

**SELLERSBURG TOWN COUNCIL  
MEETING MINUTES  
FEBRUARY 27, 2023 | 316 E UTICA STREET**

**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, Town Attorney Jacob Elder, Town Manager Charlie Smith and Clerk Treasurer Michelle Miller.

**Absent:** Member Matt Czarnecki

**PRAYER AND PLEDGE OF ALLEGIENCE**

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

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

**APPROVAL OF MINUTES:**

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

**ORDINANCES & RESOLUTIONS:**

**2023-OR-005 REPEALING AND REPLACING §§ 110.15-110.20 OF THE CODE OF ORDINANCES:**

1<sup>ST</sup> Reading:

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

Motion to waive second reading:

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

Motion to approve:

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

**NEW BUSINESS:**

**1. 2022-2 COMMUNITY CROSSINGS MATCHING GRANT BID AWARD | LORI WYATT, JACOBI, TOOMBS & LANZ:**

Bid awarded to Wingham Paving in the amount of \$946,807.83:

MOTION/SECOND: MCVOY/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

**2. 2023 TOWN OF SELLERSBURG LAWN CARE BID AWARD | CHARLIE SMITH, TOWN MANAGER:**

Bid awarded to J&C Lawn and Landscape:

MOTION/SECOND: LANGFORD/MOBLEY VOTE: 4-aye, 0-nay, motion approved.

**3. DISUSSION: ADAMS CREEK CUL-DE-SAC LIMITED PARKING | CHARLIE SMITH, TOWN MANAGER.**

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**RECEIPT OF STAFF REPORTS:**

**TOWN MANAGER, CHARLIE SMITH:**

Gives updates on various projects.

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

Gives project status updates

Presents WORK ORDER 2023-008 Butler Road Low Pressure Sewer System for Council review.

**TOWN ATTORNEY, JACOB C. ELDER**

**CHIEF OF POLICE, WILLIAM R. WHELAN**

**ADJOURNMENT:**

Motion/Second to adjourn: MCVOY/MOBLEY

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

Time adjourned: 6:51 p.m.

Minutes approved this **13th** day of **MARCH, 2023**

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Brad J. Amos, Council Member

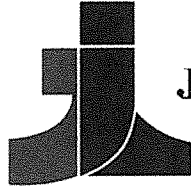
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Matt Czarnecki, Council Member

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Scott McVoy, Council Member

\_\_\_\_\_  
Terry Langford, Council Member

\_\_\_\_\_  
Randall Mobley, Council Member

\_\_\_\_\_  
Attest: Michelle D. Miller, Clerk Treasurer



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



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

**February 27, 2023**

**WATER**

**Ohio Ave Water Main Extension**

- Easement deed was recorded on 7/20/2022.
- Council President signed accepted bid on 11/28/2022 for Contractor to order bonds.
  - The bids have been signed and sent to the Contractor.
- Construction began on 1/30/2023 and is progressing ahead of schedule.
- *Ran into issues with rock, which required changes to schedule and method.*
- *Contractor anticipates completion later this week or early next week.*

**System Connection to IAWC**

- Pre-bid meeting was held on 6/28/2022. Bids were opened on 7/8/2022. Bid awarded to Excel Excavating for \$248,125 on 7/11/2022.
- Contract to be signed by Town, effective date of contract to be 7/25/2022.
- Contract time to start on 11/14/2022, based on anticipated material lead times:
  - Substantially complete by 2/12/2023.
  - Final completion due on 3/14/2023.
- Pre-construction meeting held on 11/14/2022. Construction is expected to begin mid-December, upon arrival of majority of materials.
- Contractor began work on 1/4/2023. Work is still planned to be completed before 4/1/2023.
- Valve and hydrant to be installed on raw water main on 2/15/2023 with work beginning at 2:00 am to be completed by 6:00 am.
- *Contractor anticipates final connections this week and testing next week.*

**WASTEWATER**

**WWTP Construction**

- Relocation of the outfall to avoid field located utilities has resulted in additional rock excavation. 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.

**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**  
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Clarksville, IN 47129  
812-288-6646

- Work is continuing on the UV Basin. Most electrical work is expected to be completed in February.
- On 11/14/2022, Indiana Finance Authority (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.
- Site grading and sidewalks are underway.
- Clarifier No. 1 demolition is complete and Clarifier No. 2 rehabilitation is complete.
- Several additional valves and piping of the RAS to the Headworks has been installed to improve operations and allow the rags and debris that have accumulated in the plant to be screened and removed. These rags and debris are causing plugging of the pipes and equipment. Their costs will be included in the next change order.
- *Work continues on the rehabilitation of the existing Oxidation Ditches. Excavation of the new Flow Splitter Box is completed, and the base slab has been completed. Work continues on the wall sections.*
- *Concrete work on the Reaeration Basin has been completed. Installation of the diffusers and air piping will be completed in the next couple of weeks.*
- *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.*
- *Pace has assisted operations staff with dewatering of solids in the plant. A rental belt filter press has been placed into operation at the plant to help operations staff dewater accumulated solids. The press will be onsite for the month of February.*
- *The new dewatering building and equipment is being installed by the contractor and is expected to be operational in early April.*
- *Council Tour scheduled for March 9<sup>th</sup> at 3:00 pm.*
- *Construction progress is satisfactory.*

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## **ROAD**

### **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.
- No updates anticipated until construction starts this Spring.

### **Camp Run Parkway (Town) Portion**

- MAC Construction is the Contractor. JTL providing full-time on-site inspection.
- All asphalt has been installed except for the final 1.5-inch surface course.
- All concrete curb and gutter and median curbs have been installed.
- All concrete sidewalk and decorative stamped/colored concrete have been installed.
- Finish grading has been completed and sod and seed has been installed.
- Installation of tree plantings, landscaping, and landscape rock are complete.
- Final surface asphalt and striping to be completed in the Spring.

### **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.
- Final review of the project and a punch list was created. Contractor has been made aware of the required corrective work and will put it on their schedule.
  - JTL has confirmed that the Contractor’s corrective work has been completed.
- Final change order was signed 11/28/2022.
- *Close-out is complete and has been sent to INDOT.*
- The 2022-2 CCMG Application has been awarded.
  - *Bids opened just prior to meeting and will be reviewed to confirm award.*
  - *Low bidder was Wintham Paving. Contract is to be awarded and signed tonight.*

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**WORK ORDER FORM  
BUTLER ROAD LOW PRESSURE SEWER SYSTEM**

**WORK ORDER NO. 2023-008**

**Date: 02/27/2023**

In accordance with the General Services Agreement between the **Town of Sellersburg, Indiana**, acting thru its duly elected **Sellersburg Town Council (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated September 8<sup>th</sup>, 2014, this **WORK ORDER** is the written authorization to the **CONSULTANT** to provide the work described herein, in accordance with the attached schedule, and not-to-exceed fee.

**Work:** The Work shall be as described in Section A of this **WORK ORDER**. **CONSULTANT** shall furnish all labor, materials, supplies, equipment, supervision, and services necessary for and incident to the performance of the Work. **CONSULTANT** represents that it has thoroughly reviewed the Work and the General Services Agreement and that it accepts the Work and the conditions under which the Work is to be performed.

**Schedule:** The Schedule shall be set forth in Section B of this **WORK ORDER**. **CONSULTANT** represents that the Schedule is reasonable and achievable.

**Payment Terms:** Payments to the **CONSULTANT** shall be as described in Section C of this **WORK ORDER**.

**Terms and Conditions:** The terms and conditions of the General Services Agreement referenced above shall apply to this **WORK ORDER**. This **WORK ORDER** also incorporates all of the terms and conditions required to be included in it by the General Services Agreement.

**OWNER:**

**Town of Sellersburg, Indiana  
316 Utica Street  
Sellersburg, Indiana 47172**

By \_\_\_\_\_

Witness \_\_\_\_\_

**CONSULTANT:**

**Jacobi, Toombs, and Lanz, Inc.  
1829 East Spring Street, Suite 201  
New Albany, IN 47150  
(812) 945-9585**

By \_\_\_\_\_  
Michael Harris, PE, President

Witness \_\_\_\_\_  
Lori L. Wyatt, Water Resources Team Lead

## WORK ORDER NO. 2023-008

### SECTION A – DESCRIPTION OF THE WORK

Jacobi, Toombs and Lanz, Inc. (**CONSULTANT**) shall provide the Professional services for the project as described as follows:

#### Design Services:

JTL will provide survey and design services for a low-pressure sewer system along Butler Road to provide sanitary sewer service to three residential properties. These properties currently have septic systems, but desire to be connected to the Sellersburg collection system. Design services are to include any necessary surveying, sewer design, preparation of necessary permit applications and submissions, and bid document preparation, as well as coordination with the property owners.

#### Deliverables:

- Conceptual Design (30%)
- Design (60%)
- Final Design (100%)

#### Construction Services:

JTL will provide construction services following the award of the contract that includes full time construction inspection and construction administration services.

Permit application fees are not included in this fee and are assumed to be paid by the **CLIENT**. Easement preparation and/or acquisition are not included in this scope of work. Should these become necessary, they can be added for an additional fee.

### SECTION B – SCHEDULE

Conceptual design will begin upon receipt of Notice to Proceed (NTP) and will be reviewed with the **CLIENT** within four (4) weeks. It is anticipated that the topographic survey will be completed within six (6) weeks following receipt of NTP, weather permitting. Following the completion of the survey, 60% design will be completed within two (2) weeks for review with the **CLIENT**. After this review, final design is expected to be completed within six (6) weeks and permit documents to be delivered to their respective agencies by the end of June 2023. Once the regulatory agencies provide approval for construction, the project will be bid in accordance with Indiana state laws regarding standard advertisement and public notifications.

### SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for the design services shall be on a lump-sum basis with an initial not to exceed budget of Thirty-Two Thousand Six Hundred and Ninety dollars (\$32,690.00). Payment to the **CONSULTANT** for the construction services shall be on a time and material basis with an initial not-to-exceed budget of Forty-One Thousand Two Hundred and Sixty Dollars (\$41,260.00). The total contract amount shall be Seventy-Three Thousand Nine Hundred and Fifty dollars (\$73,950.00).

The **CONSULTANT** may submit monthly invoices for payment for work completed to date.