

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

MEETING MINUTES

DATE: JUNE 11, 2018

CALL TO ORDER:

President Paul J. Rhodes called the meeting to order at 5:30 p.m.

ROLL CALL:

President Paul J. Rhodes, Vice President Brad J. Amos, Second Vice-President Martina P. Webster, Council Member James H. LaMaster, Town Council Attorney Jacob C. Elder and Clerk Treasurer Michelle D. Miller. Council Member William J. Conlin arrived at 5:34 p.m.

PRAYER: by President Paul J. Rhodes

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND THE AGENDA:

Motion/Second: WEBSTER/LAMASTER Vote: 4-aye, 0-nay, motion approved.
Amendments: Add Allowance Docket

MOTION TO ADOPT THE AGENDA AS AMENDED:

Motion/Second: WEBSTER/LAMASTER Vote: 4-aye, 0-nay, motion approved.

Councilman William H. Conlin arrived at 5:34 p.m.

APPROVAL OF ALLOWANCE DOCKET:

Motion/Second: WEBSTER/LAMASTER Vote: 5-aye, 0-nay, motion approved.

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

Lara Renn addresses the Council in reference to the two appraisals that were done on her property at 622 W Utica. Town Council Attorney Jacob Elder advises he will email her the two appraisals and that he is waiting on direction from the Council on this.

ORDINANCES AND RESOLUTIONS:

1. 2018-OR-009 – An Ordinance Amending Ordinance 2017-OR-028 “Establishing Longevity Pay for Full Time Employees of The Town of Sellersburg.”

1st Reading: Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.

2nd Reading: Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.

2. 2018-OR-010 – An Ordinance Amending the Paid Time Off (PTO) Policy of The Town of Sellersburg, Indiana.

1st Reading: Motion/Second: CONLIN/WEBSTER Vote: 5-aye, 0-nay, motion approved.

Motion to amend to remove the “to” in the title of “Employees Hired after “*to*” January 1, 2018”

Motion/Second: WEBSTER/LAMASTER Vote: 5-aye, 0-nay, motion approved.

1st Reading, as amended: Motion/Second: WEBSTER/CONLIN Vote: 5-aye, 0-nay, motion approved.

2nd Reading, as amended: Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.

3. **2018-OR-011 – An Ordinance Amending the 2018 Planning Director/Building Commissioner Job**

Description:

2nd Reading: Motion/Second: WEBSTER/CONLIN Vote: 5-aye, 0-nay, motion approved.

4. **2018-OR-12 – An Ordinance Authorizing the President of the Town Council to Enter into Payment Plans on Behalf of the Town's Water Department:**

1st Reading: Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.

2nd Reading: Motion/Second: WEBSTER/LAMASTER Vote: 5-aye, 0-nay, motion approved.

NEW BUSINESS:

1. Town of Sellersburg Health and Liability Insurance (President Rhodes): President Rhodes requests that Town Council Executive Secretary post that we will be accepting quotes for the first meeting in August for Agent of Record quotes and quotes for the Town's Liability Insurance.
2. Potential Sale of 4304 Silver Glade Trail, Sellersburg, IN (Councilman Conlin): Councilman Conlin advises that he has spoke with the neighbors of this property and that he would like for the Council to sell this property. Council President Rhodes advises that this will be tabled for future discussion.
3. Business Licensing (Tim Parmenter): Addresses the Council in reference to initiating a Business License-no action taken.
4. Utility Contractor Permitting (Tim Parmenter): Addresses the Council in reference to implementing a Utility Contractor Permit. Town Council Attorney Jacob Elder will work with Tim to create an Ordinance for this.
5. Brandon Circle (Tim Parmenter): Tim needs for the Council to vote to decide on the type of material to use for Brandon Circle:
Motion to approve the job with asphalt: Motion/Second: WEBSTER/NONE, dies for lack of second.
Motion to table the Brandon Circle project: Motion/Second: CONLIN/AMOS Vote: 3-aye's by Conlin, Amos and LaMaster and 2-nays by Webster and Rhodes, motion approved.

Mike with Jacobi, Toombs and Lanz advises that the preliminary plans for Butler Road should be done by the end of June.

RECEIPT OF STAFF REPORTS:

Mike Harris, Jacobi, Toombs, & Lanz: Gives Current Projects Status Report (copy attached)

William R. Whelan, Chief of Police: Advises that he has turned in the invoices for the panic button and the recorder to Michelle Medcalf.

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

William Conlin, District 4: Advises that the Dragon's Den is now open and has good food and good coffee.

Brad J. Amos, District 3: Advises that School is out and the swimming pool is now open. The Farmer's Market is open and new signs are getting ready to go up for the pool and wishes the Silver Creek Baseball Team good luck.

Town of Sellersburg
Town Council Meeting
June 11, 2018

Martina Webster, District 1: Advises that if we spend the extra money on Brandon Circle, that will be less money for paving.

ADJOURN:

Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 6:50 p.m.

Minutes approved this _____ day of _____, **2018**

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 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
June 11, 2018 at 5:30 p.m.**

CALL TO ORDER AND ROLL CALL OF MEMBERS:

PRAYER:

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

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

ORDINANCES AND RESOLUTIONS:

1. 2018-OR-009 – An Ordinance Amending Ordinance 2017-OR-028 “Establishing Longevity Pay for Full Time Employees of The Town of Sellersburg.”
2. 2018-OR-010 – An Ordinance Amending the Paid Time Off (PTO) Policy of The Town of Sellersburg, Indiana.
3. 2018-OR-011 – An Ordinance Amending the 2018 Planning Director/Building Commissioner Job Description’
4. 2018-OR-12 – An Ordinance Authorizing the President of the Town Council to Enter into Payment Plans on Behalf of the Town’s Water Department.

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Town of Sellersburg Health and Liability Insurance (President Rhodes)
2. Potential Sale of 4304 Silver Glade Trail, Sellersburg, IN (Councilman Conlin)
3. Business Licensing (Tim Parmenter)
4. Utility Contractor Permitting (Tim Parmenter)
5. Brandon Circle (Tim Parmenter)

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

RECEIPT OF STAFF REPORTS:

Josh Hillman, Jacobi, Toombs, & Lanz
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

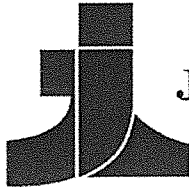
Brad J. Amos, District 3

Martina Webster, District 1

Paul J. Rhodes, At-Large

Michelle Miller, Clerk-Treasurer

ADJOURN:



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

**CURRENT PROJECTS
STATUS REPORT**

June 11, 2018

Shirley Avenue & Prather Lane

Construction Notice to Proceed issued on June 4. Contractor anticipated to begin road closures on June 18.

St. Joe Road East & Allentown Road Paving

Milling to begin this week, weather permitting, and patching and paving to follow.

Charlestown Road Water & Sewer Relocations

County has raised concern with proximity of sewer line relocation to proposed foundation of wing wall on culvert due to County design changes. JTL has requested the contractor to provide a price for casing pipe on sanitary sewer line to allow sewer line to stay in the newly acquired County right-of-way. The Town will be requested to review a Change Order at the next Council Meeting.

Brandon Circle & Forrest Drive Connection

Preliminary set of construction plans and cost estimates with alternatives have been submitted to the Director for consideration.

2018 Annual Paving Specification & On-Call Paving Support

The low bid was awarded to Libs Paving in the amount of \$187,722.00. Notice of Award has been issued to the Contractor. Once bonds and insurance certificates are received, a Notice to Proceed will be issued.

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. No Change.

W. Utica Street & Cambridge Manor Drainage Review

Met with staff on-site to review the drainage area. JTL field located critical elevations around the elliptical pipe at Cambridge Manor and reviewed the upstream area for potential detention areas. Town attorney provided copies of the appraisal as well. At a previous meeting it was discussed to hold a workshop to discuss this further if desired by the Council. No Change.

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

Perry Crossing Lift Station Corrosion/Rehabilitation

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. 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. No Change.

Butler Road Improvements

Drainage review of the road corridor underway. JTL to have preliminary layout complete by the end of June.

Sanitary Sewer Permits

Two permits have been reviewed and comments provided to the designers.

Holmans Lane Water Main Improvements

Preliminary review of conflict analysis underway.

IOCRA Grant Planning Support

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. No change.