

**SELLERSBURG TOWN COUNCIL MEETING MINUTES  
JANUARY 22, 2024 | 316 E UTICA STREET | SELLERSBURG, IN 47172**

**CALL TO ORDER**

President Brad Amos called the meeting to order at 6:00 p.m.

**ROLL CALL OF MEMBERS:**

**Present:** President Brad Amos, Vice-President Scott McVoy, Second Vice President Terry Langford, Member Randy Mobley, Member Matt Czarnecki, Town Attorney Jacob Elder, Town Manager Charlie Smith, and Clerk Treasurer Michelle Miller.

**PRAYER AND PLEDGE OF ALLEGIENCE**

**MOTION TO AMEND THE AGENDA:**

Motion to amend the agenda to add a public hearing on Ordinance 2024-OR-004 and to add Ordinance 2024-OR-004:

M|S|V: Czarnecki | McVoy | 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

M|S|V: McVoy | Mobley | 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

M|S|V: Czarnecki | McVoy | 5-aye, 0-nay, motion approved.

**2024 BOARD OF ZONING APPEALS APPOINTMENTS:**

Motion to appoint Tom McEwen:

MSV: McVoy | Czarnecki | 5-aye, 0-nay, motion approved.

**2024 PLAN COMMISSION APPOINTMENT:**

Motion to appoint Nancy McDevitt and Keith Carter:

MSV: Czarnecki | Langford | 5-aye, 0-nay, motion approved.

**REGULAR MEETING CLOSED AND PUBLIC HEARING ON ORDINANCE 2024-OR-004  
OPENED:**

MSV: McVoy | Czarnecki | 5-aye, 0-nay, motion approved.

**PUBLIC HEARING ON ORDINANCE 2024-OR-004 CLOSED:**

MSV: Czarnecki | McVoy | 5-aye, 0-nay, motion approved.

**REGULAR MEETING RE-OPENED:**

MSV: McVoy | Czarnecki | 5-aye, 0-nay, motion approved.

**SELLERSBURG TOWN COUNCIL MEETING MINUTES  
JANUARY 22, 2024 | 316 E UTICA STREET | SELLERSBURG, IN 47172**

**NEW BUSINESS:**

**1. ORDINANCE 2024-OR-004 TRI-TOWNSHIP FIRE PROTECTION DISTRICT | PETITION TO VACATE PLATTED UTILITY EASEMENTS:**

1<sup>ST</sup> Reading: MSV: McVoy | Czarnecki | 5-aye, 0-nay, motion approved.  
Waive 2<sup>nd</sup> Reading: MSV: Czarnecki | Mobley | 5-aye, 0-nay, motion approved.  
Approval: MSV: Czarnecki | McVoy | 5-aye, 0-nay, motion approved.

**2. UTILITY BILLING OFFICE BANK ACCOUNT ADJUSTMENTS APPROVAL | \$78.86 (copy attached):**

MSV: McVoy | Czarnecki | 5-aye, 0-nay, motion approved.

**RECEIPT OF STAFF REPORTS:**

**TOWN MANAGER, CHARLIE SMITH:** Gives updates on various projects.

**TOWN ENGINEER, JACOBI, TOOMBS & LANZ | MIKE HARRIS:**

Presents project status report (attached)

**MOTION TO ADD PROOF OF PUBLICATION FROM INDIANA MEDIA GROUP:**

MSV: Czarnecki | McVoy | 5-aye, 0-nay, motion approved.

**ADJOURNMENT:**

MSV: McVoy | Czarnecki | 5-aye, 0-nay, motion approved.

Time adjourned: 6:38 p.m.

Minutes approved this 12th day of FEBRUARY, 2024

\_\_\_\_\_  
Brad J. Amos, Council Member

\_\_\_\_\_  
Matt Czarnecki, Council Member

\_\_\_\_\_  
Scott McVoy, Council Member

\_\_\_\_\_  
Terry Langford, Council Member

\_\_\_\_\_  
Randall Mobley, Council Member

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

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

Agenda for  
January 22, 2024 at 6:00 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 as submitted by the Clerk-Treasurer.

**APPROVAL OF ALLOWANCE CLAIMS:**

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

**2024 BOARD OF ZONING APPEALS APPOINTMENT:**

**2024 PLAN COMMISSION APPOINTMENTS:**

**ORDINANCES AND RESOLUTIONS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Tri-Township Petition to Vacate Notice | Platted Easements of Hamburg Park

**NEW BUSINESS:**

1. Billing Office Adjustments

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

**RECEIPT OF STAFF REPORTS:**

Charlie Smith, Town Manager

Chief Russ Whelan

Mike Harris or Lori Wyatt (Jacobi, Toombs, & Lanz)

Jacob "Jake" Elder, Town Attorney

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

Randall Mobley, District 2

Terry Langford, District 4

Brad J. Amos, District 3

Scott McVoy, District 1

Matthew Czarnecki, At-Large

Michelle Miller, Clerk-Treasurer

**ADJOURN:**

**January 22nd agenda item**

1 message

Michelle Miller <sellersburgclerk@gmail.com>

Thu, Jan 11, 2024 at 10:53 AM

To: Charlie Smith <csmith@sellersburg.org>, Michelle Medcalf <mmedcalf@sellersburg.org>

Charlie:

The attached document shows adjustments for the Utility Billing Bank Account that the Council needs to vote "to remove" from the bank reconciliation. These are adjustments that had to be made since 2021 due to discrepancies from the billing office collections and the bank account. The total of the 20 adjustments is \$78.86.

If you have any questions please let me know.

Thank you,

*Michelle D. Miller*, Clerk Treasurer

Town of Sellersburg

Mailing Address: P O Box 301


316 E. Utica St., Suite 101

Sellersburg, Indiana 47172

812-246-7049 x10

www.sellersburgclerk.com

sellersburgclerk@gmail.com

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**2 attachments**



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20K



doc02037020240111114147.pdf  
75K

**AGENDA: Jan. 22 Council Meeting**

Sat, Jan 20, 2024 at 12:47 PM

Michelle Miller <sellensburgclerk@gmail.com>

To: Charlie Smith <csmith@sellensburg.org>

Cc: Brad Amos <bamos@sellensburg.org>, Terry Langford <tlangford@sellensburg.org>, Randy Mobley <rmobley@sellensburg.org>, Scott McVoy <smcvoy@sellensburg.org>, Scott McVoy <michaelmcvoy26@gmail.com>, Matthew Czarnecki <mczarnecki@sellensburg.org>, Jacob Elder <jelder@elderlawoffice.us>, Michelle Medcaif <mmedcaif@sellensburg.org>

Just wanted to make everyone aware of what the billing office adjustments are. They are adjustments that had to be made to the billing office bank account reconciliation and the State Board of Accounts has advised me that they will need Council approval in order for me to adjust them off of my bank reconciliation. These adjustments are for discrepancies (for years 2021, 2022 & 2023) from what the billing office reports to my office that they have collected and what has or has not actually hit the bank account. Please let me know if you have any questions.

Thank you,

*Michelle D. Miller*, Clerk Treasurer

Town of Sellersburg

Mailing Address: P O Box 301


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Installed by the TOWN OF SELLERSBURG-2015  
**Depository Statement and Cash Reconciliation**

Bank Rec. Batch - 5  
 Ordered By Warrant Number  
 Bank - 5-UTILITY CLEARING ACCT 6581  
 FOR THE MONTH ENDING DECEMBER, 2023

Depository Balance: 229529.27

Deduct Outstanding  
 Warrants/Deposits:

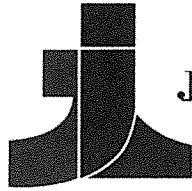
DATE	WARRANT #	NAME	CK=WARRANT DEP=DEPOSIT	AMOUNT
		Outstanding Deposits:	-229227.22	
		Outstanding Warrants:	0	
		Net Depository Balance:		302.05
		Subtract Deposits in Transit:		0.00
		Add Cash on Hand:		0.00
	Adjustment # 1	ADJUSTMENT FROM 2021		50.00
	Adjustment # 2	ADJUSTMENT FROM 2021		-0.31
	Adjustment # 3	ADJUSTMENT FROM 2021		5.75
	Adjustment # 4	MAY ADJUSTMENT		5.16
	Adjustment # 5	ADJUSTMENT FOR JUNE 2022		10.00
	Adjustment # 6	PRIOR ADJUSTMENT		-197.60
	Adjustment # 7	january 10th deposit short		60.27
	Adjustment # 8	BILLING ERROR OVERPAYMENT		-235.00
	Adjustment # 9	BILLING ERROR DEPOSIT SHORT		-95.16
	Adjustment # 10	FEB ADJUSTMENT		57.57
	Adjustment # 11	PRIOR ADJUSTMENT		486.47
	Adjustment # 12	march adjustment		-54.95
	Adjustment # 13	APRIL 2023 ADJUSTMENT		-49.82
	Adjustment # 14	MAY ADJUSTMENT BILLING		164.87
	Adjustment # 15	ADJUSTMENT JUNE 2023		-108.91
	Adjustment # 16	PRIOR ADJUSTMENT		-290.82
	Adjustment # 17	SEPTEMBER BILLING ADJUSTMENT		290.98
	Adjustment # 18	BILLING OFFICE ERROR		129.46
	Adjustment # 19	NOV BILLING OFFICE ERROR		-187.92
	Adjustment # 20	BILLING OFFICE ERROR <i>Bank deposits over 3882.</i>		38.82
		Record Balance:		<u>380.91</u>

*These will need  
 Council approval*

*Handwritten note in a circle: 380.91*

*Robin Jones*  
 Prepared By 1/11/23

*Michelle D. Miller*  
 Approved By



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



**TOWN OF SELLERSBURG**  
**PROJECT STATUS REPORT**  
*(Updates are in bold blue and italics)*

**January 22, 2024**

**GENERAL**

- Ziptility launched on 6/28/2023. Follow-up meetings to be scheduled with each department.
  - Ziptility is working well for staff. Can hold additional trainings when needed.
  - *JTL is continuing to make updates and adding additional assets for the Town.*

**WATER**

**Water Service Line Inventory**

- Application for Indiana Finance Authority (IFA) Lead Service Line (LSL) Inventory Funding Program received initial approval for \$20,000. Working with IFA to finalize paperwork for funding.
- Met with Water Distribution Manager on 9/6/23 to determine schedule for completion.
- All record drawings provided to JTL have been scanned and returned to Town.
- Obtained countywide database of building construction dates for use in determining likelihood of lead service lines by building code enforcement dates.
- Regularly scheduled meetings are ongoing.
- Survey request to all Sellersburg water customers went out via email. Survey can be found on the Town website under the Water Department page or hard copies are available in the Billing Office.
- *Project Types 2 and 3 applications for grant funding are available and are underway. Will need Town Council President's signature on application.*
- *Final inventory is to be complete and submitted by this fall.*

**WASTEWATER**

**Asset Management Program**

- Work Order approved for \$25,000 to access grant funds.
- SharePoint site for electronic data repository set up and all required parties have access.
- Adding information as acquired.
- All information to be added by the Town for Engineer's review by October 1st.
- Met with WWTP Operator to discuss specifics for additions to Ziptility for Asset Management.
- *Assets and associated Preventive Maintenance tasks are being implemented.*

**Ivy Tech Pump Station No. 2 Elimination**

- *Design progressing.*
- *Reviewed plans for alignment with Town Manager. Anticipate completion and ready for bid by mid-February.*

**Corporate**  
1829 E. Spring Street  
Suite 201  
New Albany, IN 47150  
812-945-9585

**Kentucky**  
2307 River Road  
Suite 203  
Louisville, KY 40206  
502-583-5994

**Central Indiana**  
1060 N. Capitol Avenue  
Suite E360  
Indianapolis, IN 46204  
317-829-3474

**Southern Indiana**  
124 Bell Ave  
Clarksville, IN 47129  
812-288-6646

## **WWTP Construction**

- Relocation of the outfall to avoid field located utilities has resulted in additional rock excavation.
- UV disinfection was placed into operation by 4/1/2023, as required by the Town's NPDES permit. Effluent has been in compliance with the permit's disinfection requirements.
- On 11/14/2022, IFA was on-site to audit for State Revolving Fund (SRF) compliance. No issues were identified.
- Site grading and sidewalks are underway.
- Revisions to the site grading plan were developed to address the proposed site enhancements, provide additional utility vehicle parking area (8 to 9 additional parking spaces), and address area where the existing pavement requires additional asphalt depth to provide a longer-term service life.
- Clarifier No. 1 demolition is complete and Clarifier No. 2 rehabilitation is complete.
- Several additional valves and piping of the RAS to the Headworks have been recommended by the operations group to improve the removal of rags and debris that are causing plugging of pipes and equipment. The cost for this modification is included in the proposed Change Order No. 6.
- Oxidation Ditch No. 1 and No. 2 have been commissioned, started, and are treating the plant influent flow.
  - Concrete repairs on the two existing oxidation ditches have been completed. The existing groundwater pressure relief valves have been found to be defective and need to be replaced. The cost for replacing the relief valves is included in Change Order No. 6.
  - The manufacturer's service technicians conducted startup of Oxidation Ditch No. 1 on 7/17/2023. Startup of Oxidation Ditch No. 2 has been delayed due to variable frequency drive (VFD) issues. The Contractor is implementing corrective actions to remedy this. Startup is expected to be completed in the next 2-3 weeks. Oxidation Ditch No. 2 VFD drive has been repaired in areas where leakage has been observed.
  - Oxidation Ditch No. 3, the new ditch, has been taken out-of-service to conduct standard concrete repairs in area where leakage has been observed.
- The new Headworks, Oxidation Ditch No. 3, and two 72-foot Clarifiers have been in continuous operation since the beginning of the year and have satisfactorily met all effluent permit limits.
- Contractor has assisted operations staff with dewatering of solids in the plant.
  - Due to a failure of a water pipe joint, control panel RTU-D3 was exposed to water. It has been classified as defective work and will be replaced. The defective work notice was issued to Contractor on 4/17/2023. Repair to the damaged control panel was completed by the equipment manufacturer. Testing has been completed on RTU-D3 and has been functioning without any downtime. The Dewatering Building is operating satisfactorily, however there are still issues with the screw press polymer system flow check valve, polymer injection rings and the thickened sludge chute level sensor. JTL is working with the equipment supplier and the Town to optimize this process.
- The Utility staff have moved back into the operations building.
- Council Tour was conducted on 3/9/2023.
- All major yard piping has been completed.
- Contractor has requested retainage reduction, substantial completion, and initiation of warranty period on the processes that have been placed in operation, as of 1/1/2023. This request was presented on 3/13/2023 and approved on 3/27/2023.
- Plantwide Substantial Completion was approved at the August 14th Town Council meeting.
- Scheduling suppliers for site visits for training.
- Second testing of RAS/WAS pump station completed last Friday, 10/13/23.
- *Meeting weekly with WWTP Operator and staff for operations and warranty updates.*
  - *BDP is ordering parts to add the additional polymer pumps. Installation is scheduled for this week.*
  - *Failed RAS pump and mixer are being repaired. Expect them to be re-installed soon.*
  - *Working with the contractor on current warranty claims and repairs.*
- *Change order is required to amend Pace Contracting final completion to the end of February. This will allow Pace time to complete the requested change orders and punch list items. Will have CO at next meeting.*



## **ROAD**

### **CCMG Paving**

- Closeout documentation submission to INDOT is all that remains for 2022-2.
- Application for 2023-2 was submitted and awarded to Town.
- Working on bid documents to meet the following schedule:
  - *1st Bid Advertisement – 1/26/2024*
  - *2nd Bid Advertisement – 2/2/2024*
  - *Pre-bid Meeting – 2/5/2024 at 2:00 pm*
  - *Open Bids – 2/22/2024 at 3:00 pm*
  - *Award Bids – 2/26/2024 at Council Meeting*
  - *Executed Contract Due to INDOT – 3/3/2024*

### **SR 60 (State) Portion**

- Project is complete, with the exception of restoration.
  - All that remains is getting good stand of grass established in seeded areas. The Contractor will be required to return in the spring to reseed.

### **Camp Run Parkway (Town) Portion**

- MAC Construction is the Contractor. JTL providing full-time on-site inspection.
- Construction of all items is complete.
- Final punch list inspection held on 5/11/2023.
  - The Contractor has completed all punch list items. Final retainage pay application has been submitted.
- *Warranty Items:*
  - *All that remains is the replacement of dead trees under the warranty.*
  - *Status same – holding until temperatures improve.*