

**SELLERSBURG TOWN COUNCIL
MEETING MINUTES
NOVEMBER 13, 2023 | 316 E UTICA STREET | SELLERSBURG, IN 47172**

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, Member Matt Czarnecki, Town Attorney Jacob Elder, Town Manager Charlie Smith and Clerk Treasurer Michelle Miller.

Absent:

PRAYER AND PLEDGE OF ALLEGIENCE

MOTION TO APPROVE THE AGENDA AS PRESENTED:

Motion/Second: Czarnecki/Mobley 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 OCTOBER PAYROLL ALLOWANCE DOCKET:

Motion/Second: Czarnecki/McVoy VOTE: 5-aye, 0-nay, motion approved.

ORDINANCES & RESOLUTIONS:

2023-OR-021 2024 SALARY ORDINANCE:

1st Reading: Motion/Second: McVoy/Langford VOTE: 5-aye, 0-nay, motion approved.
Wavie 2nd Reading: Motion/Second: Czarnecki/Langford VOTE: 5-aye, 0-nay, motion approved.
Approval: Motion/Second: Czarnecki/Langford VOTE: 4-aye, 1-nay by McVoy, motion approved.

Clerk Treasurer Michelle Miller asks the Council who requested her salary be reduced from the prior draft salary ordinance and why.

Motion to amend 2023-OR-021, 2024 Salary Ordinance to change the Clerk Treasurer's Salary to \$74,000.00:

Motion/Second: McVoy/Langford VOTE: 2-aye's (McVoy & Langford), 3-nay's (Mobley, Czarnecki & Amos), motion failed.

Motion to amend 2023-OR-021, 2024 Salary Ordinance to change the Deputy Clerk Position to COA-C:

Motion/Second: Czarnecki/McVoy VOTE: 5-aye, 0-nay, motion approved.

**SELLERSBURG TOWN COUNCIL
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UNFINISHED BUSINESS:

- 1. **Workers Compensation Shortfall Policy Approval | Town Manager Charlie Smith:**
Motion/Second: Czarnecki/Mobley VOTE: 5-aye, 0-nay, motion approved.

NEW BUSINESS:

- 1. JTL Work Order 2023-11 Old Police Station Demolition:
Motion/Second: Czarnecki/Langford VOTE: 5-aye, 0-nay, motion approved.
- 2. JTL Work Order 2023-12 Ivy Tech Re-design:
Motion/Second: Czarnecki/McVoy VOTE: 5-aye, 0-nay, motion approved.
- 3. JTL Work Order 2023-4 GIS increase of \$10,000:
Motion/Second: McVoy/Mobley VOTE: 5-aye, 0-nay, motion approved.

GENERAL COMMENTS FROM THE PUBLIC:

Charlie Pierce, 9108 Highway 60: Addresses the Council as to he would like to see more transparency.

RECEIPT OF STAFF REPORTS:

TOWN MANAGER, CHARLIE SMITH: Gives updates on various projects.

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

Presented project status report

ADJOURNMENT:

Motion/Second to adjourn: McVoy/Czarnecki VOTE: 5-aye, 0-nay, motion approved.
Time adjourned: 7:50 p.m.

Minutes approved this 27th day of NOVEMBER, 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

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

Agenda for
November 13, 2023 at 6:00 p.m.

CALL TO ORDER AND ROLL CALL OF MEMBERS:

PRAYER: Speed Memorial Church

PLEDGE OF ALLEGIENCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

APPROVAL OF MINUTES:

Approval of minutes as submitted by the Clerk-Treasurer.

APPROVAL OF ALLOWANCE CLAIMS:

APPROVAL OF PAYROLL DOCKET:

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

ORDINANCES AND RESOLUTIONS:

1. ORDINANCE 2023 – OR – 021: An Ordinance Establishing the 2024 Salary Ordinance for the Town of Sellersburg, Indiana.

UNFINISHED BUSINESS:

1. Workers Compensation Shortfall Policy

NEW BUSINESS:

1. Police Station Demo: JTL Workorder # 2023-011
2. Ivy Tech Redesign: JTL Workorder # 2023-12
3. GIS: JTL Workorder # 2023-04 Increase

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

RECEIPT OF STAFF REPORTS:

Charlie Smith, Town Manager
Chief Russ Whelan
Mike Harris or Lori Wyatt (Jacobi, Toombs, & Lanz)
Jacob “Jake” Elder, Town Attorney

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

Randall Mobley, District 2
Terry Langford, District 4
Brad J. Amos, District 3
Scott McVoy, District 1
Matthew Czarniecki, At-Large
Michelle Miller, Clerk-Treasurer

ADJOURN:

Workers Compensation Shortfall Policy

Effective Date: 10/1/2023

The Town of Sellersburg provides its employees with workers' compensation effective seven (7) days after the event. In the event the work-related injury results in the employee missing work but does not qualify for workers' compensation due to time off being less than seven (7) days, the town will pay scheduled hours of work for prescribed time off due to a verified work injury up to seven (7) working days.

The employee must provide documentation from the healthcare facility that triage the injury and be approved by the Town Manager, HR Manager, and Department Head.

Approved by the Town Council of the Town of Sellersburg on Monday, November 13, 2023

**WORK ORDER FORM
2023 TOWN OF SELLERSBURG POLICE BUILDING DEMOLITION**

WORK ORDER NO. 2023-011

Date: 11/13/2023

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 8th, 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

Witness

Michael C. Harris (Nov 13 2023 12:40 EST)
Michael C. Harris, PE, President

Lori L. Wyatt, Water Resources Team Lead

WORK ORDER NO. 2023-011

SECTION A – DESCRIPTION OF THE WORK

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

The former Police Department Building, located next to Town Hall, is in need of demolition. JTL staff will provide services to include site visits, site layouts and demolition specifications, bidding assistance, and construction administration assistance as needed to support the successful demolition and completion of the Project.

SECTION B – SCHEDULE

All work is to be completed by the end of January 2024.

SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for these services shall be on a time and material basis with an initial not-to-exceed budget of Fifteen Thousand Dollars 00/100 (\$15,000.00).

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

WORK ORDER FORM
2023 TOWN OF SELLERSBURG IVY TECH PUMP STATION NO. 2

WORK ORDER NO. 2023-012

Date: 11/13/2023

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 8th, 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.

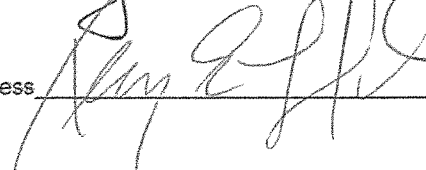
Terms and Conditions: The terms and conditions of the General Services Agreement referenced above shall apply to this WORK ORDER. This WORK ORDER also incorporates all of the terms and conditions required to be included in it by the General Services Agreement.

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 C. Harris, Nov 13, 2023 10:31 EST

Michael C. Harris, PE, President

Witness



Lori L. Wyatt, Water Resources Team Lead

WORK ORDER NO. 2023-012

SECTION A – DESCRIPTION OF THE WORK

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

The pump station known as Ivy Tech No. 2 is at capacity and is in need of rehabilitation or replacement. JTL staff will evaluate options for increasing the size of the pump station, adding additional forcemain capacity, or the installation of a gravity sewer interceptor. After the evaluation is complete, JTL staff will prepare plans and specifications for the selected alternative, as well as provide bidding assistance. Construction administration and inspection will be added at a later date.

Easement preparation, land acquisition, and fees associated with permits are not included in this scope of work.

SECTION B – SCHEDULE

The bidding documents, including plans and specifications, will be completed by the end of February 2024.

SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for these services shall be on a time and material basis with an initial not-to-exceed budget of Sixty Thousand Dollars 00/100 (\$60,000.00).

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

AMENDMENT NO. 1
to
Work Order 2023-04
between
Jacobi, Toombs and Lanz, Inc.
and
Town of Sellersburg, Indiana

This is an Amendment No. 1 to the Work Order dated January 9, 2023, between Jacobi, Toombs and Lanz, Inc. (CONSULTANT), and the Town of Sellersburg, Indiana, to provide SERVICES in connection with the 2023 GIS On-Call Services.

Whereas, the CONSULTANT has performed SERVICES relative to the project, and said efforts are considered an addition to the scope of the original agreement dated January 9, 2023.

Now, therefore, the CONSULTANT and the Town of Sellersburg, Indiana agree to the following:

1. The total compensation for services shall increase in the amount of Fifteen Thousand Dollars 00/100 (\$15,000.00), for a revised cost ceiling of Twenty-Five Thousand Dollars 00/100 (\$25,000.00).

In witness whereas, The CONSULTANT and CLIENT have made and executed this Amendment No.1.

CONSULTANT:

Jacobi, Toombs and Lanz, Inc.

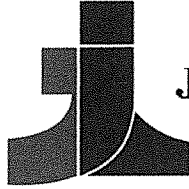
Michael C. Harris
Michael C. Harris (Nov 13, 2023 16:05 EST)
Michael C. Harris, P.E., President

Lori Wyatt
Lori L. Wyatt, P.E., Water Resources Leader

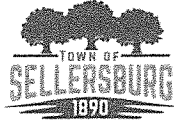
CLIENT:

Town of Sellersburg, Indiana

Brady Adams
[Signature]
Witness



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



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

November 13, 2023

GENERAL

- Ziptility launched on 6/28/2023. Follow-up meetings to be scheduled with each department.
 - Follow-up meetings were held on 9/20/23. All staff have access and have been trained on all features, including newly added work management features.
 - *JTL is continuing to make updates and adding additional assets for the Town.*
- Police Building Demolition WO to be considered tonight. Environmental abatement for lead-based paint, asbestos, and other hazardous materials has already been completed.
- Ivy Tech 2 WO to be considered tonight. Working with Town Manager to determine desired alternative.

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.
- Met with Water Distribution Manager on 9/6/23 to determine schedule for completion.
- All record drawings provided to JTL have been scanned and returned to Town.
- Obtained countywide database of building construction dates for use in determining likelihood of lead service lines by building code enforcement dates.
- Regularly scheduled meetings ongoing.
- Inventory must be completed and submitted by December 31, 2023.

WASTEWATER

Asset Management Program

- Work Order approved for \$25,000 to access grant funds.
- SharePoint site for electronic data repository set up and all required parties have access.
- Adding information as acquired.
- All information to be added by the Town for Engineer's review by October 1st.
- Met with WWTP Operator to discuss specifics for additions to Ziptility for Asset Management.
- *Assets and associated Preventive Maintenance tasks are being implemented.*

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.

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

- 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 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 increasing 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 at the August 10th 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. The cost for this modification is included in the proposed Change Order No. 6.
- Oxidation Ditch No. 1 and No. 2 have been commissioned, started, and are treating the plant influent flow.
 - 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. The cost for replacing the relief valves is included in Change Order No. 6.
 - 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. Oxidation Ditch No. 2 VFD drive has been repaired in areas where leakage has been observed.
 - Oxidation Ditch No. 3, the new ditch, has been taken out-of-service to conduct standard concrete repairs in area where leakage has been observed.
- Concrete work on the Reaeration Basin has been completed. Installation of the diffusers and air piping is completed, and the process has been placed into service. The temporary reaeration diffusers have been removed and the permanent system has been installed, tested, and is in operation.
- 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 was delivered to the plant to help dewater accumulated solids, and was 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 on RTU-D3 and has been functioning without any downtime. The Dewatering Building is operating satisfactorily, however there are still issues with the screw press polymer system flow check valve, polymer injection rings and the thickened sludge chute level sensor. The equipment supplier, BDP, is scheduled to make a site visit the week of 8/21/2023 to address these issues. JTL will continue to work with the Town to monitor operations.
- Work on the renovation of the existing operations building has reached substantial completion. The Utility staff have moved back into the operations building.
- The Wet Weather basins new piping has been installed and the membrane liner has been repaired. Cleaning of the basin is complete.
- 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.
- Substantial Completion was approved at the August 14th Town Council meeting.
- *Scheduling suppliers for site visits for training.*
- Second testing of RAS/WAS pump station completed last Friday, 10/13/23.
- *Meeting weekly with WWTP Operator and staff for operations and warranty updates.*

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, Covered Bridge Road, Dora Drive, Parallel Avenue
 - Concrete Work: Dora Drive
 - Contractor work on the St. Joe Road segment is completed.
 1. The cross drain on St. Joe Road will be installed this Saturday, 9/2/2023.
 2. The electric company has relocated the utility pole that was in conflict on St. Joe Road and is currently working on bracing another pole.
- The 2023-2 CCMG Application was submitted on time, on Friday, 7/28/2023. The Town Manager selected twenty-six (26) segments of road for this application. JTL is putting together cost estimates.
- *Change Order No. 1 is being presented for consideration TONIGHT. This is only for an extension of time due to material delays and does not change the fee. Schedule to be completed by November 30, 2023.*
- *Culvert repairs at New Albany and paving should be completed by the end of this week.*
- *Change Order No. 2 for additional work may need to be considered at next Council meeting.*

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.
- All paving has been completed. Signal work completed. Striping complete. Opening access to American Way is all that remains.