

TOWN OF SELLERSBURG

TOWN COUNCIL MEETING MINUTES

DATE/TIME: **APRIL 8, 2019, 5:30 P.M.**

LOCATION: **316 E. UTICA STREET SELLERSBURG, INDIANA 47172**

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

ROLL CALL OF MEMBERS:

Present: Paul Rhodes, President
Present: Brad Amos, Vice President
Present: Martina Webster, 2nd Vice President
Present: James LaMaster, Member
Present: William Conlin, Member
Present: Jacob Elder, Town Attorney
Present: Michelle Miller, Clerk Treasurer

PRAYER: Katie Thompson of St. John Paul II

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO ADOPT THE AGENDA AS PRESENTED:

MOTION/SECOND/VOTE: WEBSTER/CONLIN/5-0, MOTION APPROVED.

APPROVAL OF MINUTES:

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

March 11th Regular Meeting

April 1st Executive Session

MOTION/SECOND/VOTE: LAMASTER/CONLIN, 5-0 MOTION APPROVED.

ALLOWANCE CLAIMS AND ALLOWANCE DOCKET:

MOTION/SECOND/VOTE: AMOS/LAMASTER, 5-0 MOTION APPROVED.

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

1. Kerry Kemmer, Dragon's Den reference visibility issues with Masonry additions.
2. Mike Payne, Masonry Additions reference he has tried to work with Mr. Kemmer and presented pictures to the Council of Mr. Kemmer blocking the view to Dragon's Den himself and parking his RV in front of Dragon's Den blocking the view.
Council President Rhodes advised the two to work the issue out.
3. Leslie Walker, 705 W Utica reference needing rip rap in the creek behind her house. Public Works Director Lori Kearney advises this is already on her list.

ORDINANCES AND RESOLUTIONS:

1. **ORDINANCE NO. 2019 – OR – 009: An Ordinance Amending Chapter 52 (Water) of the Town of Sellersburg's Codification of Ordinances.**
1ST Reading: Motion/Second/Vote: CONLIN/AMOS, 5/0, MOTION APPROVED.
2nd Reading: Motion/Second/Vote: WEBSTER/LAMASTER, 5/0, MOTION APPROVED.
2. **ORDINANCE NO. 2019 – OR – 010: An Ordinance Enacting and Adopting a Supplement to the Code of Ordinances for the Town of Sellersburg, Indiana and Declaring an Emergency.**
1ST Reading: Motion/Second/Vote: WEBSTER/AMOS, 5/0, MOTION APPROVED.
2nd Reading: Motion/Second/Vote: WEBSTER/AMOS, 5/0, MOTION APPROVED.
3. **ORDINANCE NO. 2019 – R – 001: A Preliminary Resolution Notifying the General Public of the Intent of the Town Council of Sellersburg, Indiana to Dissolve the Sellersburg Housing Authority.**
Motion/Second/Vote: AMOS/CONLIN, 5/0, MOTION APPROVED.

UNFINISHED BUSINESS:

1. **Sump Pump Drainage Discussion (Mike Beard, Department of Building Code Enforcement)**
Mr. Beard presents information to Council | No action taken.
2. **8910 County line Road | Request for Clarksville Sewer Tap (Terry Farnsley, Property Owner)**
Mr. Farnsley requests permission to tap on to Clarksville Sewer and not the Town of Sellersburg:
MOTION/SECOND/VOTE: WEBSTER/CONLIN, 5/0, MOTION APPROVED.

NEW BUSINESS:

1. **Stonegate Manor Block Party (Ron Zellner, Resident):** NOT PRESENT
Council President advises if Mr. Zellner calls in to have him contact the Police Department to arrange closing a street for the block party.
2. **Industrial Park | Sewer Tap in Request (Larry Brooks, Property Owner):** NOT PRESENT
3. **Town Liability Insurance | Market Assignment & Quote (Chris Hancock, Rich & Cartmill)**
Mr. Hancock addresses the Council in reference to needing an agent of record for the liability insurance. Council advises that an Agent of Record is not needed at this time.
4. **1901 Allentown Road | Request for Septic Tank (Lori Kearney, Director of Public Works)**
Mr. Edwards requests permission to install a septic tank at 1901 Allentown Road:
MOTION/SECOND/VOTE: WEBSTER/AMOS, 5/0, MOTION APPROVED.
5. **Revised Job Descriptions Lori Kearney, Director of Public Works)**
Presents revised job descriptions for the Compliance Coordinator /Property Manager and Street & Sanitation Supervisor for Council approval:
MOTION/SECOND/VOTE: AMOS/CONLIN, 5/0, MOTION APPROVED.

NEW BUSINESS (continued):

6. GIS | Community Share (Mike Beard, Department of Building Code Enforcement)

Mr. Beard presents information on the Community Share of the GIS System. The Council advises that they are willing to do an interlocal agreement.

7. Building Commissioner | PTO (Paul Rhodes, Town Council President)

Motion to ratify Mr. Beard's job offer letter, front loading him with 20 PTO days.
MOTION/SECOND/VOTE: WEBSTER/CONLIN, 5/0, MOTION APPROVED.

8. Town Vehicle Rotation (Councilwoman Martina Webster)

Motion to transfer vehicle 5559 from the police department to the building commissioner and to pay up to \$9,000.00 from CEDIT to pay for the lights on the new Police Vehicle replacing 5559.
MOTION/SECOND/VOTE: AMOS/WEBSTER, 5/0, MOTION APPROVED.

9. Covered Bridge Paving & Resurfacing Project Award (Josh Hillman, Jacobi, Toombs, and Lanz)

Bid from Temple & Temple in the amount of \$143,797.25 presented for approval and also permission for President Rhodes to sign the contract outside of this meeting. This is to be paid out of Street & Sanitation Paving:
MOTION/SECOND/VOTE : AMOS/CONLIN, 5/0, MOTION APPROVED.

10. Shirley Avenue Project | Change Order (Josh Hillman, Jacobi, Toombs, and Lanz)

Change order in the amount of \$10,556.48 presented for Excel Excavating to connect existing water main along Allhands to main on Highland and exploratory excavation for water main work and authorizing President Rhodes to sign outside of this meeting:
MOTION/SECOND/VOTE: CONLIN/LAMASTER, 5/0, MOTION APPROVED.

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

1. Vince Thacker, citizen, asking the Council to keep the citizens updated on the Tri-Township Fire Board issue. Council advises that some members have been attending the meetings and that interested citizens should also attend the Tri-Township Fire Board meetings that they are public meetings.

RECEIPT OF STAFF REPORTS:

Josh Hillman, Jacobi, Toombs, and Lanz:

1. Presents Monthly Projects Status Report (copy attached)
2. Requests approval of the Allterrain Contract, \$17,500.00 and \$49,890.00, for water valve replacement and storm sewer repairs on New Albany Street, and permission for President Rhodes to sign outside of this meeting:
MOTION/SECOND/VOTE: AMOS/LAMASTER, 5/0, MOTION APPROVED.

Matt Adams, Assistant Chief of Police:

1. Advises that he has dropped off the Building Commissioners new vehicle to have the police lights taken out.

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

Brad J. Amos, District 3:

1. The Parks & Recreation Board meeting is tomorrow to discuss future plans reference the pool.
2. Work is being done in Wilkerson Park for the WWI monument.
3. Work is being done for the Welcome to Sellersburg sign.
4. The American Legion is having their Easter Egg Hunt this Sunday.
5. The Farmer's Market will start in 3-4 weeks.
6. The Parks Master Plan is moving forward.

ADJOURN:

MOTION/SECOND/VOTE: AMOS/WEBSTER, 5/0, MOTION APPROVED.

TIME: 7:16 p.m.

Minutes approved this _____ day of _____, **2019**

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

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

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

**Agenda for
April 8, 2019 at 5:30 p.m.**

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PRAYER: St. John Paul II

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

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

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APPROVAL OF ALLOWANCE CLAIMS:

APPROVAL OF ALLOWANCE DOCKET:

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UNFINISHED BUSINESS:

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2. 8910 County line Road | Request for Clarksville Sewer Tap (Phil Jones, Property Owner)

NEW BUSINESS:

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2. Industrial Park | Sewer Tap in Request (Larry Brooks, Property Owner)
3. Town Liability Insurance | Market Assignment & Quote (Chris Hancock, Rich & Cartmill)
4. 1901 Allentown Road | Request for Septic Tank (Lori Kearney, Director of Public Works)
5. Revised Job Descriptions Lori Kearney, Director of Public Works)
6. GIS | Community Share (Mike Beard, Department of Building Code Enforcement)
7. Building Commissioner | PTO (Paul Rhodes, Town Council President)
8. Town Vehicle Rotation (Councilwoman Martina Webster)
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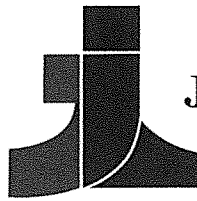
RECEIPT OF STAFF REPORTS:

Josh Hillman, Jacobi, Toombs, and Lanz
Lori Kearney, 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

Town of Sellersburg Project Updates

April 8, 2019

Community Crossing Funded Projects

2018 Community Crossing Grant Application

- *Waiting on receipt of funding, then will issue NTP.*

Shirley Avenue & Prather Lane

- *Construction continues. Waiting on gas main relocations. Request official change order approval on water main improvements that were made along Allhands near Highland to provide a looped water main system.*

Road Improvement Projects

Bringham Drive

- *Plans submitted to L&I Railroad. INDOT submittal waiting on bond from Town, which may be pending decision on project budget. As requested, we investigated utilization of a concrete road. This would increase the costs by approximately \$150k. Met with INDOT last week, which identified that the Railroad has planned improvements to create a signalized crossing. Need Town direction on whether or not the project will go forward.*

2019 Annual Paving

- *Temple & Temple is the low bid for paving Covered Bridge Road at \$143,797.25. Recommend award.*

Utility Improvement Projects

Utility Master Plan

- *Data Collection continues. Draw down testing to begin soon.*
- *Sewer Service Area Evaluation underway.*
- *Reviewing stormwater information collected at the public meeting in March.*
- *Flow meters have been installed and are collecting data.*

Perry Crossing Lift Station Corrosion/Rehabilitation

We will need to get a Work Order Amendment to allow us to finish this design as previously discussed during Council meetings. Waiting on completion of data collection from the Master Plan in this area. Footprint of the pump station has been staked out for golf course approval. Plan for geotechnical work to begin shortly.

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www.jtleng.com

Sunset Hills Pump Station and Valve Vault

TVI inspection has identified a few points of steady infiltration and a significant grease build up in one of the lines entering this station. This issue will need to be addressed. JTL is working on preparing a plan for restoration of the valve vault at this station and will review the known pipe issues at that time. Currently finalizing a construction plan and preparing easement information.

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. *WWTP Phosphorous Removal bids were received. Wooldridge was the low bid at \$199,336.00. JTL met with wastewater staff last week to review a proposed cost saving measure at the plant and is currently evaluating the proposed revisions for compliance with regulatory standards.*

Paradise/Helbig

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations. Bid Opening for selected alternative scheduled for May meeting with anticipated substantial completion in August. *The railroad has reviewed and approved the plans. They are currently preparing an agreement to be entered into for the crossing between the Town and Railroad.*

Emergency sewer repair complete. Road restoration to be performed with CCG paving.

IOCRA Grant Planning Support

Town staff, JTL & River Hills met with IOCRA to review the application.

Wastewater On-Call Services

Assisting Town with On-Call TVI contract with Robinson.
Waiting on quotes for Transducer package at Camp Chelan.

General On-Call Services

Quote received for Water Valve Replacement and Storm Sewer Repair in New Albany Street.

Supporting Town staff by assisting with drainage complaints on Hampton Court and Alabama. Met with Hampton Ct property owner today and will further investigate. Meeting with Alabama property owner on Friday.

MS4 On-Call Services

JTL will attend the Southern Indiana Stormwater Advisory Committee (SISWAC) meeting later this week for the Town. We would like to encourage the Town's participation in the SISWAC going forward.