

**SELLERSBURG TOWN COUNCIL MEETING MINUTES**  
**316 E UTICA STREET | SELLERSBURG, IN 47172**  
**MARCH 25, 2024**

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

**PRAYER AND PLEDGE OF ALLEGIENCE**

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

Town Attorney Elder adjusted the agenda to add 2024-R-001  
M|S|V: Czarnecki | McVoy | 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

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

**APPROVAL OF ALLOWANCE CLAIMS:**

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

**CLOSE REGULAR MEETING TO OPEN PUBLIC HEARING:**

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

**OPEN PUBLIC HEARING ON RESOLUTION 2024-R-001:**

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

**APPROVAL OF RESOLUTION 2024-R-001:**

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

**CLOSE PUBLIC HEARING AND RE-OPEN REGULAR MEETING:**

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

**RE-OPEN REGULAR MEETING AT 6:06 P.M.:**

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

**SELLERSBURG TOWN COUNCIL MEETING MINUTES**  
**316 E UTICA STREET | SELLERSBURG, IN 47172**  
**MARCH 25, 2024**

**ORDINANCES & RESOLUTIONS:**

**ORDINANCE 2024-OR-004 | AN ORDINANCE ANNEXING TERRITORY INTO THE TOWN OF SELLERSBURG, INDIANA ON PETITION BY ALL OF THE OWNERS OF SUCH TERRITORY PURSUANT TO THE PROVISIONS OF IC 36-4-3-5.1:**

1<sup>st</sup> Reading: M/S/V: Langford | Mobley | 5-aye, 0-nay, motion approved.  
McVoy made a motion to amend the original motion to designate the area as Town Center District TC:  
M/S/V: Langford | Czarniecki | 5-aye, 0-nay, motion approved.  
Wavie 2<sup>nd</sup> Reading: M/S/V: Czarniecki | Mobley | 5-aye, 0-nay, motion approved.  
Approval: M/S/V: Czarniecki | Mobley | 5-aye, 0-nay, motion approved.

**ORDINANCE 2024-OR-005 | AN ORDINANCE AMENDING AND SUPPLEMENTING THE TOWN'S CODE OF ORDINANCES:**

1<sup>st</sup> Reading: M/S/V: McVoy | Czarniecki | 5-aye, 0-nay, motion approved.  
Wavie 2<sup>nd</sup> Reading: M/S/V: Czarniecki | Mobley | 5-aye, 0-nay, motion approved.  
Approval: M/S/V: McVoy | Mobley | 5-aye, 0-nay, motion approved.

**ORDINANCE 2024-OR-006 | AN ORDINANCE DISPOSING OF SURPLUS PROPERTY:**

1<sup>st</sup> Reading: M/S/V: Czarniecki | Mobley | 5-aye, 0-nay, motion approved.  
Wavie 2<sup>nd</sup> Reading: M/S/V: Czarniecki | Mobley | 5-aye, 0-nay, motion approved.  
Approval: M/S/V: Czarniecki | Mobley | 5-aye, 0-nay, motion approved.

**RESOLUTION 2024-R-002 | A RESOLUTION ADOPTING A WRITTEN FISCAL POLICY SPECIFIC TO A CERTAIN VOLUNTARY ANNEXATION:**

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

**NEW BUSINESS:**

**1. APPROVAL OF CLARK COUNTY SUBRECIPIENT AGREEMENT FOR AMERICAN RESCUE PLAN ACT LOCAL FISCAL RECOVERY FUNDS | \$327,565.00:**

M|S|V: McVoy | Mobley | 3-aye, 0-nay, motion approved.

**GENERAL PUBLIC COMMENT:**

Resident Charlie Pierce asks about the process to dispose of surplus property. Town Attorney Elder advises.

**SELLERSBURG TOWN COUNCIL MEETING MINUTES  
316 E UTICA STREET | SELLERSBURG, IN 47172  
MARCH 25, 2024**

**RECEIPT OF STAFF REPORTS:**

**TOWN MANAGER, CHARLIE SMITH:** Advises the Eclipse is the same day as the next Council Meeting.

**MOTION TO CHANGE THE APRIL 8<sup>TH</sup> COUNCIL MEETING TO APRIL 9<sup>TH</sup>:**

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

**TOWN ENGINEER, JACOBI, TOOMBS & LANZ:** Mike Harris Presents project status report

**ADJOURNMENT:**

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

Time adjourned: 6:50 p.m.

Minutes approved this **9th** day of **APRIL, 2024**

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

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

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Scott McVoy, Council Member

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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  
March 25, 2024 at 6:00 p.m.

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

**PRAYER:**

**PLEDGE OF ALLEGIENCE:** All Present.

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

**APPROVAL OF MINUTES:**

Approval of minutes as submitted by the Clerk-Treasurer.

**APPROVAL OF ALLOWANCE CLAIMS:**

**PUBLIC HEARING | RESOLUTION: WEBER GROUP TAX ABATEMENT** (close regular meeting – open public hearing) (close public hearing – reopen regular meeting):

1. Resolution 2024 – R – 001: A Resolution Granting a Petition for Waiver of Non-Compliance (Weber Group)

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

**ORDINANCES AND RESOLUTIONS:**

1. Ordinance No. 2024 – OR – 004: An Ordinance Annexing Territory Into the Town of Sellersburg, Indiana on Petition by all of the Owners of Such Territory Pursuant to the Provisions of IC 36-4-3-5.1.
2. Ordinance No. 2024 – OR – 005: An Ordinance Amending and Supplementing the Town's Code of Ordinances
3. Ordinance No. 2024 – OR – 006: An Ordinance Disposing of Surplus Property
4. Resolution 2024 – R – 002: A Resolution Adopting a Written Fiscal Policy Specific to a Certain Voluntary Annexation.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Contract - State of Indiana Clark County Subrecipient Agreement for American Rescue Plan Act Local Fiscal Recovery Funds.

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

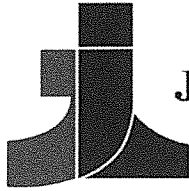
**RECEIPT OF STAFF REPORTS:**

Charlie Smith, Town Manager

Chief Russ Whelan

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

Jacob "Jake" Elder, Town Attorney



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



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

**March 25, 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.*
- *Utility Relocation projects work plans have been submitted to INDOT. Waiting on responses to determine level of effort needed for designs.*

**INDOT 31W Utility Relocation**

- *Submitted draft work plan and construction cost estimate to INDOT design consultant on 2/29/2024.*
  - *Responded to comments on the draft work plan and submitted updated 31W Utility Relocation plan.*
  - *Updated INDOT work plan and construction cost estimate was submitted to INDOT on 3/18/2024.*

**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 were submitted on 2/29/2024. Waiting to hear about award.*
- *Initial inventory has been uploaded to the required website. Will continue to be updated as we progress through all "project types," as defined by the IFA funding breakdown.*

**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.*

**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

## **WASTEWATER**

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

- Reviewed plans for alignment with Town Manager.

### **WWTP Construction**

- UV disinfection was placed into operation by 4/1/2023, as required by the Town's NPDES permit.
- On 11/14/2022, IFA was on-site to audit for State Revolving Fund (SRF) compliance with no issues.
- 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.
- Second testing of RAS/WAS pump station completed on Friday, 10/13/23.
- Meeting weekly with WWTP Operator and staff for operations and warranty updates.
  - BDP has installed the polymer feed pumps and the drainage pan.
  - Failed RAS pump is being repaired. Pump in repair shop expected to be re-installed soon.
  - *Working with the contractor on current warranty claims and repairs.*
  - *BDP conducted training on the modified polymer system on March 12<sup>th</sup> and 13<sup>th</sup>.*
- Change Order #8 was approved by Council on 2/12/2024 amending Pace Contracting final completion to the end of March. This will allow Pace time to complete the requested change orders and punch list items, including landscaping.
- *Proposed final reconciliation change order draft will be presented for the final contract amount.*

## **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
  - *Awarded Bids – 2/26/2024 at Council Meeting – Libs awarded as low bidder*
  - *Executed Contract submitted to INDOT – 3/3/2024*
  - *PO issued, waiting on receipt of funds before issuing Notice to Proceed (NTP).*

### **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 to provide 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.
  - *Trees have been replaced. Project has been closed out.*