

**TOWN OF SELLERSBURG
REGULAR TOWN COUNCIL MEETING MINUTES**

DATE AND TIME: December 17, 2018 at 5:30 p.m.

LOCATION: Sellersburg Town Hall, 316 E. Utica Street, Sellersburg, Indiana 47172

CALL TO ORDER

Called to order at 5:30 pm. By President Paul Rhodes.

ROLL CALL OF MEMBERS:

Present Paul Rhodes
Present Brad Amos
Present Martina Webster
Present James LaMaster
Absent William Conlin
Present Jacob Elder
Present Michelle Miller

PRAYER: Paul Rhodes

PLEDGE OF ALLEGIENCE: All Present

MOTION TO AMEND THE AGENDA:

MOTION/SECOND: WEBSTER/LAMASTER Vote: 4-aye, 0-nay, motion approved.
To move new business, Viola McPheeters, under comments from public on agenda items and to remove #2 Clark County Airport and to combine #3 & #4 under unfinished business.

MOTION TO ADOPT THE AGENDA AS AMENDED/PRESENTED:

MOTION/SECOND: AMOS/WEBSTER Vote: 4-aye, 0-nay, motion approved.

APPROVAL OF MINUTES:

Approval of minutes of the as submitted by the Clerk-Treasurer:
11/26/18, Regular & Special Meetings
11/30/18, Special Meeting | Agent of Record
12/10/18, Special Meeting | Health Insurance & Sanitation Workshop
MOTION/SECOND: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE CLAIMS:

MOTION/SECOND: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE DOCKET:

MOTION/SECOND: AMOS/LAMASTER Vote: 4-aye, 0-nay, motion approved.

APPOINTMENT OF REDEVELOPMENT BOARD MEMBERS

Motion made to reappoint all current members:
MOTION/SECOND: LAMASTER/AMOS Vote: 4-aye, 0-nay, motion approved.

NEW BUSINESS:

1. Viola McPheeters | Landlord with Utility Balance Due | 305 Webster Blvd., Jeffersonville, IN 47130
Motion made to turn water on at 305 Webster Blvd. due to the Town cannot hold the new tenant responsible for old tenant's unpaid balance.

MOTION/SECOND: LAMASTER/AMOS

Vote: 4-aye, 0-nay, motion approved.

ORDINANCES AND RESOLUTIONS:

1. **ORDINANCE NO. 2018 – OR – 031: An Ordinance Affirming an Amendment to the Previously Adopted Interlocal Cooperation Agreement for the Administration of Curbside Recycling by the Clark County Solid Waste Management District.**

1ST Reading: MOTION/SECOND: AMOS/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

2nd Reading: MOTION/SECOND: LAMASTER/AMOS

Vote: 4-aye, 0-nay, motion approved.

2. **ORDINANCE NO. 2018 – OR – 032: An Ordinance Transferring Certain Funds**

1ST Reading: MOTION/SECOND: AMOS/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

2nd Reading: MOTION/SECOND: AMOS/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

3. **ORDINANCE NO. 2018 – OR – 033: An Ordinance Amending Employee Contributions to Premiums for Health Insurance and Other Benefits for the Town of Sellersburg, Indiana**

1ST Reading: MOTION/SECOND: WEBSTER/AMOS

Vote: 4-aye, 0-nay, motion approved.

2nd Reading: MOTION/SECOND: WEBSTER/AMOS

Vote: 4-aye, 0-nay, motion approved.

4. **ORDINANCE NO. 2018 – OR – 034: An Ordinance Amending Chapter 51 “Garbage and Refuse” of the Codification of Ordinances for the Town of Sellersburg, Indiana**

1ST Reading: MOTION/SECOND: AMOS/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

Motion to amend Section 1, last sentence, to “container purchased from the Town” and Section 2 to “\$10.00”.

MOTION/SECOND: WEBSTER/AMOS

Vote: 4-aye, 0-nay, motion approved.

2nd Reading, as amended: MOTION/SECOND: WEBSTER/AMOS
approved.

Vote: 4-aye, 0-nay, motion approved.

UNFINISHED BUSINESS:

1. **Storm Water Improvements Program (Jill Saegesser, Executive Director, River Hills EDD & RPC)**

Motion to give River Hills permission to proceed with Storm Water Improvements Program:

MOTION/SECOND: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

2. **Board of Zoning Appeals (BZA) Website and Processes and Procedures (Vincent Thacker, BZA President and Shelly Wakefield, Jacobi, Toombs & Lanz)**

Motion to approve Shelly Wakefield, Jacobi, Toombs & Lanz to prepare policies and procedures for the BZA:

MOTION/SECOND: LAMASTER/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

3. **Water & Wastewater Master Plans (Lori Kearney, Assistant Director of Public Works)**

Motion to approve Jacobi, Toombs and Lanz Work Order 2018-12, Professional Services for preparing an integrated Utility Master Plan, covering wastewater, water and stormwater:

MOTION/SECOND: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved.

Motion approve the 2019 Drinking Water Utility Master Plan with Curry and Associates:

MOTION/SECOND: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved.

4. **Trash Collection Truck (Lori Kearney, Assistant Director of Public Works)**

Motion made to transfer \$249,000 from S&S Paving to S&S Packer:

MOTION/SECOND: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved and Town Attorney Jacob Elder will prepare an Ordinance to ratify at the January 14, 2019 meeting.

5. **On-Call Policy Amended to Read: "minimum two (2) hours OT per call-out" and to include the Billing Office Staff (Lori Kearney, Assistant Director of Public Works)**

This will be discussed at a later date.

RECEIPT OF STAFF REPORTS:

Mike Harris (Jacobi, Toombs, & Lanz)

1. Presents Current Projects Status Report (attached)
2. Presents Work Order 2018-13, Professional Services for Renn Property, for approval:

MOTION/SECOND: WEBSTER/AMOS Vote: 4-aye, 0-nay, motion approved.

William R. Whelan, Chief of Police

1. Chief Whelan presents quotes for the portable radar sign as requested by the Town Council. The Stalker is \$17,420.00 and the MPH is \$20,334.00.

Motion made to approve the purchase of the Stalker in the amount of \$17,420.00:

MOTION/SECOND: WEBSTER/AMOS Vote: 4-ayes by Webster and Amos, 2-nays by Rhodes and LaMaster, Clerk Treasurer Miller abstains.

Public Works Director Kearney will get quotes on a portable sign.

Jacob "Jake" Elder, Town Attorney

Would like to wish everyone a Merry Christmas

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

Brad J. Amos, District 3

Thanks the Council for their support and thanks Michelle Miller, Robin Jones, Michelle Medcalf and Lori Kearney.

Michelle Miller, Clerk-Treasurer

Reminds everyone of the Employee Christmas Luncheon this Thursday at noon.

ADJOURN:

MOTION/SECOND: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

Time: 7:02 p.m.

Town of Sellersburg
Town Council Meeting Minutes
December 17, 2018

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

Paul J. Rhodes, President

James H. LaMaster, Council Member

Brad J. Amos, Vice President

William J. Conlin, Council Member

Martina P. Webster, 2nd Vice President

Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):

Agenda

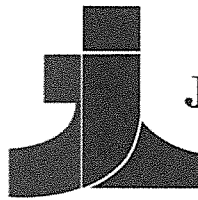
Jacobi, Toombs & Lanz Current Projects Status Report

Note: All approved contracts/agreements can be located in Gateway using the following link:

<https://gateway.ifionline.org/public/contract-search/>

Approved Minutes, Ordinances and Resolutions are located on the Clerk Treasurer's Website at
www.sellersburgclerk.com

Town of Sellersburg Storm Water Drainage Improvements Project CDBG Round 1, 2019 Grant Schedule		
TASK	TARGET DATE	DATE COMPLETED
Verify the Use of Slum/Blight as the National Objective with OCRA	12/10/2018	
Town Council Agrees to Move Forward with Project	12/17/2018	
Complete Cost Estimate & Project Scope	1/7/2019	
Submit Environmental Review	1/14/2019	
Begin Acquisition Process – Conduct 50-yr Title Search	1/14/2019	
Send URA Brochure via Certified Mail (or hand delivery)	1/21/2019	
Identify Local Match	1/14/2019	
Advertise Public Hearing #1	March 2019	
Hold Public Hearing #1	March or April 2019	
Town Signs Proposal Documents	April 2019	
Conduct Archaeological Reconnaissance (if necessary)	February 2019	
Conduct Appraisal/Review Appraisal (if necessary)	February 2019	
Send Letter of Just Compensation to property owner(s) (if necessary)	April 2019	
Execute Option to Purchase (good until at least 6/2020)	May 2019	
Submit Proposal to OCRA	May 3, 2019	
OCRA Site Visit	May 2019	
Advertise Public Hearing #2	May 2019	
Hold Public Hearing #2	June 2019	
Town Passes Resolutions and Signs Remaining Application Documents	June 2019	
Submit Application to OCRA	June 28, 2019	
Grant Award Announcement	August 15, 2019	



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

CURRENT PROJECTS STATUS REPORT

December 17, 2018

Community Crossing Funded Projects

2018 Community Crossing Grant Application

- Last week INDOT announced that the Town of Sellersburg was awarded \$712,317.21 with a required match of \$237,439.00. The paving projects included in the award were emailed out last week to the Council.
- The Town authorized JTL to move forward with preparation of bid documents for the CCG projects.

Shirley Avenue & Prather Lane

- Work along Shirley Avenue continues. We are working with the Town to identify water main valve operation in the area.

Road Improvement Projects

Butler Road Improvements

- Project is complete.

Bringham Drive

- Design continues.

Wastewater Improvement Projects

Utility Master Plan

JTL met with Town representatives and consultants to discuss scope and schedule of the proposed Master Plan. During our meeting, we began compiling information for pre-application submittal to SRF. Based on current on-going issues, we are looking at ways to fast-track GIS based mapping of both the water and wastewater system infrastructure.

As discussed at the last Council meeting, JTL submitted a Work Order to Staff last week for review at the meeting tonight. We would like to request authorization to proceed with the project if the Town so chooses.

Allentown Road Lift Station – Infiltration/Inflow

Met w/Wastewater Staff on 4/12/18 to walk the sewer alignment and review the pumping station. Provided an email with observations and possible additional items to investigate to staff following the review. TVI reports were submitted by Robinson. JTL is currently

1829 E. Spring Street, Suite 201
New Albany, IN 47150
812-945-9585
812-945-6656 Fax

124 Bell Ave
Clarksville, IN 47129
812-945-9585
812-945-6656 Fax

1060 N. Capitol Avenue, Ste E360
Indianapolis, IN 46204
317-829-3474
317-829-3473 Fax

1400 South 1st Street
Louisville, KY 40208
502-583-5994
502-583-7321 Fax

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reviewing the reports and will provide an update at the next Council meeting.

Perry Crossing Lift Station Corrosion/Rehabilitation

Webster provided a proposal to evaluate the environment in the wetwell and provide recommendations based upon the chemical makeup of the wastewater. This proposal was submitted to the Director for consideration. The Town Council rejected the quotes that were received before the last meeting and asked JTL to go forward with designing a full station replacement. We are currently working off of the previous hourly Work Order for this task, but anticipate that we will need to request an amendment to that Work Order in the future due to the change in scope. Design continues.

Sunset Hills Pump Station and Valve Vault

Work Order 2018-7 approved on 10/8/18. Request Town authorization on TVI proposal from Robinson. TVI reports were submitted by Robinson. JTL is currently reviewing the reports and will provide an update at the next Council meeting.

WWTP Compliance

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. Work Order 2018-8 was approved on 10/8/18 to assist with a chemical feed system at the Town's Wastewater Treatment Plant. Design is on-going.

Paradise/Helbig

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations. At the last Council meeting, JTL and Staff provided an update to the Council regarding alternatives. An alternative was selected and JTL is proceeding with design of that alternative.

Camp Chelan

Assisting Staff with the necessary Emergency Repair due to a valve break. JTL solicited quotes for the emergency repair from AllTerrain and Dan Cristiani Excavating. AllTerrain was the low quote at \$23,486.00 to replace both check valves and associated pipe elbows. Material is to be ordered today and work is anticipated for completion by the end of the week, subject to material delivery. Work was completed by AllTerrain on the discharge piping for pump #2. When the contractor began work on the pump #1 discharge piping, it was determined that a valve downstream is not working properly and they were unable to complete installation of the new elbow and valve on the pump #1 discharge. The material will be stored at the WWTP until a valve can be repaired/replaced in the future.

IOCRA Grant Planning Support

JTL is assisting Staff for potential IOCRA grants. RiverHills is communicating with IOCRA on a few specific grant options. We anticipate requesting Council authorization at the next meeting to go forward with a specific application.

Renn Property Easement

A few months ago, JTL was asked to prepare an easement for the Renn property. We didn't have a Work Order in place for the preparation of that easement, but would like

to request approval of Work Order 2018-13 for the work performed. All work is currently complete.