainage concerns with the Council
  
2. Employee Owed Compensation as a Result of an Internal Clerk Treasurer Audit of PTO (Paul Rhodes, Town Council President):  
The Council moves to add the 2015 PTO owed to David McRae (84 hours) and Patrick Morris (48 hours) to their 2018 PTO.  
Motion/Second: WEBSTER/AMOS  
Vote: 5-aye, 0-nay, motion approved.
  
3. CitizenServe; Community Development Software | Contract (Tim Parmenter, Director of Public Works):  
NO ACTION TAKEN
  
4. WPN Digital Mapping | Contract (Tim Parmenter, Director of Public Works)  
Motion to approve the WPN Digital Mapping 5 year contract and 1 day of training upon Town Attorney Review:  
Motion/Second: WEBSTER/AMOS  
Vote: 5-aye, 0-nay, motion approved.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

Brad J. Amos, District 3: The pool season is coming to an end and he appreciates the people that came to the pool party. Thanks Tim and Lori for weed-eating and weed-pulling and thanks Michelle Medcalf for the help on the Insurance renewal.

Michelle Miller, Clerk-Treasurer: Thanks Gary Medcalf for weed-eating around the Town Hall.

**ADJOURN:**

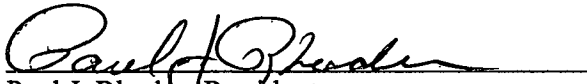
Motion/Second: WEBSTER/LAMASTER

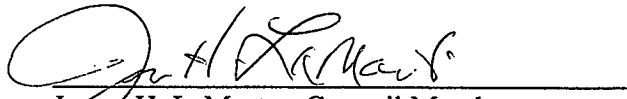
Vote: 4-aye, 0-nay, Councilmember Colin had stepped out of the meeting, motion approved and meeting adjourned.


Time: 7:51 p.m.

Town of Sellersburg  
Town Council Meeting  
August 13, 2018

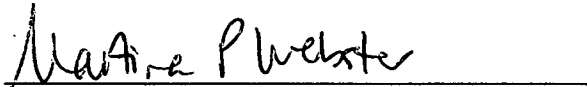
Minutes approved this 27 day of August, 2018


  
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

Attachment(s):

Agenda

Jacobi, Toombs and Lanz Current Projects Status Report

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  
August 13, at 5:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIANCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of the July 23, 2018 minutes of the as submitted by the Clerk-Treasurer

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. Ordinance 2018-OR-16: An Ordinance Regulating Speed Limits and Traffic Controls in and Near Covered Bridge.
2. Ordinance 2018-OR-17: An Ordinance Restricting Dumpsters for an Extended Period of Time on Property Zoned Residential.
3. Ordinance 2018-OR-18: An Ordinance Transferring Certain Funds for the Parks Board.

**UNFINISHED BUSINESS:**

1. Liability Insurance Coverage (Paul Rhodes, Town Council President)
2. Butler Road and Brandon Circle Improvements (Paul Rhodes, Town Council President)
3. Proposed Purchase of 622 W. Utica Street

**NEW BUSINESS:**

1. Drainage Concern | LockUp Storage 7507 US-31, Sellersburg, IN 47172 (David Francke, Owner)
4. Employee Owed Compensation as a Result of an Internal Clerk Treasurer Audit of PTO (Paul Rhodes, Town Council President)
2. CitizenServe; Community Development Software | Contract (Tim Parmenter, Director of Public Works)
3. WPN Digital Mapping | Contract (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Tim Parmenter, Director of Public Works  
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

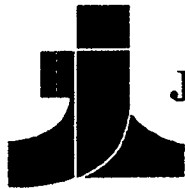
Brad J. Amos, District 3

Martina Webster, District 1

Paul J. Rhodes, At-Large

Michelle Miller, Clerk-Treasurer

**ADJOURN:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

August 13, 2018

**Shirley Avenue & Prather Lane**

The Town gave direction to go forward with lowering the water main conflict and the Town will operate water main valves. Previous operation of water valves was unsuccessful in isolating the main for lowering the water main conflict. The Town has installed two Inserta Valves to allow for isolation of the main and plans to lower the main on Tuesday. Complications with the water main lowering have likely delayed the project approximately one month.

**St. Joe Road East & Allentown Road Paving**

Project complete.

**Charlestown Road Water & Sewer Relocations**

Issue with contractor and time of project due to county changes. Contractor has requested a time extension due to County delays. A pay application for stored materials has been submitted to the Town. Work to begin soon.

**Brandon Circle & Forrest Drive Connection**

Preliminary plans and estimates submitted to the Director for consideration. Status same.

**2018 Annual Paving Specification & On-Call Paving Support**

Paving complete. Striping scheduled for the week of 8/13. Signage to follow.

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. Status same.

**W. Utica Street & Cambridge Manor Drainage Review**

Working with Town representatives to scope out additional watershed evaluations. Status same. Waiting on direction from Town.

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)

### **Perry Crossing Lift Station Corrosion/Rehabilitation**

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

### **Butler Road Improvements**

Preliminary road layout and updated cost estimate submitted to the Director. Currently working with utilities for conflict analysis. Utility relocation costs are unknown at this time. Utilities are located within existing easements. The Town may be responsible for utility relocation costs. Plans and estimates were presented at the last meeting and then tabled by the Council. Continuing to work with utilities for relocation plans and costs. A full project budget cannot be set until utilities provide costs for relocation due to conflicts.

### **Sanitary Sewer Permits**

NAI Fortis/Clarion re-submitted and permit underway. Status Same.

### **Holmans Lane Water Main Improvements**

JTL reviewed the conflict analysis with the Director. Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

### **Holmans Lane Water Treatment Plant Coordination**

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available. Status Same.

### **IOCRA Grant Planning Support**

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

### **Utica Pike & Allison Lane Water Pump House**

An agreement between the City of Jeffersonville and Town of Sellersburg was approved allowing Jeffersonville to demolish the pump house. A meeting was held on-site for coordination between Jeffersonville & Sellersburg representatives. Demolition of pump house to begin soon.

**TOWN OF SELLERSBURG  
REGULAR TOWN COUNCIL MEETING MINUTES  
316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

**DATE:** AUGUST 27, 2018

**CALL TO ORDER**

By: President Paul J. Rhodes  
At: 5:30 p.m.

**ROLL CALL OF MEMBERS:**

**Present:**

Paul Rhodes, Council President  
Brad Amos, Council Vice President  
Martina Webster, Council Second Vice President  
James LaMaster, Council Member  
Jacob Elder, Town Council Attorney  
Michelle Miller, Clerk Treasurer

**Absent:**

William Conlin, Council Member

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.  
Amendments: Under Unfinished Business, move #1 to #9 and remove the Allowance Docket.

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

Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the August 13, 2018 Town Council Meeting as submitted by the Clerk-Treasurer:  
Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion/Second: WEBSTER/LAMASTER  
Vote: 4-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. Butler Road and Brandon Circle Improvements (Paul Rhodes, Town Council President): Josh Hillman with Jacobi, Toombs and Lanz gives an update and advises that Paving Butler Road would cost approximately \$160,000.00.  
Motion/Second: Motion by Amos, then Mr. Amos withdraws his motion as President Rhodes stated that he wants all five Council Members present for this vote.  
Motion to table Butler Road and Brandon Circle Improvements:  
Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.
2. Proposed Purchase of 622 W. Utica Street (Town Attorney Jacob C. Elder): Mr. Elder advises the Council that the proposed agreement with Lara Renn is for \$141,500.00 and that the Town would make the purchase within 3 years. Mr. Elder requests preliminary approval for the proposed agreement.  
Motion/Second: AMOS/WEBSTER  
Vote: 4-aye, 0-nay, motion approved.
3. Phosphorus Building Project (Tim Parmenter, Director of Public Works): NO ACTION TAKEN

**NEW BUSINESS:**

1. BZA & PC Commission Training Session, September 11, 2018 (Town Attorney Jacob C. Elder):  
Mr. Elder presents information on a Seminar for Tuesday, September 11, 2018 for \$339.00 per person. Motion made to send up to 8 persons with a per diem of a maximum of \$30 to be paid out of CEDIT and that the BZA Board Members, Town Attorney Elder, Director Tim Parmenter and Building Commissioner Dave McRae are approved to attend:  
Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.
2. Citizens Alert System (Councilwoman Martina Webster): Motion to table as the Chief of Police will obtain more information on this.  
Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.
3. Minor Lane, Silver Glade Subdivision | 4-way Stop (Chief of Police Whelan):  
Advises the Council that Council Member Conlin is requesting a 4-way Stop at the Miner's Way intersection in Silver Glade. Motion made to have Town Attorney Jacob C. Elder prepare an Ordinance for the next meeting.  
Motion/Second: AMOS/WEBSTER  
Vote: 4-aye, 0-nay, motion approved.
4. WWTP SCADA Computer (Tim Parmenter, Director of Public Works):  
Director of Public Works presents a quote from Teknon Controls Inc. in the amount of \$17,200.00 for approval.  
Motion/Second: AMOS/WEBSTER  
Vote: 4-aye, 0-nay, motion approved.

5. Nutter Water Heater Issue due to Shutdown (Tim Parmenter, Director of Public Works):  
NO ACTION TAKEN
6. EVAPAR Water Plant Compressor Emergency Repair of \$1322.56 and \$4770.77 for Pump Replacement  
Motion to approve the replacement and for a Maintenance procedure to be established.  
Motion/Second: WEBSTER/LAMASTER  
Vote: 4-aye, 0-nay, motion approved.
7. Booster Water Station Easement for Curry & Associates and Additional Services (Tim Parmenter, Director of Public Works):  
Motion to proceed with cost proposals for the engineering services from Curry and Associates with a maximum up to \$6,000.00.  
Motion/Second: AMOS/WEBSTER  
Vote: 4-aye, 0-nay, motion approved.  
Motion to proceed with appraisals on the McRae and West Clark properties.  
Motion: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.
8. 1802 Twinbrook Drainage (Tim Parmenter, Director of Public Works): Council advises Director Parmenter to have the homeowner direct their issue to Clarksville.

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

Don Compton asks the amount of the Scada System and is advised \$17,200.00 and he also asks if the emergency alert system is for all alerts and Chief Whelan advised that it would be for the alerts the citizen selects.

Jerry Owens asks for an update on the Shirley Avenue Project and President Rhodes advises that JTL will be giving an update in their staff report.

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz): Presents monthly report (copy attached)

Motion to postpone the speed hump for Brandon Circle:

Motion/Second: AMOS/LAMASTER

Vote: 3-eyes, 1-nay by WEBSTER, motion approved and matter postponed.

Tim Parmenter, Director of Public Works: Presents monthly report (copy attached)

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

Brad J. Amos, District 3:

Addresses issue of the Water air-compressor with Director Parmenter and advises that this issue was reported in the High Spirits Management Report. Advises that this is the last weekend for the pool to be open and Monday at 4 p.m. will be the Pooch Plunge.

Martina Webster, District 1:

Requests that no unnecessary testing of water valves be done at this time.

Town of Sellersburg  
Town Council Meeting  
August 27, 2018

**ADJOURN:**

Motion/Second: WEBSTER/AMOS  
Vote: 4-aye, 0-nay, motion approved.  
Time: 7:07 p.m.

Minutes approved this 24 day of September, 2018

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

Attachment(s):

Agenda

Jacobi, Toombs & Lanz Current Projects Status Report

Public Works Director Staff Report

High Spirits Management Report

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  
August 27, at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of minutes of the 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:**

**UNFINISHED BUSINESS:**

1. Proposed Purchase of 622 W. Utica Street (Councilwoman Martina Webster)
2. Butler Road and Brandon Circle Improvements (Paul Rhodes, Town Council President)
3. Phosphorus Building Project (Tim Parmenter, Director of Public Works)

**NEW BUSINESS:**

1. BZA & PC Commission Training Session, September 11, 2018 (Councilwoman Martina Webster)
2. Citizens Alert System (Councilwoman Martina Webster)
3. Minor Lane, Silver Glade Subdivision | 4-way Stop (Councilman Bill Conlin)
4. WWTP SCADA Computer (Tim Parmenter, Director of Public Works)
5. Nutter Water Heater Issue due to Shutdown (Tim Parmenter, Director of Public Works)
6. EVAPAR Water Plant Compressor Emergency Repair of \$1322.56 and \$4770.77 for Pump Replacement
7. Booster Water Station Easement for Curry & Associates and Additional Services (Tim Parmenter, Director of Public Works)
8. 1802 Twinbrook Drainage (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**



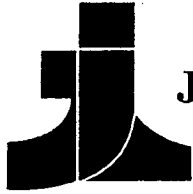
**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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:**



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

**CURRENT PROJECTS  
STATUS REPORT**

August 27, 2018

**Shirley Avenue & Prather Lane**

- The water main conflict on Prather was lowered last week by the Town's contractor.
- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Delays in the project, associated with the fiber optic line conflict, are expected.
- JTL and the Town met with Excel Excavating on site last week to review the conflicts and potential steps going forward.
- JTL has requested an additional meeting with the Contractor to discuss options going forward which include delay of project until late winter/early spring, temporary bypass pumping of storm sewer work, and phasing of the project.
- Concern for project schedule related to completion time falling outside of paving season and impacts to local residents during winter months while limited work can go on.
- Currently requesting additional information from INDOT regarding the CCG project impacts.

**Charlestown Road Water & Sewer Relocations**

The Contractor has identified that Work is to begin next week.

**Brandon Circle & Forrest Drive Connection**

Preliminary plans and estimates submitted to the Director for consideration. Status same.

**2018 Annual Paving Specification & On-Call Paving Support**

Paving complete. Signage to follow. At the last meeting, it was requested to provide a cost for an additional speed hump between Brandon Circle and the curve. That cost is \$4,400 (includes paving, striping and signage).

**Allentown Road Lift Station – Infiltration/Inflow**

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. Status same.

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)

### W. Utica Street & Cambridge Manor Drainage Review

Working with Town representatives to scope out additional watershed evaluations. Waiting on direction from Town. Status Same.

### Perry Crossing Lift Station Corrosion/Rehabilitation

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

### Butler Road Improvements

- Plans and estimates were presented at the last meeting. Continuing to work with utilities for relocation plans and costs.
- A full project budget cannot be set until utilities provide costs for relocation due to conflicts. Full project budget is approximately \$790,000 (including utility relocations).
- At the last meeting, it was requested that JTL evaluate a cost estimate of paving the current road width (mostly a single lane) from U.S. 31 to Silver Glade Trail. This paving was estimated at approximately \$160,000 and include a surface asphalt overlay for the existing paved portion, and then installation of a compacted stone base and asphalt paving for the existing gravel portion. This option does not include any road widening or drainage improvements along the roadway and assumes that no utility relocations will be necessary.

### Sanitary Sewer Permits

NAI Fortis/Clarion re-submitted and permit underway. Status Same.

### Holmans Lane Water Main Improvements

JTL reviewed the conflict analysis with the Director. Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

### Holmans Lane Water Treatment Plant Coordination

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available. Status Same.

### IOCRA Grant Planning Support

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

### Utica Pike & Allison Lane Water Pump House

An agreement between the City of Jeffersonville and Town of Sellersburg was approved allowing Jeffersonville to demolish the pump house. A meeting was held on-site for coordination between Jeffersonville & Sellersburg representatives. Demolition of pump house to begin soon. Status Same.

August 27, 2018 Council

Staff Report-Public Works

Perry Crossing Lift Station -Received a quote to perform lining of lift station. Under evaluation.

Waste Treatment Plant - Huber repaired screen and made adjustments. Some lingering issues.

Waste Treatment Plant SCADA computer – the present computer is continually shutting down and we have spent monies to have both Merizon (Bart Meyers) and Tom McDonald try to continue to repair. The SCADA system on the present computer is a third party system that does not integrate well with our controllers. The main cost of the system is in the SCADA software. This is from Honeywell, who also makes many of the controllers that we have at the plant and thus “talk” to each other. The SCADA system integrates the controllers and provides reporting that is required for IDEM. Buying both the computer and the software from one company to remove the “finger pointing” in the event of issues.

JTL – paving for Lakeside/Sterling Oaks/Bridgeway on going. Discussion on adding additional speed hump at curve in Lakeside. Received pricing.

Approximately 200 LF of sewer lines were cleaned in Creston subdivision (this is on going condition).

The sewage ozone generation station is currently out of service. Awaiting an oxygen sensor and maintenance for air compressor.

Water Booster Station – moving forward with construction. Duke Energy has been contacted to provide electrical service. Vectren (natural gas for the generator) is awaiting call from land owner. Quotes for revisions to drawings to assist with easement location/appraisal/acquiring from either Mr. Gordon McRae or West Clark Schools.

Billing office-Electronic eLockbox for bank generated checks has been implemented and working. Still working with Chase to have automatic scanning of paper checks received to import directly into billing software.

Sunflower Valley Water Company owes monies to town. Met with Claude Everage and discussed the issues with Sunflower. There were some questions on the metering and billing and billing office looking into those. One question has been addressed.

Water leak resulted in Lakeside Apartments owing the town monies. Working on a payment plan with the owners. Payment plan sent to Lakeside; awaiting their response.

Patching and potholes have been ongoing.

City of Jeffersonville moving forward to demolish the old pump station along Utica Pike for us.

Old Water Treatment Plant - There are many chemicals still stored in the plant that have to be removed. Asbestech to provide names of companies to quote the removal.

Catch basin cleaning will need to continue. Street sweeping is on-going as scheduling permits.

Yard Waste pickup is this week-corresponding to recycling week.

MS4 permit has been renewed. Ongoing issues identified by audit are being corrected.

Water Operator Weekly observation reports have been included. Patrick achieved his DSL permit and will begin the WT-3 licensing.

Repairing water leaks throughout the system. Also repairing and replacing fire hydrants.

Installed 2 different "free" lift station monitoring system that is also controllable-cost is the installation cost, cell phone service, and service fee. This is a test for possible upgrades to lift stations, as we have many stations that have no communication system, and thus they need to be physically inspected and monitored daily and cannot report on any issues. Both controllers under evaluation.

Water Main has been lowered at Prather Lane. Issues were created by the lack of knowledge of valves within the system to allow water shutoff and location of piping. Valves for that portion and the water main have been digitally mapped.

Phosphorus building – IDEM contacted concerning September 15 deadline. Currently we are in compliance with IDEM, issue is for winter time and the chemical freezing during cold weather.

Fall Dumpsters available to Sellersburg residents on October 22 – 27<sup>th</sup>

Authorized security fence installed around the wellfield control panels and generator in Jeffersonville. Presently, anyone can turn off or on the wells at the control panels.

Tim Parmenter, Director

Lori Kearney, Assistant Director

# High Spirits Management

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (July 23 - 27, 2018):

### Follow-ups —

- **Chlorine System Repairs:**  
Living Waters completed making necessary repairs on the chlorine system this week.
- **Well Field Fencing:**  
No one chosen yet.
- **Regulatory Compliance - Cross Connection Control**  
Please let me know if you have gotten any feedback from the Town's attorney on the draft ordinance from IDEM and what the next steps are on putting in place this program.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Compliance Sampling:**
  - Lead and Copper sample collection was completed this week and all 30 samples were delivered to the laboratory for analysis.
- **Certification Training:**  
Patrick took the Indiana DSL certification exam and passed the test, subject to validation by Indiana's Department of Environmental Management (IDEM) - which is pretty much a simple procedural formality. As a Certified Water Distribution System Operator (DSL), it is customary in the industry for the Town to recognize this accomplishment with an increase in pay, typically anywhere from \$0.50 / hour to \$1.00 / hr. A check with Silver Creek Water on their policy on the amount and offering the same would keep the Town competitive in retaining certified talent in a tight personnel environment.
- **System Maintenance:**
  - Highway 62 tank reading was restored.
  - Booster station motor and pump installed on July 26.
  - Addressed AERALATER One alarms:
    - Alarm 13 - cell inlet
    - Alarm 17 - Backwash makeup valve
- **Emergency Response Planning:**
  - I have reviewed the original (and outdated) Sellersburg Water System Vulnerability Assessment. I am revising the draft Emergency Response Plan with this information in mind. An update to the vulnerability assessment itself is required.
- **Certified Operator in Responsible Charge:**  
I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:
  - Daily plant checks.
  - Performed work orders with Patrick.
  - Second chlorine cylinder iced up. Changed chlorine tanks as needed.
  - Checked all chemicals and refilled as needed.

# High Spirits Management

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (July 30 - August 3, 2018):

### Follow-up —

- **Booster Station Repairs:**
  - Spoke with Delta (Jeremy Shumack). The valve needed for the booster station is on back-order for approximately 12 weeks.
  - Patrick shut down the water line for crew lowering water main.
- **Well Field Fencing:**  
No one chosen yet.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **System Maintenance:**
  - Noted a small water leak in the fluoride room.
  - Swept up the treatment plant.
  - AERLATER #2 has very heavy condensation. Dehumidifier has very dirty filters. Need to change filters.
  - High Service Pump (HSP) #2 alarm condition reset on Monday, Wednesday and Thursday. All appears okay.
  - Monitored tank recovery and system pressure/gpm after maintenance done to booster station late last week. All readings are within expected range.

Asset	Monday, July 30	Wednesday, Aug. 1	Friday, Aug. 3
Clear Well	20.1 feet	22.0 feet	19.6 feet
Hwy 60 Tank	31.9 feet	31.9 feet	32.4 feet
Sellersburg Tank	31.3 feet	33.7 feet	32.3 feet
Wells	#6 & #7 Running		
HSP #1	Running	Running; 1,142 gpm	Not running
HSP #2	Running	Running; 836 gpm	Running; 880 gpm
HSP #3	Not running	Not running	Not running
HSP #4	Running	Running; 297 gpm	Running; 357 gpm
N HSP Discharge	95.5 psi	95.0 psi	94.0 psi
S HSP Discharge	26.1 psi	26.0 psi	26 psi

- **Emergency Response Planning:**
  - Continuing to update the draft BRP with basic contact information for the area to provide guidance on the type of information needed for this plan.
- **Certified Operator in Responsible Charge:**  
I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:
  - Daily plant checks.
  - Changed chlorine tanks as needed.
  - Checked all chemicals and refilled as needed.

# High Spirits Management

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (August 6 - 10, 2018):

### Follow-up —

- **Well Field Fencing:**  
No one chosen yet.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Brown Water Issue:**
  - Plant limit for iron is 0.3 or less and for manganese is 0.05 or less. Iron is normally 0 and manganese is normally 0.02 or less. However, manganese jumped up to 0.656, creating a color in the finished water. Water in the distribution system turned a very light brown due to this increase. Turned up the chlorine (pre-chlorine) dose rate to oxidize the manganese, therefore allowing the filtration process to remove excess manganese.
- **System Maintenance:**
  - SCADA malfunction caused an after-hours call-in for a chlorine leak on Thursday evening, August 9. Corrected SCADA problem.
  - Confirmed measurements of pond and reported to Dave Harvey 400,00 gallons. (14' x 91' x 4' = 50,960 cubic feet. Converted to gallons = 381,181). Information will be used for dechlorinating backwash pond.
  - Monitored tank recovery and system pressure/gpm after maintenance done to booster station. All readings are within expected range.

Asset	Monday, August 6	Wednesday, Aug. 8	Friday, Aug. 10
Clear Well	20.5 feet	21.6 feet	20.7 feet
Hwy 60 Tank	32.5 feet	31.3 feet	33.9 feet
Sellersburg Tank	31.3 feet	34.2 feet	34.3 feet
HSP #1	850 gpm	1,271 gpm	795 gpm
HSP #2	Not running	Not running	Not running
HSP #3	Not running	Not running	848 gpm
HSP #4	293 gpm	358 gpm	388 gpm
N HSP Discharge	93.7 psi	71 psi	96 psi
S HSP Discharge	25.8 psi	26 psi	26 psi

- **Compliance:**
  - Patrick will be off for four days (Thursday, August 9 - Tuesday, August 14). James will be doing daily water analysis during this time.
- **Certified Operator in Responsible Charge:**  
I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:
  - Daily plant checks.
  - Changed chlorine tanks as needed.
  - Checked all chemicals and refilled as needed.



# High Spirits Management

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (August 13 - 17, 2018):

This report includes extended hours on Friday, August 17 to assist Patrick with air compressor / valving issues.

### Follow-up —

- **Well Field Fencing:**  
No one chosen yet.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Chlorine Alarm Issue:**
  - Arrived Monday and Tuesday to chlorine alarms and scrubber running (which indicates a leak in the chlorine room). Monitor both days read 0.0 ppm, so reset alarms. Found a chlorine leak Tuesday on #1 cylinder rotoball adjuster, which was leaking at the top of the device. Had to shut down #1 cylinder. Called Living Waters and Herb advised that problem is likely in the regulator. I changed out the regulator. The old one needs to be sent to Living Waters for repair.
  - Chlorine reading should be between 1.0 - 1.2 ppm to have proper disinfection at the extremities of the distribution system.  
Chlorine reading on Monday: 1.10  
Chlorine reading on Friday: 0.64
  - Exhaust fan running in chlorine room on Friday, found switch and shut it down.
- **Air Compressor / Valving Issue:**
  - Patrick called at 4:30 pm Friday, August 17, and advised that the filters were running and would not shut down. I came to the plant to assist right away. The air compressor, which opens and shuts the plant's valving, was not working. After troubleshooting, we found that #2 compressor is in bad shape. The #1 compressor is faulting on low oil levels and that it had a clogged oil filter. We called Quincy repair services in Louisville. They sent a technician to assist. Compressors were last serviced by EVAPAR in October 2017.
- **System Maintenance:**
  - Tuesday recorded head loss on filters  
AEROLATER #1 head loss = 0.66'  
AEROLATER #2 head loss = 0.43'
  - Wednesday recorded head loss on filters:  
AERALATER #1 head loss = 5.32'  
AERALATER #2 head loss = 3.21'
  - Friday recorded head loss on filters:  
AERALATER #1 head loss = 0.66'  
AERALATER #2 head loss = 0.49'

- Continuing to monitor tank recovery and system pressure/gpm. All readings are within expected range.

Asset	Monday, August 13	Wednesday, Aug. 15	Friday, Aug. 17
Clear Well	20.8'	17.7'	21.1'
Hwy 60 Tank	34.1'	27.4'	30.9'
Sellersburg Tank	31.5'	32.2'	31.6'
HSP #1	Not running	846 gpm	787 gpm
HSP #2	Not running	864 gpm	Not running
HSP #3	Not running	Not running	844 gpm
HSP #4	341 gpm	374 gpm	338 gpm
N HSP Discharge	35 psi	92 psi	96 psi
S HSP Discharge	26 psi	26 psi	26 psi

- ***Certified Operator in Responsible Charge:***

I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:

- Daily plant checks.
- Changed chlorine tanks as needed.
- Checked all chemicals and refilled as needed.

Town of Sellersburg  
Town Council Executive Session Minutes

**DATE:** AUGUST 29, 2018

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 3:02 p.m. at the Sellersburg Town Hall, 316 E. Jtica Street, Sellersburg, Indiana.

**ROLL CALL:**

Present:

Paul Rhodes, President  
Brad Amos, Vice President  
Martina Webster, 2<sup>nd</sup> Vice President  
James LaMaster, Council Member  
Jacob Elder, Town Attorney  
Michelle Miller, Clerk Treasurer  
Russ Whelan, Chief of Police  
Tim Parmenter, Director of Public Works  
Lori Kearney, Assistant Director of Public Works

Absent:

William Conlin, Council Member

**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 regarding Management Policies and Procedures.

**ADJOURN:**

Motion/Second: WEBSTER/AMOS

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

Time: 4:41 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 Executive Session Minutes

**DATE:** SEPTEMBER 10, 2018

**CALLED TO ORDER:** President Paul J. Rhodes called the meeting to order at 4:51 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Present:

Paul Rhodes, President  
Brad Amos, Vice President  
Martina Webster, 2<sup>nd</sup> Vice President  
Jacob Elder, Town Attorney  
Michelle Miller, Clerk Treasurer  
Amy Olds, HR Affiliates  
Tim Parmenter, Director of Public Works

Absent:

William Conlin, Council Member  
James LaMaster, Council Member

**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 regarding Management Policies and Procedures.

**ADJOURN:**

Motion/Second: WEBSTER/AMOS

Vote: 3-aye, 0-nay, motion approved.

Time: 5:26 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  
MEETING MINUTES**

**DATE:** SEPTEMBER 10, 2018

**CALL TO ORDER:**

Called to order by President Paul J. Rhodes at 5:32 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Paul J. Rhodes, President

**PLEDGE OF ALLEGIENCE:** All Present.

**ORDINANCES AND RESOLUTIONS:**

1. **2018-OR-019 | An Ordinance Regulating Traffic Control at the Intersection of Miners Way and Silver Glade Trail in Sellersburg, Indiana:**  
1<sup>st</sup> Reading: Motion/Second: Conlin/Amos                      Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: Webster/LaMaster                      Vote: 5-aye, 0-nay, motion approved.
  
  2. **2018-OR-020 | An Ordinance Amending Ordinance 2017-OR-028 "Establishing Longevity Pay for Full Time Employees of the Town of Sellersburg":**  
1<sup>st</sup> Reading: Motion/Second: Amos/Conlin                      Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: Webster/Amos                      Vote: 5-aye, 0-nay, motion approved.
  
  3. **2018-OR-021 | An Ordinance Establishing Per Diem and Mileage for the Employees of the Town of Sellersburg:**  
1<sup>st</sup> Reading: Motion/Second: Webster/LaMaster                      Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: Webster/LaMaster                      Vote: 5-aye, 0-nay, motion approved.
- 2018-OR-021 | AMENDMENT:** Add "away from Town limits for 90 miles or more":  
Motion/Second: Webster/Conlin                      Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. **Phosphorus Containment (Assistant Public Works Director, Lori Kearney):**  
Ms. Kearney gives an update.

**UNFINISHED BUSINESS (continued):**

2. **Butler Road and Brandon Circle Improvements (Town Council President, Paul Rhodes):**  
Motion to approve Jacobi, Toombs and Lanz putting out for bid the paving of Butler Road:  
Motion/Second: Conlin/Amos                                      Vote: 4-aye, 1-nay by Webster, motion approved.  
Webster advises that she prefers Brandon Circle.
3. **Citizen Alert System (Chief of Police, William R. Whelan):** Chief Whelan present information on Everbridge Alert System.

**NEW BUSINESS:**

1. **Discussion of Engineering Bids | Civil, Water, Wastewater, Streets & Sanitation (Councilwoman, Martina Webster):** Discussion only and also included Council discussion on Health Benefits and Vendors.
2. **Discussion of Revision to the Refuse Ordinance 51.04 | Revise the Size of Container and also the number of containers at apartment complexes (Director of Public Works, Timothy E. Parmenter):**  
Discussion only.

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman (Jacobi, Toombs, & Lanz):**  
See attached Current Projects Status Report

**Tim Parmenter, Director of Public Works:**  
See attached Public Works Report  
See attached High Spirits Management Report

**Jacob "Jake" Elder, Town Attorney:**  
Advises he will work on the cell phone policy and requests a list of positions who will have phones 100% paid for and who should receive the allowance.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

**James H. LaMaster, District 2:**  
Advises that Public Works employee Dewayne Lee has asked him if it's ok if he uses the Town trash cans for the Hill-n-Dale neighborhood block party. Council advises that if it is okay with the Director and Assistant Director. Assistant Director Lori Kearney advises the Council to be prepared for everyone wanting the same service. The Director and Assistant Director will discuss and let Dewayne Lee know.

**Brad J. Amos, District 3:**  
Advises that the pool is now closed and it along with the Pooch Plunge was a success again this year. Advises that the Welcome to Sellersburg signs have been installed.

**Paul J. Rhodes, At-Large:**  
Advises the Budget Pre-Adoption hearing will be Monday, September 24<sup>th</sup> at 5:30 p.m. and the Final Adoption will be October 8<sup>th</sup> at 5:30 p.m.

Town of Sellersburg  
Town Council Meeting  
September 10, 2018

**ADJOURN:**

Motion/Second: Webster/Amos

Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:02 p.m.

Minutes approved this 24 day of September, 2018

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

Attachment(s):

- Agenda
- Jacobi, Toombs & Lanz Current Projects Status Report
- Public Works Director Staff Report
- High Spirits Management Report

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  
September 10, at 5:30 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:**

1. ORDINANCE NO. 2018-OR-019: An Ordinance Regulating Traffic Control at the Intersection of Miners Way and Silver Glade Trail in Sellersburg, Indiana
2. ORDINANCE NO. 2018-OR-020: An Ordinance Amending Ordinance 2017-OR-028 "Establishing Longevity Pay for Full Time Employees of the Town of Sellersburg"
3. ORDINANCE NO. 2018-OR-021: An Ordinance Establishing Per Diem and Mileage for the Employees of The Town of Sellersburg, Indiana.

**UNFINISHED BUSINESS:**

1. Phosphorus Containment (Assistant Public Works Director, Lori Kearney)
2. Butler Road and Brandon Circle Improvements (Town Council President, Paul Rhodes)
3. Citizen Alert System (Chief of Police, William R. Whelan)

**NEW BUSINESS:**

1. Discussion of Engineering Bids | Civil, Water, Wastewater, Streets & Sanitation (Councilwoman, Martina Webster)
2. Discussion of Revision to the Refuse Ordinance 51.04 | Revise the Size of Container and also the Number of Containers at Apartment Complexes (Director of Public Works, Tim Parmenter)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

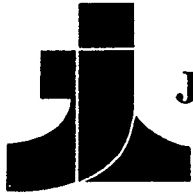
Tim Parmenter, Director of Public Works  
William R. Whelan, Chief of Police  
Jacob "Jake" Elder, Town Attorney

**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:**





**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

## **CURRENT PROJECTS STATUS REPORT**

**September 10, 2018**

### **Community Crossing Funded Projects**

#### ***Shirley Avenue & Prather Lane***

- The water main conflict on Prather was lowered by the Town's contractor.
- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Delays in the project, associated with the fiber optic line conflict, are expected. We have concern for the project schedule related to completion time falling outside of paving season and impacts to local residents during winter months while limited work can go on.
- JTL and the Town met with Excel Excavating to discuss going forward. Excel provided a cost alternative for relocating the Prather storm sewer into the roadway and also identified overhead delay costs that they have incurred. Excel has identified that they have taken on additional work outside of this project and cannot return for approximately 45 days.
- JTL has communicated with INDOT regarding project schedule impacts and CCG funding (current and future). The Town will not be able to submit applications for funding in 2019 until the current 2017 grant is closed out, but should be able to submit for 2018 funding at the end of September this year.

### **Drainage Projects**

#### ***W. Utica Street & Cambridge Manor Drainage Review***

Working with Town representatives to scope out additional watershed evaluations. Waiting on direction from Town. Currently working with the Town Attorney to identify easement needs. It was identified to JTL that the easement was intended to be directly adjacent to the existing basketball court area. Our observation of the rainfall event on July 3, 2018 identified that this area was flooded during that rain event and would likely continue to flood without filling in the area.

### **Road Improvement Projects**

#### ***2018 Annual Paving Specification & On-Call Paving Support***

Project complete.

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)

### ***Butler Road Improvements***

- Plans and estimates were presented at the last meeting. Continuing to work with utilities for relocation plans and costs.
- A full project budget cannot be set until utilities provide costs for relocation due to conflicts. Full project budget is approximately \$790,000 (including utility relocations).
- At the last meeting, JTL provided a cost estimate of paving the current road width (mostly a single lane) from U.S. 31 to Silver Glade Trail. This paving was estimated at approximately \$160,000 and included a surface asphalt overlay for the existing paved portion, and then installation of a compacted stone base and asphalt paving for the existing gravel portion. This option does not include any road widening or drainage improvements along the roadway and assumes that no utility relocations will be necessary.

### ***Brandon Circle & Forrest Drive Connection***

Preliminary plans and estimates submitted to the Director for consideration. Status same.

## **Water Improvement Projects**

### ***Holmans Lane Water Main Improvements***

JTL reviewed the conflict analysis with the Director. Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

### ***Holmans Lane Water Treatment Plant Coordination***

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available. Status Same.

### ***Utica Pike & Allison Lane Water Pump House***

Demolition of pump house is almost complete.

## **Wastewater Improvement Projects**

### ***Sanitary Sewer Permits***

NAI Fortis/Clarion re-submitted and permit underway. Status Same.

### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. At the Town's request, JTL is compiling a scope of services for the area. We have requested a proposal for TV inspection of the sanitary sewer system in this area and should have that as well as a Work Order for JTL services for approval by the next meeting.

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

### ***Charlestown Road Water & Sewer Relocations***

The Contractor has started work. Last week the Town asked RCI to help investigate the location of a potential leak in the same area while locating the existing water main infrastructure in the area. This work will be performed on a Time & Material basis as directed by the Town.

### ***Sunset Hills Pump Station and Valve Vault***

JTL met with wastewater staff at the Sunset Hills pump station last month to review an issue with the valve vault at the pump station. We are currently preparing a work order scope for the next Council meeting to evaluate and assess the issue.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

## Public Works Report September 10, 2018

### Water:

- High Spirits is creating a daily report sheet for the water plant that also have maintenance duties included for the daily work at the plant
- Water plant should have filters maintained/cleaned/serviced, as the plant is currently 3 years old. Did receive a quote from Striegel (was the construction superintendent who built the plant)
- Air compressor pump was replaced; maintenance of the compressor includes running the system weekly for an extensive time.
- The demolition of old booster station in Jeffersonville continues. A buried tank for either fuel oil or diesel fuel was uncovered; the town contracted to have the tank and contents removed and properly disposed. Soil sample under the tank was analyzed. Results from soil test were below limits set by IDEM; this is documented for town records.
- Requests from Sellersburg Fire and Jeffersonville Fire for flow data, as part of their certifications. Working to get them the information that we have.
- Installation of the approved portion of the water main along Rt. 403 started last week; weather is delaying
- Booster station is currently being stored at the factory while easement issue resolved.
- Received one appraisal on the booster station easement; working for another appraisal. Will be discussing with West Clark Schools on the 13<sup>th</sup> to secure easement, also.
- 

### Wastewater:

- Extensive flooding this weekend overwhelmed some lift stations. WWTP is overcapacity, however, no issues were noted
- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money
- Working with various engineering firms for possible system upgrade/expansion. Requesting recommendations/qualifications from firms to present to council

### Sanitation:

- Blue truck had a bad water pump; out of service until repaired; guys manually tipping in addition to yard waste week
- Submitted to newspaper for publishing for trash pick up proposal
- Working of new trash truck specifications to bid a new truck
- Billing office and Thomas working on identifying residents with multiple cans and correct billing amounts

### Streets:

- Possible options for the upcoming Community Crossings Grant-focus on many smaller streets to repave/rebuilt or focus on larger projects (i.e., North New Albany, Butler,)

- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved.

**Billing:**

- Release of many sewer liens and updating process; working on grass liens; working with County on some issues identified and develop a standard process
- Monthly and quarterly utility taxes and writing SOPs for their completion
- Continuing working with Chase bank to implement scanning; On line check receipts and reports continue to move forward; working with CT office to provide consistent daily collections reports

**Building/Planning**

- Training for land use law in Indianapolis for Dave McRae and me (and BZA members)
- Continuing issuance of permits, ongoing inspections of permitted work
- Discussed with Dave about handling water main inspection for the booster station/Rt. 403

# High Spirits Management

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (August 20 - 24, 2018):

### Follow-up —

- **Emergency Response Plan (ERP):**  
The wastewater treatment plant and collection system must also have an up-to-date ERP in place. Please provide a copy of the plan so that we can identify the opportunities for coordination as a next step in ERP development for the water system.
- **Testing at the Water Plant:**  
As agreed during this period of short-staffing, Mike will be happy to handle the daily testing from Monday, August 27 – Wednesday, August 29.
- **Air Compressor / Valving Issue:**  
EVAPAR serviced the air compressor this week. The oil and filter were changed on #1 and run times were adjusted. They will get us a quote on replacing compressor #2. EVAPAR recommends that we put a dehumidifier in the compressor room.
- **Experience Requirements for WT3 Certification:**  
You had asked whether Patrick has had adequate experience at the water plant to become certified once he passes the test. Patrick has had four months experience under my supervision thus far. He is required to have 2-years in total. My understanding is that while Matt Brown was acting as certified operator in responsible charge that Patrick was the primary person who was called upon to fulfill duties in the water system. This included times when Matt was not available. If Patrick was lead operator, trained and able to fulfill all duties for at least 1 year and eight months under Matt's supervision, then as I understand them, this satisfies the experience requirement. I would have to ask why his time in role was being questioned if he has been fulfilling these duties during that time and perhaps longer.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Boil Water Notices:**
  - I provided to you, and to Lori Kearney at her request by phone on Thursday, August 23, detailed information concerning boil water notices. This information included:
    - The terms boil water notice, advisory and order are interchangeable. There is no difference between them.
    - This Tier 1 notice is required by Indiana regulations and the Safe Drinking Water Act at any time the public water system fails to meet requirements. The criteria for a Tier 1 notice were identified in the material I provided.
  - In addition:
    - To clear a boil water order, two negative bacteriological samples must be obtained.
    - Customers (all served customers, not just billed customers) must be notified as soon as practical but within 24-hours of a violation requiring a Tier 1 notice. Notification methods vary widely depending on the town's capabilities.
    - The content of the notice is important as well. Regulations define what must be included in the notice. Many templates are available that ensure the Town is

responding in an optimal manner from both compliance and public relations perspectives. We can readily assist.

- The system must submit a copy of each public notice distributed, published, posted or made available to customers to the Compliance Section of IDEM's Drinking Water Branch within 10 days of delivery and/or posting. This must be accompanied by the certification form.
- To be clear, USEPA (Public Notification (PN) Rule, 65 FR 25982) defines three tiers of notice (Tier 1 - within 24-hours, Tier 2 - as soon as practical but within 30-days, Tier 3 - Annual) and the definition of to whom it should be sent.

○ **Public trust concerns**

The public's trust in the quality of its water is very important. The vehicles chosen for sending these notices should emphasize coverage, speed and simplicity. Here it is important to remember that all served customers must be included. If possible, an auto-dialing/texting phone system that could reach this audience, especially businesses that depend on water to prepare food, health organizations and the elderly, would be especially helpful. News outlets are good sources, but the Town needs to understand that not everyone will get the notice if online methods are the sole means of delivering notice. Thus, multiple forms of communication may be needed.

- The single point of accountability for the Town of Sellersburg needs to be the Water Superintendent and notices should identify that person as the source of information. With all respect, neither Public Works department nor the Town are perceived by the public as authoritative organizations when it comes to public water supply issues. Neither organization has the knowledge or training in regulation requirements to address this matter in a way that enhances community understanding, complies with requirements and builds trust. This is made even more clear by the fact that the state of Indiana's Department of Environmental Management holds the Water Superintendent accountable as well. Again, I cannot over-emphasize the need for the Town to establish a separate Water Superintendent with the authority and responsibility expected by the state in such a role. This action will enable the town to build public trust.

- In addition, there are public relations activities that could be undertaken that may help with messaging to citizens, especially since the Town has invested quite a bit in facilities to ensure the quality of drinking water for the area. I would be pleased to discuss this and any of these other matters with you further.

• **Compliance:**

- Patrick will be collecting all 10 Bac-T samples for this month.
- In preparation for doing daily testing, we challenged the current SOP with James' help. Updates are being done.

• **System Maintenance:**

- Living Waters advised that the new board for the chlorine analyzer has been ordered. They also recommend that we put a fan in the chlorine room to blow across the chlorine cylinders.
- Monday recorded head loss on filters
  - AEROLATER #1 head loss = 3.13'
  - AEROLATER #2 head loss = 1.79'
- Tuesday recorded head loss on filters
  - AEROLATER #1 head loss = 5.2'
  - AEROLATER #2 head loss = 2.79'

# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (August 27 - 31, 2018):

### Follow-up ---

- **Compressors:**  
The units we have installed are oversized for our application. This is partly the cause of the recent issue. I recommend these be replaced with units that are right-sized for our plant and the current units sold.
- **Backflow and Cross Connection Control:**  
Please let me know how we are proceeding on the needed ordinance. If there are questions regarding what would be beneficial for the Town beyond the basic language from IDEM that I've provided, I'd be happy to address them and offer suggestions, even meeting with the Town attorney, if that would be helpful. Just a simple reminder that this program is required by regulation and is one that is important to protecting the Town from liability.
- **Training:**  
Patrick is starting his training to take the WT3 water treatment operator certification exam. We are at a point where I can involve others in training for certification in either water treatment/distribution or wastewater treatment, if there are others in the departments who have the time in service and are interested in taking this important step. I would again encourage you to deepen your bench strength in this manner. As we've discussed, there is a shortage of qualified people to fill these roles nationwide and "growing our own" is a good strategy to retain solid performers and to maintain public health and confidence in your systems.

### Action Summary ---

Here is a summary of the actions I've taken this week.

- **Compliance:**
  - On Tuesday, I adjusted the chlorine levels on the North and South filters (from 4.5 to 4.8) and adjusted post-chlorination (from 1.3 to 1.4).
  - Continued work on the Emergency Response Plan draft.
- **System Maintenance:**
  - I continue to monitor tank recovery and system pressure/gpm. All readings are within expected range.
  - I have designed a Daily Readings sheet that we will start using to capture this information. It will ensure that the proper activities are being checked by plant operators daily, including basic maintenance such as what is required to keep the equipment operating optimally. It will also be an important for treatment operation calculations if we lose SCADA for any reason.
- **Certified Operator in Responsible Charge:**  
I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:
  - Daily plant checks.
  - Changed chlorine tanks as needed.
  - Checked all chemicals and refilled as needed.



# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (September 3 - 7, 2018):

### Follow-up —

- **Compressors:**  
New compressor was installed on dual compressor unit Thursday, September 6.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Compliance:**
  - In 2016, IDEM requested that all water systems complete an inventory of lead service lines. A number of water systems did not respond in 2016, including the Town of Sellersburg. This week, IDEM reached out to request prompt compliance. Information being requested has to do with ownership of the service lines and whether/how much of the line contains lead. According to the cover letter, there are possible changes coming with the Lead and Copper rules. IDEM says our compliance is vital for this reason. Please let me know if I can be of help.
- **System Maintenance:**
  - Chlorine alarm went off on Tuesday. I checked for leaks using ammonia and found a leak on an empty cylinder. Replaced the cap to resolve the problem.
  - Reset HSP #2 on Tuesday. Kicked out with a fault on Wednesday. Reset and restarted it and seems to be operating normally now.
  - Filter line flush needs to be performed daily (1 minute each) as part of routine maintenance for the plant. I've incorporated this into the Daily Readings sheet.
  - Daily tests and readings taken.
- **Certified Operator in Responsible Charge:**  
I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:
  - Daily plant checks.
  - Changed chlorine tanks as needed.
  - Checked all chemicals and refilled as needed.



**TOWN OF SELLERSBURG  
TOWN COUNCIL MEETING  
MEETING MINUTES**

**DATE:** September 24, 2018

**CALL TO ORDER:**

Meeting called to order by Vice President Brad Amos at 5:30 p.m.

**ROLL CALL OF MEMBERS:**

Present:

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

Absent:

- Paul J. Rhodes, President

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** All Present.

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

Motion/Second: WEBSTER/LAMASTER

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

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

- August 27, 2018 Town Council Meeting
  - August 29, 2018 Executive Session
  - September 10, 2018 Executive Session
  - September 10, 2018 Town Council Meeting
- Motion/Second: LaMaster/Webster

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

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion/Second: CONLIN/WEBSTER

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

**APPROVAL OF ALLOWANCE DOCKET:**

Motion/Second: CONLIN/WEBSTER

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

**REGULAR MEETING CLOSED AT 5:35 PM:**

Motion/Second: WEBSTER/LAMASTER

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

**2019 BUDGET PRE-ADOPTION PUBLIC HEARING:**

Pre-Adoption Budget Hearing Opened at 5:35 pm:

Motion/Second: WEBSTER/LAMASTER

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

No Public Comment was made during the 2019 Budget Pre-Adoption Public Hearing.

Pre-Adoption Budget Hearing Closed at 5:39 pm:

Motion/Second: WEBSTER/LAMASTER

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



**REGULAR MEETING REOPENED AT 5:39 PM:**

Motion/Second: WEBSTER/LAMASTER

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

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person):** None

**ORDINANCES AND RESOLUTIONS:**

1. **2018-OR-022 | An Ordinance Disposing of Surplus or Worthless Personal Property:**  
1<sup>st</sup> Reading: Motion/Second: WEBSTER/CONLIN      Vote: 4-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: WEBSTER/LAMASTER      Vote: 4-aye, 0-nay, motion approved.
2. **2018-OR-023 | An Ordinance Amending the Employee Handbook:**  
1<sup>st</sup> Reading: Motion/Second: WEBSTER/LAMASTER      Vote: 4-aye, 0-nay, motion approved.  
Motion to amend Section 1. To change "he" to "the" in the second sentence:  
Motion/Second: WEBSTER/LAMASTER      Vote: 4-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: WEBSTER/LAMASTER      Vote: 4-aye, 0-nay, motion approved.
3. **2018-R-004 | A Resolution Designating Certain Funds for CCMG:**  
1<sup>st</sup> Reading: Motion/Second: WEBSTER/CONLIN      Vote: 4-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. **Phosphorus Containment | Lori Kearney, Assistant Director of Public Works:** TABLED  
Lori is waiting for IDEM response.
2. **Public Works Team Member On-Call Policy |Lori Kearney, Assistant Director of Public Works:**  
Motion/Second: WEBSTER/CONLIN      Vote: 4-aye, 0-nay, motion approved.
3. **Discussion of Revision to the Refuse Ordinance 51.04 | Update after Review | Jacob "Jake" Elder, Town Attorney:**  
Council directs Director Parmenter to send letters to property owners in violation of the current Ordinance and advise them that effective January 1, 2018, the Town will no longer provide refuse pick up outside what is stated in the current Ordinance.
4. **Proposed Purchase of 622 W. Utica Street | Jacob "Jake" Elder, Town Attorney:**  
Motion/Second: WEBSTER/CONLIN      Vote: 4-aye, 0-nay, motion approved.
5. **Health Benefits | Agent of Record | Councilman, William "Bill" Conlin:**  
Motion made by Councilmember Conlin to make Joe Olson the Agent of Record for all benefits:  
Motion/Second: CONLIN/LAMASTER      Vote: 2-aye's by Conlin and LaMaster, 2-nay's by Webster and Amos, Clerk Treasurer Michelle Miller abstains, motion fails.
6. **Trash Collection Outsourcing Status Update | Tim Parmenter, Director of Public Works:**  
Director Parmenter advised that bids will be presented at the October 8<sup>th</sup> Council Meeting. This will be tabled until the next meeting.

Town of Sellersburg  
Town Council Meeting  
September 24, 2018

**NEW BUSINESS:**

1. **Highway 403 Water Line Extension | Tim Parmenter, Director of Public Works:**

Motion to approve change order number one for the Waterworks Improvements in the amount of \$80,025.77:

Motion/Second: WEBSTER/LAMASTER

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

**GENERAL COMMENTS FROM THE PUBLIC | limited to 15 minutes total:** None

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman | Jacobi, Toombs, & Lanz:** Presents Current Projects Report (copy attached)

**Tim Parmenter | Director of Public Works:** Presents Public Works Report (copy attached) and High Spirits Management Report (copy attached)

**William R. Whelan | Chief of Police:** None

**Jacob "Jake" Elder | Town Attorney:** None

**COMMENTS FROM COUNCIL MEMBERSHIP | Good of the order:**

**James H. LaMaster | District 2:** No comment

**William Conlin | District 4:**

Advises that the Chief and his Department did a great job on Butler Road today.

**Brad J. Amos | District 3:**

Advises that he drove around Town today during the rain, looking at issues and thanked Tim and JTL for looking at the issues on Shirley Avenue. Also advised that the Parks & Recreation Board will be hosting Trick or Treat at Silver Creek High School on October 27<sup>th</sup> from 5-8 p.m.

**Martina Webster | District 1:** No Comment

**Paul J. Rhodes | At-Large:** Absent

**Michelle Miller | Clerk-Treasurer:** No Comment

**ADJOURN:**

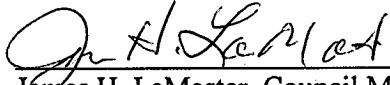
Motion/Second: WEBSTER/CONLIN

Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 6:26 p.m.

Town of Sellersburg  
Town Council Meeting  
September 24, 2018

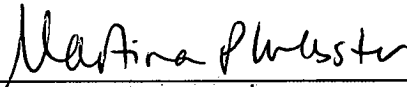
Minutes approved this 8th day of October, 2018


  
\_\_\_\_\_  
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):**

Agenda  
Public Works On-Call Policy  
Itemized Proposal for Change Order Number One | Waterworks Improvements  
Jacobi, Toombs & Lanz Current Projects Status Report  
Public Works Director Staff Report  
High Spirits Management Report

Note: All approved contracts/agreements 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  
September 24, 2018 at 5:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:** Restoration Christian Church

**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 27, 2018 Town Council Meeting  
August 29, 2018 Executive Session  
September 10, 2018 Executive Session  
September 10, 2018 Town Council Meeting

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

**2019 BUDGET PRE-ADOPTION HEARING**

**COMMENTS FROM PUBLIC ON AGENDA ITEMS** (time limit of 5 minutes per person)

**ORDINANCES AND RESOLUTIONS:**

1. ORDINANCE NO. 2018-OR-022: An Ordinance Disposing of Surplus or Worthless Personal Property of The Town of Sellersburg, Indiana.
2. ORDINANCE NO. 2018-OR-023: An Ordinance Amending the Employee Handbook
3. RESOLUTION NO. 2018-R-004: A Resolution Designating Certain Funds for CCMG

**UNFINISHED BUSINESS:**

1. Phosphorus Containment (Lori Kearney, Assistant Director of Public Works)
2. Public Works Team Member On-Call Policy (Lori Kearney, Assistant Director of Public Works)
3. Discussion of Revision to the Refuse Ordinance 51.04 | Update after Review (Jacob "Jake" Elder, Town Attorney)
4. Proposed Purchase of 622 W. Utica Street (Jacob "Jake" Elder, Town Attorney)
5. Health Benefits | Agent of Record (Councilman, William "Bill" Conlin)
6. Trash Collection | Outsourcing – Status Update (Tim Parmenter, Director of Public Works)

**NEW BUSINESS:**

1. Highway 403 Water Line Extension (Tim Parmenter, Director of Public Works)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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 Public Works Policy and Procedure On-Call Policy

Date: 8/31/2018

Due to the nature of the Public Works Departments business, it is necessary to maintain an on-call staff to respond to calls 24/7. This policy will outline the requirements of on-call, the assigning of on-call, the compensation for on-call as well as emergency on-call fill-in.

### On-Call Compensation

Employees serving on-call and providing necessary after-hours services will be paid an on-call stipend. The Primary on-call staff will be paid \$200.00 additional compensation for the week of their on-call service. The back-up on-call will receive \$100.00 additional compensation for their week of service.

If an employee is called out while on-call, he/she will be paid for a minimum of two (2) hours. The employee will receive time and a half for actual hours worked. If an employee works less than two (2) hours, he/she will receive time and a half for actual hours worked and the remainder of the two hours will be paid at straight time. If an employee is called out in a workweek that includes a holiday, that holiday will be used as time worked for the purpose of calculating overtime.

If two employees split the week of on-call service due to an emergency or agreement to switch on-call time, the compensation will be split by number of days employee was on-call.

Primary call will be paid at a rate of \$28.57/day.  
Back-up on-call will be paid at a rate of 14.29/day.

### Requirements/Expectations

Any employee that is serving on-call is expected to respond to all calls that are deemed an emergency within thirty (30) minutes of receiving the call. The following list outlines what should be responded to as an emergency:

- Sanitary Sewer overflow (any overflow should be responded to and WW operator shall be notified;
- Lift Station alarms- All alarms should be checked by an actual visit to the lift station;
- Water main breaks;
- Loss of water by resident;
- Fallen trees obstructing a road way;
- Any condition in which you are notified by the police department that it is a possible hazard;

The following list is considered non-emergency and can be tended to on the next business day:





- Water pressure issues affecting only one resident;
- Brown water issues affecting only one resident;
- Residential leaks that are not causing complete loss of water by customer;
- Pot holes;
- Sanitation calls

If you are unsure about the need to investigate the call, please check with supervisor.

### **Assignment of on-call schedule**

The on-call calendar will be scheduled by the Director/Assistant Director and handed out to each employee. In the event you are scheduled for on-call and you cannot fulfill the service it will be your responsibility to find a coworker to fill your spot. It will be the employee's responsibility to notify management of the replacement for their on-call service.

In the event of an emergency by an on-call staff, such as death in the immediate family or illness the primary on-call position will be filled by the current back-up on-call. The back-up position will be filled first based on volunteers, if there are no volunteers it will be filled by management based on seniority and recent on-call service.

In the event there is an employee that would like to carry on-call more than they are scheduled it will be acceptable to ask coworkers if they would like to give up their on-call service.

DRAFT

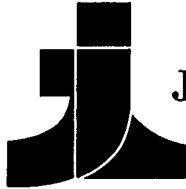
water funding.

**TOWN OF SELLERSBURG  
ITEMIZED PROPOSAL  
FOR  
CHANGE ORDER NUMBER ONE  
WATERWORKS IMPROVEMENTS**

ITEM NUMBER	ITEM DESCRIPTION	UNITS	QTY.	UNIT COST	TOTAL COST
1	8" SDR 21 PVC WATER MAIN PUSH-ON-JOINT (OPEN CUT)	LINEAL FEET	860	38.50	33,187.00
2	8" R.J. PVC WATER MAIN MICHIGAN STREET CROSSING (DIRECTIONAL DRILLED)	LINEAL FEET	60	98.25	5,895.00
3	8" R.J. PVC WATER MAIN WEST RESIDENCE DRIVEWAY CROSSING (DIRECTIONAL DRILLED)	LINEAL FEET	60	98.25	5,895.00
4	8" R.J. PVC WATER MAIN EAST RESIDENCE DRIVEWAY CROSSING (DIRECTIONAL DRILLED)	LINEAL FEET	60	98.25	5,895.00
5	8" X 8" TAPPING SLEEVE, TAPPING VALVE & VALVE BOX	EACH	1	3,330.20	3,330.20
6	8" MECHANICAL JOINT GATE VALVE	EACH	4	1,532.00	7,528.00
7	8" X 6" D.I.M.J. TEE	EACH	2	429.00	858.00
8	8" X 8" D.I.M.J. TEE	EACH	2	429.00	858.00
9	8" D.I.M.J. CAP	EACH	1	305.00	305.00
10	8" D.I.M.J. 90 DEGREE BEND	EACH	1	352.00	352.00
11	STD. FIRE HYDRANT WITH 6" AUXILIARY VALVE	EACH	1	4,475.57	4,475.57
12	3/4" NEW WATER SERVICE COMPLETE, <del>METER</del> , SETTER, CORP COCK, TILE, LID	LUMP SUM	1	4,090.00	4,090.00
13	2" WATER SERVICE AND CONNECTION TO NEW DUAL 3/4" WATER METERS	LUMP SUM	1	4,135.00	4,135.00
14	3/4" DUAL METER WATER METER SERVICES SERVED BY NEW 2" PVC SERVICE LINE	LUMP SUM	2	1,080.00	2,160.00
15	RELOCATE EXISTING 3/4" WATER METER PIT	LUMP SUM	1	750.00	750.00
16	LOCATION WIRE	LINEAL FEET	1,040	.30	312.00

**\*TOTAL PROPOSED COST OF CHANGE ORDER NUMBER ONE WATERWORKS IMPROVEMENTS** \$80,025.77

\*All work included in this change order proposal shall be performed in accordance with project specifications



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

## **CURRENT PROJECTS STATUS REPORT**

**September 24, 2018**

### **Community Crossing Funded Projects**

#### ***Shirley Avenue & Prather Lane***

- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Delays in the project, associated with the fiber optic line conflict, are expected. We have concern for the project schedule related to completion time falling outside of paving season and impacts to local residents during winter months while limited work can go on. Crown Castle Fiber sent communication to JTL today to identify that their fiber line will be out of the way the week of 10/8/18. JTL will continue to communicate and coordinate with Crown Castle on this relocation.
- JTL and the Town met with Excel Excavating to discuss going forward. Excel provided a cost alternative for relocating the Prather storm sewer into the roadway and also identified overhead delay costs that they have incurred. Excel has identified that they have taken on additional work outside of this project and cannot return for approximately 45 days. JTL is working with Excel to review the submitted delay costs as well as additional costs incurred by Excel related to the water main lowering. We will have a recommendation by the next meeting.
- JTL has communicated with INDOT regarding project schedule impacts and CCG funding (current and future). The Town will not be able to submit applications for funding in 2019 until the current 2017 grant is closed out, but should be able to submit for 2018 funding at the end of September this year.

### **Drainage Projects**

#### ***W. Utica Street & Cambridge Manor Drainage Review***

JTL prepared an easement and submitted it to the Town Attorney.

### **Road Improvement Projects**

#### ***Butler Road Improvements***

- At the last meeting, the Town provided direction to JTL to solicit bids for paving Butler Road at the current width without any additional improvements. Bids will be received at the first meeting in October.

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

## **Water Improvement Projects**

---

### ***Holmans Lane Water Main Improvements***

Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

## **Wastewater Improvement Projects**

---

### ***Sanitary Sewer Permits***

Status Same.

### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. At the Town's request, JTL is compiling a scope of services for the area. We have requested a proposal for TV inspection of the sanitary sewer system in this area and should have that as well as a Work Order for JTL services for approval by the next meeting. Waiting on multiple quotes for the TVI work on this system.

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Status same.

### ***Charlestown Road Water & Sewer Relocations***

Last week the Town asked RCI to help investigate the location of a potential leak in the same area while locating the existing water main infrastructure in the area. This work will be performed on a Time & Material basis as directed by the Town. The identified potential leak appears to have been associated with another utility in the area. The water main relocation is complete and a meter has been reconnected. A valve outside of the project area began leaking and was in need of repair. The sewer line has been bored under the road. Three manholes remain to be set. There is a conflict with new manhole locations based on AT&T poles that were relocated after the project survey and bid. JTL is working with the County on resolving the issue.

### ***Sunset Hills Pump Station and Valve Vault***

JTL met with wastewater staff at the Sunset Hills pump station last month to review an issue with the valve vault at the pump station. We are currently preparing a work order scope for the next Council meeting to evaluate and assess the issue. Waiting on multiple TVI quotes for the work on this system.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. Meeting with Staff this week to review possible cost saving measures.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. Status same.

## Public Works Report September 24, 2018

### Water:

- High Spirits is creating a daily report sheet for the water plant that also have maintenance duties included for the daily work at the plant
- Water plant valve malfunction, creating an issue with backflow. During replacement, there have been maintenance items that should have been completed within the last years; moving forward on the neglected issues, including the filter maintenance and the clear well maintenance.
- Water plant should have filters maintained/cleaned/serviced, as the plant is currently 3 years old. Did receive a quote from Striegel (was the construction superintendent who built the plant). Quote is being revised, as there were other issues discovered during the valve issue.
- Air compressor pump was replaced; maintenance of the compressor includes running the system weekly for an extensive time.
- Requests from Sellersburg Fire and Jeffersonville Fire for flow data, as part of their certifications. Working to get them the information that we have.
- Installation of the approved portion of the water main along Rt. 403 completed. Contractor is providing a change order to replace the old line from the old pressure valve pit to the new line – once completed, the water system will have new line from Commerce Drive to Hawthorne Glen; Pressure pit was opened and the piping inside was in poor shape. Will be part of the change order to replace/rework the pressure valve system
- Booster station is currently being stored at the factory while easement issue resolved. Working with the land owner and the school on the location.
- Patrick Morris has accepted a new job at Indiana American; discussed open positions with team members. Presently, Thomas Harris is performing basic duties. High Spirits continues to be the Contracted Operator of Responsible Charge
- James Baxter has accepted another job offer.

### Wastewater:

- Extensive flooding today overwhelmed lift stations. WWTP is overcapacity.
- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money
- Working with various engineering firms for possible system upgrade/expansion. Requesting recommendations/qualifications from firms to present to council

### Sanitation:

- Waste collection out for bid; pre-bid meeting last week, 4 interested parties attended.
- New trash truck specifications to bid a new truck; will be advertising this week.
- Yard Waste pick up this week; will be moving to weekly collections.

### Streets:

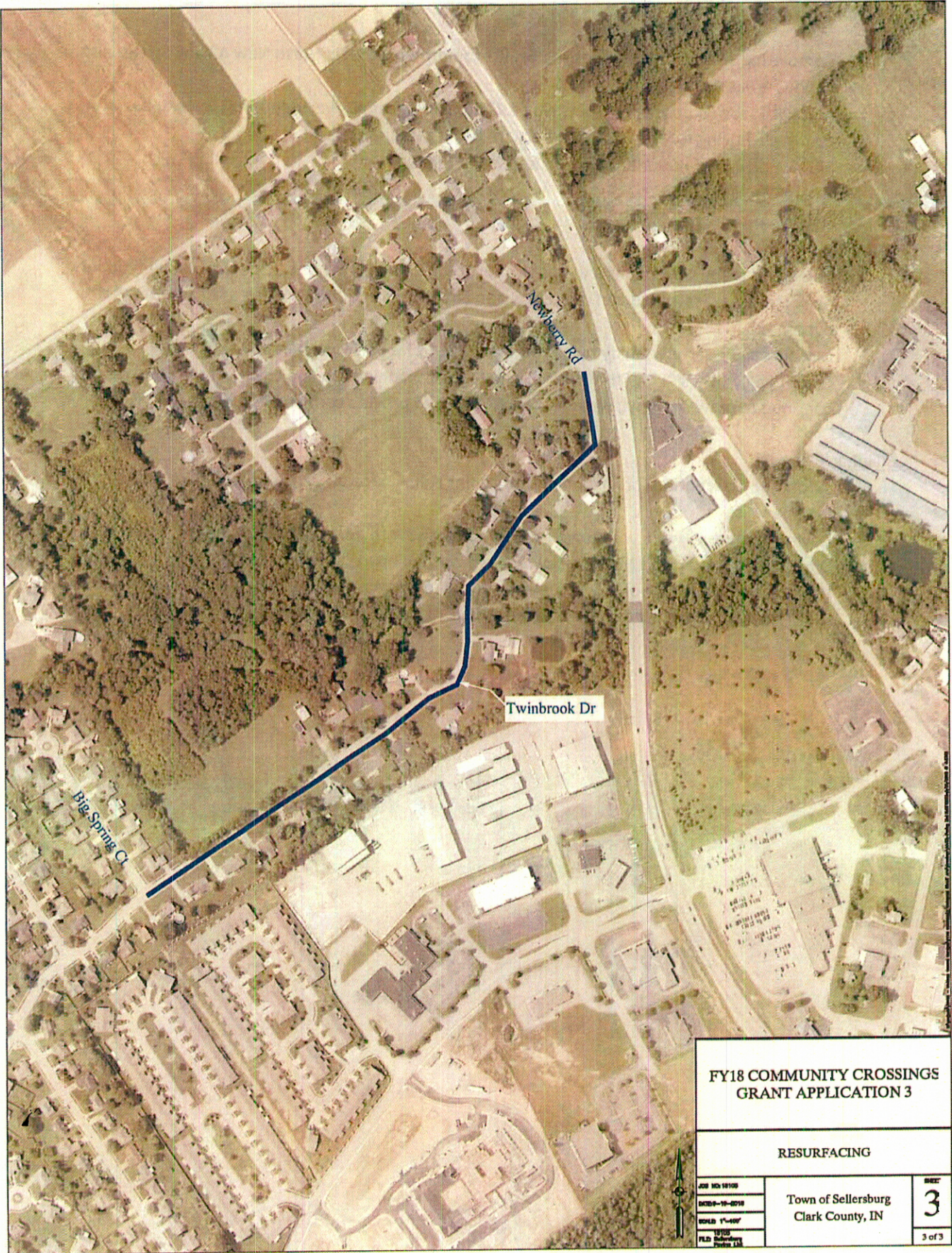
- Completing 3-4 Community Crossing Grants tomorrow with JTL; North New Albany Street; also, various areas throughout the town.
- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved. Pricing for the improvements are being gathered.
- Bids for paving of Butler Road advertised for October 8<sup>th</sup>.

#### Billing:

- Release of many sewer liens and updating process; working on grass liens; working with County on some issues identified and develop a standard process. More liens released as process is continued.
- Monthly and quarterly utility taxes and writing SOPs for their completion
- Continuing working with Chase bank to implement scanning; On line check receipts and reports continue to move forward; working with CT office to provide consistent daily collections reports

#### Building/Planning

- Wrote Job Description for a Planning and Zoning Administrator, based on BZA class attended in Indianapolis
- Dave continues to work with town residents to assist with permits, changes, inspections
- Working with IDEM and Matt Oakley on the proposed apartments at Hunter Station concerning the runoff issue; he is working with the engineer to address the problem and what can be done. IDEM had been contacted by the resident adjacent to the property concerning the excess runoff.



FY18 COMMUNITY CROSSINGS  
GRANT APPLICATION 3

RESURFACING

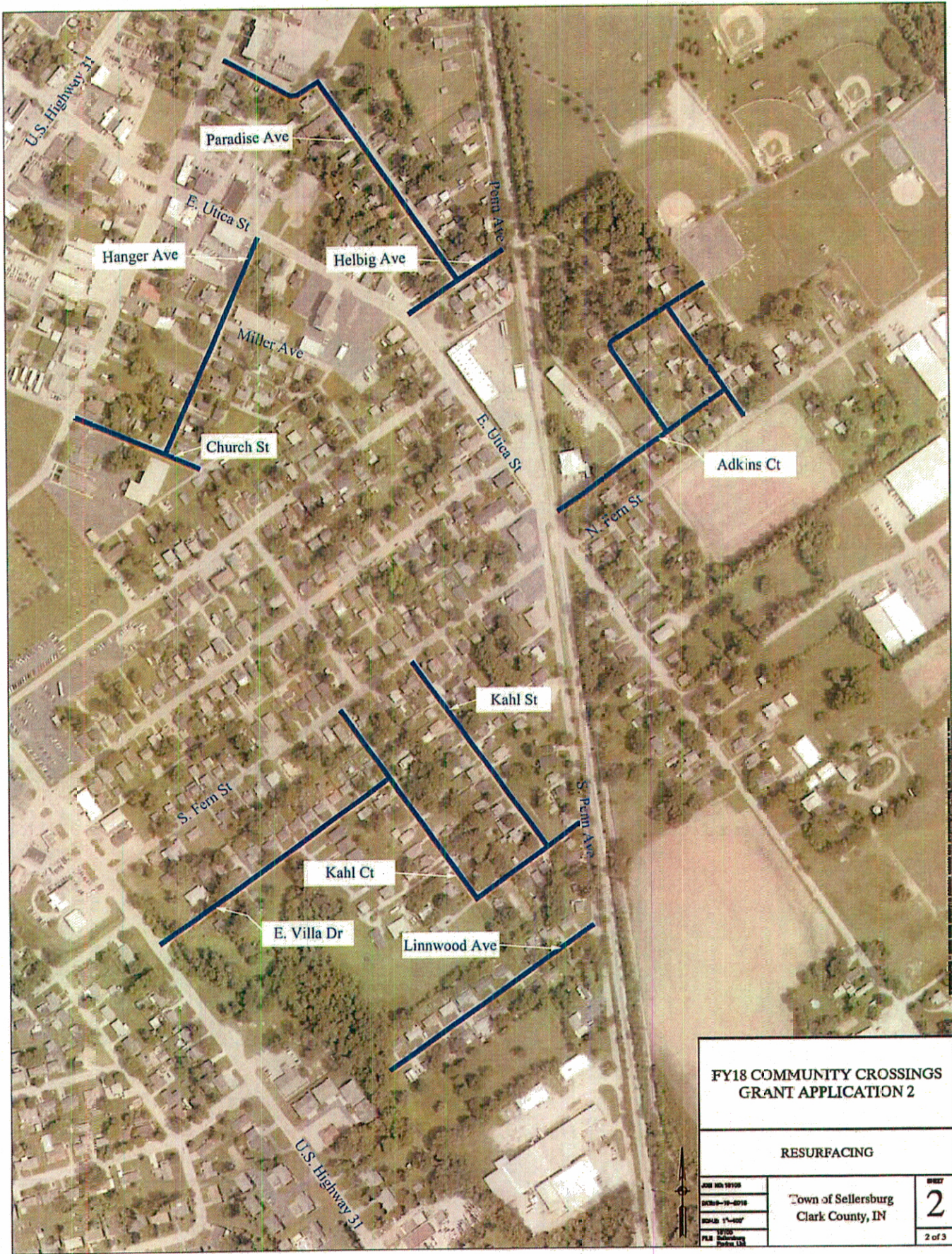
Town of Sellersburg  
Clark County, IN

SHEET

3

3 of 3

JOB NO: 18100  
DRAWN: 10-2018  
SCALE: 1"=400'  
DATE: 10/18/18  
BY: [Signature]



**FY18 COMMUNITY CROSSINGS  
GRANT APPLICATION 2**

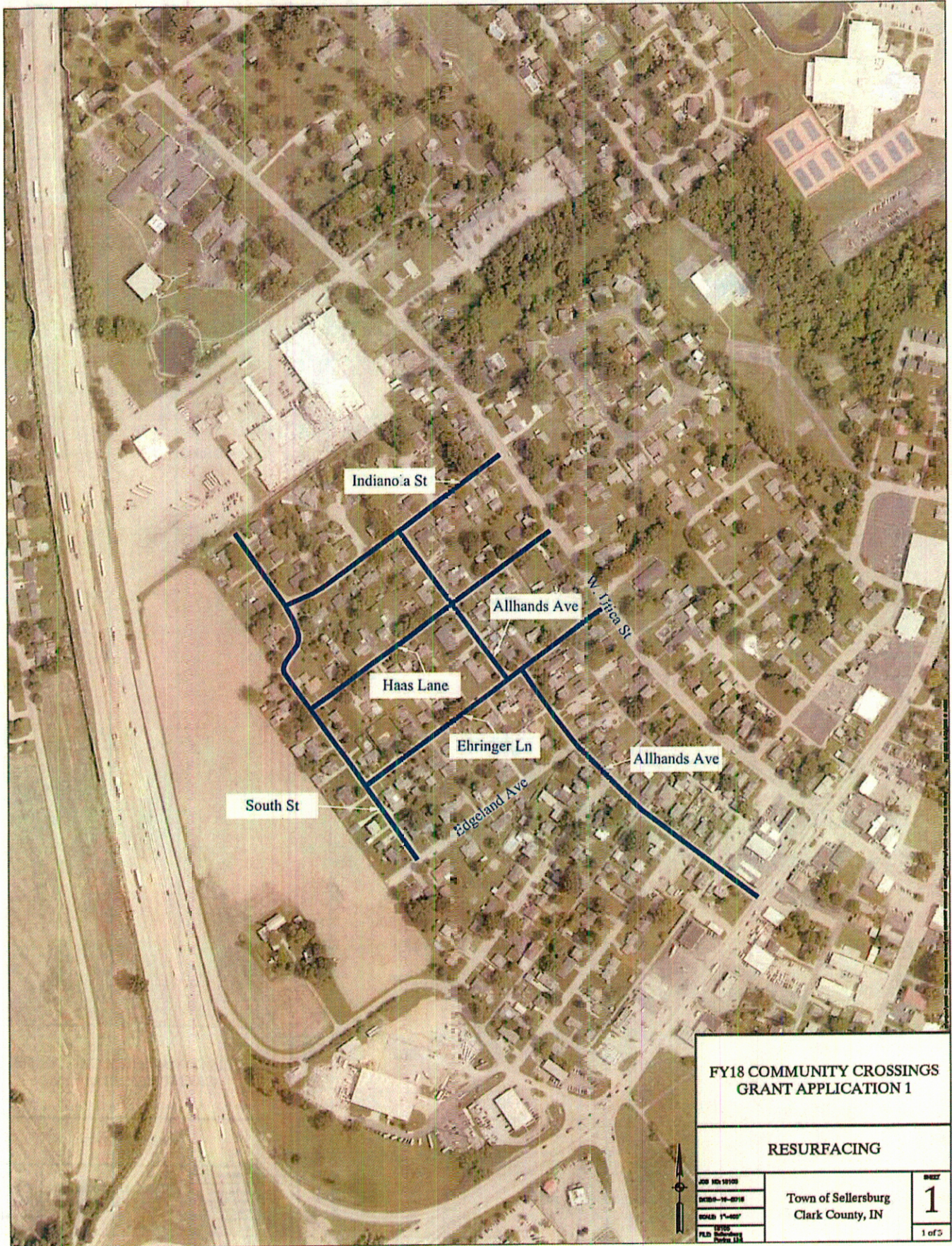
**RESURFACING**

DATE: 08/19/16  
 DRAWN: 10-0710  
 SCALE: 1"=400'  
 FILE: 10/16  
 DRAWING: 134

Town of Sellersburg  
 Clark County, IN

**2**  
 2 of 3





Indiana St

Allhands Ave

Haas Lane

Ehringer Ln

Allhands Ave

South St

Edgeland Ave

St. Yvica St

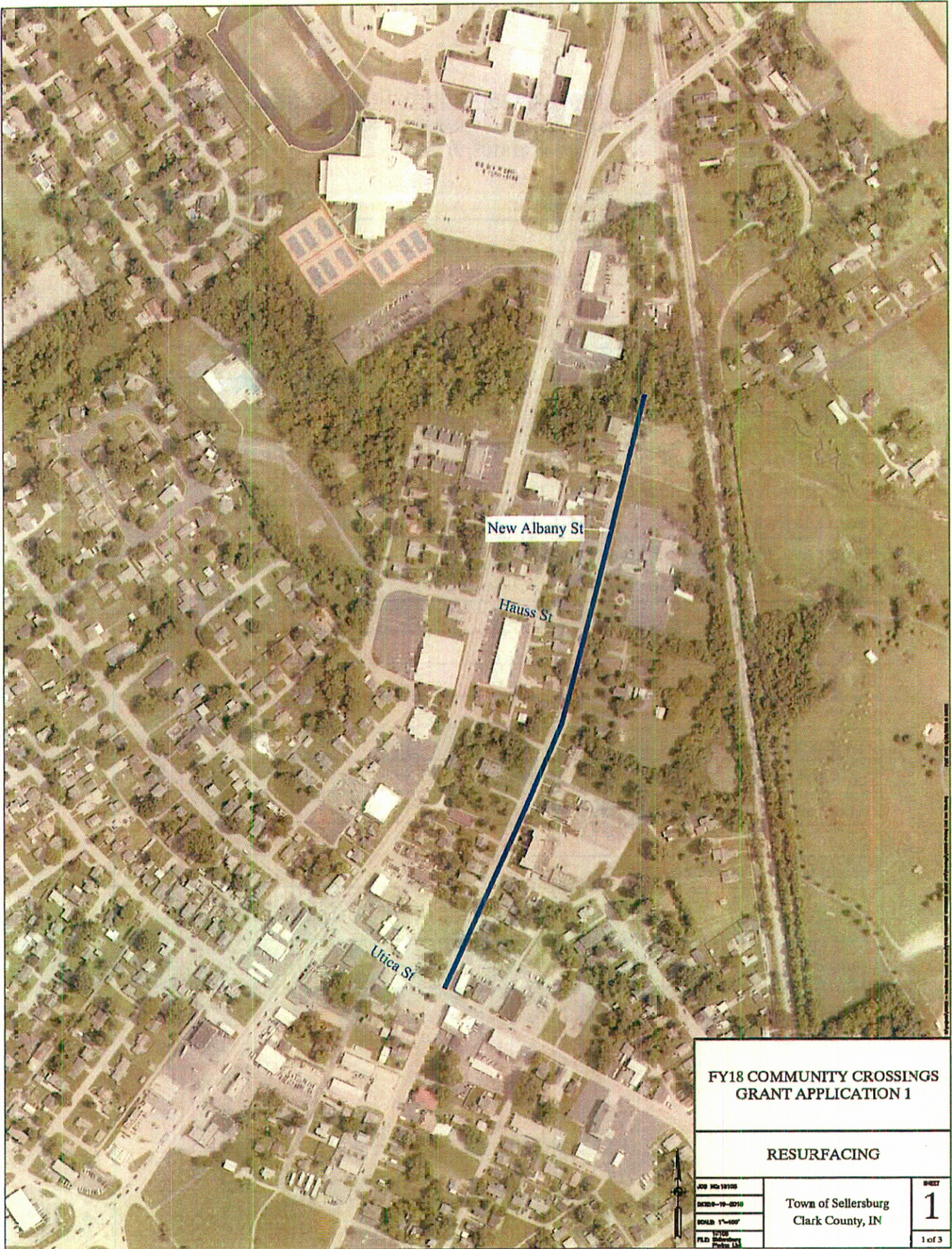
**FY18 COMMUNITY CROSSINGS  
GRANT APPLICATION 1**

**RESURFACING**

JOB NO: 181010  
 DATES: 10-2018  
 SCALE: 1"=400'  
 PLAN NUMBER: 181010

Town of Sellersburg  
 Clark County, IN

**1**  
 1 of 5



New Albany St

Hauss St

Utica St

FY18 COMMUNITY CROSSINGS  
GRANT APPLICATION 1

RESURFACING

JOB NO: 18100  
DESIGN: 18-0210  
SCALE: 1"=400'  
DATE: 10/18/18  
FILE: 18100.dwg

Town of Sellersburg  
Clark County, IN

SHEET

1

1 of 3

## **Sellersburg 2018 Paving, Community Crossing Grant Funded**

Preliminary Cost Estimates Summary

Job #18105, 9/18/2018

<b>Street Section:</b>	<b>Total Estimate:</b>
<b>Major Collectors</b>	
<b>New Albany St. (From E Utica St to bridge past Hauss)</b>	<b>\$208,697.22</b>
<b>Minor Collectors</b>	
<b>Allhands Ave. (From US 31 to Indianola St.)</b>	<b>\$114,520.33</b>
<b>Adkins Court (Entire Street)</b>	<b>\$46,300.00</b>
<b>Church Street (From S New Albany St. to Miller Ave.)</b>	<b>\$14,935.00</b>
<b>Ehringer Lane (From South St to W. Utica St)</b>	<b>\$49,274.00</b>
<b>E. Villa Drive (From S. Indiana St to Kahl Ct)</b>	<b>\$145,150.67</b>
<b>Haas Lane (From W. Utica St to South St)</b>	<b>\$38,616.44</b>
<b>Hanger Ave. (From E Utica St. to Church St.)</b>	<b>\$29,353.00</b>
<b>Helbig Ave. (From E Utica St. to Penn Ave.)</b>	<b>\$22,623.33</b>
<b>Indianola Street (From W. Utica St to South St)</b>	<b>\$29,296.67</b>
<b>Kahl Ct. (From S Fern St. to Kahl St.)</b>	<b>\$23,390.00</b>
<b>Kahl St. (From S Fern St. to Penn St.)</b>	<b>\$18,830.00</b>
<b>Linnwood Ave. (From Penn St to Cul-de-sac)</b>	<b>\$35,970.00</b>
<b>Paradise Ave. (From N New Albany St to Helbig Ave.)</b>	<b>\$85,552.00</b>
<b>South Street (From Edgeland Ave to End of Street)</b>	<b>\$84,631.00</b>
<b>Twinbrook Dr. (From New Berry Rd to Big Springs Ct.)</b>	<b>\$138,223.33</b>
<b>Subtotal, Minor Collectors</b>	<b>\$876,665.78</b>
<b>Grand Total Cost Estimate</b>	<b>\$1,085,363.00</b>

# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (September 17 - 21, 2018):

This report includes time I returned to the plant (Tuesday, 1-2 p.m., Wednesday, 3 - 5:15 p.m.) to check on the progress of the valve troubleshooting/replacement detailed below. Did plant checks on Saturday and Sunday as well.

### Of Concern —

- *Daily Testing*

On Monday, Patrick advised that his last day would be Friday, September 21. While the town seeks to fill its vacancies for lead operator and water superintendent for the plant, I am willing to perform the required Daily Testing during weekdays (M-F) provided another individual will handle them on weekends and any holidays. I must train and oversee the person(s) who will be assigned and will advise if/when they are able to perform these tests without supervision. I must **"sign off" on their ability to do this as your acting Certified Operator in Responsible Charge.**

- *Training:*

Please advise on when we will move forward with training for your choice of lead operator and one other as I outlined previously. Please note that the procedures that I have put in place must be followed. The person assigned this last week did not follow through as requested, nor did the phosphate tank get filled as required. I had a safety concern when that person attempted to change chlorine tanks as well that could easily have resulted in major injury.

- *Maintenance Program - Filters*

As the description of this past week's events with the filter illustrate below, it is absolutely imperative that the water plant and water system infrastructure be maintained proactively. While many programs that I have brought forward are within the scope of what trained operators should be doing, what is required for the filters is not. I understand that the filters are three years old. This means that they are overdue for the following routine maintenance, which must be performed by specialized professionals every two years. If not done, once the protective coating on the interior of the filters and aerators is damaged, the tank will begin to leak, potentially causing catastrophic tank failure. According to Monty, a standard maintenance program for the filters we have should consist of:

*Every two years -*

- Enter the tank to check media condition and depth
- Remove precipitated iron/manganese, which can be feet deep

I recommend that this maintenance be scheduled as soon as possible for the system filters to protect the Town's investment, extend the life of equipment and avoid unnecessary downtime.

- *Maintenance Program - Clear Wells*

Aerators oxidize water by the addition of chlorine, which allows iron and manganese to precipitate out of the water. The iron and manganese collect in the bottom of aerators, but also precipitates out in the Clear Well. The Clear Well units also need to be maintained to remove settled iron and manganese. This will prevent damage to the units. Both practices ensure good quality effluent from the filters and clear well into the distribution system and the Town's citizens. I understand that due to a lack of maintenance, the old clear well on Holman Lane has several feet of iron and manganese precipitate in the bottom of the tank. This tank is being torn down due to a

lack of maintenance and build-up of iron and manganese, an outcome that was preventable.

- **System Flush Required Before Booster Station Start-up**

In talking with Monty, he informed me that when the new booster station is installed, it will reverse the flow of water. When this happens, you can expect sediment in the water lines to be disturbed and create brown water in the system. If we want to avoid customer dissatisfaction, we need to do a thorough system flush prior to firing up the booster station. Before this is scheduled, I will need to instruct those who will be assigned to do the flush on the correct procedure to follow. From having trained Patrick, I know that the practice system personnel have been using is inadequate and not able to create the outcome needed. I will also need to be assured that once trained, they are held accountable for performing this duty as instructed.

**Issues & Observations—**

This past week there have been some issues arise that need attention.

- **Valve Replacement Emergency**

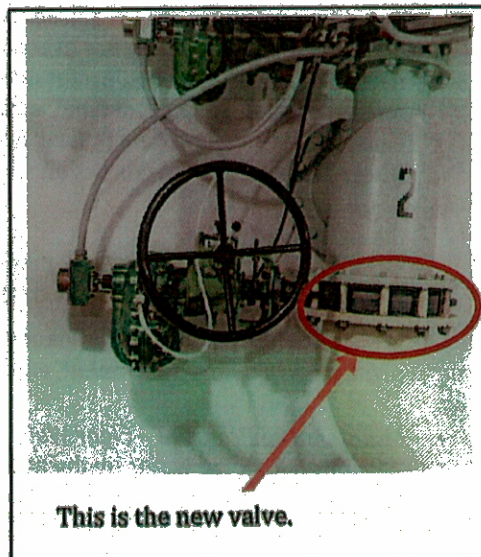
On Tuesday, September 18, I arrived at 7 a.m. to find water puddles on the floor outside the lab. In the Supply room, anthracite was in front of the door to the Pump room. When I opened the door to the Pump room, there was a lot of water and anthracite all over the floor. I checked Filter #1 South and found that cell #2 was running water. The Clear Well was down to 6'. I shut down the High Service Pumps to allow the Clear Well to recover.

I had Monty come in to troubleshoot the filter. At first, Monty thought that the butterfly in the butterfly valve had become disconnected from the shaft. However, after further investigation, he found that the valve seat was bad. He setup #1 Filter so that we could use half of it. Monty secured a new butterfly valve from B.L. Anderson. It was sent overnight and arrived the next day, Wednesday, September 19. The valve sent was a left-hand valve instead of a right-hand valve, but because of Monty's expertise, this will have no effect on operation. However, it will be the only backward valve in the filters and needs to be known and understood by all for future reference in operations and maintenance (Aeralater #2, Cell #2 Backwash Valve).

The reasons for failure were as follows:

- Chlorine injected into the filter to oxidize the water is injected onto the valve. Chlorine hardens the rubber seat of the gasket making it brittle and break off in small chunks. Chlorine had eaten away a 3" piece of metal on the valve edge allowing the water to leak through. I asked Monty if the chlorine injection could be diverted elsewhere and he said, "no."
- Iron and manganese build-up on the valve deteriorated the metal edge of the valve and valve seat

It may be valuable to look into whether stainless steel valves are available that could replace the current type we are using. Stainless steel would not corrode in the same way as the current valves do.



This is the new valve.

- **Computer Ground Fault**  
On Monday, upon entering the lab, the computers were kicked off. The ground fault had kicked out. I reset it and the computers came on. On Thursday, September 20, I found the reason for the GFI receptacle being kicked out. The HVAC vent above the lab cabinets is leaking, splashing water/condensation onto the GFI outlet.

You will see in the photo (right) where I placed a cup to catch the dripping water and how the water was able to run down the front of the cabinet and trip the GFI supporting the computers.

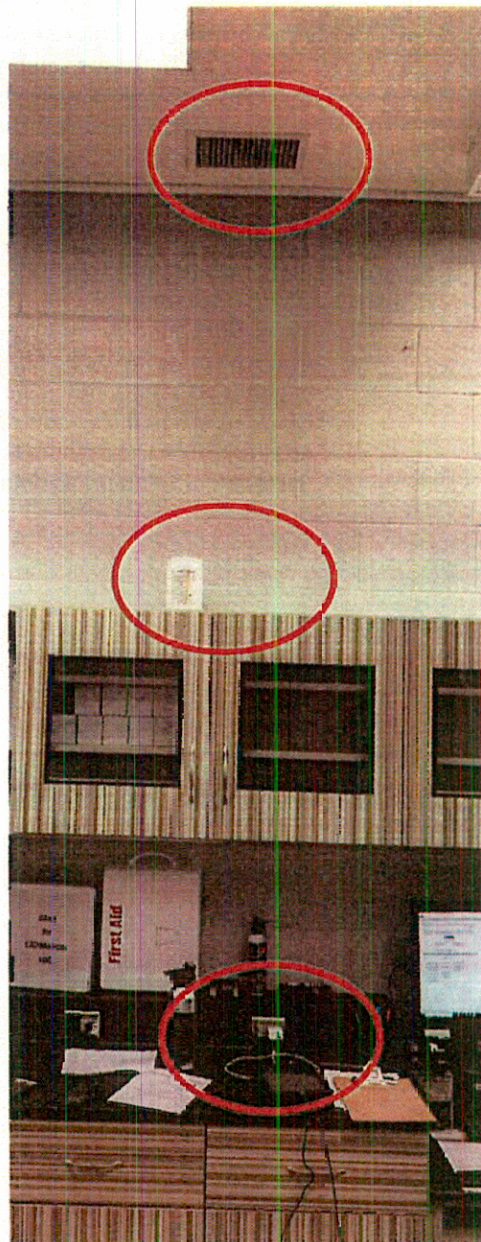
#### Follow-up —

- **Important: Note on Air Compressor**  
Patrick spoke with Kenny this past week. In that conversation he learned that the reason the large air compressor was installed is for the backwash process. It takes very little air pressure to work the valves normally, but during backwash it really needs a lot of air. The compressor is meant to provide between 4-7 days capacity if the unit fails or is without power due to a storm where power is lost.
- **IDEM Lead Service Line Inventory Request:**  
Please let me know when this is assigned and to whom. Please let me know if I can be of help.
- **Meter Program:**  
Please provide the documentation the operators are completing to support this required program and any schedule of past and upcoming meter changes for review and feedback.

#### Action Summary —

Here is a summary of the actions I've taken this week.

- **Compliance:**
  - Performed Daily Tests(M) and took all Daily Readings. Instructed Thomas on the Daily Readings procedure so that he would be able to perform this task.
- **System Maintenance:**  
*The following need attention:*
  - The hot water has an odor of sulfur due to the sacrificial diode in the hot water tank.
  - High Service Pump #2 has not been starting properly and faults. When the pump fault is reset, it seems to start fine. I believe this is due to a timing issue. We need to contact B.L. Anderson to correct it.
  - Filter room #2 is sweating very badly. The dehumidifier is frozen up. I unplugged the dehumidifier to allow it to thaw.



- After putting the Daily Readings procedure in place, I've seen where condensation is building-up in the air compressor oil. I recommend that as part of a preventive maintenance program we change the oil and filter monthly. This is the only maintenance required for this unit (oil changes and air filter changes) and these can be done by staff personnel. These materials are available from Louisville distributors.

- ***Certified Operator in Responsible Charge:***

I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:

- Daily plant checks.
- Changed chlorine tanks as needed. Monday changed cylinder #4. Saturday chlorine cylinder #1 empty but scale is reading 60+. Will look into this and correct on Monday.
- Checked all chemicals and refilled as needed. Added 50 lbs. of fluoride to saturator on Monday. Filled phosphate tank Saturday and Sunday.
- System maintenance as detailed above.

**\*\* End of Report \*\***

Town of Sellersburg  
Town Council  
Executive Session Minutes

**DATE:** October 8, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 4:30 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Present:

Paul Rhodes, President  
Brad Amos, Vice President  
Martina Webster, 2<sup>nd</sup> Vice President  
William Conlin, Council Member  
Jacob Elder, Town Attorney  
Michelle Miller, Clerk Treasurer

Absent:

James LaMaster, Council Member

**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 regarding personnel issues.

**ADJOURN:**

Motion/Second: WEBSTER/AMOS

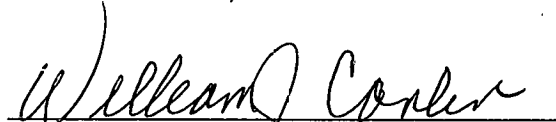
Vote: 4-aye, 0-nay, motion approved.


Time: 5:14 p.m.


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

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

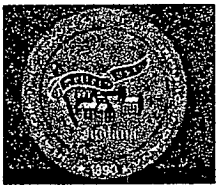
  
\_\_\_\_\_  
Brad J. Amos, Vice President

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

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

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





SELLERSBURG TOWN COUNCIL  
MEETING MINUTES

**DATE & TIME:** October 8, 2018 at 5:30 p.m.

**LOCATION:** 316 E Utiza Street

**CALL TO ORDER:** Meeting called to order by President Paul Rhodes

**ROLL CALL OF MEMBERS:**

Present:

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

**PRAYER:** St. John Paul II, Katie Thompson

**PLEDGE OF ALLEGIENCE:** All Present

**MOTION TO AMEND THE AGENDA:**

Motion/Second: WEBSTER/CONLIN

Vote: 5-aye, 0-nay, motion approved.

Amendments: Add under New Business #9, Quotes for salt and chemical loader, Lori Kearney, Assistant Public Works Director.

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

Motion/Second: WEBSTER/LAMASTER

Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the 24<sup>th</sup> day of September, 2018 as submitted by the Clerk-Treasurer.

Motion/Second: CONLIN/LAMASTER

Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

**1. Ordinance 2018-OR-024 | 2019 Budget**

1<sup>st</sup> Reading: Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: AMOS/WEBSTER

Vote: 5-aye, 0-nay, motion approved.

**2. Ordinance 2018-OR-025 | An Ordinance Amending the 2018 Salary Ordinance**

1<sup>st</sup> Reading: Motion/Second: CONLIN/WEBSTER

Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: WEBSTER/LAMASTER

Vote: 5-aye, 0-nay, motion approved.

**3. Ordinance 2018-OR-026 | An Ordinance Authorizing the Interlocal Agreement Regarding EDIT**

**Funds**

1<sup>st</sup> Reading: Motion/Second: WEBSTER/CONLIN

Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: WEBSTER/LAMASTER

Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

**1. Phosphorus Containment (Assistant Public Works Director, Lori Kearney)**

Still waiting for IDEM response and Jacobi, Toombs & Lanz is helping with options.

Jacobi, Toombs & Lanz presents work order 2018-8 WWTP Phosphorous Removal System Design and Construction Administration for approval:

Motion/Second: WEBSTER/AMOS

Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

**1. Paving, Patching, Resurfacing, and Treatment of Butler Road | Open Bids (JTL)**

Josh Hillman with Jacobi, Toombs & Lanz opens the bids and the lowest bidder was MAC Construction (bid sheet attached). Motion to accept the lowest bid from MAC Construction pending Town Attorney and Engineer review:

Motion/Second: CONLIN/AMOS

Vote: 4-aye, 1 nay by WEBSTER, motion approved.

**2. Employee Benefits (Amy Olds, HR Affiliates)**

Amy Olds introduces Christine Heckathorn with EBA Benefits. Ms. Heckathorn advises the Council of the services her company provides for Employee Benefits.

**3. Health Insurance Benefits (Joe Olson, Joe Olson and Associates)**

Joe Olson request the Council vote to extend his Agent of Record through December 31, 2019:

Motion/Second: CONLIN/LAMASTER

Vote: 4-aye, 1 nay by WEBSTER, motion approved.

**4. Outsourcing of Trash Collection | Open Bids (Director of Public Works, Tim Parmenter)**

Director Parmenter opens bids:

Rumpke: \$7,545.46 weekly

EcoTech: \$1.71 per resident per week (Dir. Parmenter advises that there are approx. 3,491 residents)

Sweetland: \$7,345.63 weekly

Bids taken under advisement for legal review by the Town Attorney.

**5. New Trash Truck Packer | Open Bids (Director of Public Works, Tim Parmenter)**

Best Equipment: \$252,162.00 New Way & \$261,506.00 Lebre

Municipal Equipment: \$260,377.00 Peterbilt & \$259,000.00 Mack

Peterbilt: \$239,069.00 Peterbilt

Bids taken under advisement for legal review by the Town Attorney.

**6. Paradise Avenue | Overflow Repair Discussion (Assistant Public Works Director, Lori Kearney)**

Ms. Kearney presents work order 2018-9 from Jacobi, Toombs & Lanz for Paradise/Helbig Emergency Sewer Rehabilitation Design and Construction Administration:

Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

**7. Perry Crossing | Emergency Repair (Assistant Public Works Director, Lori Kearney)**

Ms. Kearney presents work order 2018-6 from Jacobi, Toombs & Lanz for Perry Crossing Pump Station Emergency Rehab Quote Package and Construction Support:

Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

**8. Water System Master Plan & Wastewater System Master (Councilwoman, Martina Webster)**

Town Attorney Jacob Elder advises he will work on this. Motion made to table:

Motion/Second: WEBSTER/LAMASTER

Vote: 5-aye, 0-nay, motion approved.



**NEW BUSINESS (continued):**

**9. Quotes for Chemical and Salt Loader (Assistant Public Works Director, Lori Kearney)**

Jacobi Sales:	Kubota R530 Wheel Loader	\$60,900.00
Jacobi Sales:	Kubota R630 Wheel Loader	\$71,900.00
Hoefling:	Kubota R530 Wheel Loader	\$64,000.00
Hoefling:	Kubota R630 Wheel Loader	\$75,000.00

Motion to approve the bid from Jacobi Sales for the Kubota R630 for \$71,900.00:

Motion/Second: AMOS/WEBSTER                                 Vote: 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman | Jacobi, Toombs & Lanz:**

1. Presents Excel change order number 2 in the amount of \$16,377.29 for the Shirley Avenue and Prather Lane project for delay costs associated with fiber optic utility conflict to be paid out of the Special LIT Distribution:  
Motion/Second: AMOS/CONLIN   Vote: 5-aye, 0-nay, motion approved.

2. Presents Work Order No. 2018-7, Sunset Hills Pump Station & Valve Vault Sewer System Evaluation & Rehabilitation Design:  
Motion/Second: CONLIN/AMOS  
Motion to amend motion to allow President Rhodes to approve CCTV up to \$45,000.00.  
Motion/Second: CONLIN/LAMASTER   Vote: 5-aye, 0-nay, motion approved.

3. Presents Current Projects Status Report

**Tim Parmenter | Director of Public Works:**

1. Presents Public Works Report
2. Requests approval to purchase easement for new water booster station at Hawthorn Glen up to \$5,700.00:  
Motion/Second: WEBSTER/AMOS   Vote: 5-aye, 0-nay, motion approved.
3. Requests approval for Striegel to Clean out South Pond:  
Motion/Second: AMOS/LAMASTER   Vote: 5-aye, 0-nay, motion approved.
4. Requests permission to purchase new water and wastewater vehicles:  
This will be added to the agenda for the October 22<sup>nd</sup> meeting

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

**Brad J. Amos, District 3:**

Advises that the Parks & Recreation Board will be hosting the Trick or Treat at the High School on October 27<sup>th</sup> from 5-8 p.m. and that the Street Dance was a success and Light Up Sellersburg is being planned.




**ADJOURNED AT: 7:34 p.m.**

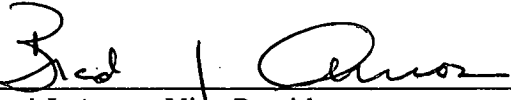
Motion/Second: AMOS/WEBSTER   Vote: 5-aye, 0-nay, motion approved.

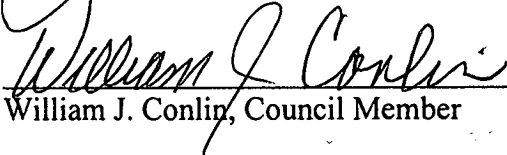
Sellersburg Town Council Meeting Minutes  
October 8, 2018

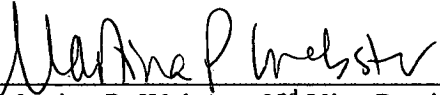
Minutes approved this 22 day of October, 2018

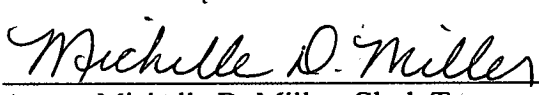
  
Paul J. Rhodes, President

  
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):**

- Agenda
- Butler Road Bid Sheet
- Jacobi, Toombs & Lanz Current Projects Status Report
- Public Works Director Staff Report

Note: All approved contracts/agreements can be located in Gateway using the following link:  
<https://gateway.ifonline.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  
October 8, 2018 at 5:30 p.m.

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:** St. John Paul II

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of minutes of the 24<sup>th</sup> day of September, 2018 as submitted by the Clerk-Treasurer.

**COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)**

**ORDINANCES AND RESOLUTIONS:**

1. Ordinance 2018-OR-024 - 2019 Budget.
2. Ordinance 2018-OR-025 – An Ordinance Amending the 2018 Salary Ordinance.
3. Ordinance 2018-OR-026 – An Ordinance Authorizing the Interlocal Agreement Regarding EDIT Funds.

**UNFINISHED BUSINESS:**

1. Phosphorus Containment (Assistant Public Works Director, Lori Kearney)

**NEW BUSINESS:**

1. Paving, Patching, Resurfacing, and Treatment of Butler Road | Open Bids (JTL)
2. Employee Benefits (Amy Olds, HR Affiliates)
3. Health Insurance Benefits (Joe Olson, Joe Olson and Associates)
4. Outsourcing of Trash Collection | Open Bids (Director of Public Works, Tim Parmenter)
5. New Trash Truck Packer | Open Bids (Director of Public Works, Tim Parmenter)
6. Paradise Avenue | Overflow Repair Discussion (Assistant Public Works Director, Lori Kearney)
7. Perry Crossing | Emergency Repair (Assistant Public Works Director, Lori Kearney)
8. Water System Master Plan & Wastewater System Master (Councilwoman, Martina Webster)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman of JTL  
Tim Parmenter, Director of Public Works  
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. 18073

BID OPENING October 8, 2018

JOB TITLE Butler Road Paving

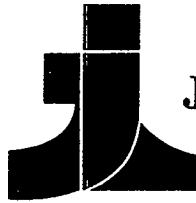
JOB SPONSOR Town of Sellersburg

**BIDDERS**

All-Star Paving	E&B Paving	Libs Paving	MAC Construction	Temple and Temple	
172,551. <del>66</del>	206,600. <sup>00</sup>	None	* 170,784. <sup>00</sup>		



Issued: 10/8/2018 Town Council Meeting Motion: Comb. Second: Amer 4-aye



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

## CURRENT PROJECTS STATUS REPORT

October 8, 2018

### Community Crossing Funded Projects

#### *Shirley Avenue & Prather Lane*

- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Crown Castle Fiber sent communication to JTL today to identify that their fiber line will be out of the way the week of 10/8/18. JTL will continue to communicate and coordinate with Crown Castle on this relocation. Conversations with Crown Castle today identify they are delayed and anticipate beginning work on 10/15.
- Excel provided a cost alternative for relocating the Prather storm sewer into the roadway and also identified overhead delay costs that they have incurred. Excel has identified that they have taken on additional work outside of this project and cannot return for approximately 45 days. JTL is working with Excel to review the submitted delay costs as well as additional costs incurred by Excel related to the water main lowering. JTL has reviewed the requested Change Order associated with delays and remobilization due to the Fiber Optic conflict and recommend \$16,377.29.
- JTL has communicated with INDOT regarding project schedule impacts and CCG funding (current and future). The Town will not be able to submit applications for funding in 2019 until the current 2017 grant is closed out, but should be able to submit for 2018 funding at the end of September this year.

### Road Improvement Projects

#### *Butler Road Improvements*

- Bids are to be received at the meeting tonight. During the bidding process, the Town identified to JTL that an additional portion of Butler road should be included in the bid package. Therefore the bid prices that we receive tonight will be higher than the previous estimate.

### Water Improvement Projects

#### *Holmans Lane Water Main Improvements*

Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

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)

## **Wastewater Improvement Projects**

---

### ***Sanitary Sewer Permits***

Status Same.

### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. At the Town's request, JTL is compiling a scope of services for the area. We have requested a proposal for TV inspection of the sanitary sewer system in this area. Waiting on multiple quotes for the TVI work on this system. This TVI work will be included with the Sunset Hills TVI work.

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. JTL has provided Work Order 2018-6 for consideration by the Town Council. This Work Order includes preparation of contract documents and specifications for rehabilitation of the Perry Crossing Lift Station as well as construction administration/observation support during the rehabilitation.

### ***Charlestown Road Water & Sewer Relocations***

Last week the Town asked RCI to help investigate the location of a potential leak in the same area while locating the existing water main infrastructure in the area. This work will be performed on a Time & Material basis as directed by the Town. The identified potential leak appears to have been associated with another utility in the area. The water main relocation is complete and a meter has been reconnected. A valve outside of the project area began leaking and was in need of repair. Three manholes remain to be set. There is a conflict with new manhole locations based on AT&T poles that were relocated after the project survey and bid. JTL and the Town have requested that AT&T relocate their poles. Possible re-mobilization costs associate with this effort.

### ***Sunset Hills Pump Station and Valve Vault***

JTL has provided Work Order 2018-7 for consideration by the Town Council. This Work Order includes investigation of the project area, review of TVI and recommendations to the Town for rehabilitation efforts. Hydromax has provided a price to the Town of Sellersburg for TVI based on a per foot basis. We would like to request direction/approval from the Town for TVI.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. JTL has provided Work Order 2018-8 for consideration by the Town Council to assist with a chemical feed system at the Town's Wastewater Treatment Plant.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. Status same.



## Public Works Report October 8, 2018

### Water:

- High Spirits is updating and revising daily report sheet for the water plant that also have maintenance duties included for the daily work at the plant
- Maintenance issues at the water plant have been identified and are in the process of being rectified. Will be contracting with Striegel, as he was the only one to provide a quote.
- Air compressor pump was replaced; maintenance of the compressor includes running the system weekly for an extensive time.
- Requests from Sellersburg Fire and Jeffersonville Fire for flow data, as part of their certifications. Working to get them the information that we have.
- Installation of the approved portion of the water main along Rt. 403 completed. Contractor is providing a change order to replace the old line from the old pressure valve pit to the new line – once completed, the water system will have new line from Commerce Drive to Hawthorne Glen; Pressure pit was opened and the piping inside was in poor shape. Will be part of the change order to replace/rework the pressure valve system
- Booster station is currently being stored at the factory while easement issue resolved. Working with the land owner and the school on the location. Land owner has verbally approved the appraisal and agreed for easement.
- Presently, Seth Eurton is learning the basic duties. High Spirits continues to be the Contracted Operator of Responsible Charge
- Working on a job offer for a water superintendent for a qualified candidate.
- Interviewing candidates for open positions (Patrick Morris and James Baxter open spots; Dave McRae possible position?)
- IDEM sent Enforcement Notification that south backwash pond is to be cleaned out soon. Requested 3 quotes from contractors to clean and haul out the materials. North pond was cleaned out 2-3 years ago. Will be awarding quote by end of week.

### Wastewater:

- Received qualification/engineering firm packages to review from Strand, Lockmueller, Qk4, Stantect.
- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money
- JTL writing up work orders and specifications for Perry Crossing Lift Station repairs, investigating possible repairs for the Paradise overflow issues, Sunset Hills lift station issue.
- JTL to review and create drawings for the phosphorus tanks for the wastewater plant.

### Sanitation:

- Waste collection out for bid; bid opening today
- New trash truck specifications to bid a new truck; bid opening today

- Both quotes will be evaluated and results presented to council next meeting.
- Yard Waste pick up this week; now doing weekly collections.

#### Streets:

- Submitted 4 Community Crossing Grants; Determination to be made in November
- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved. Pricing for the improvements are being gathered.
- Bids for paving of Butler Road to be opened today. Paving is to include the portion past Silver Glade, per easement agreement.
- Streets backhoe used to load materials died. Mechanic stated the equipment not worth even fixing. Will need something for loading salt for winter. Requesting quotes on different loaders.

#### Billing:

- Release of many sewer liens and updating process; working on grass liens; working with County on some issues identified and develop a standard process. More liens released as process is continued.
- Monthly and quarterly utility taxes and writing SOPs for their completion
- Continuing working with Chase bank to implement scanning; On line check receipts and reports continue to move forward; working with CT office to provide consistent daily collections reports
- Looking at the possibility of switching billing format/services in the upcoming months.

#### Building/Planning

- Wrote Job Description for a Planning and Zoning Administrator, based on BZA class attended in Indianapolis. Will be running on job boards.
- Dave continues to work with town residents to assist with permits, changes, inspections, code enforcement
- Working with IDEM and Matt Oakley on the proposed apartments at Hunter Station concerning the runoff issue; he is working with the engineer to address the problem and what can be done. IDEM had been contacted by the resident adjacent to the property concerning the excess runoff.
- Meeting with Clark County Soil Conservation District concerning stormwater and runoff issues end of the week of October 15
- Attending ADA/Title VI InDOT Conference end of this week.

SELLERSBURG TOWN COUNCIL  
MEETING MINUTES

DATE: October 22, 2018

LOCATION: 316 E. Utica Street

CALL TO ORDER:

President Paul J. Rhodes called the meeting to order at 5:30 p.m.

ROLL CALL OF MEMBERS:

Present: Paul J. Rhodes, President  
Present: Brad J. Amos, Vice President  
Present: Martina P. Webster, 2nd Vice President  
Present: James H. LaMaster, Member  
Present: William J. Conlin, Member  
Present: Jacob C. Elder, Town Attorney  
Present: Michelle D. Miller, Clerk Treasurer

PRAYER: President Paul J. Rhodes

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO ADOPT THE AGENDA AS PRESENTED/AMENDED:

Motion/Second: CONLIN/LAMASTER

Vote: 5-aye, 0-nay, motion approved.

APPROVAL OF MINUTES:

Approval of minutes of the as submitted by the Clerk-Treasurer:

October 8, 2018 Town Council Executive Meeting

October 8, 2018 Town Council Regular Meeting

Motion/Second: AMOS/CONLIN

Vote: 5-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE CLAIMS:

Motion/Second: CONLIN/WEBSTER

Vote: 5-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE DOCKET:

Motion/Second: LAMASTER/CONLIN

Vote: 5-aye, 0-nay, motion approved.

COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person)

James Koeppel, 12404 Hermitage Trail, addresses the Council in reference to traffic issues, retention basins and faded stop signs.

ORDINANCES AND RESOLUTIONS:

1. ORDINANCE NO. 2018 – OR – 027 | An Ordinance Authorizing the Entry & Amendment to the Previously Adopted Interlocal Cooperation Agreement for the Administration of Curbside Recycling by the Clark County Solid Waste Management District

1<sup>st</sup> Reading: Motion/Second: LAMASTER/CONLIN

Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: LAMASTER/CONLIN

Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

- 1. Butler Road, Paving, Patching, Resurfacing & Treatment, Bid Award | Josh Hillman, JTL**  
The bid was awarded to Mac Construction during the last meeting upon Attorney and Engineer review. Council Member Conlin advises he will provide an update to the residents of Butler Road.
- 2. Trash Collection Outsourcing Bid Award | Tim Parmenter, Director of Public Works**  
Information from Council Member Amos and spreadsheet from Director Parmenter attached  
Motion to table until the November 12<sup>th</sup> meeting:  
Motion/Second: WEBSTER/CONLIN Vote: 5-aye, 0-nay, motion approved.
- 3. Trash Truck Bid Award | Tim Parmenter, Director of Public Works**  
Motion to table until the November 12<sup>th</sup> meeting:  
Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.
- 4. Purchase of Water and Wastewater Vehicles | Tim Parmenter, Director of Public Works**  
Motion to purchase two vehicles from Jim O'Neal Ford. 1-F250 for Water and 1-F150 for Waste Water:  
Motion/Second: AMOS/CONLIN Vote: 4-aye, 1-nay by Webster, motion approved.

**NEW BUSINESS:**

- 1. 2018 Sellersburg Paving | Final Cost Adjustment Job No. 18007 Decrease of \$27,887.54 | Jim Silliman with JTL**  
Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.
- 2. Work Order 2018-10 | \$40,000.00 | Bringham Drive Reconstruction Survey and Design | JTL**  
Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.
- 3. SRF Process Discussion | Utility System Master Plan | Mike Harris JTL**  
Motion made for JTL to proceed with the Utility System Master Plan:  
Motion/Second: CONLIN/LAMASTER Vote: 5-aye, 0-nay, motion approved.
- 4. Perry Crossing Lift Station Rehabilitation Project | Josh Hillman JTL**  
Motion made to complete replacement of the pump station:  
Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.
- 5. ADA Coordinator | Tim Parmenter, Director of Public Works**  
Motion made to appoint Tim Parmenter as the ADA Coordinator for the Town of Sellersburg  
Motion/Second: WEBSTER/CONLIN Vote: 5-aye, 0-nay, motion approved.
- 6. Print and Mail Services Discussion | Tim Parmenter, Director of Public Works**  
Director Parmenter presents estimate from L&D Mail Masters for Print and Mail services for 7,200 utility bills (copy attached). Motion made to accept the quote from L&D Mail Masters pending contract:  
Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.

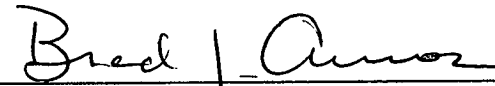



SELLERSBURG TOWN COUNCIL MEETING  
OCTOBER 22, 2018

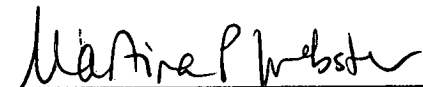
Minutes approved this 12 day of November, 2018

  
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):**

Agenda

Trash Pickup Comparisons presented by Council Member Amos  
2018 Trash Pickup Program spreadsheet presented by Director Parmenter  
Trash Truck Bid sheet presented by Director Parmenter  
Jacobi, Toombs & Lanz Current Projects Status Report  
Public Works Director Staff Report  
High Spirits Management Report

Note: All approved contracts/agreements 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  
October 22, 2018, at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:** St. John Paul II

**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 8, 2018 Town Council Executive Meeting  
October 8, 2018 Town Council Regular 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. ORDINANCE NO. 2018 – OR – 027 | An Ordinance Authorizing the Entry & Amendment to the Previously Adopted Interlocal Cooperation Agreement for the Administration of Curbside Recycling by the Clark County Solid Waste Management District.

**UNFINISHED BUSINESS:**

1. Butler Road, Paving, Patching, Resurfacing & Treatment, Bid Award (Josh Hillman, JTL)
2. Trash Collection Outsourcing Bid Award (Tim Parmenter, Director of Public Works)
3. Trash Truck Bid Award (Tim Parmenter, Director of Public Works)
4. Purchase of Water and Wastewater Vehicles (Tim Parmenter, Director of Public Works)

**NEW BUSINESS:**

1. 2018 Sellersburg Paving (JTL Job No. 18007) Final Cost Adjustment | Lakeside, Sterling Oaks (JTL)
2. Work Order for Design of Bringham Drive (JTL)
3. SRF Process Discussion | Utility System Master Plan (JTL)
4. Perry Crossing Lift Station Rehabilitation Project (JTL)
5. ADA Coordinator (Tim Parmenter, Director of Public Works)
6. Print and Mail Services Discussion (Tim Parmenter, Director of Public Works)
7. After Hours Utility Service Calls (Lori Kearney, Assistant Director of Public Works)
8. Town Council December 2018 Meeting Schedule Change (Paul Rhodes, Town Council President)
9. Employee Cell Phone Policy Discussion (Jacob "Jake" Elder, Town Attorney)

**GENERAL COMMENTS FROM THE PUBLIC (limited to 15 minutes total)**

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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  
Trash Pickup Comparisons

	<u>In-House</u>		<u>In-House</u>		<u>In-House</u>
(1) Employee	55,279.00	(1.5) Employees	80,628.75	(2) Employees	107,505.00
Truck	48,000.00	Truck	48,000.00	Truck	48,000.00
Packer Fuel	40,000.00	Packer Fuel	40,000.00	Packer Fuel	40,000.00
Oil	3,000.00	Oil	3,000.00	Oil	3,000.00
Tires/Tubes	8,000.00	Tires/Tubes	8,000.00	Tires/Tubes	8,000.00
Maintenance	20,000.00	Maintenance	20,000.00	Maintenance	20,000.00
Landfill	120,000.00	Landfill	120,000.00	Landfill	120,000.00
<b>In House Total</b>	<u><u>294,279.00</u></u>	<b>In House Total</b>	<u><u>319,628.75</u></u>	<b>In House Total</b>	<u><u>346,505.00</u></u>
	<u>EcoTech</u>		<u>EcoTech</u>		<u>EcoTech</u>
# Pickups	3,492.00	# Pickups	3,492.00	# Pickups	3,492.00
Per Pickup	7.41	Per Pickup	7.41	Per Pickup	7.41
Total/Month	25,875.72	Total/Month	25,875.72	Total/Month	25,875.72
Total/Annual	<u><u>310,508.64</u></u>	Total/Annual	<u><u>310,508.64</u></u>	Total/Annual	<u><u>310,508.64</u></u>
<b>Difference/1 Employee</b>	<u><u>(16,229.64)</u></u>	<b>Difference/1.5 Employees</b>	<u><u>9,120.11</u></u>	<b>Difference/2 Employees</b>	<u><u>35,996.36</u></u>

Eco Tech Also will Provide:

1. Dumpster Service at Sewage Plant \$150<sup>00</sup> / Dumpster
2. TWICE a YEAR Document Shredding
3. ONCE a MONTH Landfill per Resident Pick up Truck load
4. 10% off Solid waste from Sewage Plant Discount

Town of Sellersburg  
Trash Pickup Comparisons

In-House/1 Employee		In-House/1.5 Employees		In-House/2 Employees	
(1) Employee	55,279.00	(1.5) Employees	80,628.75	(2) Employees	107,505.00
Truck	48,000.00	Truck	48,000.00	Truck	48,000.00
Packer Fuel	40,000.00	Packer Fuel	40,000.00	Packer Fuel	40,000.00
Oil	3,000.00	Oil	3,000.00	Oil	3,000.00
Tires/Tubes	8,000.00	Tires/Tubes	8,000.00	Tires/Tubes	8,000.00
Maintenance	20,000.00	Maintenance	20,000.00	Maintenance	20,000.00
Landfill	120,000.00	Landfill	120,000.00	Landfill	120,000.00
In House Total	<u>294,279.00</u>	In House Total	<u>319,628.75</u>	In House Total	<u>346,505.00</u>

EcoTech		EcoTech		EcoTech	
# Pickups	3,114.00	# Pickups	3,114.00	# Pickups	3,114.00
Per Pickup	7.41	Per Pickup	7.41	Per Pickup	7.41
Total/Month	23,074.74	Total/Month	23,074.74	Total/Month	23,074.74
Total/Annual	<u>276,896.88</u>	Total/Annual	<u>276,896.88</u>	Total/Annual	<u>276,896.88</u>

Difference/1 Employee      17,382.12     
 Difference/1.5 Employees      42,731.87     
 Difference/2 Employees      69,608.12

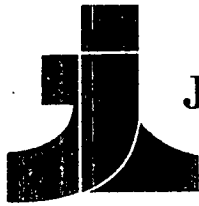
Sweetland		Rumpke		Future Projection	
# Pickups	3,114.00	# Pickups	3,114.00	# Pickups	3,114.00
Per Pickup	10.25	Per Pickup	10.50	Per Pickup	12.00
Total/Month	31,918.50	Total/Month	32,697.00	Total/Month	37,368.00
Total/Annual	<u>383,022.00</u>	Total/Annual	<u>392,364.00</u>	Total/Annual	<u>448,416.00</u>
# Pickups	3,492.00	# Pickups	3,492.00	# Pickups	3,492.00
Per Pickup	10.25	Per Pickup	10.50	Per Pickup	12.00
Total/Month	35,793.00	Total/Month	36,666.00	Total/Month	41,904.00
Total/Annual	<u>429,516.00</u>	Total/Annual	<u>439,992.00</u>	Total/Annual	<u>502,848.00</u>

resented [redacted] Councilman Amos at the October 22, 2018 Council Meeting. [redacted]

2018 trash pick up program

	weekly trash/yard waste	annually	add residence	delete residence	fuel surcharge	30 yd	town service	bid bond?	Form 96	options?	truck buy?	addenda 1
Ecotech	\$ 5,324.94	\$ 276,896.88	\$ 7.41	\$ 7.41	*	\$ 150.00	\$ 2.00	yes	yes	yes		yes
Sweetland	\$ 7,345.63	\$ 383,022.00	\$ 10.25	\$ 10.25	0	\$ 350.00	\$ 5.00		yes	none		?
Rumpke	\$ 7,545.46	\$ 392,364.00	\$ 10.50	\$ 10.50	*	\$ 365.00	\$ 25.00	yes	yes	none		yes

Bidder	year	make	type	load size	arm reach	R H Drive/S teer	Back Up Camera	Control at seat and door level	Auxiliary Control	Arm Camera	Monitor at dash level	Lights on lift arm	Lights on hopper	Steel Wheels	Height	Front Float Tire	Warranty/Service	1 week Test	Price
Peterbilt Louisville	2019	Peterbilt	Loadmaster	31	12	yes	yes	?	yes	?	?	yes	yes	Alum.	13.5	Refuse type	standard	no	\$ 239,069.00
BestEquipment		Peterbilt	New Way	31	12	yes	?	?	?	?	?	?	?	?	?	?	standard	one day	\$ 252,162.00
Municipal	2017	Mack	New Way	27	12	YES	yes	?	yes	yes	yes	yes	yes	yes	13.5	yes	standard	YES	\$ 259,000.00
Municipal	2018	Peterbilt	New Way	31	12	yes	yes	yes	yes	yes	yes	yes	yes	yes	13.5	yes	standard	YES	\$ 260,377.00
BestEquipment		Mack	Labrie	31	12	yes	?	?	?	?	?	?	?	?	?	?	standard	one day	\$ 261,506.00



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

## **CURRENT PROJECTS STATUS REPORT**

**October 22, 2018**

### **Community Crossing Funded Projects**

#### ***Shirley Avenue & Prather Lane***

- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Crown Castle Fiber sent communication to JTL today to identify that their fiber line will be out of the way the week of 10/8/18. JTL will continue to communicate and coordinate with Crown Castle on this relocation. Conversations with Crown Castle today identify they are delayed and anticipate beginning work on 10/15. The conduit for fiber optic lines have been installed. Waiting on update from Crown Castle.
- Excel provided a cost alternative for relocating the Prather storm sewer into the roadway and also identified overhead delay costs that they have incurred. Excel has identified that they have taken on additional work outside of this project and cannot return for approximately 45 days. JTL is working with Excel to review the submitted delay costs as well as additional costs incurred by Excel related to the water main lowering. JTL has reviewed the requested Change Order associated with delays and remobilization due to the Fiber Optic conflict and recommend \$16,377.29. Excel to remobilize following completion/notification from Crown Castle.

### **Road Improvement Projects**

#### ***Butler Road Improvements***

- MAC Construction was awarded the contract for paving. Pre-construction meeting held on-site today.

### **Water Improvement Projects**

#### ***Holmans Lane Water Main Improvements***

Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

### **Wastewater Improvement Projects**

#### ***Sanitary Sewer Permits***

Status Same.

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)

### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. At the Town's request, JTL is compiling a scope of services for the area. We have requested a proposal for TV inspection of the sanitary sewer system in this area. Request approval of TVI proposal from Robinson in conjunction with Sunset Hills.

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. Work Order 2018-6 was approved on 10/8/18. Quotes were received from 3 contractors on Friday, October 19 at 3:00 pm. All 3 quotes were higher than anticipated based on previous quotes for similar work at this station. Temple & Temple was the low quote for \$184,800 with other quotes being received in the amounts of \$206,400 and \$215,000.

### ***Charlestown Road Water & Sewer Relocations***

Last week the Town asked RCI to help investigate the location of a potential leak in the same area while locating the existing water main infrastructure in the area. This work will be performed on a Time & Material basis as directed by the Town. The identified potential leak appears to have been associated with another utility in the area. The water main relocation is complete and a meter has been reconnected. A valve outside of the project area began leaking and was in need of repair. Three manholes remain to be set. There is a conflict with new manhole locations based on AT&T poles that were relocated after the project survey and bid. JTL and the Town have requested that AT&T relocate their poles. Possible re-mobilization costs associate with this effort. Sewer work to be wrapped up this week.

### ***Sunset Hills Pump Station and Valve Vault***

This Work Order includes investigation of the project area, review of TVI and recommendations to the Town for rehabilitation efforts. Hydromax has provided a price to the Town of Sellersburg for TVI based on a per foot basis. Work Order 2018-7 approved on 10/8/18. Request Town authorization on TVI proposal from Robinson.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. Work Order 2018-8 was approved on 10/8/18 to assist with a chemical feed system at the Town's Wastewater Treatment Plant.

### ***Paradise/Helbig***

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. Status same.

## Public Works Report October 22, 2018

### Water:

- High Spirits is updated daily report sheet for the water plant that also have maintenance duties included for the daily work at the plant
- Maintenance issues at the water plant have been identified and are in the process of being rectified. Met and received 3 quotes from contractors on the filter unit maintenance.
- Requests from Sellersburg Fire and Jeffersonville Fire for flow data, as part of their certifications. Working to get them the information that we have.
- Installation of the approved portion of the water main along R. 403 completed. Pressure pit was opened and the piping inside was in poor shape. Will be part of the change order to replace/rework the pressure valve system-waiting on the revised design for the pressure pit.
- Booster station is currently being stored at the factory while easement issue resolved. Land owner has verbally approved the appraisal and agreed for easement. Town attorney has drafted an easement agreement including exhibits; owner is reviewing.
- Presently, Seth Eurtion is learning the basic duties. High Spirits continues to be the Contracted Operator of Responsible Charge
- Lori and I begin our DSL training for licensing this week.
- Working on a job offer for a water superintendent for a qualified candidate.
- 2 offers for jobs; awaiting background checks from HR Affiliates
- IDEM sent Enforcement Notification that south backwash pond is to be cleaned out soon. Requested 3 quotes from contractors to clean and haul out the materials. North pond was cleaned out 2-3 years ago. Striegel was low quote.

### Wastewater:

- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money. Will be meeting mid November for their recommendations.
- JTL writing up work orders and specifications for Perry Crossing Lift Station repairs, investigating possible repairs for the Paradise overflow issues, Sunset Hills lift station issue.
- JTL to review and create drawings for the phosphorus tanks for the wastewater plant.
- Discussed with JTL, Lori, and Michelle master planning for the system

### Sanitation:

- Residential Waste collection bids presented in spread sheet.
- New trash truck bids presented in spread sheet
- Fall clean up dumpsters are this week at waste treatment plant. Hours are 8 – 6 pm. Excess yard waste can go to Earth First this week only.

### Streets:

- Working on revised superintendent position.
- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved. Work order from JTL presented today.
- MAC low bidder for Butler Road. They were given a notice to proceed. Preconstruction meeting was held today to discuss paving Butler Road
- Prather Lane fiber optic relocation should be completed by end of Sunday, Oct 28th.

### Billing:

- Monthly and quarterly utility taxes and writing SOPs for their completion
- Implementation with Chase bank has completed. Michelle Medcalf has been working on SOPs for the billing office.
- Looking at the possibility of switching billing format/services in the upcoming months, as the billing office has been having to deal with issues of the post office and the postcard utility billing.

### Building/Planning

- Actively looking for PZ Administrator with assistance from HR Associates
- Dave continues to work with town residents to assist with permits, changes, inspections, code enforcement
- Working with IDEM and Matt Oakley on the proposed apartments at Hunter Station concerning the runoff issue; he is working with the engineer to address the problem and what can be done. IDEM had been contacted by the resident adjacent to the property concerning the excess runoff.
- Meeting with Clark County Soil Conservation District concerning stormwater and runoff issues end of October, meeting was pushed back.
- Met with Stantec on MS4, as the main contact for Sellersburg has moved. Stantec provided much information during out meeting with Lori and Michelle.
- Attended ADA/Title VI InDOT Conference. Requirements for funding is contingent on identifying ADA coordinator to assist with a transition plan for all departments within the town, including police, park board, streets, building.



# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (September 24 - 28, 2018):

Includes additional hours spent addressing problems at the water plant (9/25, 5:15pm - 8:15pm)

### Follow-up —

- **System Flush Required Before Booster Station Start-up**  
Before this is scheduled, I will need to instruct those who will be assigned to do the flush on the correct procedure to follow. The approach that system personnel have been using is inadequate and not able to create the outcome needed. I will also need to be assured that once trained, they are held accountable for performing this duty as instructed.
- **IDEM Lead Service Line Inventory Request:**  
Please let me know when this is assigned and to whom.
- **Meter Program:**  
Please provide the documentation the operators are completing to support this required program and any schedule of past and upcoming meter changes for review and feedback.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Compliance:**
  - **Daily Testing**  
As noted in my last report, I must train and oversee the person(s) who will be assigned to do any testing, and I will advise if/when they are able to perform these tests without supervision. **I must "sign off" on their ability to do this as your acting Certified Operator in Responsible Charge.** We had an incident where the person assigned to collect a fluoride sample sent it in to IDEM without the appropriate paperwork. This is unacceptable. I have taken the appropriate follow-up action.
  - **Backwash Data**  
I collected a sample for testing from the North pond. After testing, found that the level of chlorine is too high for discharge without dechlorination. (Total = 0.6). Phoned BL Anderson for information about how backwash water is determined for the filters. Awaiting call back from Todd. (9/26)
- **System Maintenance:**
  - **Chlorine Scales**  
Following-up on the chlorine scale reading errors from last week, I reached out to technical support for instructions on "zeroing" the scale and properly setting the tare weight for cylinders. I reset the scales that needed new cylinders and documented the proper procedure for setting tare weights. This documentation has been integrated with the SOPs for the plant. I also showed the individuals who are assisting down at the plant on how to perform this procedure. All is running as it should. (9/24)
  - **High-Service Pump Issues**  
The high service pump #2 valve was not opening correctly and faults out (9/25). After resetting, appears to operate correctly, but will fail the next time it is called for. Called BL

Anderson for assistance. I responded to a low-level alarm for the Highway 60 storage tank (9/26). The water level in the tank was down to 16.1' on-hand. The high service pumps were not running on auto. I restarted pumps #1 & #3. Tank storage recovered. But, on (9/27), I had to shut down the pumps as tank level at the highway 60 tank reached 39' and the Sellersburg tank reached 38.1'. I took and sent photos of the valve on high service pump #2 to Todd at BL Anderson (9/28).

○ *SCADA Issues*

Called River City Controls (9/25) to request that they apply chlorine scales to SCADA and add booster station chlorine analyzer to SCADA. River City Controls came in (9/27) to troubleshoot why the high service pumps are not running properly when on auto. They determined that the pumps were not starting while on auto as they should and proceeded to troubleshoot the entire program. River City Controls, after troubleshooting the system, found that the lead water tower had been changed from Highway 60 to the Sellersburg water tower. This means that the high service pumps were never called for! How this change occurred is unknown. I requested that a change be made so that this could never happen again. That change has been made.

○ *Fluoride Saturator Issues*

The problem was determined to be the float in the saturator, not a relay. The float had climbed up on its shaft. I readjusted the float and now all appears to be running as it should. (9/28)

○ Austin repaired the leak in the fluoride room and the drain line in filter #1 as I had requested; this prompt response is much appreciated. (9/27)

○ Breaker kicked on the dehumidifier in filter room #2. Reset and all appears to be running as it should. (9/27)

○ The chlorine room, phosphate room and fluoride room floors all need to be power washed. I mopped these floors as best as possible to help maintain the facility.

● ***Certified Operator in Responsible Charge:***

I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:

- Daily plant checks. Changed pre-chlorination from 5.2 to 4.2, and post-chlorination from 1.1 to 2.0 (9/24). Turned post-chlorination down from 2.0 to 1.5 (9/25).
- Changed chlorine tanks as needed.
- Checked all chemicals and refilled as needed. Added 50 lbs. to fluoride saturator (9/27).
- System maintenance as detailed above.

\*\* End of Report \*\*

# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (October 1 - 5, 2018):

Includes weekend hours for Saturday and Sunday plant inspections and daily tests.

### Follow-up —

- **System Flush Required Before Booster Station Start-up**  
Please advise on the timing of this and who will be assigned for training.  
  
Before this is scheduled, I will need to instruct those who will be assigned to do the flush on the correct procedure to follow. The approach that system personnel have been using is inadequate and not able to create the outcome needed. I will also need to be assured that once trained, they are held accountable for performing this duty as instructed.
- **IDEM Lead Service Line Inventory Request:**  
Please let me know when this is assigned and to whom.
- **Meter Program:**  
Please provide the documentation the operators are completing to support this required program and any schedule of past and upcoming meter changes for review and feedback. Just a reminder that 10% of all meters in the system must be replaced or tested every year per IDEM.
- **Backflow and Cross Connection Control:**  
Please let me know how we are proceeding on the needed ordinance. Just a simple reminder that this program is required by regulation and is one that is important to protecting the Town from liability.
- **Safety Program:**  
Please let me know the status of a new self-contained breathing apparatus (SCBA) for the water treatment plant. This is needed safety equipment. In prior reports I requested that the current SCBA, which is obsolete and unable to be used, be replaced as soon as possible.

### Action Summary —

Here is a summary of the actions I've taken this week.

- **Compliance:**
  - **Daily Testing**  
The individual currently assigned to assisting at the water plant is doing well. He is attentive to detail, motivated and follows through as requested. I have been instructing him on the Plant Inspection/Daily Readings procedure that I have revamped and implemented for the plant. This replaces the home-grown system application form that had been in use previously which was woefully inadequate for keeping the plant in good operating condition. I have also instructed him on changing out chlorine cylinders in a safe manner and setting tare weights.
  - **Monthly Report of Operations**  
Prepared and sent to IDEM as required. While preparing this report, we uncovered several issues with the home-grown application being used to record data. Among these are automated calculation errors in determining chemicals used, flow measurement recording

and reporting in units other than what is required by IDEM. We tracked these errors back to at least early April, before I started, and will be looking into this further. To prepare the report accurately, we are using the Plant Inspection/Daily Readings data instead. Tim is evaluating how best to proceed, whether to revise, rewrite or abandon the current application. If a revision or rewrite is undertaken, the Plant Inspection/Daily Readings procedure must be used as the model to replace the current Plant Inspection form in the application.

- **System Maintenance:**

- **Water Tower Electric Service**

Contacted Duke Energy about the need for permanent electric service hook-up for the water tower controller.

- **Ponds**

Confirmed with Lori that required tests were run on ponds and that they were ready to drain (10/2). Drained North and South ponds. The South pond needs to remain empty for weed control and settlement removal.

- **High Service Pump Issues**

BL Anderson worked on HSP #2 valve and chlorine feed valve (10/2). Dave Halicki advised that the problem with the chlorine feed valve is a SCADA issue. The valve cannot be changed at this time without burning up a new valve. The SCADA issue must be addressed before the valve can be changed.

- **Chlorine**

Last week and now this week there has been a notable chlorine smell in the plant, everywhere more strongly than in the chlorine room itself. Anyone at the plant (Tim, Austin, James and me) no matter how briefly, all had eyes and throats burning in no time. I opened the doors to ventilate the plant. Monty came down to try to determine the problem. (10/3). The chlorine feed kicks on and off several times after the HSPs shut down. We think it is another SCADA problem.

- **Plant Pressure Reducing Valve Issue**

The North Zone water was up above 100 psi (10/4). The pressure reducing valve is bad. A new one has been ordered. The North Zone water has been shut down to prevent damage to the system. Shut down the hot water heater and fluoride pumps. We will be without water in the North Zone of the plant until the pressure reducer is replaced.

- **SCADA Issues**

Already noted the issues identified with HSPs, water tower and chlorine. Met with the Chief of Police who was in to investigate the problem where the lead storage tank was changed. (10/3).

- **HVAC**

Technician in to review system. (10/3).

- **Security**

Security people in installing security cameras. (10/3). Have recommended in the past updated security protocols for the plant and am emphasizing again the importance of these practices and changes that should be made.

• ***Certified Operator in Responsible Charge:***

I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:

- Daily plant checks.
  - Filter #2 entered backwash, Saturday, 10/6.
- Changed chlorine tanks as needed.
  - Changed cylinders #1, #2. (10/2) and two other cylinders on Sunday, 10/7.
- Checked all chemicals and refilled as needed.
  - Called David Harvey of Water Solutions Unlimited and informed him that we did not receive a chemical shipment on 9/28 as expected. He advised that he has the new door code and could not explain why a delivery was not made. (10/1)
  - Filled phosphate tank. (10/2 and 10/6)
- System maintenance as detailed above.

\*\* End of Report \*\*

Town of Sellersburg  
Town Council Executive Session  
Meeting Minutes

**DATE:** November 5, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 3:03 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Present: Paul Rhodes, President  
Present: Brad Amos, Vice President  
Present: Martina Webster, 2<sup>nd</sup> Vice President  
Present: William Conlin, Council Member  
Absent: James LaMaster, Council Member  
Present: Jacob Elder, Town Attorney  
Present: Michelle Miller, Clerk Treasurer  
Present: Amy Olds, HR Affiliates  
Present: Lori Kearney, Assistant Director of Public Works  
Present: Michelle Medcalf, Town Council Executive Secretary  
Present: William Whelan, Chief of Police

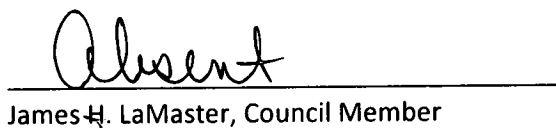
**TOPIC OF DISCUSSION:**

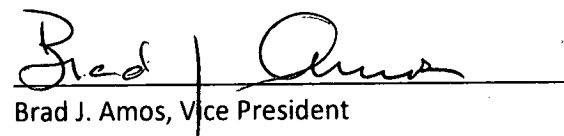
Pursuant to I.C. 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding personnel issues.

**ADJOURN:**

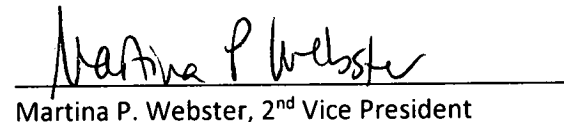
Motion/Second: WEBSTER/CONLIN  
Vote: 4-aye, 0-nay, motion approved.  
Time: 4:13 p.m.

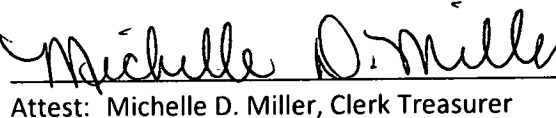
  
Paul J. Rhodes, President

  
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

SELLERSBURG TOWN COUNCIL WORKSHOP  
MEETING MINUTES

**DATE:** November 8, 2018

**LOCATION:** 316 E. Utica Street

**CALL TO ORDER:**

President Paul J. Rhodes called the meeting to order at 4:00 p.m.

**ROLL CALL OF MEMBERS:**

Present: Paul J. Rhodes, President  
Present: Brad J. Amos, Vice President  
Present: Martina P. Webster, 2nd Vice President  
Present: James H. LaMaster, Member  
Absent: William J. Conlin, Member  
Present: Jacob C. Elder, Town Attorney  
Present: Michelle D. Miller, Clerk Treasurer

**TOPIC:**

Annual Health Insurance renewal quotes presented by Joe Olson, Agent of Record

**ADJOURNED at 4:49 p.m.**


Motion/Second: WEBSTER/AMOS

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

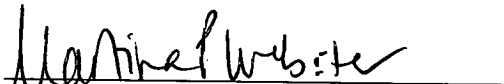
Minutes approved this 12<sup>th</sup> day of November, 2018


  
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

Note: All approved contracts/agreements 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  
Town Council Executive Session  
Meeting Minutes

**DATE:** November 12, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 4:00 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

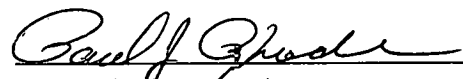
Present: Paul Rhodes, President  
Present: Brad Amos, Vice President  
Present: Martina Webster, 2<sup>nd</sup> Vice President  
Present: William Conlin, Council Member  
Absent: James LaMaster, Council Member  
Present: Jacob Elder, Town Attorney  
Present: Michelle Miller, Clerk Treasurer

**TOPIC OF DISCUSSION:**

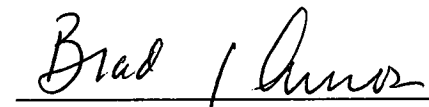
Pursuant to I.C. 5-14-1.5-6.1(b)(6)(A), the Town Council of Sellersburg, Indiana conducted an Executive Session regarding personnel issues.

**ADJOURN:**

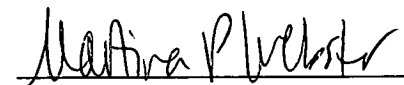
Motion/Second: WEBSTER/CONLIN  
Vote: 4-aye, 0-nay, motion approved.  
Time: 4:20 p.m.

  
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





**SELLERSBURG TOWN COUNCIL  
MEETING MINUTES**

**DATE & TIME:** November 12, 2018 at 5:30 p.m.

**LOCATION:** 316 E Utica Street

**CALL TO ORDER:** Meeting called to order by President Paul Rhodes

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Kevin Beck, Calvary Christian Church

**PLEDGE OF ALLEGIENCE:** All Present

**MOTION TO AMEND THE AGENDA:**

Motion/Second: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved.  
Amendments: Remove #4, On Call Policy, under new business and move #7 to #2 spot.

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

Motion/Second: AMOS/CONLIN Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

October 22, 2018 Town Council Meeting, November 5, 2018 Executive Session, November 8, 2018 Insurance Workshop.  
Motion/Second: WEBSTER/AMOS Vote: 4-aye 0-nay, motion approved.

**APPROVAL OF OCTOBER ALLOWANCE DOCKET:**

Motion/Second: WEBSTER/CONLIN Vote: 4-aye 0-nay, motion approved.

**UNFINISHED BUSINESS:**

**1. TRASH COLLECTION OUTSOURCING | BRAD AMOS**

Motion was made to outsource the trash collection  
Motion/Second: CONLIN/AMOS Vote: 1-aye/by Conlin, 3-nay's by Rhodes,  
Amos and Webster, motion fails.

**2. REJECTION OF TRASH COLLECTION OUTSOURCING BIDS**

Motion made to reject all bids that were received for the Trash Collection Outsourcing.  
Motion/Second: WEBSTER/AMOS Vote: 3-aye's, by Rhodes, Amos and  
Webster, 1-nay by Conlin, motion approved.



staff following the review. TVI work underway. Once this is complete, we will identify future needs.

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. The Town Council rejected the quotes that were received before the last meeting and asked JTL to go forward with designing a full station replacement. We are currently working off of the previous hourly Work Order for this task, but anticipate that we will need to request an amendment to that Work Order in the future due to the change in scope.

### ***Charlestown Road Water & Sewer Relocations***

Last week the Town asked RCI to help investigate the location of a potential leak in the same area while locating the existing water main infrastructure in the area. This work will be performed on a Time & Material basis as directed by the Town. The identified potential leak appears to have been associated with another utility in the area. A valve outside of the project area began leaking and was in need of repair. There is a conflict with new manhole locations based on AT&T poles that were relocated after the project survey and bid. JTL and the Town have requested that AT&T relocate their poles. Possible re-mobilization costs associate with this effort. This project is complete. Request that the Town approve a close-out Change Order for \$14,502.03 to adjust quantities and address additional work items that were necessary.

### ***Sunset Hills Pump Station and Valve Vault***

Work Order 2018-7 approved on 10/8/18. Request Town authorization on TVI proposal from Robinson. TV Inspection is approximately 50% complete.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. Work Order 2018-8 was approved on 10/8/18 to assist with a chemical feed system at the Town's Wastewater Treatment Plant.

### ***Paradise/Helbig***

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations. An update was provided to Staff last week. We will meet to follow up and select an alternative for this project.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. Working with RiverHills on potential projects.

**COMMENTS FROM CCUNCIL MEMBERSHIP (Good of the order):**

**Brad J. Amos, District 3:**

Advises that the Parks & Recreation Board will be hosting Light Up Sellersburg at Wilkerson Park on December 1<sup>st</sup> at 6 p.m. and thanks all Veterans for their service and advises that the WWI Monument is being worked on as an Eagle Scout Project.

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

Confirms Lori Kearney's weekly salary of \$1,538.46.

**ADJOURNED AT:** 7:19 p.m.

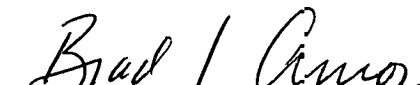
Motion/Second: WEBSTER/CONLIN

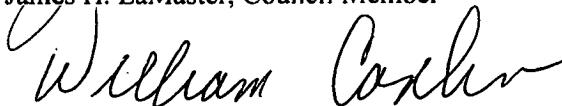
Vote: 4-aye, 0-nay, motion approved.


Minutes approved this 26 day of November, **2018**

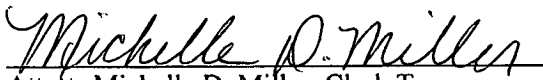
  
\_\_\_\_\_  
Paul J. Rhodes, President

  
\_\_\_\_\_  
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):**

- Agenda
- Butler Road Bid Sheet
- Jacobi, Toombs & Lanz Current Projects Status Report
- Public Works Director Staff Report

Note: All approved contracts/agreements 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)



## **CURRENT PROJECTS STATUS REPORT**

**November 12, 2018**

### **Community Crossing Funded Projects**

#### ***2018 Community Crossing Grant Application***

- Last week INDOT announced that the Town of Sellersburg was awarded \$712,317.21 with a required match of \$237,439.00. The paving projects included in the award were emailed out last week to the Council.
- JTL will present a Work Order at the next Town Council Meeting to go forward with preparation of a bid package for the awarded projects.

#### ***Shirley Avenue & Prather Lane***

- Excel returned to work today following relocation of the fiber optic line.

### **Road Improvement Projects**

#### ***Butler Road Improvements***

- Paving is anticipated to occur this week, weather dependent.

#### ***Bringham Drive***

- Work Order 2018-10 was approved at the last meeting. A geotechnical exploration is underway and topographic data collection has begun.

### **Water Improvement Projects**

#### ***Holmans Lane Water Main Improvements***

This project should be added to the Master Plan process.

### **Wastewater Improvement Projects**

#### ***Utility Master Plan***

JTL has been preparing scopes and budgets for submittal as part of a work order later this month. We will be meeting with the Town later this week to review all of the components for inclusion in the plan.

#### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to

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 Salary Ordinance Workshop  
Meeting Minutes

**DATE:** November 19, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 9:08 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Present: Paul Rhodes, President  
Present: Brad Amos, Vice President  
Present: Martina Webster, 2<sup>nd</sup> Vice President  
Present: William Conlin, Council Member  
Present: James LaMaster, Council Member  
Present: Jacob Elder, Town Attorney  
Present: Michelle Miller, Clerk Treasurer

**TOPIC OF DISCUSSION:**

2019 Salary Ordinance

**ADJOURN:**

Motion/Second: AMOS/CONLIN

Vote: 4-aye, 0-nay, motion approved, LaMaster had already left workshop.

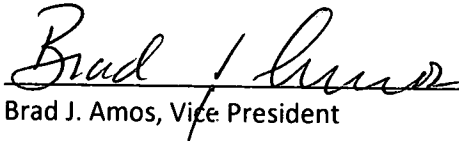
Time: 11:05 p.m.



Paul J. Rhodes, President



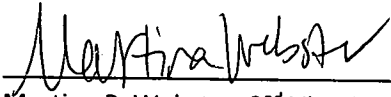
James H. LaMaster, Council Member



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

Town of Sellersburg  
Town Council Executive Session  
Meeting Minutes

**DATE:** November 26, 2018

**CALLED TO ORDER:**

President Paul J. Rhodes called the meeting to order at 4:30 p.m. at the Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana.

**ROLL CALL:**

Present: Paul Rhodes, President  
Present: Brad Amos, Vice President  
Present: Martina Webster, 2<sup>nd</sup> Vice President  
Present: William Conlin, Council Member  
Absent: James LaMaster, Council Member  
Present: Jacob Elder, Town Attorney  
Present: Michelle Miller, Clerk Treasurer  
Present: Michelle D. Medcalf, Town Council Executive Secretary  
Present: Lori Kearney, Public Works Director  
Present: Amy Olds, HR Affiliates

**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 regarding personnel issues.


**ADJOURN:**


Motion/Second: AMOS/WEBSTER

Vote: 5-aye, 0-nay, motion approved.

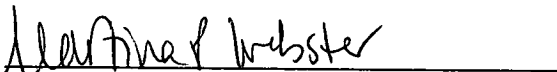
Time: 4:38 p.m.

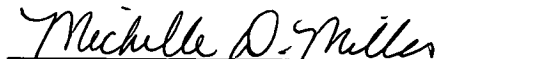
  
Paul J. Rhodes, President

  
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



SELLERSBURG TOWN COUNCIL  
MEETING MINUTES

**DATE & TIME** November 26, 2018 at 5:30 p.m.

**LOCATION** 316 E Utica Street

**CALL TO ORDER** Meeting called to order by President Paul Rhodes at 5:31 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER** Kevin Beck, Calvary Christian Church

**PLEDGE OF ALLEGIENCE** All Present

**MOTION TO ADOPT THE AGENDA AS PRESENTED**

Motion/Second: WEBSTER/LAMASTER Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES**

November 12, 2018 Town Council Meeting, November 12, 2018 Executive Session and November 19, 2018 Salary Ordinance Workshop.

Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF NOVEMBER ALLOWANCE CLAIMS**

Motion/Second: AMOS/LAMASTER Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF NOVEMBER ALLOWANCE DOCKET**

Motion/Second: CONLIN/WEBSTER Vote: 5-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS**

**1. 2018-OR-028 | 2019 SALARY ORDINANCE**

1<sup>st</sup> Reading: Motion/Second: CONLIN/LAMASTER Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: LAMASTER/CONLIN Vote: 5-aye, 0-nay, motion approved.

**2. 2018-OR-029 | ESTABLISHING A CELL PHONE POLICY**

1<sup>st</sup> Reading: Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: AMOS/WEBSTER Vote: 5-aye, 0-nay, motion approved.

**3. 2018-OR-030 | DECLARING AN EMERGENCY FOR CAMP CHELAN LIFT STATION**

1<sup>st</sup> Reading: Motion/Second: CONLIN/LAMASTER Vote: 5-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading: Motion/Second: LAMASTER/CONLIN Vote: 5-aye, 0-nay, motion approved.

**4. 2018-R-005 | 2019 REAFFIRMING ORIGINAL HIRE DATES FOR THE CLERK TREASURER AND CHIEF DEPUTY CLERK TREASURER**

1<sup>st</sup> Reading: Motion/Second: CONLIN/AMOS Vote: 5-aye, 0-nay, motion approved.



**UNFINISHED BUSINESS:**

1. **PARADISE AVENUE RECOMMENDATION | JACOBI, TOOMBS & LANZ**  
 Motion was made to select option 3 recommended by JTL and Director Kearney in the amount of \$135,243.19:  
 Motion/Second: AMOS/WEBSTER Vote: 5-aye, 0-nay, motion approved.  
 Motion made to approve Amendment No. 1 of the Professional Services Agreement with Jacobi, Toombs & Lanz:  
 Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.
  
2. **PACKER PURCHASE FROM PETERBILT FOR \$239,069 | BRAD AMOS, VICE PRESIDENT**  
 Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. **STERLING OAKS SUBDIVISION SPEED HUMPS | RON ARRINGTON**  
 JTL will get estimates on speed humps with and without paving and Chief Whelan will check on the price of a portable speed limit tracker.
  
2. **STORM WATER IMPROVEMENT PROGRAM | JILL SAEGESSER, EX. DIRECTOR, RIVER HILLS:**  
 Ms. Saegesser was not present. Motion made to table.  
 Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.
  
3. **2019 HRA BENEFITS | AMY OLDS, HR AFFILIATES**  
 Ms. Olds presents HRA Benefit renewal contract for approval  
 Motion/Second: AMOS/WEBSTER Vote: 4-aye, 1 nay by WEBSTER, motion approved.
  
4. **4304 SILVER GLADE TRAIL | WILLIAM CONLIN, COUNCILMEMBER**  
 Motion made to sell 4303 Silver Glade Trail  
 Motion/Second: CONLIN/  
 Councilmember Conlin amends his motion to getting an appraisal of 4304 Silver Glade Trail, seconded by WEBSTER.  
 Motion/Second to approve amended motion: CONLIN/AMOS Vote : 4-aye, 1-nay by Webster, motion approved.  
 Attorney Elder will schedule appraisal.
  
5. **TRASH COLLECTION RATE INCREASE | BRAD AMOS, COUNCIL VICE PRESIDENT**  
 A Sanitation Fee Workshop is scheduled for December 10<sup>th</sup> at 4:00 p.m. to discuss
  
6. **REVISE CHANGE ORDER (WEBSITE) | MARTINA WEBSTER, COUNCIL MEMBER**  
 Motion made to approve the change order in the amount of \$975.00 to set up and \$125.00 per year and for President Rhodes to sign outside of this meeting.  
 Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS (continued):**

7. **PHOENIX PRESS REPAIR | LORI KEARNEY, DIRECTOR OF PUBLIC WORKS**  
Director Kearney presents quote for Phoenix Process Equipment in the amount of \$10,245.00 for rollers and bearings on the sludge press:  
Motion/Second: WEBSTER/CONLIN                      Vote: 5-aye, 0-nay, motion approved.
8. **RENEWAL OF TOWN ATTORNEY CONTRACT | JACOB ELDER, TOWN ATTORNEY**  
Motion/Second: LAMASTER/WEBSTER                      Vote: 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman | Jacobi, Toombs & Lanz:**  
Requests approval of work order 2018-11 for the 2018 Community Crossings Grant Projects Bid Documents & Construction Administration/Observation:  
Motion/Second: WEBSTER/CONLIN                      Vote: 5-aye, 0-nay, motion approved.

Presents Current Projects Status Report

**Lori Kearney | Director of Public Works:**  
Requests approval of termination of Employee number 1556:  
Motion/Second: WEBSTER/CONLIN                      Vote: 5-aye, 0-nay, motion approved.

**Billy Ramser, Silver Creek Township Trustee:**

Mr. Ramser addresses the Council in reference to issue with new Water & Sewer Utility Customers being held responsible for prior customers bills before they can have service put in their name. Director Kearney will look into this matter.

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

**Brad J. Amos, District 3:**  
Thanks Public Works for work on water main issues, advises that Light Up Sellersburg will be December 1<sup>st</sup> at 5:00 p.m. and that the Legion is working on a WWI Monument for Wilkerson Park.

Makes a motion for \$125 Christmas Bonus for employees:  
Motion/Second: AMOS/WEBSTER                      Vote: 5-aye, 0-nay, motion approved.

**Martina Webster, District 1:**  
Makes a motion to appropriate \$1,000 for the employee Christmas Luncheon 1/3, water, sewer and civil and Chief Whelan states that he will give \$500 from the Police Dept.  
Motion/Second: WEBSTER/AMOS                      Vote: 5-aye, 0-nay, motion approved.

**Paul Rhodes, At Large:**  
Makes a motion to set the 2019 salary for the Chief at \$1,325.00 weekly and the Town Council Executive Secretary at \$940.00 weekly.  
Motion/Second: AMOS/CONLIN                      Vote: 5-aye, 0-nay, motion approved.

Sellersburg Town Council Meeting Minutes  
November 26, 2018

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

Request an Ordinance to set procedure for the agenda. Town Attorney Elder will prepare an Ordinance.

**ADJOURNED AT:** 7:38 p.m.

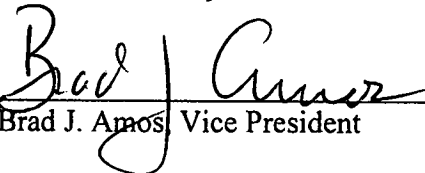
Motion/Second: WEBSTER/AMOS

Vote: 5-aye, 0-nay, motion approved.


Minutes approved this 17 day of December, 2018


  
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

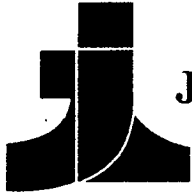
  
Attest: Michelle D. Miller, Clerk Treasurer

**Attachment(s):**

- Agenda
- Jacobi, Toombs & Lanz Current Projects Status Report
- High Spirits Management Report

Note: All approved contracts/agreements can be located in Gateway using the following link:  
<https://gateway.ifonline.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)



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

## **CURRENT PROJECTS STATUS REPORT**

**November 26, 2018**

### **Community Crossing Funded Projects**

#### ***2018 Community Crossing Grant Application***

- Last week INDOT announced that the Town of Sellersburg was awarded \$712,317.21 with a required match of \$237,439.00. The paving projects included in the award were emailed out last week to the Council.
- JTL request Town authorization for Work Order 2018-11, 2018 Community Crossing Grant Projects Bid Documents and Construction Administration/Observation.

#### ***Shirley Avenue & Prather Lane***

- Work continues along Prather. Work along Shirley to begin soon.

### **Road Improvement Projects**

#### ***Butler Road Improvements***

- Paving is complete.

#### ***Bringham Drive***

- Geotechnical exploration and topographic survey complete. Design underway.

### **Wastewater Improvement Projects**

#### ***Utility Master Plan***

JTL met with Town representatives and consultants to discuss scope and schedule of the proposed Master Plan. During our meeting, we began compiling information for pre-application submittal to SRF. A Work Order will be presented to the Town before the next Council meeting to request authorization. Based on current on-going issues, we are looking at ways to fast-track GIS based mapping of both the water and wastewater system infrastructure.

#### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. TVI work complete, waiting on reports from Robinson.

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)

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. The Town Council rejected the quotes that were received before the last meeting and asked JTL to go forward with designing a full station replacement. We are currently working off of the previous hourly Work Order for this task, but anticipate that we will need to request an amendment to that Work Order in the future due to the change in scope. Design continues.

### ***Sunset Hills Pump Station and Valve Vault***

Work Order 2018-7 approved on 10/8/18. Request Town authorization on TVI proposal from Robinson. TVI work complete, waiting on reports from Robinson.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. Work Order 2018-8 was approved on 10/8/18 to assist with a chemical feed system at the Town's Wastewater Treatment Plant. Design is on-going.

### ***Paradise/Helbig***

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations. JTL met with Staff to review alternatives and to discuss preferred repairs. JTL is requesting an amendment to the previously approved Work Order to complete design for the selected alternative.

### ***Camp Chelan***

Assisting Staff with the necessary Emergency Repair due to a valve break. JTL solicited quotes for the emergency repair from AllTerrain and Dan Cristiani Excavating. AllTerrain was the low quote at \$23,486.00 to replace both check valves and associated pipe elbows. Material is to be ordered today and work is anticipated for completion by the end of the week, subject to material delivery.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. RiverHills is communicating with IOCRA on a few specific grant options. We anticipate requesting Council authorization at the next meeting to go forward with a specific application.



# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

**November 19, 2018**

Town of Sellersburg  
316 E Utica Street  
Sellersburg, IN 47172

**To Whom it May Concern:**

In the attached report, I've summarized follow-ups and activity for the **week of November 12 - 16 (Week 28)**.

Please let me know if you have any questions or need anything else. Thanks.

**Respectfully,**



**Michael L. McFadden, Sr.**



# High Spirits Management

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## Report (November 12 - 16, 2018):

This report includes additional hours on Wednesday (7.25 hours) to address issues with the well field and low clear well at the plant and Friday (1.5 hours) to monitor performance after changes. Tim had agreed that additional hours worked would be taken as compensatory time. We will continue to use this approach, unless advised that hours should be billed instead.

### Action Summary —

- **System Maintenance:**

- **Filters:**

Monty came in on Wednesday (11/14) to change a bad valve on the North filter (Aeralater #2). I remained in the plant until 2pm to assist in monitoring South filter function while the bad valve was being replaced. I came back into the plant at 4pm to resume monitoring. None of the high-speed pumps (HSPs) were running. The tank on Highway 60 was down to 28.7' and dropping with no HSPs kicking-on. This is the result of a SCADA issue. I phoned River City Controls who suggested that a safety setting was not allowing the HSPs to run until the clear well hits a set level, but they were unable to say what that level was. As of Thursday afternoon, clear well level was at 12.7', Highway 60 tank level at 29.4' and Sellersburg tank level at 26.9'; two wells were running, two HSPs were running and both filters were running. On Friday (11/16) Monty changed out the influent valve on Aeralater #1 and ran a backwash on that filter. At 12:30, filter #2, well #7 and HSP #2 were started up. Monty put the North filter back in service at 1:30pm. I returned to the plant to monitor function from 1:30 - 3pm.

- **Chlorine Equipment:**

Called Evoqua to get the calibration procedure for the chlorine/pH analyzer. (11/14)

- **Other Equipment:**

On Wednesday afternoon, well #8 would not run in auto. Wells #6 & 7 were running as they should. Seth called me at 3:45am Thursday to advise that the generator at the well field was running but no pumps were running. We checked everything out and all appeared to be in working order. We then called Delta Electric. They advised that the culprit was most likely a transfer switch. Delta agreed to send someone (Kenny) to check around 8am Thursday morning. Delta found a bad circuit board in the emergency generator. Cummins Diesel was called to remedy the problem. Power was restored at the well field Thursday afternoon and all is working as it should.

- The flow meter on well #6 is bad due to ultraviolet light from the sun. This will need to be repaired. May I order a new meter?

- **Water Quality:**

- Ken Alexander visited the plant on Wednesday, 11/14, and again on Friday, 11/16. On Friday, he asked Seth why Sellersburg is not producing good water, saying that he has heard that customers were complaining of brown water.

- If customers are getting brown water, it is from a lack of proper maintenance in the distribution system. Please see my prior reports where I've urged action on properly and regularly flushing the system. This is an urgent need, particularly if the community's trust in their water quality is being affected. It is **absolutely**

**necessary** that we schedule training for personnel and a full system flush at our earliest opportunity.

- The treatment plant is producing excellent water quality. The board is welcome at any time to inspect our daily water analysis results. In fact, we are consistently producing water with manganese and iron levels far below the limits established by IDEM. I point out these two areas (manganese and iron) because they are the primary sources of discoloration in drinking water. The limit for manganese is set at five-hundredths parts per million. Our results after treatment are in the tens-of-thousands parts per million. The limit for iron is set at three-tenths parts per million. Again, our results after treatment are in the tens-of-thousands parts per million.

**Follow-up —**

- **Fall System Flush is Due:**  
*Need to have this addressed ASAP. Please refer to prior reports for detail.*  
In properly maintained distribution systems, a full system flush is performed twice each year. This reduces the possibility of customers getting discolored water from deposits that occur in the system. Fire hydrant maintenance is typically done at the same time (lube and flow testing).
  - ***It's time to train some operators in the proper procedures for this and to schedule a full system flush. Please advise on who will be assigned and when I can expect to have both training and flushing/hydrant maintenance scheduled.*** The approach that system personnel have been using is inadequate and not able to create the outcome needed. I will also need to be assured that once trained, they are held accountable for performing this duty as instructed.
- **Meter Program Compliance:**  
*Follow-up is required on the following (see prior reports for additional details):*
  - Documentation review for all 2018 activity.
  - Water ordinance review for language concerning responsibilities for payment for meter testing requested by customers.
- **Emergency Response Plan Draft:**  
Some time ago, I submitted a draft to Tim for him to add to, update and provide feedback on. This plan needs to be completed and a copy kept at the utility office and treatment plant. Personnel must be trained. Please let me know when I might receive feedback on the initial draft.
  - The Town also needs to complete a Vulnerability Assessment. This must be sent in to USEPA.
- **Backflow and Cross Connection Control:**  
Please let me know how we are proceeding on the needed ordinance. Just a simple reminder that this program is required by regulation and is one that is important to protecting the Town from liability.
- **Preparing for Regulatory Survey:**  
All water systems must go through a Sanitary Survey every three years. I need to review and, if necessary, make updates/changes well in advance to the materials this will be based on. IDEM will want to review the following documentation:
  - Meter Program
  - Emergency Response Plan (See section for follow-up in this and prior reports)
  - System Flushing Plan (See section for follow-up in this and prior reports)
  - Bacteriological sampling site plan



- Disinfection By-products sampling plan
- **Equipment Needs:**
  - We have not yet received the SCBA from the local fire department.
  - Seth and I will need to be fit for the SCBA by the local hospital and clean-shaven when we go. Please let me know when this is scheduled.
  - The DEPLOX3 and Residual Analyzers at the water plant and booster station need to be calibrated. Seth will be trained on calibration.

***Certified Operator in Responsible Charge:***

I continue to perform all duties required for oversight as CORC for Sellersburg as described above. Routine activity also includes the following:

- Daily chemical analysis and results reporting.
  - When tasked with this activity, Seth does a good job running these tests and reporting results.
- Changed chlorine tanks as needed.
  - #1 changed on 11/12
  - #4 changed on 11/13
- Checked all chemicals and refilled as needed.
  - Added phosphate daily
- Daily plant inspections and routine system maintenance.

\*\* End of Report \*\*



SELLERSBURG TOWN COUNCIL  
SPECIAL MEETING MINUTES

**DATE & TIME:** November 30, 2018 at 5:15 p.m.

**LOCATION:** 316 E Utica Street

**CALL TO ORDER:** Meeting called to order by President Paul Rhodes at 5:16 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** All Present

**NEW BUSINESS:**

1. AGENT OF RECORD | EMPLOYEE BENEFITS | PAUL RHODES, COUNCIL PRESIDENT

Motion made by Conlin to appoint Chris Hancock as agent of record, dies for lack of second.

Motion made by Webster to appoint John Humkey with EBA as agent of record:

Motion/Second: WEBSTER/LAMASTER

Vote: 3-aye, 1-nay Conlin, motion approved.

Council Member Conlin excused himself from the meeting at 5:36 p.m.

President Rhodes advises there will be an Insurance and Sanitation Workshop on December 10<sup>th</sup> at 4:00 p.m.

**ADJOURNED AT:** 5:43 p.m.

Motion/Second: WEBSTER/LAMASTER

Vote: 3-aye, 0-nay, motion approved.

Minutes approved this 17 day of December, 2018

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



**SELLERSBURG TOWN COUNCIL  
SANITATION WORKSHOP MINUTES**

**DATE & TIME:** December 10, 2018 at 5:33 p.m.

**LOCATION:** 316 E Utica Street

**CALL TO ORDER:** Meeting called to order by President Paul Rhodes at 5:33 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** All Present

**WORKSHOP TOPIC OF DISCUSSION:**

**1. SANITATION RATES AND FEES | BRAD AMOS, COUNCIL VICE-PRESIDENT**

Amos advises the Council that the rates for trash pick-up needs to be raised due to the Town is not even covering the cost of trash service and we are actually losing money.

Council advises Town Attorney Elder to prepare an Ordinance to increase the trash pick up fee and to create a fee for the purchase of trash cans for the December 17<sup>th</sup> meeting.

Council advises Public Works Director Kearney to get quotes for a claw truck to pick up large items.

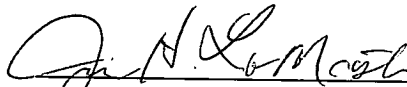
**ADJOURNED AT:** 6:16 p.m.


Motion/Second: WEBSTER/AMOS

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

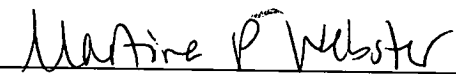
Minutes approved this 17 day of December, 2018

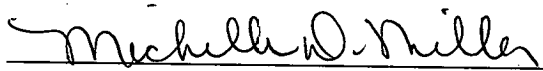
  
Paul J. Rhodes, President

  
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



SELLERSBURG TOWN COUNCIL  
SPECIAL MEETING MINUTES

**DATE & TIME:** December 10, 2018 at 4:00 p.m.

**LOCATION:** 316 E Utica Street

**CALL TO ORDER:** Meeting called to order by President Paul Rhodes at 4:01 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Martina P. Webster

**PLEDGE OF ALLEGIENCE:** All Present

**NEW BUSINESS:**

**1. EMPLOYEE BENEFITS | CHRISTINA HECKATORN, EBA**

Motion to add Humana 80/50 NPOS 2000/20/6500 plan as a second option for the employee health insurance with 93% Town contribution and 7% Employee contribution.

Motion/Second: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

Motion to fully implement the Humana GO365 plan with the decrease in premium being passed to the employee first all the was to a zero premium.


Motion/Second: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.


Christina with EBA will get with Amy Olds of HR Affiliates and schedule enrollment for employees wishing to change health plans and they will also schedule a GO365 meeting with the employees and a biometric screening for the employees.


**ADJOURNED AT:** 5:32 p.m.

Motion/Second: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

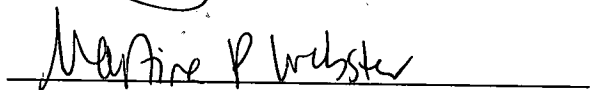
Minutes approved this 17 day of December, 2018

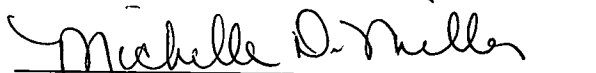
  
Paul J. Rhodes, President

  
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  
REGULAR TOWN COUNCIL MEETING MINUTES**

**DATE AND TIME:** December 17, 2018 at 5:30 p.m.

**LOCATION:** Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana 47172

**CALL TO ORDER**

Called to order at 5:30 pm. By President Paul Rhodes.

**ROLL CALL OF MEMBERS:**

Present Paul Rhodes  
Present Brad Amos  
Present Martina Webster  
Present James LaMaster  
Absent William Conlin  
Present Jacob Elder  
Present Michelle Miller

**PRAYER:** Paul Rhodes

**PLEDGE OF ALLEGIENCE:** All Present

**MOTION TO AMEND THE AGENDA:**

**MOTION/SECOND:** WEBSTER/LAMASTER      Vote: 4-aye, 0-nay, motion approved.  
To move new business, Viola McPheeters, under comments from public on agenda items and to remove #2 Clark County Airport and to combine #3 & #4 under unfinished business.

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

**MOTION/SECOND:** AMOS/WEBSTER      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:

11/26/18, Regular & Special Meetings  
11/30/18, Special Meeting | Agent of Record  
12/10/18, Special Meeting | Health Insurance & Sanitation Workshop

**MOTION/SECOND:** WEBSTER/AMOS      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

**MOTION/SECOND:** WEBSTER/AMOS      Vote: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE DOCKET:**

**MOTION/SECOND:** AMOS/LAMASTER      Vote: 4-aye, 0-nay, motion approved.

**APPOINTMENT OF REDEVELOPMENT BOARD MEMBERS**

Motion made to reappoint all current members:

**MOTION/SECOND:** LAMASTER/AMOS      Vote: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

1. Viola McPheeters | Landlord with Utility Balance Due | 305 Webster Blvd., Jeffersonville, IN 47130  
Motion made to turn water on at 305 Webster Blvd. due to the Town cannot hold the new tenant responsible for old tenant's unpaid balance.  
MOTION/SECOND: LAMASTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

**ORDINANCES AND RESOLUTIONS:**

1. **ORDINANCE NO. 2018 – OR – 031: An Ordinance Affirming an Amendment to the Previously Adopted Interlocal Cooperation Agreement for the Administration of Curbside Recycling by the Clark County Solid Waste Management District.**  
1<sup>ST</sup> Reading: MOTION/SECOND: AMOS/WEBSTER                      Vote: 4-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: MOTION/SECOND: LAMASTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.
2. **ORDINANCE NO. 2018 – OR – 032: An Ordinance Transferring Certain Funds**  
1<sup>ST</sup> Reading: MOTION/SECOND: AMOS/WEBSTER                      Vote: 4-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: MOTION/SECOND: AMOS/WEBSTER                      Vote: 4-aye, 0-nay, motion approved.
3. **ORDINANCE NO. 2018 – OR – 033: An Ordinance Amending Employee Contributions to Premiums for Health Insurance and Other Benefits for the Town of Sellersburg, Indiana**  
1<sup>ST</sup> Reading: MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.
4. **ORDINANCE NO. 2018 – OR – 034: An Ordinance Amending Chapter 51 "Garbage and Refuse" of the Codification of Ordinances for the Town of Sellersburg, Indiana**  
1<sup>ST</sup> Reading: MOTION/SECOND: AMOS/WEBSTER                      Vote: 4-aye, 0-nay, motion approved.

Motion to amend Section 1, last sentence, to "container purchased from the Town" and Section 2 to "\$10.00".

MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

2<sup>nd</sup> Reading, as amended: MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. **Storm Water Improvements Program (Jill Saegesser, Executive Director, River Hills EDD & RPC)**  
Motion to give River Hills permission to proceed with Storm Water Improvements Program:  
MOTION/SECOND: WEBSTER/LAMASTER                      Vote: 4-aye, 0-nay, motion approved.
2. **Board of Zoning Appeals (BZA) Website and Processes and Procedures (Vincent Thacker, BZA President and Shelly Wakefield, Jacobi, Toombs & Lanz)**  
Motion to approve Shelly Wakefield, Jacobi, Toombs & Lanz to prepare policies and procedures for the BZA:  
MOTION/SECOND: LAMASTER/WEBSTER                      Vote: 4-aye, 0-nay, motion approved.

3. **Water & Wastewater Master Plans (Lori Kearney, Assistant Director of Public Works)**

Motion to approve Jacobi, Toombs and Lanz Work Order 2018-12 Professional Services for preparing an integrated Utility Master Plan, covering wastewater, water and stormwater:

MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

Motion approve the 2019 Drinking Water Utility Master Plan with Curry and Associates:

MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved.

4. **Trash Collection Truck (Lori Kearney, Assistant Director of Public Works)**

Motion made to transfer \$249,000 from S&S Paving to S&S Packer:

MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye, 0-nay, motion approved and Town Attorney Jacob Elder will prepare an Ordinance to ratify at the January 14, 2019 meeting.

5. **On-Call Policy Amended to Read: "minimum two (2) hours OT per call-out" and to include the Billing Office Staff (Lori Kearney, Assistant Director of Public Works)**

This will be discussed at a later date.

**RECEIPT OF STAFF REPORTS:**

**Mike Harris (Jacobi, Toombs, & Lanz)**

1. Presents Current Projects Status Report (attached)
2. Presents Work Order 2018-13, Professional Services for Renn Property, for approval:

MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-aye 0-nay, motion approved.

**William R. Whelan, Chief of Police**

1. Chief Whelan presents quotes for the portable radar sign as requested by the Town Council. The Stalker is \$17,420.00 and the MPH is \$20,334.00.

Motion made to approve the purchase of the Stalker in the amount of \$17,420.00:

MOTION/SECOND: WEBSTER/AMOS                      Vote: 4-ayes by Webster and Amos, 2-nays by Rhodes and LaMaster, Clerk Treasurer Miller abstains.

Public Works Director Kearney will get quotes on a portable sign.

**Jacob "Jake" Elder, Town Attorney**

Would like to wish everyone a Merry Christmas

**COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):**

**Brad J. Amos, District 3**

Thanks the Council for their support and thanks Michelle Miller, Robin Jones, Michelle Medcalf and Lori Kearney.

**Michelle Miller, Clerk-Treasurer**

Reminds everyone of the Employee Christmas Luncheon this Thursday at noon.

**ADJOURN:**

MOTION/SECOND: WEBSTER/LAMASTER

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

Time: 7:02 p.m.

Minutes approved this 14<sup>th</sup> day of January, 2019

Absent  
Paul J. Rhodes, President

Absent  
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

**Attachment(s):**

Agenda  
Jacobi, Toombs & Lanz Current Projects Status Report

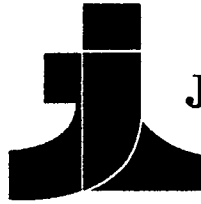
Note: All approved contracts/agreements can be located in Gateway using the following link:  
<https://gateway.ifionline.org/public/contract-search/>

Approved Minutes, Ordinances and Resolutions are located on the Clerk Treasurer's Website at  
[www.sellersburgclerk.com](http://www.sellersburgclerk.com)



**Town of Sellersburg  
Storm Water Drainage Improvements Project  
CDBG Round 1, 2019 Grant Schedule**

TASK	TARGET DATE	DATE COMPLETED
Verify the Use of Slum/Blight as the National Objective with OCRA	12/10/2018	
Town Council Agrees to Move Forward with Project	12/17/2018	
Complete Cost Estimate & Project Scope	1/7/2019	
Submit Environmental Review	1/14/2019	
Begin Acquisition Process – Conduct 50-yr Title Search	1/14/2019	
Send URA Brochure via Certified Mail (or hand delivery)	1/21/2019	
Identify Local Match	1/14/2019	
Advertise Public Hearing #1	March 2019	
Hold Public Hearing #1	March or April 2019	
Town Signs Proposal Documents	April 2019	
Conduct Archaeological Reconnaissance (if necessary)	February 2019	
Conduct Appraisal/Review Appraisal (if necessary)	February 2019	
Send Letter of Just Compensation to property owner(s) (if necessary)	April 2019	
Execute Option to Purchase (good until at least 6/2020)	May 2019	
<b>Submit Proposal to OCRA</b>	<b>May 3, 2019</b>	
OCRA Site Visit	May 2019	
Advertise Public Hearing #2	May 2019	
Hold Public Hearing #2	June 2019	
Town Passes Resolutions and Signs Remaining Application Documents	June 2019	
<b>Submit Application to OCRA</b>	<b>June 28, 2019</b>	
<b>Grant Award Announcement</b>	<b>August 15, 2019</b>	



**Jacobi, Toombs & Lanz, Inc.**  
*Consulting Engineers & Land Surveyors*

## **CURRENT PROJECTS STATUS REPORT**

**December 17, 2018**

### **Community Crossing Funded Projects**

#### ***2018 Community Crossing Grant Application***

- Last week INDOT announced that the Town of Sellersburg was awarded \$712,317.21 with a required match of \$237,439.00. The paving projects included in the award were emailed out last week to the Council.
- The Town authorized JTL to move forward with preparation of bid documents for the CCG projects.

#### ***Shirley Avenue & Prather Lane***

- Work along Shirley Avenue continues. We are working with the Town to identify water main valve operation in the area.

### **Road Improvement Projects**

#### ***Butler Road Improvements***

- Project is complete.

#### ***Bringham Drive***

- Design continues.

### **Wastewater Improvement Projects**

#### ***Utility Master Plan***

JTL met with Town representatives and consultants to discuss scope and schedule of the proposed Master Plan. During our meeting, we began compiling information for pre-application submittal to SRF. Based on current on-going issues, we are looking at ways to fast-track GIS based mapping of both the water and wastewater system infrastructure.

As discussed at the last Council meeting, JTL submitted a Work Order to Staff last week for review at the meeting tonight. We would like to request authorization to proceed with the project if the Town so chooses.

#### ***Allentown Road Lift Station – Infiltration/Inflow***

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. TVI reports were submitted by Robinson. JTL is currently

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)

reviewing the reports and will provide an update at the next Council meeting.

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. The Town Council rejected the quotes that were received before the last meeting and asked JTL to go forward with designing a full station replacement. We are currently working off of the previous hourly Work Order for this task, but anticipate that we will need to request an amendment to that Work Order in the future due to the change in scope. Design continues.

### ***Sunset Hills Pump Station and Valve Vault***

Work Order 2018-7 approved on 10/8/18. Request Town authorization on TVI proposal from Robinson. TVI reports were submitted by Robinson. JTL is currently reviewing the reports and will provide an update at the next Council meeting.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. Work Order 2018-8 was approved on 10/8/18 to assist with a chemical feed system at the Town's Wastewater Treatment Plant. Design is on-going.

### ***Paradise/Helbig***

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations. At the last Council meeting, JTL and Staff provided an update to the Council regarding alternatives. An alternative was selected and JTL is proceeding with design of that alternative.

### ***Camp Chelan***

Assisting Staff with the necessary Emergency Repair due to a valve break. JTL solicited quotes for the emergency repair from AllTerrain and Dan Cristiani Excavating. AllTerrain was the low quote at \$23,486.00 to replace both check valves and associated pipe elbows. Material is to be ordered today and work is anticipated for completion by the end of the week, subject to material delivery. Work was completed by AllTerrain on the discharge piping for pump #2. When the contractor began work on the pump #1 discharge piping, it was determined that a valve downstream is not working properly and they were unable to complete installation of the new elbow and valve on the pump #1 discharge. The material will be stored at the WWTP until a valve can be repaired/replaced in the future.

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. RiverHills is communicating with IOCRA on a few specific grant options. We anticipate requesting Council authorization at the next meeting to go forward with a specific application.

### ***Renn Property Easement***

A few months ago, JTL was asked to prepare an easement for the Renn property. We didn't have a Work Order in place for the preparation of that easement, but would like

to request approval of Work Order 2018-13 for the work performed. All work is currently complete.