

**TOWN OF SELLERSBURG
TOWN COUNCIL MEETING MINUTES**

DATE & TIME: FEBRUARY 11, 2019, 5:30 P.M.

LOCATION: 316 E. UTICA STREET SELLERSBURG, INDIANA 47172

CALL TO ORDER: President Rhodes called the meeting to order at

ROLL CALL OF MEMBERS:

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

PRAYER: President Paul Rhodes

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND THE AGENDA AS FOLLOWS:

Move #1 New Business to Comments from the Public on Agenda Items
MOTION/SECOND/VOTE: WEBSTER/CONLIN 5/0, motion approved.

MOTION TO ADOPT THE AGENDA AS AMENDED:

MOTION/SECOND/VOTE: WEBSTER/CONLIN 5/0, motion approved.

APPROVAL OF MINUTES:

Approval of minutes as submitted by the Clerk-Treasurer:
January 28th Regular Meeting
January 28th & February 6th Executive Sessions
MOTION/SECOND/VOTE: AMOS/WEBSTER 5/0, motion approved.

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

1. Covered Bridge Paving (Covered Bridge HOA Representatives)

Jim Koeppel, 12404 Hermitage Trail addresses Council in reference to the paving of Covered Bridge Road that he was promised would be paved by 2019 by Ken Alexander and Tim Parmenter. Requests to know if it will be paved by the end of 2019. Council President Paul Rhodes advises Mr. Koeppel that the Paving of Covered Bridge Road will be discussed later in the meeting by Jacobi, Toombs and Lanz. Mr. Koeppel presents his notes to be recorded with the minutes.

ORDINANCES AND RESOLUTIONS:

Ordinance 2019-OR-003 | Amending the 2019 Salary Ordinance | 2nd Reading
MOTION/SECOND/VOTE: AMOS/CONLIN 4/1-nay by WEBSTER, motion approved.

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CCG PAVING | OPEN BIDS: (Joshua “Josh” Hillman (Jacobi, Toombs, and Lanz)

All Star Paving	\$804,478.02
E&B Paving	\$812,600.00
Flynn Brothers	\$771,713.15
Libs Paving	\$758,561.27
Louisville Paving	\$1,010,723.32
MAC Construction	\$742,027.45
Temple & Temple	\$884,918.15
Wingham Paving	\$709,636.45

Motion to take under advisement for Engineer’s review and the contract will be awarded at the next meeting:

MOTION/SECOND/VOTE: WEBSTER/CONLIN 5/0, motion approved.

UNFINISHED BUSINESS:

1. **Helbig Emergency Repair Quotes:** (Joshua “Josh” Hillman (Jacobi, Toombs, and Lanz)

Motion to approve the lowest bid for Allterrain in the amount of \$27,056.12:

MOTION/SECOND/VOTE: WEBSTER/AMOS 5/0, motion approved.

2. **Dump Truck/Salt Spreader** (Lori Kearney, Director of Public Works)

Ms. Kearney requests permission to get quotes for a new dump truck/salt spreader. Council gives permission and advises Mr. Kearney to let them know how it will be funded.

3. **Water Service Revised Fee Discussion** (Lori Kearney, Director of Public Works)

Town Attorney Elder will draft an ordinance.

NEW BUSINESS:

2. **Sump Pump Drainage | Lakeside Subdivision** (Matt Czarnecki, Resident)

Mr. Czarnecki addresses the Council in reference to sump pump drainage issues he is having in front of his property.

The Council advises Town Attorney Elder to draft an ordinance to address Mr. Czarnecki’s sump pump drainage issue.

3. **CitizenServe | Building Commission / Planning and Zoning Software** (Mike Beard, Building Commission)

Mr. Beard presents quote from CitizenServe in the amount of \$14,800.00 for the first year and \$3,600.00 for each additional year.

MOTION/SECOND/VOTE: AMOS/WEBSTER 5/0, motion approved and the \$14,800.00 will be paid out of Rainy Day and the \$3,600.00 for each additional year will be budgeted in the Building Commissioners budget.

4. **Job Descriptions | New and Revised** (Lori Kearney, Director of Public Works)

Ms. Kearney presents job description for the Compliance Coordinator/Property Manager for approval.

MOTION/SECOND/VOTE: AMOS/CONLIN 4/1-nay by Webster, motion approved.

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

Jim Koeppel addresses the Council in reference to the paving of Covered Bridge Road. President Rhodes advises that it is coming up next.

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RECEIPT OF STAFF REPORTS:

Joshua "Josh" Hillman (Jacobi, Toombs, and Lanz)

1. Monthly Projects Status Report
2. Presents 2019 Annual paving project in the amount of \$692,773.00 (copy attached)
Motion to bid out Covered Bridge Road only at this time:
MOTION/SECOND/VOTE: WEBSTER/AMOS 5/0, motion approved.
3. Council Requests Mr. Hillman to prepare a cost estimate on Allentown Road.

Lori Kearney, Director of Public Works

1. Presents Interlocal Agreement with the Clark County Indiana Board of Commissioners, for the purchase of salt, for approval:
MOTION/SECOND/VOTE: WEBSTER/LAMASTER 5/0, motion approved.

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

Brad J. Amos, District 3

Advises that he has received compliments on the Public Works employees who did the repairs in Speed and advises that the Parks & Recreation has a lot of great things going on this year.

Martina Webster, District 1

Advises that she would like to move money to the Rainy Day Fund. Town Attorney Elder will prepare an Ordinance.

Paul J. Rhodes, At-Large

Advises everyone to be in prayer about all this rain and the ones that will be affected by it.

ADJOURN:

MOTION/SECOND/VOTE/TIME: AMOS/WEBSTER 5/0, motion approved and meeting adjourned at 6:52 p.m.

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

Paul J. Rhodes, President

James H. LaMaster, Council Member

Brad J. Amos, Vice President

William J. Conlin, Council Member

Martina P. Webster, 2nd Vice President

Attest: Michelle D. Miller, Clerk Treasurer

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Attachment(s):

Agenda

Notes from Covered Bridge Home Owners Association

Jacobi, Toombs & Lanz Current Projects Status Report

2019 Paving Project Preliminary Construction Cost Estimate Summary

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

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

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

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

**Agenda for
February 11, 2019 at 5:30 p.m.**

CALL TO ORDER AND ROLL CALL OF MEMBERS:

PRAYER: Hamburg Church of Christ

PLEDGE OF ALLEGIANCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

APPROVAL OF MINUTES:

Approval of minutes as submitted by the Clerk-Treasurer:
January 28th Regular Meeting
January 28th & February 6th Executive Sessions

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

ORDINANCES AND RESOLUTIONS:

CCG PAVING | OPEN BIDS: (Joshua “Josh” Hillman (Jacobi, Toombs, and Lanz)

UNFINISHED BUSINESS:

1. Helbig Emergency Repair Quotes: (Joshua “Josh” Hillman (Jacobi, Toombs, and Lanz)
2. Dump Truck/Salt Spreader (Lori Kearney, Director of Public Works)
3. Water Service Revised Fee Discussion (Lori Kearney, Director of Public Works)

NEW BUSINESS:

1. Covered Bridge Paving (Covered Bridge HOA Representatives)
2. Sump Pump Drainage | Lakeside Subdivision (Matt Czarnecki, Resident)
3. CitizenServe | Building Commission / Planning and Zoning Software (Mike Beard, Building Commission)
4. Job Descriptions | New and Revised (Lori Kearney, Director of Public Works)

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

RECEIPT OF STAFF REPORTS:

Joshua “Josh” Hillman (Jacobi, Toombs, and Lanz)
Lori Kearney, Director of Public Works
William R. Whelan, Chief of Police
Jacob “Jake” Elder, Town Attorney

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

James H. LaMaster, District 2
William Conlin, District 4
Brad J. Amos, District 3
Martina Webster, District 1
Paul J. Rhodes, At-Large
Michelle Miller, Clerk-Treasurer

ADJOURN:

Sellersburg Town Council Meeting – February 11, 2019

CBHOA Talking Points

1. Since 2015, Covered Bridge has seen 3 of 4 sections of the community's roads repaired and repaved. The remaining section of road to be repaired and repaved is the section of Covered Bridge Rd. beginning near the Golf Course Club House, North West to the Cul-De-Sac or end of Covered Bridge Rd. Will that remaining section be repaired and repaved in 2019?
 - a. If Yes, confirm
 - b. If No, Continue with talking points
2. In the Spring of 2015, Ken Alexander (a representative of the Town of Sellersburg), met with the Covered Bridge HOA and several community residents during a regularly scheduled Board Meeting. Two issues were discussed: Community road resurfacing and flooding
 - a. Paving: Ken admitted that the roads were in need of repair and resurfacing and committed to a 4-year plan to address this need.
 - i. Ken stated that with a 4-year plan, the Town could best budget funds in 4 increments rather than doing the entire project in one year.
 - b. Flooding: Ken committed to researching the flooding issues at the entrance to the subdivision.
3. 4-year plan to resurface time line with commentary:
 - a. 2015: Hummingbird Way deemed in the more critical need for repair was resurfaced in the early Fall time frame
 - b. 2016: Covered Bridge Rd. was resurfaced and speed humps reinstalled. This included the area of Covered Bridge Rd. from the Entrance to the subdivision to an area North West (slightly past) the Golf Course Club House.
 - c. 2017: Advised that funding for further paving "was delayed", due to a change in the budgeting process and the availability of Community Crossing Grant monies. We were further advised that the delay was for 2017 only, and that paving according to the original 4-year plan would resume in 2018.
 - d. 2018: Met with Tim Parmenter to assure his understanding of the 4-year plan and the expected resumption of the paving project. Tim said he was unaware of the plan.
 - i. After several meetings with Tim, he committed to the resumption of paving. He advised that due to road conditions and funding availability, a decision was made to repave Bridge Way Court.
 - ii. Tim further advised that Covered Bridge Rd. would be next to repave based on the condition of the road.
4. Town's Commitment:
 - a. Ken Alexander: Representing the Town, committed to resurfacing the road over a 4 year period of time
 - b. Tim Parmenter: Representing the Town, acknowledged the condition of the remaining roads (Paser rating approaching 5 at the time) and the need to repave. He committed to the 2018 resurfacing of Bridgeway Ct. and committed to completing the paving of Covered Bridge Rd. in 2019
5. Traffic Volume:
 - a. Nearly 400 home currently, and will grow to 450+. Largest subdivision in Sellersburg

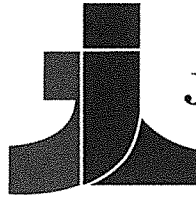
- b. Vehicle traffic on CB roads is in excess of 1900 vehicles per day when considering residential traffic, Golf Club patrons, construction, local deliveries and more

6. Tax Base:

- a. Actual home owner tax records were researched for 2017 taxes paid in 2018
 - i. A complete listing of taxes paid was provided by the Clark County Auditors office
 - ii. Home owner tax records which should revenue to Sellersburg were randomly selected and researched
- b. Sellersburg received on average, 36% of the county taxes paid by each home owner
- c. In 2018, Sellersburg received approximately \$433, 840 in revenue from Covered Bridge alone
- d. Looking back from 2018 for 4 years, we estimate that Sellersburg has received over \$1.7M in taxes from Covered Bridge

7. Services for Taxes paid:

- a. Police protection and support - excellent
- b. Trash/Garbage pickup - good
- c. Snow removal - excellent
- d. Road Maintenance – poor
- e. Unresolved / Partially resolved issues
 - i. Completion of Road Paving
 - 1. Rapid deterioration
 - ii. Flooding concerns
 - iii. Maintenance of retention basins as a part of managing road runoff through catch basins (storm sewers)
 - iv. Maintenance of Street lights
 - v. Maintenance of signage



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

2019 Project Update

February 11, 2019

Community Crossing Funded Projects

2018 Community Crossing Grant Application

- *Opening bids tonight.*

Shirley Avenue & Prather Lane

- *Construction continues. Request approval for a contract amendment at the next meeting due to continuation of construction.*

Road Improvement Projects

Bringham Drive

- *Plans submitted to L&I Railroad. INDOT submittal to occur in the next week. A bond will likely be necessary to complete the INDOT permit.*

2019 Annual Paving

- *JTL has prepared a list of proposed projects for the Town to choose from if they should decide to go forward with additional paving this year.*

Utility Improvement Projects

Utility Master Plan

- *Data Collection Underway*
- *Sewer Service Area Evaluation*
- *March 11, 2019 at 4pm and 7pm (following meeting) Stormwater Public Information Meeting to be held for input on stormwater/flooding concerns.*

Perry Crossing Lift Station Corrosion/Rehabilitation

We will need to get a Work Order Amendment to allow us to finish this design as previously discussed during Council meetings. Waiting on completion of data collection from the Master Plan in this area. Plan to meet with the golf course this week.

Sunset Hills Pump Station and Valve Vault

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

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www.jtleng.com

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. *Working on update letter to IDEM regarding status.*

Paradise/Helbig

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations. Bid Opening for selected alternative scheduled for May meeting with anticipated substantial completion in August. *Current issue with railroad permit and easement from adjacent property owner.*

Received three quotes for emergency repair. All Terrain is low quote at \$27,056.12

IOCRA Grant Planning Support

Graphics have been prepared for River Hills to submit for an environmental review.

Wastewater On-Call Services

Currently assisting with preparation of a Sludge Hauling package.

General On-Call Services

Review of a drainage issue on St. Joe Road East as discussed with Staff.

MS4 On-Call Services

Met with Staff on-site at the Oakley Development to review sediment and siltation issues.

Town of Sellersburg 2019 Paving Project

Preliminary Construction Cost Estimate Summary

Job #19003, 2/7/2019

Street Section:

Total Estimate:

Town Funded Streets	
Twinbrook Dr. <i>(From New Berry Rd. to Town Limits) - Mill & Resurface</i>	\$66,786.00
Sterling Oaks Dr. <i>(Entire Street, Including Pin Oak Dr. and 4 Culs-de-Sac) - Mill & Resurface</i>	\$296,960.00
Covered Bridge Rd. <i>(From Winged Foot Drive to Cul-de-Sac) - Mill & Resurface</i>	\$161,842.00
Triangle Dr. <i>(From S. Indiana Ave. Shoulder to NE Side of Apartment Entrance) - Mill & Resurface</i>	\$32,475.00
Popp Ave. West <i>(From Edgewood Dr. to S. Indiana Ave. Shoulder) - Mill & Resurface</i>	\$40,784.00
Penn Ave. <i>(From E. Utica St. to South Side of Charcoal & More Parking Lot) - Mill & Resurface</i>	\$64,768.00
Highland Ave. <i>(From Prather St. to Allhands Ave.) - Mill & Resurface</i>	\$29,158.00
Grand Total Preliminary Construction Cost Estimate	\$692,773.00