

**SELLERSBURG TOWN COUNCIL MEETING MINUTES
DECEMBER 11, 2023 | 316 E UTICA STREET | SELLERSBURG, IN 47172**

CALL TO ORDER

President Brad Amos called the meeting to order at 6:02 p.m.

ROLL CALL OF MEMBERS:

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

PRAYER AND PLEDGE OF ALLEGIENCE

MOTION TO AMEND THE AGENDA:

Motion to add Resolution 2023-R-004

Motion/Second: McVoy/Czarnecki

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

APPROVAL OF MINUTES:

Motion/Second: Czarnecki/Mobley

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

APPROVAL OF ALLOWANCE CLAIMS:

Motion/Second: Czarnecki/McVoy

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

2024 REDEVELOPMENT COMMISSION APPOINTMENTS

Motion to appoint Josh Kornberg, Terry Langford, Doug Reiter, Michael Richardson and Patrick Duggins:

Motion/Second: Czarnecki/Mobley

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

2024 POLICE COMMISSION APPOINTMENT:

Motion to table

Motion/Second: Czarnecki/Mobley

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

2024 RIVER HILLS APPOINTMENT:

Motion to appoint Town Manager Charlie Smith:

Motion/Second: Langford/McVoy

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

2024 CLARK COUNTY 91 BOARD APPOINTMENT:

Motion to appoint Chief Whelan:

Motion/Second: Langford/Czarnecki

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

CLOSE REGULAR MEETING

Motion to close regular meeting at 6:09 p.m.:

Motion/Second: Czarnecki/Mobley

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

OPEN PUBLIC HEARING ON ADDITIONAL APPROPRIATIONS

Motion to open the public hearing on additional appropriations:

Motion/Second: Mobley/McVoy

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

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CLOSE PUBLIC HEARING

Motion to close public hearing at 6:11 p.m.:

Motion/Second: Czarnecki/McVoy

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

REOPEN REGULAR MEETING

Motion to reopen the regular meeting at 6:12 p.m.:

Motion/Second: Czarnecki/McVoy

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

ORDINANCES & RESOLUTIONS:

2023-OR-025 RETIREE'S INSURANCE FUND \$20,000 ADDITIONAL APPROPRIATION:

1st Reading: Motion/Second: McVoy/Czarnecki

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

Wavie 2nd Reading: Motion/Second: Czarnecki/Mobley

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

Approval: Motion/Second: Langford/Mobley

VOTE: 3-aye, 0-nay, motion approved.

2023-OR-027 TRANSFER OF FUNDS:

1st Reading: Motion/Second: Langford/Czarnecki

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

Wavie 2nd Reading: Motion/Second: Czarnecki/Mobley

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

Approval: Motion/Second: Langford/McVoy

VOTE: 3-aye, 0-nay, motion approved.

2023-R-003 REDUCING THE 2023 LRS BUDGET \$125,000:

Motion/Second: Czarnecki/Mobley

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

2023-R-004 RUSH GROUP LLC TAX ABATEMENT:

Motion/Second: Czarnecki/Langford

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

NEW BUSINESS:

1. 2024 PROPERTY, CASUALTY AND WORKERS COMPENSATION RENEWAL | JERRY RAUCK, SHEPHERD INSURANCE:

Motion/Second: Czarnecki/McVoy

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

2. 2024 TOWN COUNCIL MEETING SCHEDULE:

Meetings will be the second and fourth Mondays with the exception of May 28th, October 15th and only one meeting in December on December 9th.

Motion/Second: Mobley/Czarnecki

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

3. TOWN MANAGER CHARLIE SMITH FOUR YEAR CONTRACT RENEWAL:

Motion/Second: Czarnecki/McVoy

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

4. TOWN MANAGER BOND RENEWAL | SHEPHERD INSURANCE | \$895.00:

Motion/Second: Czarnecki/McVoy

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

5. BILLING ERROR REQUIRING APPROVAL FOR ACCOUNT NUMBER 130618 IN THE AMOUNT OF \$8,990.48:

Motion/Second: Mobley/McVoy

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

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RECEIPT OF STAFF REPORTS:

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

TOWN ENGINEER, JACOBI, TOOMBS & LANZ | LORI WYATT: Presents project status report

TOWN ATTORNEY JACOB C. ELDER:

Requests his contract be renewed for 2024 with no changes:

Motion/Second: Czarnecki/Langford

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

ADJOURNMENT:

Motion/Second to adjourn: Czarnecki/McVoy

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

Time adjourned: 7:41p.m.

Minutes approved this **8th** day of **JANUARY, 2024**

Brad J. Amos, Council Member

Matt Czarnecki, Council Member

Scott McVoy, Council Member

Terry Langford, Council Member

Randall Mobley, Council Member

Attest: Michelle D. Miller, Clerk Treasurer

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

Agenda for
December 11, 2023 at 6:00 p.m.

CALL TO ORDER AND ROLL CALL OF MEMBERS:

PRAYER: Sellersburg United Methodist Church

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

APPROVAL OF MINUTES:

Approval of minutes as submitted by the Clerk-Treasurer.

APPROVAL OF ALLOWANCE CLAIMS:

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

2024 REDEVELOPMENT COMMISSION APPOINTMENTS:

2024 POLICE COMMISSIONERS' APPOINTMENTS:

2024 RIVER HILLS APPOINTMENT:

2024 CLARK COUNTY 911 BOARD APPOINTMENT:

PUBLIC HEARING (Close the Regular Session and Reopen Following the Public Hearing):

1. ORDINANCE NO. 2023 – OR – 025: An Ordinance Approving Additional Appropriations for the Town of Sellersburg, Indiana.

ORDINANCES AND RESOLUTIONS:

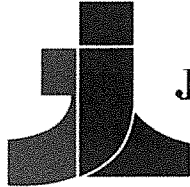
1. ORDINANCE NO. 2023 – OR – 025: An Ordinance Approving Additional Appropriations for the Town of Sellersburg, Indiana.
2. ORDINANCE NO. 2023 – OR – 027: An Ordinance Transferring Certain Funds:
3. RESOLUTION NO. 2023 – R – 003: A Resolution Reducing the Local Roads and Street Fund for 2023.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Town of Sellersburg 2024 Property/Casualty and Workers Compensation Coverage Renewal
2. 2024 Town Council Meeting Schedule
3. Town Manager Contract
4. Town Manager Bond Renewal | Shepherd Insurance Invoice 2841913 | \$895.00
5. Billing Error Requiring Approval: Account No. 130618

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



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



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

December 11, 2023

GENERAL

- Ziptility launched on 6/28/2023. Follow-up meetings to be scheduled with each department.
 - Follow-up meetings were held on 9/20/23. All staff have access and have been trained on all features, including newly added work management features.
 - *JTL is continuing to make updates and adding additional assets for the Town.*

Police Station Demolition

- Environmental abatement for lead-based paint, asbestos, and other hazardous materials has been completed.
- *Project is complete.*

WATER

Water Service Line Inventory

- Application for Indiana Finance Authority (IFA) Lead Service Line (LSL) Inventory Funding Program received initial approval for \$20,000. Working with IFA to finalize paperwork for funding.
- Met with Water Distribution Manager on 9/6/23 to determine schedule for completion.
- All record drawings provided to JTL have been scanned and returned to Town.
- Obtained countywide database of building construction dates for use in determining likelihood of lead service lines by building code enforcement dates.
- Regularly scheduled meetings are ongoing.
- Inventory must be completed and submitted by December 31, 2023.
- *Survey request to all Sellersburg water customers went out via email. Survey can be found on the Town website under the Water Department page or hard copies are available in the Billing Office.*

WASTEWATER

Asset Management Program

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

Ivy Tech Pump Station No. 2

- *Conceptual design underway.*

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

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

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

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

WWTP Construction

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

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, Dora Drive, Parallel Avenue
 - Concrete Work: Dora Drive
 - Contractor work on the St. Joe Road segment is completed.
 1. The cross drain on St. Joe Road will be installed this Saturday, 9/2/2023.
 2. 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.
- Change Order No. 1 was presented for consideration at the last Town Council meeting on 11/13/2023. This is only for an extension of time due to material delays and does not change the fee.
- Culvert repairs at New Albany and paving should be completed by the end of the week starting on 11/13/2023.
 - *Guardrail installation on New Albany culvert is complete..*

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.
- Project is substantially complete.
- Pre-Final Inspection held with INDOT, Contractor, and Town on 11/14/2023.
 - *A punch list of outstanding items was provided to the Contractor. All punch list items have been completed.*
 - *All that remains is getting good stand of grass established in seeded areas. The Contractor will likely be required to return in the spring to reseed.*

Camp Run Parkway (Town) Portion

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