

**SELLERSBURG TOWN COUNCIL  
MEETING MINUTES  
JULY 24, 2023 | 316 E UTICA STREET | SELLERSBURG, IN 47172**

**CALL TO ORDER**

President Brad Amos called the meeting to order at 6:01 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:**

Add under New Business: G&G Excavating Claim approval to pay \$2,700.00 from CEDIT

Add under New Business: O'Mara Change Order for Ohio Water Main Extension

Remove #2 under New Business

MOTION/SECOND: CZARNECKI/MCVOY

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/MOBLEY

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

**APPROVAL OF JUNE PAYROLL ALLOWANCE DOCKET:**

MOTION/SECOND: CZARNECKI/MCVOY

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

**NEW BUSINESS:**

1. **FUEL PUMP INSTALLATION | TOWN MANAGER CHARLIE SMITH:**  
MOTION/SECOND: CZARNECKI/MOBLEY VOTE: 5-aye, 0-nay, motion approved.
2. **APPROVAL OF EL CATRIN MEXICAN KITCHEN UTILITY PAYMENT PLAN | TOWN MANAGER CHARLIE SMITH | REMOVED FROM AGENDA**
3. **SHORT TERM RENTAL REGISTRATION FORM | JEREMY CORBETT, BUILDING COMMISSIONER | DISCUSSION ONLY**
4. **G&G EXCAVATING CLAIM APPROVAL TO PAY \$2,700.00 FROM CEDIT:**  
MOTION/SECOND: MCVOY/CZARNECKI VOTE: 5-aye, 0-nay, motion approved.
5. **O'MARA CHANGE ORDER FOR OHIO WATER MAIN PROJECT:**  
Motion to table as Jacobi, Toombs & Lanz is awaiting final numbers.  
MOTION/SECOND: CZARNECKI/MCVOY VOTE: 5-aye, 0-nay, motion approved.

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**PUBLIC COMMENT:**

Charlie Pierce, 9108 SR60 advises the Council he has obtained three quotes for the fence and will give copies to Town Manager Smith.

**RECEIPT OF STAFF REPORTS:**

**TOWN MANAGER, CHARLIE SMITH:**

Gives updates on various projects.

**Requests approval to move the large item collection to twice a month:**

MOTION/SECOND: MCVOY/CZARNECKI VOTE: 5-aye, 0-nay, motion approved.

Requests a Compensation Study Workshop on August 10<sup>th</sup> at 5:00 p.m.

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

Gives project status updates

**ADJOURNMENT:**

Motion/Second to adjourn: CZARNECKI/MOBLEY VOTE: 5-aye, 0-nay, motion approved.

Time adjourned: 7:13 p.m.

Minutes approved this **14th** day of **AUGUST, 2023**

\_\_\_\_\_  
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



Is there a swimming pool on the premises? Yes  No

Is this property the owner's *primary residence*? Yes  No

How many total parking spaces (on-site) are allotted for this property?

How many parking spaces (on-site) are available to guest?  
(1 on site parking space for every 2 sleeping areas )

**Initial Registration Permit (IRP):** \$150.00

**Annual Renewal Permit (ARP):** \$0.00

**Inspection Fee:** \$50.00

**Inspection must be done at the time of Initial Registration and Registration Renewal per permit**

**Sellersburg Unified Development Ordinance (UDO) can be viewed at [sellersburg.org](http://sellersburg.org)**

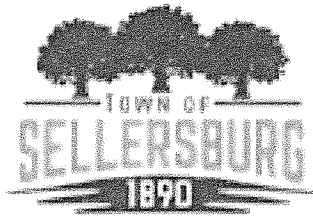
**Indiana Code IC 36-1-24 can be viewed at [IN.gov](http://IN.gov)**

**Applicant, by signature below, acknowledges having read all applicable laws and ordinances and agrees to comply with all laws, orders, ordinances, rules and regulations governing the above registration and further agrees that any misstatement of material fact may result in refusal of registration or revocation if one has been issued. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the registration.**

\_\_\_\_\_  
**Authorized Signature of Property Owner**

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Date**



Town of Sellersburg Building Commission  
 316 E. Utica St.  
 Sellersburg, IN 47172  
 812-246-3821  
[WWW.SELLERSBURG.ORG](http://WWW.SELLERSBURG.ORG)

## INSPECTION CHECKLIST

<b>BUILDING INFORMATION</b>
Address:
Owners Contact Information:

LIFE SAFETY CHECKLIST	YES	NO	N/A	COMMENTS
Is there a working smoke alarms (detectors):				
a. On each level of the building and dwelling unit and in the vicinity of each bedroom, including the basement?				
b. In each bedroom?				
Are there a working carbon monoxide (CO) alarms (detectors):				
Outside each sleeping area?				
On each level of the building?				
Does each dwelling unit have two separate ways out?				
Are all ways out of the building:				
a. Free of obstructions?				
b. Discharged to the ground level?				
c. Means of egress properly marked?				
d. In buildings with 3 or more dwelling units, have doors that are fire-rated, self-closing, easily opened, and able to be used?				
Do all exit stairways have handrails that are securely mounted?				
If there is only one-way out of a dwelling unit, does each bedroom have a window that can be easily opened and is large enough for emergency rescue or escape?				
Are there portable fire extinguishers available and mounted?				
Are buildings and units properly marked?				

# Accounts Payable Voucher

PAGE: 1

VOUCHER NO. 55390      WARRANT NO.      DATE ALLOWED 6/27/2023      IN THE SUM OF \$ **\$9700.00**  
Mo. Day Yr.

**TOWN OF SELLERSBURG**

An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

Payee

G&G Excavating & Demolition LLC 1321 Frontage Rd Henryville, IN 47126	Terms Date Due <u>6/27/2023</u>
---	------------------------------------

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	PO NUMBER	DESCRIPTION <small>(or note attached invoice(s) or bill(s))</small>	AMOUNT
06/13/2023	021	223400315			DEMOLITION OF 690 PENN ST.	7000.00
06/13/2023	021	2209000361				2700.00

07/24/2023  
approved by Council

TOTAL      **\$9700.00**

<b>TOWN OF SELLERSBURG</b>	
Favor Of G&G EVCAVING & DEMOLITON LLC	
Total Amount of Voucher	\$ 9700 00
Deductions	
Total Amount of Warrant	\$ 9700 00
Month of _____	

VOUCHER RECORD	ACCT #			
Total			9700	00

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

6/27/23  
Mo. Day Yr.
  
Signature
MSY  
Officer/Title

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

\_\_\_\_\_  
Mo. Day Yr.
\_\_\_\_\_  
Signature
\_\_\_\_\_  
CLERK TREASURER  
Officer/Title

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_  
 Board/Council Members

223,4000 315 = \$7000.00

# INVOICE



**G & G Excavating & Demolition**  
1321 Frontage Road  
Henryville, IN 47126

captainmg1269@gmail.com  
812-207-1269

## Town of Sellersburg

### Bill to

Town of Sellersburg  
316 E Utica Street  
Sellersburg, Indiana  
47172

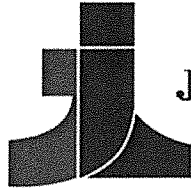
### Invoice details

Invoice no.: 021  
Invoice date: 06/13/2023  
Due date: 07/13/2023

Product or service	Amount
1. <b>Demolition Project</b> 690 Penn Street Sellersburg, IN 47172 Grow Mow-able Grass Finish Grade Haul off materials & Structures Seed & Straw	\$9,700.00
<b>Total</b>	<b>\$9,700.00</b>

### Note to customer

Thank you for your business. Please make checks payable to G&G Excavating and Demolition LLC.



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



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

**July 24, 2023**

**GENERAL**

- Ziptility launched on 6/28/2023. Follow-up meetings to be scheduled with each department.

**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.
- *JTL will coordinate scheduling with the Water Distribution Manager and Town Manager.*
- *Inventory must be completed and submitted by December 31, 2023.*

**WASTEWATER**

**WWTP Construction**

- Relocation of the outfall to avoid field located utilities has resulted in additional rock excavation. Pace Contracting (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.
- Work is continuing on the UV Basin. Most electrical work is expected to be completed in February.
  - Electrical work has been completed. UV startup and training is completed.
  - 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.
- 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. Rehabilitation will be limited to removal of equipment pads and covering equipment wall openings with metal.
- Site grading and sidewalks are underway.
  - *Revisions to the site grading plan are being 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.*
  - *JTL has recommended existing asphalt and subgrade in several areas around the plant's existing road surface be cut down an additional 3 inches and rolled, compacted, and proof*

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



*rolled to identify soft soil areas. The soft soil areas will be excavated and stabilized with additional depth of asphalt.*

- *The paving plan is being revised based on field observations of the base course and existing asphalt condition. It was determined that the bid requirements to replace the top one-inch surface course would not provide serviceability long-term. JTL is recommending to increase the asphalt depth to four inches, resulting in an increase in costs. JTL is working with Pace and will present costs to the Town Council in a workshop.*
- 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. Their costs will be included in the next change order.
- Work continues on the rehabilitation of the existing Oxidation Ditches. The new flow splitter box concrete and gate installation is complete. Concrete repair of existing cracks is underway and should be completed in the next 30 days.
  - 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. Options to replace these valves are being investigated. Replacing these valves has delayed start-up of the two existing Oxidation Ditches.
  - *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.*
- Concrete work on the Reaeration Basin has been completed. Installation of the diffusers and air piping is completed.
- 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. A rental belt filter press has been placed delivered to the plant to help dewater accumulated solids, and is on-site until 5/20/2023.
- The new Dewatering Building and equipment is being installed by the Contractor and is expected to be operational in early April.
  - Delayed due to a setback in the delivery of equipment and conveyor support equipment. Start-up of the process will not begin until early May.
  - 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. The Dewatering Building is operating satisfactorily. JTL will continue to work with the Town to monitor operations.*
- *Work on the renovation of the existing operations building has reached substantial completion. Staff relocated back into the building during the second week of July.*
- 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 3/13/2023, and a request for approval will be presented 3/27/2023.
- *Construction progress is satisfactory.*

## **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, and Covered Bridge Road*
  - Concrete Work: Dora Drive
  - *Contractor is beginning work on the St. Joe Road segment, beginning with the cross drain on Alabama Avenue. The electric company has relocated the utility pole that was in conflict on St. Joe Road.*
- *The 2023-2 CCMG Application is due on Friday, 7/28/2023. The Town Manager is working to select the roads for this application; there are currently twenty (20) segments of road on the application. JTL is putting together cost estimates.*

### **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.
- Forcemain was found to be only six (6) inches below grade. Will require relocation.
  - *All new force main has been installed except for the tie-ins at each end. The connections are scheduled to be complete on 7/24/2023, barring any unsuitable weather.*
  - *Tie-ins were completed this morning, 7/24/2023, successfully with no leaks.*