

**SELLERSBURG TOWN COUNCIL  
MEETING MINUTES  
AUGUST 14, 2023 | 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 ALLEGIANCE**

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

MOTION/SECOND: CZARNECKI/MCVOY VOTE: 5-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

MOTION/SECOND: CZARNECKI/MCVOY VOTE: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

MOTION/SECOND: CZARNECKI/MOBLEY VOTE: 5-aye, 0-nay, motion approved.

**ORDINANCES & RESOLUTIONS:**

**1. 2023-OR-016 REGULATING TRAFFIC CONTROL AT CERTAIN INTERSECTIONS:**

First Reading: Motion/Second: Czarnecki/Mobley Vote: 5-aye, 0-nay, motion approved.

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

Approval: Motion/Second: Czarnecki/Mobley Vote: 5-aye, 0-nay, motion approved.

**2. 2023-OR-017 REPEALING & REPLACING THE FEE STRUCTURE FOR THE BUILDING DEPARTMENT FOR VARIOUS PERMITS AND INSPECTIONS:**

First Reading: Motion/Second: Czarnecki/McVoy Vote: 5-aye, 0-nay, motion approved.

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

Approval: Motion/Second: Czarnecki/McVoy Vote: 5-aye, 0-nay, motion approved.

**NEW BUSINESS:**

**1. APPROVAL OF O'MARA CHANGE ORDERS FOR OHIO AVENUE WATER MAIN PROJECT \$21,985.00, \$8,305.00 AND \$5,000.00:**

MOTION/SECOND: LANGFORD/MOBLEY VOTE: 5-aye, 0-nay, motion approved.

**2. PACE CONTRACTING CHANGE ORDER #6 FOR WWTP CONSTRUCTION & REHAB PROJECT IN THE AMOUNT OF \$1,678,651.38 PLUS A SEVENTY-FIVE DAY EXTENSION:**

MOTION/SECOND: CZARNECKI/MCVOY VOTE: 5-aye, 0-nay, motion approved.

**SELLERSBURG TOWN COUNCIL  
MEETING MINUTES**

**AUGUST 14, 2023 | 316 E UTICA STREET | SELLERSBURG, IN 47172**

**MOTION TO APPROVE SUBSTANTIAL COMPLETION FOR THE WWTP  
CONSTRUCTION AND REHAB PROJECT:**

MOTION/SECOND: CZARNECKI/MCVOY VOTE: 5-aye, 0-nay, motion approved.

**3. COUNCIL APPROVAL OF RIVER LINK TOLL CHARGES AND FEES AND JP  
MORGAN LATE CHARGES DUE TO TOLL CHARGES IN THE AMOUNT OF  
\$2,176.62:**

MOTION/SECOND: MOBLEY/CZARNECKI VOTE: 5-aye, 0-nay, motion approved.

**4. STREET DEPARTMENT VEHICLE/EQUIPMENT PURCHASE:**

Town Manager Charlie Smith presents quotes for a new truck for the Street Department:

O'Neal Ford, 2024 Ford F250 \$53,209.89

O'Neal Ford, 2020 Ford F250 \$52,575.00

John Jones, 2024 Chevrolet Silverado 2500 \$54,385.00

Eddie Gilstrap, Ram 2500 \$58,030.00

Motion to approve the purchase of the 2024 Ford F250 from O'Neal Ford in the amount of \$53,209.89.

MOTION/SECOND: MCVOY/CZARNECKI VOTE: 5-aye, 0-nay, motion approved.

**5. REVISED POLICIES:**

Town Manager Smith presents the attached policies for approval:

Employee Performance Management Step Process

Hands Free Policy

On-Call/Emergency Response

Internal PTO Policy

River Link Policy

Infectious Disease Policy

Operation Stages

Take Home Vehicle Policy

Waiver and Release Ride Along Form

MOTION/SECOND: MCVOY/CZARNECKI VOTE: 5-aye, 0-nay, motion approved.

**6. APPROVAL OF QUOTE FROM O'MARA FOR UTICA STREET REPAIRS IN THE  
AMOUNT OF \$34,842.00, LORI WYATT OF JACOBI, TOOMBS & LANZ ADVISES  
THAT IS THE ONLY QUOTE RECEIVED:**

MOTION/SECOND: LANGFORD/CZARNECKI VOTE: 5-aye, 0-nay, motion approved.

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**PUBLIC COMMENT:**

Jason Hardsaw, 441 N. New Albany: Asks about NSF debits, why financial reports have not been on the website in a timely manner and asks about the \$18,800.00 check fraud and the \$100.00 fee for the check fraud.

Clerk Treasurer Miller advises that NSF debits are for bad checks customers write to pay their utility bills, that she is not required to put the financial reports on the website but does for transparency, however there was a delay due to a software change and that the \$18,800.00 is for a stolen check and she is waiting for a refund from Navy Federal Credit Union and there was not a \$100.00 fee for the check fraud.

**RECEIPT OF STAFF REPORTS:**

**TOWN ATTORNEY, JACOB ELDER:**

Requests the Council vote to allow Amos and McVoy to attend mediation on the modulator and to have the authority to bind the Town in the agreement:

MOTION/SECOND: CZARNECKI/MOBLEY

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

**TOWN MANAGER, CHARLIE SMITH:**

Gives updates on various projects.

**TOWN ENGINEER, JACOBI, TOOMBS & LANZ | LORI WYATT:**

Gives project status updates

**CLERK TREASURER, MICHELLE D. MILLER:**

2024 Budget Pre-Adoption will be September 11<sup>th</sup> at 6:00 p.m. and the final adoption will be September 25<sup>th</sup> at 6:00 p.m. Both will be done prior to the start of the regular Town Council meetings.

**ADJOURNMENT:**

Motion/Second to adjourn: CZARNECKI/MCVOY

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

Time adjourned: 7:26 p.m.

Minutes approved this **28th** day of **AUGUST, 2023**

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Brad J. Amos, Council Member

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Matt Czarnecki, Council Member

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Scott McVoy, Council Member

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Terry Langford, Council Member

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Randall Mobley, Council Member

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Attest: Michelle D. Miller, Clerk Treasurer



Dave O'Mara Contractor, Inc.  
1100 East O & M Avenue, PO Box 1139  
North Vernon, Indiana 47265

Phone: 812.346.4135

www.daveomara.com

Fax: 812.346.6305

March 3, 2023

Mrs. Lori Speer Wyatt  
Jacobi, Toombs & Lanz

RE: Sellersburg Ohio Avenue Water Main Extension

Dear Lori:

Please see the list of items below that we are requesting be added to the above contract by change order. Rock that was too hard to directional drill was encountered from station 6+50 to 10+50. Average depth of the rock is approximately 18 inches and was removed at a width of 2 feet. The material removed will be unsuitable for backfill and will be hauled away. Pipe will be bedded and backfilled with stone to keep the pipe off of the rock. The ditch will need some additional material to bring it back to finish grade and will need to be seeded. There is one driveway affected that will need patched and the culvert replaced on it in this segment.

| Item No. | Item Description  | U/M | Labor & Equipment | Material & Taxes | Unit Price | Qty | Total Amount |
|----------|-------------------|-----|-------------------|------------------|------------|-----|--------------|
| 1        | Rock Excavation   | CY  | \$250.00          |                  | \$250.00   | 45  | \$11,250.00  |
| 2        | Stone Bedding     | LF  | \$7.00            | \$7.50           | \$14.50    | 400 | \$5,800.00   |
| 3        | Topsoil           | LF  | \$7.00            |                  | \$7.00     | 400 | \$2,800.00   |
| 4        | Seeding (By Town) | LF  |                   |                  |            |     | \$0.00       |
| 5        | Culvert @ 7+60    | LS  | \$855.00          |                  | \$855.00   | 1   | \$855.00     |
| 6        | Patch Drive Way   | SF  | \$12.00           | \$4.00           | \$16.00    | 80  | \$1,280.00   |

Change Order Total

\$21,985.00

Please let me know if you have any questions or concerns regarding the above.

Thank you.

Clint Black  
Dave O'Mara Contractor, Inc.



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March 3, 2023

Mrs. Lori Speer Wyatt  
Jacobi, Toombs & Lanz

RE: Sellersburg Ohio Avenue Water Main Extension

Dear Lori:

Please see the pricing to connect the existing water services to the new 8" HDPE water main. Also, is the pricing to cut and cap the existing 4" PVC line and remove the old flush hydrant. Please note traffic loop repair is not included, if encountered.

| Item No. | Item Description                           | U/M | Labor & Equipment | Material & Taxes | Unit Price | Qty | Total Amount |
|----------|--|-----|-------------------|------------------|------------|-----|--------------|
| 1        | Fuse Ploy Cam Saddle                       | EA  | \$150.00          | \$125.00         | \$275.00   | 3   | \$825.00     |
| 2        | Reconnect Service (corp & coupling)        | EA  | \$75.00           | \$85.00          | \$160.00   | 3   | \$480.00     |
| 3        | Cut & Cap 4" at 0+00                       | LS  | \$2,280.00        | \$185.00         | \$2,985.00 | 1   | \$2,985.00   |
| 4        | Patch Cut & Cap 0+00                       | SF  | \$12.00           | \$8.00           | \$20.00    | 80  | \$1600.00    |
| 5        | Traffic Control for cap 0+00 (cap & patch) | Day | \$1,120.00        |                  | \$1,120.00 | 2   | \$2,240.00   |
| 6        | Remove Flush Hydrant 13+50                 | EA  | \$175.00          |                  | \$175.00   | 1   | \$175.00     |

Change Order Total

\$8,305.00

Please let me know if you have any questions or concerns regarding the above.

Thank you.

Clint Black  
Dave O'Mara Contractor, Inc.

Town of Sellersburg  
WWTP Rehabilitation and Expansion  
**DIVISION 0 – PROCUREMENT & CONTRACTING**  
**Section 00 63 63 – Change Order**

|  |                            |
|--|----------------------------|
| Date of Issuance:                                      | CO Effective Date: < date> |
| Owner: Town of Sellersburg                             | IFA Loan No.: WW21101001   |
| Contractor: Pace Contracting, L.L.C.                   | Change Order No. 6         |
| Engineer: Jacobi Toombs & Lanz, Inc.                   |                            |
| Project: Sellersburg WWTP Rehabilitation and Expansion |                            |

Change Order No. 6 captures costs for additional work related to field changes to improve operation and maintenance of the new facility; adds a new maintenance platform in the headworks building, modifies the return activated sludge (RAS) piping to allow the RAS to be screened removing rag and debris, before the flow is returned to the plant processes; replaces the PRVs in oxidation ditch no. 1 and no. 1, which have rusted shut; additional roof and administration building changes due to rotten roof sheeting, plugged plumbing, and associated modifications to the building and plant lighting systems. The costs for new security camera systems is included in this change order.

This change order captures the costs for rebuilding approximately 1,500 linear feet of the plant access road with 4 inches of new asphalt. The bidding documents included milling the road and replacing 1-inch of asphalt. However, due to the conditions of existing asphalt, the Engineer recommended replacing the asphalt with 4 inches of new asphalt, installing in two lifts, a 2.5-inch base course, followed by an additional 1.5-inch asphalt final surface.

The wastewater utility's existing vector truck is in constant use and requires constants maintenance due to its age, limiting its usefulness and therefore impacting preventative maintenance within the collection system and pumps stations. Additionally, the wastewater utility crews cannot pull pumps without contracting the work to private companies. The wastewater utility department is in need of a service vehicle to allow the crews to pull and maintain equipment. This change order includes the costs for a new vector truck and service vehicle to meet this need.

Pace Contracting is requesting a 75 day extension to final completion, to allow for completion of the road work, completion of punch list work, and to complete ordering and delivery of the vector and service vehicles.

| CHANGE IN CONTRACT PRICE  | CHANGE IN CONTRACT TIMES  |
|---|---|
| Original Contract Price: \$19,568,000.00  | Original Contract Times:<br>Substantial Completion: <u>June 17, 2023</u><br>Ready for Final Payment: <u>August 15, 2023</u>                           |
| Increase from previously approved Change Orders:<br><br>CO No. 1, 2, 3, 4 and 5 - \$ 874,237.30 | No Increase or Decrease from previously approved Change Orders:<br>None   |
| Contract Price prior to this Change Order:<br><br><u>\$ 20,442,237.30</u>                       | Contract Times prior to this Change Order:<br>Substantial Completion: <u>June 17, 2023</u><br>Ready for Final Payment: <u>August 15, 2023</u>         |
| Increase of this Change Order:<br><br>\$ 1,678,651.38   | Increase of this Change Order:<br>Substantial Completion: <u>58</u><br>Ready for Final Payment: <u>75</u>   |
| Contract Price incorporating this Change Order:<br><br><u>\$ 22,120,888.68</u>                  | Contract Times with all approved Change Orders:<br>Substantial Completion: <u>August 14, 2023</u><br>Ready for Final Payment: <u>October 29, 2023</u> |

**DIVISION 00 – PROCUREMENT AND CONTRACTING**  
**Section 00 65 16 Certificate of Substantial Completion**

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

|  |                                       |
|--|---------------------------------------|
| Owner: <b>Town of Sellersburg</b>                      | Owner's Contract No.:                 |
| Contractor: <b>Pace Contracting</b>                    | Contractor's Project No.: <b>5505</b> |
| Engineer: <b>JTL Consulting Engineers</b>              | Engineer's Project No.: <b>20007</b>  |
| Project: <b>Sellersburg WWTP Rehab &amp; Expansion</b> | Contract Name:                        |

This [preliminary] [final] Certificate of Substantial Completion applies to:

- ☒ All Work ☐ The following specified portions of the Work:  
**Please see attachments**

**8/14/2023**

**Date of Substantial Completion**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's  
responsibilities:

- ☒ None  
☐ As follows

Amendments to  
Contractor's responsibilities:

- ☒ None  
☐ As follows:

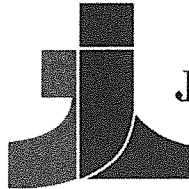
The following documents are attached to and made a part of this Certificate: *[punch list; others]*

**DIVISION 00 – PROCUREMENT AND CONTRACTING**  
**Section 00 65 16 Certificate of Substantial Completion**

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

| EXECUTED BY ENGINEER:         |                                 | RECEIVED:                         |  | RECEIVED:              |  |
|-------------------------------|---------------------------------|-----------------------------------|--|------------------------|--|
| By: <u>[Signature]</u>        | By: <u>[Signature]</u>          | By: <u>[Signature]</u>            |  | By: <u>[Signature]</u> |  |
| (Authorized signature)        | Owner (Authorized Signature)    | Contractor (Authorized Signature) |  |                        |  |
| Title: <u>Project Manager</u> | Title: <u>Council President</u> | Title: <u>President</u>           |  |                        |  |
| Date: <u>8/14/23</u>          | Date: <u>8.14.2023</u>          | Date: <u>8/4/2023</u>             |  |                        |  |

END OF SECTION



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

August 7, 2023

**MECHANICAL & STRUCTURAL CLOSEOUT PUNCH LIST NO. 1**

Sellersburg WWTP Expansion & Rehabilitation

JTL Job No. 20007i

In Attendance: JTL- Jim Hagerty, Thomas Cucura, Pierce Frye, & Kayla Alsup  
Benton- Cameron Jones, Matt Hardy, Cameron Locher, & Greg Hillis

The following items were found deficient during the walk-through of the Sellersburg WWTP Expansion and Rehabilitation project on-site on July 27, 2023:

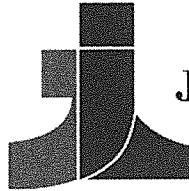
**HEADWORKS:**

**GENERAL:**

1. Add Support to Plant Water Piping in multiple locations including thrust & lateral restraints.
2. Clean all surfaces from dust, dirt, and debris.
3. Touch up paint on motors and gear boxes.
4. Confirm all walkway grating and handrails are installed correctly for safe usage.
5. Fix all leaking unions on the water system.
6. Fix leaking wall hydrant valves.
7. Insulate all water piping.
8. Patch and repair holes in the vapor barrier/insulation.
9. Sealant between concrete channels and walls needs to be added.
10. Cracks on channel walls need to be sealed/repared.

| Corporate<br>Indiana   | Kentucky                             | Central Indiana                        | Southern |
|--|--------------------------------------|--|----------|
| 1829 E. Spring Street<br>Ave<br>Suite 201<br>Clarksville, IN 47129 | 2307 River Road<br>Suite 203         | 1060 N. Capitol Avenue<br>Suite E360   | 124 Bell |
| New Albany, IN 47150<br>6646<br>812-945-9585                       | Louisville, KY 40206<br>502-583-5994 | Indianapolis, IN 46204<br>317-829-3474 | 812-288- |

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## Jacobi, Toombs & Lanz, Inc.

Consulting Engineers and Architects  
(ie. Stainless Steel vs. Galvanized).

12. Remove concrete from exterior metal walls.
13. Touch up paint on exterior/interior metal walls, girts, bolts, columns, screws, etc.
14. Caulking at all openings/doors/ slab needs attention.
15. Seal all penetrations.
16. Exit signs are not operating properly.
17. Weather stripping needs to be installed at all doors.
18. Label all pipes per the specifications.
19. Remove tape from all surfaces.
20. Hose bibs showing oxidation to be replaced.
21. Seal roof hatch opening.
22. Label all electrical panels, switches and equipment.
23. Cap/cover all J-boxes.
24. Seal metal building at concrete support walls. Several areas are leaking down the concrete interior walls.

### **GARAGE AREA:**

25. Fix crack at the garage door floor.
26. Steel girt is connected to a column with nails and should be attached by bolts (SE Corner).
27. Building cross bracing is deforming the Z-girts and the holes cut into the girts need to be aligned with the steel rods (S Wall- East side of channels).
28. Install light (SE Corner).

#### **Corporate Indiana**

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812-945-9585

#### **Kentucky**

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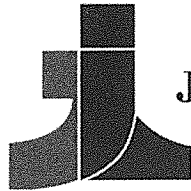
#### **Central Indiana**

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## Jacobi, Toombs & Lanz, Inc.

~~On Missing Insulators of ductal supports~~ future booster  
pump connection point (S Channel wall).

30. Missing bolts on inlet pipe cover (SE Corner floors).
31. Vent pipe needs to be secured from deflection (E wall).
32. Blocks of wood need to be removed and metal coated (Overhead door/N man door).
33. Trim on door needs to be reattached (Overhead door).
34. Seized Rollers need to operational/lubricated (Overhead door).
35. Patch holes in slab (Trench drain).
36. Water leaking in on top of wall around base of metal wall (West concrete wall).
37. Girt detail around overhead pipes needs new member/connections/sealing (S. Channel Wall)
38. Meter Flange paint coatings have failed, repair and recoat.
39. Injection Crack repairs where water is leaking through. Grout repair voids around cut opening (Solids Handling Room, Grit Pump Room, and Exterior Channels Walls).
40. Re-attach Framing around penetrations (N Wall - Exhaust Dampers)

### SCREEN AREA:

41. Electrical Conduit to be rigid up to withing 2' of equipment.
42. Conduits not connected to equipment shall all be rigid metal not liquid tight.
43. Fix Manual Screen Top to be flush with walkway surface with diamond plate top.
44. Touch up Second Coat Paint on Influent Pipes.
45. Touch up Paint on Bottom of overhanging Column.
46. Touch up Paint on Overhead Hatch blockout, Perlins and Girts.

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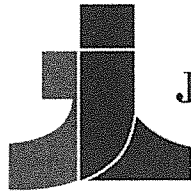
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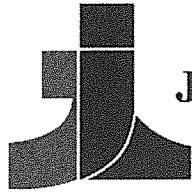
**SOLIDS HANDLING ROOM:**

47. Door handles do not operate. Trip hazard on exterior side of doors (sidewalk needs reworked).
48. Perimeter seals required where building wall meets concrete wall.
49. Girt on south wall requires replacement attachment plate and proper bolt attachment.
50. Building Wall's pipe penetration above channel wall requires vertical channels down to the bottom girt (revise length and attachment of middle girt as required).
51. Paint steel channels around the fan opening.
52. Infill hole in middle of floor (cast of equipment)
53. Attach horizontal girts above and below louver on north wall.
54. Remove wood blocking used for installation and paint steel after wood is removed.
55. Seal around all penetrations through the building wall, (see south wall above concrete channels)

**GRIT PUMP ROOM:**

56. Hatch Drain piped to Drain, Fix Leaking hatch, reroute hatch drain to drain (water running across floor)
57. Need to tweak Check Valves and closing system for smooth full port open and close.
58. Finish stair handrail.
59. Repair exhaust fan opening.

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

- 60. Pipe penetrations leaking, needs sealant, efflorescence visible.
- 61. Touch up paint on check valves, piping, pumps and motors.
- 62. Missing insulation on overhead pipe.
- 63. Solenoid for fluidizing grit tank is leaking.
- 64. Wire in PVC is not going to anything, remove or put in proper conduit to destination.

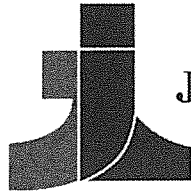
**ELECTRICAL ROOM:**

- 65. Finish electrical, remove debris, clean room, & change filter in HVAC.
- 66. Install insulation on HVAC pipes.
- 67. The door does not lock.
- 68. Check Code for Exit sign requirement.
- 69. Excessive surges indicated on panel.

**EXTERIOR CHANNELS AREA:**

- 70. Finish grating and supports.
- 71. Finish electrical, remove debris.
- 72. Bolts/detail on SW column.
- 73. Finish details for flashing around roof at overhangs and termination at east/north walls.
- 74. Check detail for influent pipes (i.e. 45 on end for smooth floor).
- 75. The lightning protection line running on SW wall around walkway to steps needs relocated.

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

76. Roof hatch rusted, remove rust and add coating to protect surface in accordance with specifications.

77. Repair exhaust fan opening.

**EXTERIOR GENERAL:**

78. Paint below overhang shows discoloration - Extended Warranty? (Overhead Door Exterior Wall)

79. Hole in metal panel needs patched (East Wall)

80. Fill cracks in top of retaining wall.

81. Fix Ramps on sidewalks at East side of Headworks to meet ADA slope requirements.

82. Landing for stairway needs to extend further past end of the steps (West Stairway).

83. Install flashing around the roof hatch.

84. Revise detail at effluent (Downspouts).

85. Fix wall paneling and flashing at the top of the wall (North Wall).

**ELECTRICAL BUILDING:**

86. Exit signs not working correctly.

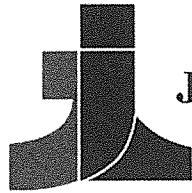
87. Finish Electrical and remove debris.

88. Weather stripping on door needs installed.

89. Label electrical panels.

90. Paint coatings have failed and need replaced (Exterior duct dampers N & S).

| Corporate<br>Indiana   | Kentucky   | Central Indiana  | Southern                     |
|--|--|--|------------------------------|
| 1829 E. Spring Street<br>Ave<br>Suite 201<br>Clarksville, IN 47129 | 2307 River Road<br><br>Suite 203<br><br>Louisville, KY 40206 | 1060 N. Capitol Avenue<br><br>Suite E360<br><br>Indianapolis, IN 46204 | 124 Bell<br><br><br>812-288- |
| New Albany, IN 47150<br>6646<br>812-945-9585                       | 502-583-5994   | 317-829-3474   |                              |



## Jacobi, Toombs & Lanz, Inc.

*Consulting Engineers and Surveyors*

92. Electrical where LP should be (SE corner).

93. Box over light sensor needs removed (E exterior wall)

94. VFD Filters need to be cleaned.

### **OXIDATION DITCH #3:**

95. Finish & tighten handrails and steps/kickplates/grating.

96. Concrete repairs on cracks/spalls/joints.

97. Grout/Patch over holes/bolts in exterior walls.

98. Check shop drawings on probe attachments.

99. Check drainage on top slap (i.e. Drill holes).

100. Install grating over propellor access holes.

101. Install Grating Supports/clips (SE corner walkway).

102. Label switches.

103. Missing bolt on stringer angle base connection.

104. Touch up paint on mixer gearbox.

105. Remove wood shim under railing post & secure the ORP probe.

106. Paint the gearbox of the bypass gate.

107. Infill platform abandoned post anchors with grout.

108. Anoxic mixer with failed seal needs to be replaced.

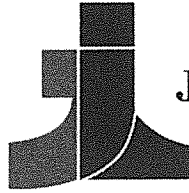
### **CLARIFIER #4:**

109. Concrete repairs on cracks/spalls/joints, seal top of cracks on wall.

110. Gaps in handrail - check detail/shop drawing.

| Corporate<br>Indiana   | Kentucky   | Central Indiana  | Southern                     |
|--|--|--|------------------------------|
| 1829 E. Spring Street<br>Ave<br>Suite 201<br>Clarksville, IN 47129 | 2307 River Road<br><br>Suite 203<br>Louisville, KY 40206 | 1060 N. Capitol Avenue<br><br>Suite E360<br>Indianapolis, IN 46204 | 124 Bell<br><br><br>812-288- |
| 6646<br>812-945-9585   | 502-583-5994   | 317-829-3474   |                              |

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## Jacobi, Toombs & Lanz, Inc.

*Consulting Engineers & Land Surveyors*

111. Final flush needs adjusted - not cleaning trough correctly.

112. Temporary steps need removed and new steps installed.

### **EXISTING CLARIFIER #3:**

113. Final flush needs adjusted - not cleaning trough correctly.

114. Concrete repairs on cracks/spalls/joints.

### **UV DISINFECTION:**

115. Grout effluent box to pipe invert.

116. Patch drill holes and pockmarks in concrete at influent box.

117. Smooth out concrete lip in middle area between screens.

118. Fix hydraulic cement on the East Gate of influent box due to observed leakage.

119. The rail crane does not provide 10' min. clearance and does not allow for UV equipment to be removed properly. We measured 8'-9" cl. from B.O. hook.

120. Finish/Install grating, handrails, and stairs.

121. Verify all grating is cut at suitable lengths for safe use.

122. Terminate tracer wire and label.

123. Remove debris.

124. Touch up all paint on steel column, cross bracing, etc.

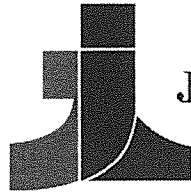
125. Drainage issues - no slope strip foundation higher than slab.

126. Concrete repairs on cracks/spalls/joints.

127. Metal structure anchor bolt to slab missing on N corner of the structure.

| Corporate<br>Indiana   | Kentucky                                 | Central Indiana                            | Southern |
|--|--|--|----------|
| 1829 E. Spring Street<br>Ave<br>Suite 201<br>Clarksville, IN 47129 | 2307 River Road<br><br>Suite 203         | 1060 N. Capitol Avenue<br><br>Suite E360   | 124 Bell |
| New Albany, IN 47150<br>6646<br>812-945-9585                       | Louisville, KY 40206<br><br>502-583-5994 | Indianapolis, IN 46204<br><br>317-829-3474 | 812-288- |

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

**HIGH FLOW TREATMENT BASIN:**

- 128. Seal cracks on top of walls.
- 129. Clean debris.
- 130. Finish electrical.

**EXISTING OXIDATION DITCHES 1 & 2/FLOW SPLITTER BOX:**

- 131. Finish railing & grating.
- 132. Secure mixer conduits against lateral movement and grout penetrations.
- 133. Drill holes in low spots of top deck to allow for drainage of rainwater.
- 134. Concrete repairs on cracks/spalls/joints, injection repairs and seal.

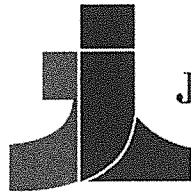
**WASHDOWN PAD:**

- 135. Remove brush on North Side of the structure.
- 136. Touch up rusting weld joints.

**DEWATERING BUILDING:**

- 137. Finish electrical.
- 138. Finish plumbing insulation.
- 139. Inoperable overhead doors need to be fixed.
- 140. Daylight visible in corners of the handling room needs to be sealed off.
- 141. Cross bracing not tightened properly.
- 142. Outside metal panels were not filled at base.

| Corporate<br>Indiana   | Kentucky   | Central Indiana  | Southern                         |
|--|--|--|----------------------------------|
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## Jacobi, Toombs & Lanz, Inc.

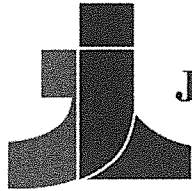
Consulting Engineers and Land Surveyors  
needs to be installed.

144. Touch up paint on exterior/interior metal walls, girts, bolts, columns, screws, etc.
145. Remove debris.
146. Finish office room.
147. Seal and infill wall panel in SE corner of room between the column and the corner.
148. East polymer pump piping needs support.
149. Sludge press needs to be fixed to operate properly.
150. Replace air lines from compressor to press skids - specified to be sch 40 steel air piping.
151. Empty conduits need to be removed or finished.
152. Missing fasteners by door to office.
153. Seal & insulate penetration at conveyor penetration.
154. Fix perimeter insulation.

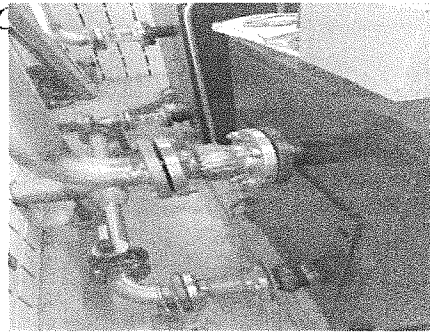
### **BLOWER BUILDING:**

155. Correct re-air blower piping. Piping connections to blower appear to be damaged. (Picture below)

| Corporate<br>Indiana   | Kentucky   | Central Indiana  | Southern                         |
|--|--|--|----------------------------------|
| 1829 E. Spring Street<br>Ave<br>Suite 201<br>Clarksville, IN 47129<br>New Albany, IN 47150<br>6646<br>812-945-9585 | 2307 River Road<br><br>Suite 203<br>Louisville, KY 40206<br><br>502-583-5994 | 1060 N. Capitol Avenue<br><br>Suite E360<br>Indianapolis, IN 46204<br><br>317-829-3474 | 124 Bell<br><br><br><br>812-288- |



## Jacobi, Toombs & Lanz, Inc.



veyors

156. Correct re-air intake piping and provide permanent support.

### SITE:

157. Clean debris, finish sidewalks, finish grading, fertilize & seed, finish roads, rock/pave driveway, repair broken concrete sidewalks, etc.
158. Grout all manholes/vaults lifting hooks.
159. Unclog hatch drain in the water meter vault.
160. Fix leaking boot in the MH East of the Blower Building.
161. Clean packing slips off telescoping valves at the RAS PS.
162. Seal the conduit penetration in the reaeration meter vault.
163. Touch up paint on the 55' Clarifier RAS PS.
164. Install the air release valves on the 55' Clarifier RAS PS.
165. Plug empty conduit at the 55' Clarifier RAS PS.
166. Seal around conduit penetrations at the 55' Clarifier RAS PS.
167. Galvanize coating applied to welded areas that coating was missed. Cut back vegetation against the building (North end of Stainless Steel open structure.

#### **Corporate Indiana**

1829 E. Spring Street  
Ave  
Suite 201  
Clarksville, IN 47129  
New Albany, IN 47150  
6646  
812-945-9585

#### **Kentucky**

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

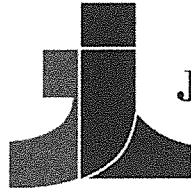
#### **Central Indiana**

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

#### **Southern**

124 Bell  
812-288-

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## Jacobi, Toombs & Lanz, Inc.

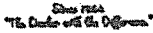
Please note  
not all-  
required for  
construction activities and restoration.

~~Consulting Engineering and Surveyors~~  
initial list and  
inclusive. A follow up site visit and punch list will be  
all disciplines upon completion of the remaining site

Sincerely,  
JACOBI, TOOMBS AND LANZ, INC.  
Jim Hagerty, P.E.

| Corporate<br>Indiana   | Kentucky   | Central Indiana  | Southern                     |
|--|--|--|------------------------------|
| 1829 E. Spring Street<br>Ave<br>Suite 201<br>Clarksville, IN 47129 | 2307 River Road<br><br>Suite 203<br>Louisville, KY 40206 | 1060 N. Capitol Avenue<br><br>Suite E360<br>Indianapolis, IN 46204 | 124 Bell<br><br><br>812-288- |
| New Albany, IN 47150<br>6646<br>812-945-9585                       | 502-583-5994   | 317-829-3474   |                              |

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516 S Indiana Ave.  
Sellersburg, IN 47172  
(812) 246-4441

TITLE WILL BE  
IN THE NAME OF

|                     |                |          |
|---------------------|----------------|----------|
| Town Of Sellersburg | BIRTHDAY BUYER | CO-BUYER |
| Street Dept         | SSAN           |          |
|                     | SSAN           |          |

ADDRESS 123 S Indiana Ave Home Phone (812) 246-4491 Business Phone (812) 246-3821  
CITY, STATE, ZIP Sellersburg IN 47172 COUNTY Clark NEW ☐ USED ☐ DEMO ☐  
YR. 2024 MAKE Ford MODEL F-250 COLOR Silver STOCK order  
V.I.N. \_\_\_\_\_ TYPE XL CYLINDER 6.8 V8 MILEAGE \_\_\_\_\_  
EMAIL csmith@sellersburg.org REFERRAL Repeat Customer

TRADE-IN 1: YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
SERIAL NUMBER \_\_\_\_\_  
MILEAGE \_\_\_\_\_ OVER (99,999) YES \_\_\_\_\_ NO \_\_\_\_\_

**TRADE-IN CERTIFICATION:** The customer certifies this trade-in vehicle has never been titled under a State or Federal "brand" such as "defective", "rebuilt", "salvage", "flood", etc.

**SIGNED**

TRADE-IN 2:  
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
SERIAL NUMBER \_\_\_\_\_  
MILEAGE \_\_\_\_\_ OVER (99,999) YES \_\_\_\_\_ NO \_\_\_\_\_

**TRADE-IN CERTIFICATION:** The customer certifies this trade-in vehicle has never been titled under a State or Federal "brand" such as "defective", "rebuilt", "salvage", "flood", etc.

**SIGNED**

|                                |        |
|--------------------------------|--------|
| PAYOFF BALANCE on Trade-Ins \$ | \$0.00 |
|--------------------------------|--------|

Verified \_\_\_\_\_ Estimated \_\_\_\_\_ (✓ One) Phone No. \_\_\_\_\_

[illegible]

Acct. No. \_\_\_\_\_ Info From \_\_\_\_\_

Good Thru \_\_\_\_\_ (For 10 days)

I agree to pay any shortages in Payoff given to dealership by my finance source, any overages will be refunded by dealer.

**SIGNATURE**

USED VEHICLE TRADED-IN AND/OR OTHER CREDITS

|   |               |
|---|---------------|
| Used Trade-In Allowance                     | \$0.00        |
| Balance Owed on Trade-In<br>Per: Good Until | \$0.00        |
| Net Allowance on Used Trade-In              | \$0.00        |
| Deposit or Credit Balance                   |               |
| Cash on Delivery                            |               |
| REBATE (if applicable)                      |               |
| <b>TOTAL CREDIT (Transfer to right col)</b> | <b>\$0.00</b> |

|   |                    |
|---|--------------------|
| <b>Retail Price</b>   | <b>\$59,090.00</b> |
| <b>Savings</b>  | <b>\$5,956.36</b>  |
| <b>Sale Price</b>   | <b>\$53,133.64</b> |
|   |                    |
|   |                    |
| <b>** PRICE INCLUDES TOMMY LIFT**</b>                         |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
| <b>* TOTAL CREDIT</b>   | <b>\$0.00</b>      |
| <b>Cash Price Difference</b>                                  | <b>\$53,133.64</b> |
| <b>State and Local Taxes (If any)</b>                         | <b>\$0.00</b>      |
| <b>KY. Tag &amp; Recording Fee</b>                            |                    |
| <b>Doc Fee</b>  | <b>\$75.00</b>     |
| <b>IN Tire Tax</b>  | <b>\$1.25</b>      |
| <b>TOTAL PRICE OF UNIT (Due on Delivery)</b>                  | <b>\$53,209.89</b> |
| <b>Cost of Mechanical Insurance</b>                           |                    |
| <b>Net Balance Due: Cash Finance Draft<br/>( Circle One )</b> | <b>\$53,209.89</b> |

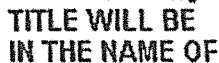
This order includes all of the terms and conditions stated to include Disclaimer of warranty which is agreed and understood that no warranties of any kind, either expressed or implied are made by you of and concerning the vehicle to be delivered to me has having other than the stated manufacturer's warranties. This order comprises the complete agreement relating to the subject matter covered herein. THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE. If this sale is to be on credit and such credit is to be arranged by the dealer, then this transaction shall not be considered a binding agreement until credit is arranged, the necessary disclosures given, and the appropriate financial documents executed. I acknowledge that I have read and do understand the terms and conditions state on this order including the Disclaimer of warranty and have received a copy of this order. I further certify that I am of Legal age.

Purchaser

**Purchaser**

Created With Tiny Scanner  
Accepted by Management

Accepted by Management



Date 08/10/2023 Salesperson Bruce Walker

516 S Indiana Ave.  
Sellersburg, IN 47172  
(812) 246-4441

|                     |                |          |
|---------------------|----------------|----------|
| Town Of Sellersburg | BIRTHDAY BUYER | CO-BUYER |
|                     | SSAN           |          |
|                     | SSAN           |          |

ADDRESS 123 S Indiana Ave Home Phone (812) 246-4491 Business Phone (812) 246-3821  
CITY, STATE, ZIP Sellersburg IN 47172 COUNTY Clark NEW ☐ USED ☐ DEMO ☐  
YR. 2020 MAKE Ford MODEL Super Duty F-250 SR COLOR Silver STOCK 3454T  
V.I.N. 1FT7W2B68LEC46750 TYPE 6-Speed Automa CYLINDER \_\_\_\_\_ MILEAGE 26291  
EMAIL csmith@sellersburg.org REFERRAL Repeat Customer

TRADE-IN 1:  
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
SERIAL NUMBER \_\_\_\_\_  
MILEAGE \_\_\_\_\_ OVER (\$0,000) YES \_\_\_\_\_ NO \_\_\_\_\_  
TRADE-IN CERTIFICATION: The customer certifies this trade-in vehicle has never been titled under a State or Federal "brand" such as "defective", "rebuilt", "salvage", "flood", etc.  
SIGNED \_\_\_\_\_  
TRADE-IN 2:  
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_  
SERIAL NUMBER \_\_\_\_\_  
MILEAGE \_\_\_\_\_ OVER (\$0,000) YES \_\_\_\_\_ NO \_\_\_\_\_  
TRADE-IN CERTIFICATION: The customer certifies this trade-in vehicle has never been titled under a State or Federal "brand" such as "defective", "rebuilt", "salvage", "flood", etc.  
SIGNED \_\_\_\_\_  
PAYOFF BALANCE on Trade-ins \$ \_\_\_\_\_ \$0.00  
Verified \_\_\_\_\_ Estimated \_\_\_\_\_ (✓ One) Phone No. \_\_\_\_\_  
Lender's Name \_\_\_\_\_  
Acct. No. \_\_\_\_\_ Info From \_\_\_\_\_  
Good Thru \_\_\_\_\_ (For 10 days)  
I agree to pay any shortages in Payoff given to dealership by my finance source, any overages will be refunded by dealer.  
SIGNATURE \_\_\_\_\_

| USED VEHICLE TRADED-IN AND/OR OTHER CREDITS |        |
|---|--------|
| Used Trade-In Allowance                     | \$0.00 |
| Balance Owed on Trade-In                    | \$0.00 |
| Per: Good Until                             |        |
| Net Allowance on Used Trade-In              | \$0.00 |
| Deposit or Credit Balance                   |        |
| Cash on Delivery                            |        |
| REBATE (if applicable)                      |        |
| TOTAL CREDIT (Transfer to right col)        | \$0.00 |
|   |        |
|   |        |

|   |             |
|---|-------------|
| Retail Price  | \$54,202.00 |
| Savings   | \$1,702.00  |
| Sale Price  | \$52,500.00 |
|   |             |
|   |             |
| ***Price Includes Tommy Lift***                       |             |
|   |             |
|   |             |
|   |             |
|   |             |
|   |             |
|   |             |
|   |             |
|   |             |
| * TOTAL CREDIT  | \$0.00      |
| Cash Price Difference                                 | \$52,500.00 |
| State and Local Taxes (If any) %                      | \$0.00      |
| KY, Tag & Recording Fee                               |             |
| Doc Fee   | \$75.00     |
| IN Tire Tax   |             |
| TOTAL PRICE OF UNIT (Due on Delivery)                 | \$52,575.00 |
| Cost of Mechanical Insurance                          |             |
| Net Balance Due: Cash Finance Draft<br>( Circle One ) | \$52,575.00 |
|   |             |

This order includes all of the terms and conditions stated to include Disclaimer of warranty which is agreed and understood that no warranties of any kind, either expressed or implied are made by you of and concerning the vehicle to be delivered to me has having other than the stated manufacturer's warranties. This order comprises the complete agreement relating to the subject matter covered herein. **THIS ORDER IS NOT BINDING UNTIL ACCEPTED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE.** If this sale is to be on credit and such credit is to be arranged by the dealer, then this transaction shall not be considered a binding agreement until credit is arranged, the necessary disclosures given, and the appropriate financial documents executed. I acknowledge that I have read and do understand the terms and conditions stated on this order including the Disclaimer of warranty and have received a copy of this order. I further certify that I am of Legal age.

Purchaser

**Purchaser**

Created With Tiny Scanner  
Accepted by Management

Accepted by Management



# Worksheet

Date 07/25/2023  
 Salesperson Cody Mattinalv  
 Sales Manager \_\_\_\_\_  
 Email Address sariffen@sellersburg.ora

Company Name Town of Sellersburg  
 Purchaser Scott Griffen  
 Co-Purchaser \_\_\_\_\_  
 To Be Titled As Follows \_\_\_\_\_  
 Residence Address 310 E Utica  
 City, State, Zip Code Sellersburg IN 47172

Cell Phone (502) 475-4724 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 I. SS #/EIN # \_\_\_\_\_ DOB \_\_\_\_\_ 2. SS # \_\_\_\_\_ DOB \_\_\_\_\_

Vehicle Type ☐ New ☐ Used ☐ Demo Year 2024 Make Chevrolet Model Silverado 2500HD  
 VIN # 2GC4YME75R1112320 Color Summit White Mileage \_\_\_\_\_ Stock # S3116R

Trade #1: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
 VIN # \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_ Stock # \_\_\_\_\_

Trade #2: Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
 VIN # \_\_\_\_\_ Color \_\_\_\_\_ Mileage \_\_\_\_\_ Stock # \_\_\_\_\_

|   |             |
|---|-------------|
| Suggested Selling Price                 | \$56,630.00 |
| Dealer Installed Equipment              |             |
| Total Price of Vehicle                  | \$56,630.00 |
| Dealer Provided Discount                | \$2,500.00  |
| Selling Price                           | \$54,130.00 |
| Trade-In #1 Credit                      |             |
| Trade-In #2 Credit                      |             |
| Cash Difference                         | \$54,130.00 |
| Doc. Fee                                | \$225.00    |
| Sales Tax                               | \$0.00      |
| Other Items                             |             |
| Add'l Items: Other Fees, Taxes          | \$30.00     |
| Sales Tax on Add'l Items                |             |
| Total                                   | \$54,385.00 |
| Less Deposit                            |             |
| Less Rebate                             |             |
| Subtotal                                | \$54,385.00 |
| Balance Owed on Trade-In                |             |
| Total of Above Items                    |             |
| Cash on Delivery/Balance to be Financed | \$54,385.00 |

Suggested Selling Price: \_\_\_\_\_

## LETTER OF INTENT

I (we) authorize an investigation of my (our) credit history, my (our) employment history and my (our) signing this document, I (we) do hereby expressly authorize John Jones Automotive Group to send multiple lending institutions my (our) credit information, which may include a credit history application(s), credit history report, or any other such data as may be requested by the financial institutions with the intent to establish credit; and obtain payoff information on trade vehicles. This confirms that, subject to preparation of necessary contract setting forth specific terms, to be executed by all the parties, I/we intend to purchase the within described vehicle subject to these price and trade-in terms.

Customer Approval \_\_\_\_\_

Customer Approval \_\_\_\_\_

Sales Manager Approval \_\_\_\_\_

Brian Doherty

Tommy Bate

Scott

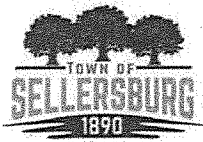
| FCA US LLC INVOICE                         |             |        |                   |                         |             |
|--|-------------|--------|-------------------|-------------------------|-------------|
| 4135-A                                     |             |        |                   |                         |             |
| PLANT                                      | ZONE        | DEALER | VEHICLE ID NUMBER | INVOICE NO.             | INVOICE DT. |
| SALTILLO                                   | 42          | 44335  | 3C6UR5CJ1PG590912 | P-DJ7-57402787          | 04/14/23    |
| SHIP EDDIE GILSTRAP CHRYSLER DODGE JEEP    |             |        |                   |                         |             |
| TO: 207 SOUTH MAIN ST                      |             |        | IGN KEY           |                         |             |
| SALEM                                      |             |        | IN 47167-         |                         |             |
|  |             |        | TRK KEY           |                         |             |
|  |             |        | ACC KEY           |                         |             |
| SOLD EDDIE GILSTRAP CHRYSLER DODGE JEEP    |             |        | 8475-01-4P14      |                         |             |
| TO: 207 SOUTH MAIN ST                      |             |        |                   |                         |             |
| SALEM                                      |             |        | IN 47167-         |                         |             |
| PAID FOR BY: THE NEW WASHINGTON STATE BANK |             |        | SHIPPING WT. 6485 |                         |             |
| CREDIT SALE XX CASH SALE                   |             |        | SAE HP 49.1       |                         |             |
|  |             |        | 000-083008-00     |                         |             |
| BODY & EQUIP.                              | DESCRIPTION |        |                   | FACTORY WHOLESALE PRICE |             |

|        |   |           |
|--------|---|-----------|
| DJ7L91 | RAM 2500 TRADESMAN CREW CAB 4X4             | 48,407.00 |
| PW7    | Bright White Clear Coat                     |           |
| V9X9   | Cloth 40/20/40 Bench Seat                   | NO CHARGE |
| AHU    | 5th Wheel/Gooseneck Towing Prep Grp         | 501.00    |
| AMP    | Chrome Appearance Group                     | 1,427.00  |
| A6B    | Tradesman Level 2 Equipment Group           | 1,729.00  |
| CLF    | Mopar Front & Rear Rubber Floor Mats        | 139.00    |
| DFX    | 8-Spd Auto 8HP75-LCV Transmission           | NO CHARGE |
| DK3    | Elec Shift-On-The-Fly Transfer Case         | 272.00    |
| DSA    | Anti-Spin Differential Rear Axle            | 456.00    |
| ESB    | 6.4L V8 Heavy Duty HEMI MDS Engine          | NO CHARGE |
| JKV    | 115V Auxiliary Front Power Outlet           | 235.00    |
| LPD    | Ctr Stop Lamp w/Cargo View Camera           | 317.00    |
| MR5    | Flat Whl-to-Whl Side Steps, Chrome          | 685.00    |
| MWH    | Rear Wheelhouse Liners                      | 180.00    |
| UBD    | Uconnect 5 W 8.4" Display (USA)             | 749.00    |
| XEA    | Tow Hooks                                   | 92.00     |
| XHC    | Trailer Brake Control                       | 364.00    |
| XMF    | Mopar Spray in Bedliner                     | 552.00    |
| YG2    | 5.2 Additional Gallons of Gas               | 18.00     |
| 2GA    | Customer Preferred Package 2GA              |           |
| 2TA    | Customer Preferred Package 2TA              |           |
| 4AJ    | Connected Services Delete Credit            | 231.00-   |
| 4NU    | Fuel Fill / Battery Charge                  | 118.00    |
| 4UQ    | T3AC  | 125.00    |
| 146    | DESTINATION CHARGE                          | 1,895.00  |
|        | HB178000/SFP 59300                          |           |
|        | MDH # 041408                                |           |
|        | EP 55329                                    |           |
|        | PP 57525                                    |           |
|        | DR 57355                                    |           |
|        | USE DEALERCONNECT TO OBTAIN KEY INFORMATION |           |

DT3535

|  |           |                   |
|--|-----------|-------------------|
| MSRP RETAIL TOTAL  | 61,235.00 | TOTAL 58,030.00 ✓ |
| ORIGINAL INVOICE   |           |                   |
| THIS VEHICLE IS MANUFACTURED TO MEET SPECIFIC UNITED STATES REQUIREMENTS. THIS VEHICLE IS NOT MANUFACTURED FOR SALE OR REGISTRATION OUTSIDE THE UNITED STATES. |           |                   |

\$58030.00



# Town of Sellersburg

## Employee Performance Management Step Process

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Type of Warning: \_\_Documented \_\_Written \_\_Suspension \_\_Final/Termination

### Details/Reason for Notice

|  |
|--|
|  |
|--|

### Corrective Measures/Expectations

|  |
|--|
|  |
|--|

Signature of Supervisor: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

# Town of Sellersburg

## Hands Free Policy

Effective Date: 7/1/2020  
Updated: 8/14/2023

### Indiana's Hand Free Legislation (IC 9-21-8-59)

The above law was passed in early 2020 and went into effect on July 1, 2020. This law will be fully enforced by the Police Department of the Town of Sellersburg.

As an employee of the Town of Sellersburg who is issued a Town mobile device and vehicle, usage of any electronic device in a manner that violates IC 9-21-8-59 will result in disciplinary action.

All Town mobile devices must use the "Do Not Disturb While Driving" option if available. If you are within a vehicle that is equipped with "handsfree driving", it is mandatory it be used. Otherwise, you may utilize any Bluetooth Handsfree device if it follows IC 9-21-8-59, outlined below.

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### IC 9-21-8-59

#### Use of telecommunications device while operating a moving motor vehicle

Sec. 59. (a) A person may not use a telecommunications device to:

- (1) type a text message or an electronic mail message;
- (2) transmit a text message or an electronic mail message; or
- (3) read a text message or an electronic mail message;

while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.

(b) A police officer may not, without the consent of the person:

- (1) confiscate a telecommunications device for the purpose of determining compliance with this section; or
- (2) confiscate a telecommunications device and retain it as evidence pending trial for a violation of this section; or
- (3) extract or otherwise download information from a telecommunications device for a violation of this section unless:
  - (A) the police officer has probable cause to believe that the telecommunications device has been used in the commission of a crime;
  - (B) the information is extracted or otherwise downloaded under a valid search warrant; or
  - (C) otherwise authorized by law.

# **Town of Sellersburg Policy and Procedure**

## **On-Call/Emergency Response**

Effective Date: 01/01/2021

Updated: 8/14/2023

Due to the nature of maintaining operational requirements of local government to the taxpayers, it is necessary to maintain an on-call staff to respond to calls 24/7/365. This policy will outline the requirements of on-call, the assigning of on-call, compensation for scheduled on-call staff as well as emergency response expectations of all employees not on the on-call schedule. This document is intended to add guidance and expectation to the Town's emergency response by staff members. Because the nature of emergencies are all different, the response to each will be different as well. Teamwork is the priority in an emergency scenario. If in doubt regarding the best response needed to best handle an emergency, contact your Department Head or the Town Manager directly.

### **On-Call Compensation**

Employees serving on the on-call schedule and providing necessary after-hours services will be paid an on-call stipend. One staff member from both the Wastewater and Water departments will be scheduled every week for on-call services. Each staff member will be compensated the hourly equivalent of \$150.00 per week of scheduled on-call service. Staff members from outside the Wastewater/Water Departments may serve as the on-call designee if the staff member has been properly trained and the service is approved by the appropriate department head. Both On-Call employees will be assigned their respective department's take-home vehicle during their assigned on-call time.

If a staff member is called out while on-call, he/she will be paid for a minimum of two (2) hours which will be in addition to normal work hours. 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 staff members split the week of on-call service due to an agreement to switch on-call time, the compensation will be split by number of days staff member was on-call.

Wastewater Department staff members will serve as backup to the Water Department staff members on afterhours service calls related to Water calls. Water Department staff members will serve as backup to the Wastewater Department staff members on afterhours service calls related to Wastewater calls.

### **On-call Requirements/Expectations**

Any staff member 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:

#### **Wastewater Department**

- Sanitary Sewer overflow: Any overflow should be responded to and WW operator shall be notified immediately
- Lift Station alarms: All alarms should be checked by an actual visit to the lift station. Both On-Call employees will respond to Lift Station calls for safety reasons.
- Any condition in which you are notified by the police department that it is a possible hazard

#### **Water Department**

- Water main breaks: Any main breaks must be immediately reported to the Water Distribution Operator immediately
- Loss of water by resident
- Any condition in which you are notified by the police department that it is a possible hazard

#### **Both Scheduled On-call Staff Members**

- Fallen trees obstructing a roadway

- Flash Flood event where barricades are needed

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
- Potholes
- Sanitation calls

If you are unsure about the need to investigate the call, please check with the supervisor or Town Manager.

### **Assignment of on-call schedule**

**On-call service is mandatory.** There is not an annual minimum or maximum limit to scheduled on-call service. The On-call Calendar will be scheduled by the Wastewater Operator and Water Distribution Operator to be handed out to each staff member.

In the event of a personal emergency by an on-call staff member (i.e. The death in the immediate family, illness of employee, other unforeseen items may be deemed an emergency by Department Head.), the immediate supervisor will work within their department to fill the on-call vacancy.

### **Emergency Response of Staff not on On-call Calendar**

All employees within Wastewater, Water, and Streets & Sanitation Departments are considered disaster service workers. In addition to everyday and scheduled on-call duties, there is an added responsibility and expectation of Town employees within the stated departments to be prepared to deploy in the event of an emergency/disaster. In the event of a Town emergency/disaster, you are expected to take on tasks outside the normal scope of responsibilities to support emergency operations, assist functions at a disaster site, and other activities needed to effectively respond to the hazard within our community.

**Unless on scheduled vacation, the expectation is such that if the staff member's department head or Town Manager call upon any staff member, including one who is not covering the on-call rotation for service during an emergency/disaster event (including but not limited to flooding, snow/ice storm, wind event/tornado, pandemic, earthquake, massive failure of town infrastructure, etc.), they be able to respond within a reasonable amount of time. "Reasonable amount of time" is based on the situation and nature of the call to report. We understand everyone has a life outside of normal work hours, however, in a time of need, the staff member and Town Manager/Department Head will determine what "reasonable amount of time" means should the need arise. Town issued phones are expected to remain powered up with the ringer 'on' and within an accessible range of the staff member should they be called upon. Should the staff member develop a pattern of non-response, disciplinary actions will be taken.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Internal PTO Policy

### Scheduled PTO

- Scheduled PTO (or “vacation time”) must be submitted 2 weeks (10 business days) in advance of the requested time off. Supervisor may approve PTO with less notice.
- Full week requests will take precedent over single day requests.
- There will be no more than two employees off on any given week, the workload will determine PTO approval and will be at the manager/supervisor’s discretion.
- Holidays/holiday week requests will be rotated, i.e., first week choice will be made by most senior employee, second week choice will be made by next senior employee and so on.

### Unscheduled PTO

- Unscheduled PTO (or “last minute call ins”) will be limited to five single day occurrences annually.
- In accordance with the employee handbook, employees will be required to notify a department head of their absence at least one hour before the start of your shift. All consecutive days will require a doctor’s note to return to work. The second day and any days after will pull from the employee’s remaining PTO bank.
- Leave without pay is not permitted. All PTO must be used prior to Supervisor approved unpaid off days. All PTO and Sick Bank shall be used towards application of FMLA.
- If an employee exhausts their 5 single day occurrences, the 6<sup>th</sup> call in will result in disciplinary action, disciplinary action will be taken – up to and including termination.

### Holiday Pay

- Employees must work their full shift before and after a holiday to receive holiday pay, NO EXCEPTIONS!

### Tardy to Work

- Tardy is arriving to work after your scheduled start time.
- You must inform your supervisor/manager if you are going to be late at least 30 minutes before the start of your shift. Normal shift hours are from 7:00 am until 3:30 pm, unless changed by your supervisor/manager.
- Violation of the Tardy policy will result in discipline as follows:

First Tardy – Verbal warning

Second Tardy - Written warning

Third Tardy – Final Written warning

Fourth Tardy – Disciplinary Action up-to and including possible suspension or termination

- The Tardy Policy will be in effect for a rolling 12-month period. For example, if you accrued a tardy on March 9, it would not roll off until the following year on March 9<sup>th</sup>.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

# River Link Policy

Effective Date: 1/1/2020

Updated: 8/14/2023

The Town of Sellersburg and its utility service areas are part of the Louisville MSA. The Town Council of Sellersburg understands there are regular vendors of the Town that reside within the state of Kentucky. The Council of Sellersburg also understands the Town may hire team members that reside within the state of Kentucky that may include employees with Take Home Vehicles and/or On-Call Vehicles (see Take Home Vehicle Policy).

Payment: Due to the nature of the tolling process via River Link, tolls may be pre-paid on the established River Link Account(s) via town credit card in \$500.00 increments.

Toll Usage: Town vehicles should make attempts to avoid tolled roads where possible. **Under no circumstances** should any town/utility owned vehicle without a transponder use a bridge that carries a toll. Transponder-less vehicles are to use the 2<sup>nd</sup> Street Bridge or Sherman Minton Bridge should no vehicles be available.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

## SELLERSBURG INFECTIOUS DISEASE POLICY

The following plan is for the safe and continued operations of the Town of Sellersburg.

Effective: 3/20/2020

Updated: 8/14/2023

The Town reserves the right to adjust this plan based on data and guidance from the CDC, State Health Department, and the Clark County Health Official as it relates to the designated contagion.

There is currently no timeline for the Town to progress through the outlined *Town Operation Stages*. However, it is our priority to preserve the safety of the residents, staff, and officials of the Town. The Town Manager will decide on the stage of operations with consent from the Town Council.

### Infectious Disease Preparedness

#### Basic Infection Prevention Measures

- Practice Social Distancing: Six feet between people. If less, mask must be used
- Cover cough and sneezes
- Stay home if sick or have symptoms of the designated contagion
- Wash hands frequently
- Each department to assign staff to responsible for disinfecting surfaces: door, faucet handles, tabletops, devices
- Each staff member MUST use provided disinfecting solution (or equivalent) on assigned vehicle or equipment at the end of each shift
- Each Department may implement additional measures following best practices from the CDC or OSHA as it relates to scope of work in coordination with the Town Manager

#### Prompt Identification and Isolation of Sick People

- Self-monitor for illness
- While at work, if ill or have symptoms of the designated contagion, report to supervisor
  - Employee should immediately wear a mask and be isolated, if unable to immediately leave work

#### Workplace Flexibilities and Protections

- Sick leave policy allows employees to stay at home to care for sick family member
- Pandemic leave policy allows at risk employees to continue to work from home

### Town of Sellersburg Public Works Operations Procedure

#### Building Commissioner, Water, Wastewater, MS4, Streets & Sanitation

- Each of these departments fulfills a specific role within Town operations. Because each department's individual responsibilities are specialized and they have limited interaction with the general public, these departments will have unique phased in processes. These processes will be determined in coordination with other department heads with approval of the Town Manager.

Employee Signature: \_\_\_\_\_

## **Town of Sellersburg Operation Stages**

### **Town Operations Stage 1**

- Town facilities closed to the public
- Work from home protocols in place
- Limited access allowed by department heads only unless otherwise approved by the Town Manager
- Limited Zoom council meetings
- No PC/BZA/Redevelopment meetings etc.

### **Town Operations Stage 2**

- Limited operations and public meetings to resume with social distancing protocols in place
- Town staff working from home allowed to return:
  - BILLING OFFICE:**
    - Office staff to be separated into 2 groups
    - Group 1 will operate Billing office from 8a- 11a for the elderly (65+) and at-risk customers
    - Group 2 will operate Billing Office from 12p – 3p for remaining residents/customers
    - Continue to do water/sewer taps and new services through our online process
  - TOWN HALL:**
    - Reopen town hall for limited hours to the public by appointment only
    - In-person meetings to be held outdoors or in council chambers
    - All social distancing protocols in place
    - The number of people allowed in Council Chambers in person will be limited to a max of 24 people including council/board members due to size limitation of Chambers
    - Social distancing and facemasks will be strictly enforced
    - Individual Boards may cancel meetings within the first month of implementation of Stage 2 to allow for proper meeting notices to the public

### **Town Operations Stage 3**

- Limited operations and public meetings to continue with social distancing protocols in place
  - BILLING OFFICE:**
    - Office staff to be separated into 2 groups
      - Group 1 will operate Billing office from 8a- 12a for the elderly (65+) and at-risk customers
      - Group 2 will operate Billing Office from 12p – 4p for remaining residents/customers
    - Continue to do water/sewer taps and new services through our online process
  - TOWN HALL:**
    - Reopen town hall for limited hours to the public
    - In-person meetings to resume while following social distancing protocols
    - The number of people allowed in Council Chambers in person will be limited to a max of 24 people including council/board members due to size limitation of Chambers

### **Town Operations Stage 4**

- Normal operations of all town functions and public meetings to resume
  - All capacity limitations lifted from Council Chambers

Employee Signature: \_\_\_\_\_

# Take Home Vehicle Policy

Effective Date: 1/1/2020

Updated: 8/14/2023

## DEFINITIONS

**Assigned Municipal Vehicle (AMV):** A Town-owned automobile or truck designated for the general use of an individual employee in the normal performance of his/her duties but not allowed for take-home use unless authorized by the Department Head.

**Take-Home Vehicle (THV):** A Town-owned automobile or truck designated for the use of an individual employee in the normal performance of his/her duties. Take home assignments are limited to those in specific public safety/critical infrastructure related positions and/or on a case-by-case basis depending on the circumstances.

**On-Call Vehicle (OCV):** A Town-owned truck that houses all tools needed and necessary for immediate deployment to an emergency from any location upon receipt of an emergency call from, but not limited to the Town, Clark County Central Alarm, Sellersburg Police Department, or resident/rate payer.

## ASSIGNMENTS

**Staff AMV:** For daily operations and vehicle use, staff not on-call must return their AMV to the normal housing area of the vehicle at the end of each workday. During certain scenarios, such as weather and/or disaster events, the Department Head with the approval of the Town Manager, may allow normal AMV to be temporarily utilized as a OCV as part of the weather/disaster event if it would benefit the Town or one of its utilities.

**On-Call Staff:** Weekly On-Call Staff shall be assigned an OCV. During the On-Call Staff's designated week where they carry On-Call Phone, that staff member is on-call 24 hours a day for 7 days. (This On-Call Staff is not paid for 24hrs in a day, only time associated with each emergency call.) During the on-call assigned week, the OCV shall stay with the On-Call Staff for immediate response from any location.

**Department Heads:** The Town Manager may assign Department Heads a THV as part of their role with the Town. The Town will cover all costs associated with the THV to be housed at the Department Head's residence. To eligible for assignment of a THV, the Department Head must meet the following criteria:

- (1) Required to make frequent after-hours emergency callbacks or other unscheduled work.
- (2) Such unscheduled work involves an immediate response to a real or present threat to life, property, and/or uninterrupted water/wastewater service.
- (3) An unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.
- (4) A specialized vehicle, tools, or equipment are required for the performance of emergency duties.
- (5) Must live within 30 miles of service limits of the department to which they are assigned.

**Town Manager:** The Town Council shall assign the Town Manager a THV to be used for 24/7 response to all issues, emergencies, etc. The Town Manager THV shall be treated like a secondary office to include any and all communications equipment, computer, tools, clothing, etc. that could be needed for proper and continued oversight of all Town operations in any scenario unless on scheduled vacation and not available.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

# Town of Sellersburg

## Waiver and Release Ride-Along Form

I \_\_\_\_\_, on my own behalf and on behalf of my heirs, next of kin, executors, administrators, estate, agents and assigns, and representatives of any nature whatsoever, for and in consideration of the authorization and permission to accompany \_\_\_\_\_ during the course of his/her duties, which has been granted to me at my voluntary request, after having been fully advised of the potential hazards of such activity, activities, and passage of a criminal background check; do hereby **WAIVE AND RELEASE** all demands, damages, actions, causes of action, suits and claims of any nature whatsoever, whether law or in equity, that I or my heirs, next of kin, executors, administrators, estate, agents and assigns, and representatives of any nature whatsoever might otherwise have against the Town of Sellersburg, the Sellersburg Police Department, the Town of Sellersburg Water Utility, and the Town of Sellersburg Wastewater Utility, and each and every officer, official, member, employee, agent and attorney thereof and therefore, and his/her heirs, next of kin, executors, administrators, and estate, on account of my death and/or injuries, both to person and to property, whether foreseeable or not, which may occur, directly or indirectly, or develop at any time in the future as a result of my activities or association with the Town of Sellersburg and officers and officials thereof in any manner whatsoever.

It is expressly agreed and understood that this **WAIVER AND RELEASE** shall apply for the express purpose of precluding because of claims, suites, demands, damages, and causes of action that I or my heirs, next of kin, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the aforesaid parties as a result of my association and activities with the Town of Sellersburg during: \_\_\_\_\_.

I hereby declare that the terms of this **WAIVER AND RELEASE** have been fully read and understood by me, and freely and voluntarily entered into and accepted by me.

In further consideration of the aforesaid authorization and permission granted to me to accompany any officer, official, member, employee, agent and attorney of the Town of Sellersburg at my own request, I hereby promise and agree to fully comply with all instructions given to me for the purpose of protecting my personal safety and that of my property. I authorize the Sellersburg Police Department to conduct a criminal background check on myself and the finding of such check could prevent me from participating in the requested Ride-Along.

The Town Manager must approve this waiver.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian (if Signee is Juvenile)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

# Dave O'Mara Contractor, Inc.

1100 E. O & M Avenue - P.O. Box 1139

North Vernon, IN 47265

Phone: (812) 346-4135 Fax: (812) 352-1235

Fax Bid Information to: (812) 346-6305

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August 3, 2023

Town of Sellersburg  
316 East Utica Street  
Sellersburg, IN 47172

RE: Emergency Repair Utica & Penn

Dear Charlie Smith:

The following scope of work is offered for your consideration on the above project.

**Scope of Work**

**Excavate & Explore Sink Hole**

O'Mara will provide the following list:

13'x 20' roadway excavation & replacement in Utica (8"conc, 2" surf)

6'x13' of sidewalk removal and replacement

6'x13' of asphalt drive removal and replacement (6" or less)

Road plates as needed

38 Cy of flowable fill (\$170.00 per CY if more is needed)

2 flaggers and signage for traffic control

10 Ton of #8 stone

Vac Truck for 8 hours

14' of 8" PVC SDR-35 and one 8" PVC SDR 35 bend

Owner to apply for all permits, inspections and environmental

**Payment due 30 days after completion, no retainage**

O'Mara is not responsible for existing pipe condition

**Total \$34,842.00**

If you have questions regarding this scope of work, please call (812) 346-4135. Thank you for your consideration and we look forward to the opportunity to work with you.

Note the above clarifications.

Sincerely,

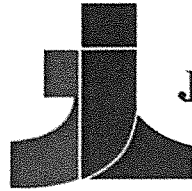
Clint Black  
Estimator

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Acceptance Signature – Town of Sellersburg

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Date



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



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

**August 14, 2023**

**GENERAL**

- Ziptility launched on 6/28/2023. Follow-up meetings to be scheduled with each department.

**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.
- *JTL will coordinate scheduling with the Water Distribution Manager and Town Manager.*
- *Inventory must be completed and submitted by December 31, 2023.*

**WASTEWATER**

**WWTP Construction**

- Relocation of the outfall to avoid field located utilities has resulted in additional rock excavation. Pace Contracting (Contractor) is preparing a proposed change order for the additional work.
- Issues with the existing Clarifier No. 3 and No. 4 Scum Pump Station have been identified and additional work will be required to fix the level control system and mixer, resulting in additional costs.
  - The Scum Pump Station equipment has been ordered by the Town, installed, and is functioning properly.
- Work is continuing on the UV Basin. Most electrical work is expected to be completed in February.
  - Electrical work has been completed. UV startup and training is completed.
  - 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.
- A safety review of the new processes has been conducted by Plant Operations staff. Their review comments are being addressed.
- The Wastewater Department has requested the existing Headworks building be saved and rehabilitated for equipment storage. A meeting was held onsite to discuss required rehabilitation. Rehabilitation will be limited to removal of equipment pads and covering equipment wall openings with metal.
- Site grading and sidewalks are underway.
  - *Revisions to the site grading plan are being 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.*

**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

- 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 3/13/2023, and a request for approval will be presented 3/27/2023.
- *Contractor is requesting substantial completion for all process areas and buildings TODAY, at the August 14<sup>th</sup> Town Council meeting.*
- *Construction progress is satisfactory.*

## **ROAD**

### **CCMG Paving**

- The Culvert on N New Albany Street is able to be repaired with CCMG funds (per INDOT). It is slated for the 2022-2 CCMG application.
- The 2022-2 CCMG Application has been awarded.
  - Low bidder was Wingham Paving. Contract was signed on 2/27/2023. Waiting on funding from INDOT to issue Notice to Proceed. Notice to Proceed was issued 4/17/2023.
- Contractor began work 5/29/2023. There are sixteen (16) streets scheduled to be resurfaced. To date, the following work has been completed:
  - Paving: Nugget Court, Lakeside Drive, Sterling Court, Autumn Ridge Way, Covered Bridge Road, and Dora Drive
  - Concrete Work: Dora Drive
  - *Contractor is beginning work on the St. Joe Road segment. The cross drain is currently being constructed along this segment. The electric company has relocated the utility pole that was in conflict on St. Joe Road, and is currently working on bracing another pole.*
- *The 2023-2 CCMG Application was submitted on time, on Friday, 7/28/2023. The Town Manager selected twenty-six (26) segments of road for this application. JTL is putting together cost estimates.*

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

- Project let on 5/5/2022. Did not meet INDOT requirements for an “awardable” project. Project was re-let on 7/13/22. Low bidder was E&B Paving in the amount of \$2,216,659.69. Project is being awarded.
- INDOT has now committed to funding the project in the full bid amount.
- Construction activities have commenced. INDOT is managing the Construction Administration/Inspection. JTL is on-call as needed.
- Forcemain was found to be only six (6) inches below grade. Will require relocation.
  - *All new force main relocation has been completed, including tie-ins. Pressure testing passed.*
- *Contractor working on road widening/paving along east side of SR 60. Coordinating tie-in with Camp Run Parkway.*



Michelle Miller <sellersburgclerk@gmail.com>

## Documents

1 message

**Michelle Miller** <sellersburgclerk@gmail.com>

Tue, Aug 15, 2023 at 2:09 PM

To: Lori Wyatt <l.wyatt@jtleng.com>

Lori:

I just wanted to follow up on documents that I need that were approved at last night's meeting.

I need the following:

~~O'Mara Quote for Utica Street repairs \$34,842.00~~

O'Mara Change Order for Ohio Avenue Project \$5,000.00

~~WWTP Substantial Completion letter~~

If you would email them to me at your earliest convenience I would appreciate it.

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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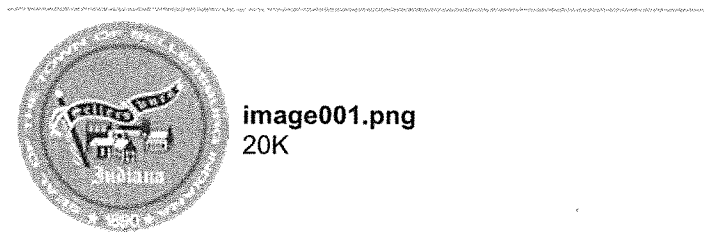


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