

**TOWN OF SELLERSBURG  
TOWN COUNCIL MEETING MINUTES**

**DATE & TIME:** January 14, 2019 at 5:30 p.m.

**LOCATION:** 316 E. UTICA STREET SELLERSBURG, INDIANA 47172

**CALLED TO ORDER:** By Vice-President Brad Amos

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Sellersburg United Methodist Church

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND THE AGENDA:**

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.  
Amended to add Ordinance 2019-OR-002, 2019 Salary Ordinance Amendment

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

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

**APPROVAL OF MINUTES:**

Approval of the December 17, 2018 minutes of the as submitted by the Clerk-Treasurer  
MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

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

Amy Jenkins reference Hawthorn Glen Water Booster Station (This was item #1 under Unfinished Business): Ms. Jenkins addresses the Council reference how long it will be before the booster station is completed. Mr. Curry advises it should be completed within the next three months.

Mr. & Mrs. Ernstberger of Plum Run address the Council in reference to issues they are having with water run off from the land behind Rite Aid. Josh Hillman with Jacobi, Toombs and Lanz addressed the issue.

**ORGANIZATION OF THE TOWN OF SELLERSBURG COUNCIL APPOINTMENTS**

Motion to table until next meeting:

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

**TOWN OF SELLERSBURG BOARD APPOINTMENTS**

1. **Sellersburg Metropolitan Police Commissioners**

Motion to table:

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

2. **Sellersburg Board of Zoning Appeals**

Motion to re-appoint Dennie Amos:

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

Motion to re-appoint Charles Popp as the Executive Appointment by Brad Amos (Acting President):

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

3. **Sellersburg Parks & Recreation Board**

Motion to table until the next meeting:

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

**ORDINANCES AND RESOLUTIONS**

1. **Ordinance No. 2019 – OR 001: An Ordinance Transferring Certain Funds**

1<sup>ST</sup> READING: MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

2<sup>ND</sup> READING: MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

2. **Ordinance No. 2019 – OR 002: An Ordinance Amending the 2019 Salary Ordinance**

1<sup>ST</sup> READING: MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

2<sup>ND</sup> READING: MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

**NEW BUSINESS**

1. **Sump Pump Drainage | 4306 Silver Glade Trail (Lori Kearney, Director of Public Works)**

Discussion only-No action taken

2. **Pressure Reducing Valve (PRV) (Lori Kearney, Director of Public Works)**

Motion to proceed with pressure reducing valve under emergency situation:

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

Number's 3, 4, 7, 8, 9 and 10 were combined under number 3.

3. **Work Order 2019-01 | General Wastewater On-Call Support (Lori Kearney, Director of Public Works)**

Motion to approve the following Work Order's:

2019-01 | 2019 Wastewater on-call services

2019-02 | 2019 General on-call services

2019-03 | 2019 Annual Paving Bid Package Services

2019-04 | 2019 IOCRA Grant Application Support

2019-05 | 2019 Sellersburg MS4 on-call services

2019-06 | 2019 Planning & Zoning on-call support services

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

4. **File Management Pros | Billing Office Console for Secure Shredding of Documents (Lori Kearney, Director of Public Works)**  
Motion to approve upon review of Town Attorney:  
MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.
5. **Water of Milan Lift Station (Lori Kearney, Director of Public Works)**  
Motion to approve the Town taking over the lift station at 4409 Venice Way that is not subject to the Duke Energy easement.  
MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.
6. **Community Crossing Matching Grant Agreements (Michelle Miller, Clerk Treasurer)**  
Motion to approve the 2019 CCMG Agreements and authorizing Council President Paul Rhodes to sign the agreements outside of this meeting.  
MOTION/SECOND/VOTE:
7. **River Hills Appointment (Brad Amos, Town Council Vice-President)**  
Motion to appoint William "Bill" Conlin to the River Hills Board:  
MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.
8. **2019 Town Council Meeting Dates (Paul Rhodes, Town Council President)**  
2019 Town Council Meetings will be the second and forth Monday's of each month with the exception of May, November and December which will be May 13<sup>th</sup>, November 25<sup>th</sup> and December 16<sup>th</sup>.  
MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved.

#### **RECEIPT OF STAFF REPORTS**

##### **Joshua Hillman of Jacobi, Toombs, and Lanz**

1. Monthly Projects Status Report

##### **Lori Kearney, Director of Public Works**

1. Well field #8 is being repaired
2. Federal employees are requesting extension to pay water bills, they will be referred to the Township Trustee for financial assistance.

##### **William R. Whelan, Chief of Police**

1. Requests the following vehicles be deemed surplus to be traded in at John Jones on new vehicles:
  - a. Tahoe 0062
  - b. Tahoe 9666
  - c. Taurus 2790

MOTION/SECOND/VOTE: CONLIN/WEBSTER/3-0, motion approved.

#### **COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order)**

Brad J. Amos, District 3

Advises that the Parks & Recreation Board has a full calendar of events for 2019.

Martina Webster, District 1

Advises that the Eve farm is for sale, 123 acres, and traffic on Allentown will increase if a subdivision goes in there.

Sellersburg Town Council  
Meeting Minutes  
January 14, 2019

**Michelle Miller, Clerk-Treasurer | Mainstreet Sellersburg**

1. Advises the Council that at the next Council meeting she will be asking the Council to support the forming of a Mainstreet Sellersburg Board and will be asking for financial commitment to help clean up the Town.

**ADJOURN:**

MOTION/SECOND/VOTE: WEBSTER/CONLIN/3-0, motion approved. TIME: 6:50 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, 2<sup>nd</sup> 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](http://www.sellersburgclerk.com)

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

**Agenda for  
January 14, 2019 at 5:30 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 the December 17, 2018 minutes of the as submitted by the Clerk-Treasurer

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

**ORGANIZATION OF THE TOWN OF SELLERSBURG COUNCIL APPOINTMENTS**

**TOWN OF SELLERSBURG BOARD APPOINTMENTS**

1. Sellersburg Metropolitan Police Commissioners
2. Sellersburg Board of Zoning Appeals
3. Sellersburg Parks & Recreation Board

**ORDINANCES AND RESOLUTIONS:**

1. Ordinance No. 2019 – OR 001: An Ordinance Transferring Certain Funds

**UNFINISHED BUSINESS:**

1. Hawthorne Glen Booster Station (Amy Jenkins, Resident)

**NEW BUSINESS:**

1. Sump Pump Drainage | 4306 Silver Glade Trail (Lori Kearney, Director of Public Works)
2. Pressure Reducing Valve (PRV) (Lori Kearney, Director of Public Works)
3. Work Order 2019-01 | General Wastewater On-Call Support (Lori Kearney, Director of Public Works)
4. Work Order 2019-2 | General Stormwater & Roads On-Call Support (Lori Kearney, Director of Public Works)
5. File Management Pros | Billing Office Console for Secure Shredding of Documents (Lori Kearney, Director of Public Works)
6. Water of Milan Lift Station (Lori Kearney, Director of Public Works)
7. Work Order 2019-03 | Annual Paving (Joshua “Josh” Hillman of Jacobi, Toombs, and Lanz)
8. Work Order 2019-04 | IOCRA Grant Planning Support (Joshua “Josh” Hillman of Jacobi, Toombs, and Lanz)
9. Work Order 2019-05 | MS4 On-Call Support (Joshua “Josh” Hillman of Jacobi, Toombs, and Lanz)
10. Work Order 2019-06 | Planning & Zoning On-Call Support (Joshua “Josh” Hillman of Jacobi, Toombs, and Lanz)

11. Community Crossing Matching Grant Agreements (Michelle Miller, Clerk Treasurer)
12. River Hills Appointment (Paul Rhodes, Town Council President)
13. 2019 Town Council Meeting Dates (Paul Rhodes, Town Council President)

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

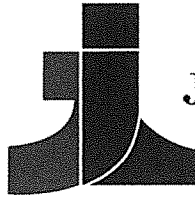
**RECEIPT OF STAFF REPORTS:**

Joshua “Josh” Hillman of 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:**



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

## 2019 Project Update

January 14, 2019

### Community Crossing Funded Projects

#### ***2018 Community Crossing Grant Application***

- *Final road assessment underway. Anticipate receiving bids by the second meeting in February.*

#### ***Shirley Avenue & Prather Lane***

- *Work along Shirley Avenue continues. Contractor anticipates to work through the entire winter. Completion of project will be dependent on weather.*

### Road Improvement Projects

#### ***Bringham Drive***

- *Design continues. Anticipate receiving bids at the second meeting in February.*

#### ***2019 Annual Paving***

- *JTL has submitted a Work Order for preparing an Annual Paving bid package (non-CCG funding) for consideration by the Council.*
- *Possible road projects might include Sterling Oaks (paving & speed humps) and Twinbrook (which was not selected by CCG).*

### Utility Improvement Projects

#### ***Utility Master Plan***

*First phase of the Master Plan will heavily involve data collection of existing infrastructure (for GIS mapping).*

- *Sanitary Manholes, Pump Stations & Air Release Valves*
- *Fire Hydrants, Water Valves & Meters*

*JTL will work with Town representatives to identify valve and meter locations.*

#### ***Public Outreach/Communication***

- *Anticipate a public input meeting in late February or early March for the Stormwater Master Plan to receive input regarding known drainage issues.*

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 1<sup>st</sup> Street  
Louisville, KY 40208  
502-583-5994  
502-583-7321 Fax

*New Albany, IN • Clarksville, IN • Indianapolis, IN • Louisville, KY*

[www.jtleng.com](http://www.jtleng.com)

### ***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 inspection identifies that the pipe is in fairly good condition. There are no additional efforts expected at this time.*

### ***Perry Crossing Lift Station Corrosion/Rehabilitation***

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. *We are in the process of resolving property lines in this area to prepare easement documents and will be trying to meet with the golf course regarding property. Once we meet with the golf course, we will have a geotechnical exploration performed to confirm ground conditions. We will need to get a Work Order Amendment to allow us to finish this design as previously discussed during Council meetings. As part of the Master Plan efforts, we are focusing on data collection in this sewer service area first for confirmation of flows contributing to this station.*

### ***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 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.*

### ***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. *JTL is working through the construction plan documents for the selected alternative and confirming utility locations.*

### ***IOCRA Grant Planning Support***

JTL is assisting Staff for potential IOCRA grants. RiverHills is communicating with IOCRA on a few specific grant options.. *Town representatives and JTL met with River Hills last week to discuss going forward with a grant application. JTL has submitted a work order to assist the Town and River Hills with the grant application process.*

### ***General Work Orders for 2019:***

- *Wastewater Support On-Call*
- *General – Stormwater & Roads*
- *Planning & Zoning Support*
- *MS4 On-Call Support*