

**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, 2nd 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 MSS 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 21st 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-aye, 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.

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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 _____ day of _____, **2018**

Paul J. Rhodes, President

James H. LaMaster, Council Member

Brad J. Amos, Vice President

William J. Conlin, Council Member

Martina P. Webster, 2nd 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

**TOWN OF SELLERSBURG
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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:

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2. Director of Public Works Moving Allowance (Paul Rhodes, Town Council President)

NEW BUSINESS:

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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:

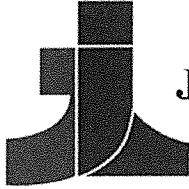
2018

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
Chips.....	\$1.00
Candy Bars (Reese, Kit Kat, Crunch, M&M, Airheads 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 1st Street
Louisville, KY 40208
502-583-5994
502-583-7321 Fax

New Albany, IN • Clarksville, IN • Indianapolis, IN • Louisville, KY

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.