

## SELLERSBURG TOWN COUNCIL MEETING MINUTES

**DATE & TIME** November 26, 2018 at 5:30 p.m.

**LOCATION** 316 E Utica Street

**CALL TO ORDER** Meeting called to order by President Paul Rhodes at 5:31 p.m.

### **ROLL CALL OF MEMBERS:**

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

**PRAYER** Kevin Beck, Calvary Christian Church

**PLEDGE OF ALLEGIANCE** All Present

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

Motion/Second: WEBSTER/LAMASTER

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

### **APPROVAL OF MINUTES**

November 12, 2018 Town Council Meeting, November 12, 2018 Executive Session and November 19, 2018 Salary Ordinance Workshop.

Motion/Second: AMOS/CONLIN

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

### **APPROVAL OF NOVEMBER ALLOWANCE CLAIMS**

Motion/Second: AMOS/LAMASTER

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

### **APPROVAL OF NOVEMBER ALLOWANCE DOCKET**

Motion/Second: CONLIN/WEBSTER

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

### **ORDINANCES AND RESOLUTIONS**

#### **1. 2018-OR-028 | 2019 SALARY ORDINANCE**

1<sup>st</sup> Reading: Motion/Second: CONLIN/LAMASTER

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

2<sup>nd</sup> Reading: Motion/Second: LAMASTER/CONLIN

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

#### **2. 2018-OR-029 | ESTABLISHING A CELL PHONE POLICY**

1<sup>st</sup> Reading: Motion/Second: AMOS/CONLIN

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

2<sup>nd</sup> Reading: Motion/Second: AMOS/WEBSTER

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

#### **3. 2018-OR-030 | DECLARING AN EMERGENCY FOR CAMP CHELAN LIFT STATION**

1<sup>st</sup> Reading: Motion/Second: CONLIN/LAMASTER

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

2<sup>nd</sup> Reading: Motion/Second: LAMASTER/CONLIN

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

#### **4. 2018-R-005 | 2019 REAFFIRMING ORIGINAL HIRE DATES FOR THE CLERK TREASURER AND CHIEF DEPUTY CLERK TREASURER**

1<sup>st</sup> Reading: Motion/Second: CONLIN/AMOS

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

**UNFINISHED BUSINESS:**

1. **PARADISE AVENUE RECOMMENDATION | JACOBI, TOOMBS & LANZ**

Motion was made to select option 3 recommended by JTL and Director Kearney in the amount of \$135,243.19:

Motion/Second: AMOS/WEBSTER

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

Motion made to approve Amendment No. 1 of the Professional Services Agreement with Jacobi, Toombs & Lanz:

Motion/Second: WEBSTER/AMOS

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

2. **PACKER PURCHASE FROM PETERBILT FOR \$239,069 | BRAD AMOS, VICE PRESIDENT**

Motion/Second: AMOS/CONLIN

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

**NEW BUSINESS:**

1. **STERLING OAKS SUBDIVISION SPEED HUMPS | RON ARRINGTON**

JTL will get estimates on speed humps with and without paving and Chief Whelan will check on the price of a portable speed limit tracker.

2. **STORM WATER IMPROVEMENT PROGRAM | JILL SAEGESESSER, EX. DIRECTOR, RIVER HILLS:**

Ms. Saegesser was not present. Motion made to table.

Motion/Second: WEBSTER/AMOS

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

3. **2019 HRA BENEFITS | AMY OLDS, HR AFFILIATES**

Ms. Olds presents HRA Benefit renewal contract for approval

Motion/Second: AMOS/WEBSTER

Vote: 4-aye, 1 nay by WEBSTER, motion approved.

4. **4304 SILVER GLADE TRAIL | WILLIAM CONLIN, COUNCILMEMBER**

Motion made to sell 4303 Silver Glade Trail

Motion/Second: CONLIN/

Councilmember Conlin amends his motion to getting an appraisal of 4304 Silver Glade Trail, seconded by WEBSTER.

Motion/Second to approve amended motion: CONLIN/AMOS

Vote : 4-aye, 1-nay by Webster, motion approved.

Attorney Elder will schedule appraisal.

5. **TRASH COLLECTION RATE INCREASE | BRAD AMOS, COUNCIL VICE PRESIDENT**

A Sanitation Fee Workshop is scheduled for December 10<sup>th</sup> at 4:00 p.m. to discuss

6. **REVISE CHANGE ORDER (WEBSITE) | MARTINA WEBSTER, COUNCIL MEMBER**

Motion made to approve the change order in the amount of \$975.00 to set up and \$125.00 per year and for President Rhodes to sign outside of this meeting.

Motion/Second: WEBSTER/AMOS

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

**NEW BUSINESS (continued):**

**7. PHOENIX PRESS REPAIR | LORI KEARNEY, DIRECTOR OF PUBLIC WORKS**

Director Kearney presents quote for Phoenix Process Equipment in the amount of \$10,245.00 for rollers and bearings on the sludge press:

Motion/Second: WEBSTER/CONLIN

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

**8. RENEWAL OF TOWN ATTORNEY CONTRACT | JACOB ELDER, TOWN ATTORNEY**

Motion/Second: LAMASTER/WEBSTER

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

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman | Jacobi, Toombs & Lanz:**

Requests approval of work order 2018-11 for the 2018 Community Crossings Grant Projects Bid Documents & Construction Administration/Observation:

Motion/Second: WEBSTER/CONLIN

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

Presents Current Projects Status Report

**Lori Kearney | Director of Public Works:**

Requests approval of termination of Employee number 1556:

Motion/Second: WEBSTER/CONLIN

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

**Billy Ramser, Silver Creek Township Trustee:**

Mr. Ramser addresses the Council in reference to issue with new Water & Sewer Utility Customers being held responsible for prior customers bills before they can have service put in their name. Director Kearney will look into this matter.

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

**Brad J. Amos, District 3:**

Thanks Public Works for work on water main issues, advises that Light Up Sellersburg will be December 1<sup>st</sup> at 5:00 p.m. and that the Legion is working on a WWI Monument for Wilkerson Park.

Makes a motion for \$125 Christmas Bonus for employees:

Motion/Second: AMOS/WEBSTER

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

**Martina Webster, District 1:**

Makes a motion to appropriate \$1,000 for the employee Christmas Luncheon 1/3, water, sewer and civil and Chief Whelan states that he will give \$500 from the Police Dept.

Motion/Second: WEBSTER/AMOS

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

**Paul Rhodes, At Large:**

Makes a motion to set the 2019 salary for the Chief at \$1,325.00 weekly and the Town Council Executive Secretary at \$940.00 weekly.

Motion/Second: AMOS/CONLIN

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

Sellersburg Town Council Meeting Minutes  
November 26, 2018

**Michelle D. Miller, Clerk Treasurer :**

Request an Ordinance to set procedure for the agenda. Town Attorney Elder will prepare an Ordinance.

**ADJOURNED AT:** 7:38 p.m.

Motion/Second: WEBSTER/AMOS

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

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, 2<sup>nd</sup> Vice President

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

**Attachment(s):**

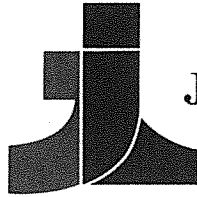
Agenda

Jacobi, Toombs & Lanz Current Projects Status Report

High Spirits Management 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)



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

## **CURRENT PROJECTS STATUS REPORT**

**November 26, 2018**

### **Community Crossing Funded Projects**

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

- Last week INDOT announced that the Town of Sellersburg was awarded \$712,317.21 with a required match of \$237,439.00. The paving projects included in the award were emailed out last week to the Council.
- JTL request Town authorization for Work Order 2018-11, 2018 Community Crossing Grant Projects Bid Documents and Construction Administration/Observation.

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

- Work continues along Prather. Work along Shirley to begin soon.

### **Road Improvement Projects**

#### ***Butler Road Improvements***

- Paving is complete.

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

- Geotechnical exploration and topographic survey complete. Design underway.

### **Wastewater Improvement Projects**

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

JTL met with Town representatives and consultants to discuss scope and schedule of the proposed Master Plan. During our meeting, we began compiling information for pre-application submittal to SRF. A Work Order will be presented to the Town before the next Council meeting to request authorization. Based on current on-going issues, we are looking at ways to fast-track GIS based mapping of both the water and wastewater system infrastructure.

#### ***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 work complete, waiting on reports from Robinson.

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)

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

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. The Town Council rejected the quotes that were received before the last meeting and asked JTL to go forward with designing a full station replacement. 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. Design continues.

### ***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 work complete, waiting on reports from Robinson.

### ***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 met with Staff to review alternatives and to discuss preferred repairs. JTL is requesting an amendment to the previously approved Work Order to complete design for the selected alternative.

### ***Camp Chelan***

Assisting Staff with the necessary Emergency Repair due to a valve break. JTL solicited quotes for the emergency repair from AllTerrain and Dan Cristiani Excavating. AllTerrain was the low quote at \$23,486.00 to replace both check valves and associated pipe elbows. Material is to be ordered today and work is anticipated for completion by the end of the week, subject to material delivery.

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

JTL is assisting Staff for potential IOCRA grants. RiverHills is communicating with IOCRA on a few specific grant options. We anticipate requesting Council authorization at the next meeting to go forward with a specific application.

# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

**November 19, 2018**

Town of Sellersburg  
316 E Utica Street  
Sellersburg, IN 47172

**To Whom it May Concern:**

In the attached report, I've summarized follow-ups and activity for the **week of November 12 - 16** (Week 28).

Please let me know if you have any questions or need anything else. Thanks.

**Respectfully,**

**Michael L. McFadden, Sr.**

# High Spirits Management

---

7007 Carl Ross Dr. Charlestown, IN 47111 | 812-697-4003 | kamcfadden08@gmail.com

## **Report (November 12 - 16, 2018):**

This report includes additional hours on Wednesday (7.25 hours) to address issues with the well field and low clear well at the plant and Friday (1.5 hours) to monitor performance after changes. Tim had agreed that additional hours worked would be taken as compensatory time. We will continue to use this approach, unless advised that hours should be billed instead.

### **Action Summary —**

- **System Maintenance:**

- **Filters:**

Monty came in on Wednesday (11/14) to change a bad valve on the North filter (Aeralater #2). I remained in the plant until 2pm to assist in monitoring South filter function while the bad valve was being replaced. I came back into the plant at 4pm to resume monitoring. None of the high-speed pumps (HSPs) were running. The tank on Highway 60 was down to 28.7' and dropping with no HSPs kicking-on. This is the result of a SCADA issue. I phoned River City Controls who suggested that a safety setting was not allowing the HSPs to run until the clear well hits a set level, but they were unable to say what that level was. As of Thursday afternoon, clear well level was at 12.7', Highway 60 tank level at 29.4' and Sellersburg tank level at 26.9'; two wells were running, two HSPs were running and both filters were running. On Friday (11/16) Monty changed out the influent valve on Aeralater #1 and ran a backwash on that filter. At 12:30, filter #2, well #7 and HSP #2 were started up. Monty put the North filter back in service at 1:30pm. I returned to the plant to monitor function from 1:30 – 3pm.

- **Chlorine Equipment:**

Called Evoqua to get the calibration procedure for the chlorine/pH analyzer. (11/14)

- **Other Equipment:**

On Wednesday afternoon, well #8 would not run in auto. Wells #6 & 7 were running as they should. Seth called me at 3:45am Thursday to advise that the generator at the well field was running but no pumps were running. We checked everything out and all appeared to be in working order. We then called Delta Electric. They advised that the culprit was most likely a transfer switch. Delta agreed to send someone (Kenny) to check around 8am Thursday morning. Delta found a bad circuit board in the emergency generator. Cummins Diesel was called to remedy the problem. Power was restored at the well field Thursday afternoon and all is working as it should.

- The flow meter on well #6 is bad due to ultraviolet light from the sun. This will need to be repaired. May I order a new meter?

- **Water Quality:**

- Ken Alexander visited the plant on Wednesday, 11/14, and again on Friday, 11/16. On Friday, he asked Seth why Sellersburg is not producing good water, saying that he has heard that customers were complaining of brown water.

- If customers are getting brown water, it is from a lack of proper maintenance in the distribution system. Please see my prior reports where I've urged action on properly and regularly flushing the system. This is an urgent need, particularly if the community's trust in their water quality is being affected. It is **absolutely**



**necessary** that we schedule training for personnel and a full system flush at our earliest opportunity.

- The treatment plant is producing excellent water quality. The board is welcome at any time to inspect our daily water analysis results. In fact, we are consistently producing water with manganese and iron levels far below the limits established by IDEM. I point out these two areas (manganese and iron) because they are the primary sources of discoloration in drinking water. The limit for manganese is set at five-hundredths parts per million. Our results after treatment are in the tens-of-thousands parts per million. The limit for iron is set at three-tenths parts per million. Again, our results after treatment are in the tens-of-thousands parts per million.

#### Follow-up —

- *Fall System Flush is Due:*  
*Need to have this addressed ASAP. Please refer to prior reports for detail.*  
In properly maintained distribution systems, a full system flush is performed twice each year. This reduces the possibility of customers getting discolored water from deposits that occur in the system. Fire hydrant maintenance is typically done at the same time (lube and flow testing).
  - ***It's time to train some operators in the proper procedures for this and to schedule a full system flush. Please advise on who will be assigned and when I can expect to have both training and flushing/hydrant maintenance scheduled.*** The approach that system personnel have been using is inadequate and not able to create the outcome needed. I will also need to be assured that once trained, they are held accountable for performing this duty as instructed.
- *Meter Program Compliance:*  
*Follow-up is required on the following (see prior reports for additional details):*
  - Documentation review for all 2018 activity.
  - Water ordinance review for language concerning responsibilities for payment for meter testing requested by customers.
- *Emergency Response Plan Draft:*  
Some time ago, I submitted a draft to Tim for him to add to, update and provide feedback on. This plan needs to be completed and a copy kept at the utility office and treatment plant. Personnel must be trained. Please let me know when I might receive feedback on the initial draft.
  - The Town also needs to complete a Vulnerability Assessment. This must be sent in to USEPA.
- *Backflow and Cross Connection Control:*  
Please let me know how we are proceeding on the needed ordinance. Just a simple reminder that this program is required by regulation and is one that is important to protecting the Town from liability.
- *Preparing for Regulatory Survey:*  
All water systems must go through a Sanitary Survey every three years. I need to review and, if necessary, make updates/changes well in advance to the materials this will be based on. IDEM will want to review the following documentation:
  - Meter Program
  - Emergency Response Plan (See section for follow-up in this and prior reports)
  - System Flushing Plan (See section for follow-up in this and prior reports)
  - Bacteriological sampling site plan

- Disinfection By-products sampling plan
- *Equipment Needs:*
  - We have not yet received the SCBA from the local fire department.
  - Seth and I will need to be fit for the SCBA by the local hospital and clean-shaven when we go. Please let me know when this is scheduled.
  - The DEPLOX3 and Residual Analyzers at the water plant and booster station need to be calibrated. Seth will be trained on calibration.

***Certified Operator in Responsible Charge:***

I continue to perform all duties required for oversight as CORC for Sellersburg as described above.

Routine activity also includes the following:

- Daily chemical analysis and results reporting.
  - When tasked with this activity, Seth does a good job running these tests and reporting results.
- Changed chlorine tanks as needed.
  - #1 changed on 11/12
  - #4 changed on 11/13
- Checked all chemicals and refilled as needed.
  - Added phosphate daily
- Daily plant inspections and routine system maintenance.

\*\* End of Report \*\*