

**SELLERSBURG TOWN COUNCIL
MEETING MINUTES
NOVEMBER 27, 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 ADOPT 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: Mobley/McVoy VOTE: 5-aye, 0-nay, motion approved.

APPROVAL OF NOVEMBER PAYROLL ALLOWANCE DOCKET:

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

PUBLIC COMMENT ON AGENDA ITEMS

ORDINANCES & RESOLUTIONS:

2023-OR-024 REZONING OF 703 W UTICA FROM R1 TO B2:

1st Reading: Motion/Second: McVoy/Czarnecki VOTE: 5-aye, 0-nay, motion approved.

Wave 2nd Reading: Motion/Second: Czarnecki/McVoy VOTE: 5-aye, 0-nay, motion approved.

Approval: Motion/Second: Czarnecki/McVoy VOTE: 3-aye, 0-nay, motion approved.

2023-OR-026 AMENDING 2016-028 HRA AMENDMENT:

1st Reading: Motion/Second: Czarnecki/McVoy VOTE: 5-aye, 0-nay, motion approved.

Wave 2nd Reading: Motion/Second: Czarnecki/McVoy VOTE: 5-aye, 0-nay, motion approved.

Approval: Motion/Second: McVoy/Mobley VOTE: 3-aye, 0-nay, motion approved.

2023-R-2 EXECUTION OF CCMG INDOT AGREEMENTS:

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

**SELLERSBURG TOWN COUNCIL
MEETING MINUTES**

NOVEMBER 27, 2023 | 316 E UTICA STREET | SELLERSBURG, IN 47172

NEW BUSINESS:

1. **2024 UNITED HEALTH CARE BENEFITS APPROVAL WITH GARNER AS THE HRA ADMINISTRATOR | CARRIE BAKER, AGENT OF RECORD**

Motion/Second: Czarnecki/Langford

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

2. **CCMG 2023-2 \$853,685.48 AWARD | TOWN MANAGER CHARLIE SMITH:**

GENERAL COMMENTS FROM THE PUBLIC:

Joe Davenport, 311 E Utica Street, addresses the Council in reference to the old police station being torn down. Asks if mold and asbestos remediation had been completed.

RECEIPT OF STAFF REPORTS:

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

TOWN ENGINEER, JACOBI, TOOMBS & LANZ | LORI WYATT: Presents project status report

ADJOURNMENT:

Motion/Second to adjourn: Czarnecki/Mobley

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

Time adjourned: 7:01p.m.

Minutes approved this **11th** day of **DECEMBER, 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 27, 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 ALLOWANCE DOCKET:

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

ORDINANCES AND RESOLUTIONS:

1. Ordinance 2023 – OR – 024: An Ordinance Considering The Rezoning of Certain Property.
2. Ordinance 2023 – OR – 026: An Ordinance Amending Ordinance 2016-028 Regarding HRA Contributions
3. Resolution 2023-R___: A Resolution Authorizing The Execution Of INDOT Agreements

UNFINISHED BUSINESS:

NEW BUSINESS:

1. 2024 Healthcare Benefits Plan for the Employees of the Town of Sellersburg:
Carrie Baker, Agent of Record

NEW BUSINESS:

1. Sellersburg CCMG 2023-2 Award

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

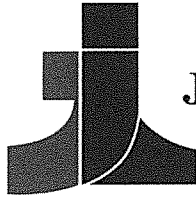
RECEIPT OF STAFF REPORTS:

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 Czarnecki, At-Large
Michelle Miller, Clerk-Treasurer

ADJOURN:



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



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

November 27, 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 Station Demolition

- Environmental abatement for lead-based paint, asbestos, and other hazardous materials has been completed.
- *Project is basically complete. Seed and straw and site clean-up are underway.*

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 are 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.*

Ivy Tech Pump Station No. 2

- *Conceptual design underway.*

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

WWTP Construction

- Relocation of the outfall to avoid field located utilities has resulted in additional rock excavation.
- 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.
- Site grading and sidewalks are underway.
- Revisions to the site grading plan were 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.
- 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.
- 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.
 - 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. JTL is working with the equipment supplier and the Town to optimize this process.
- The Utility staff have moved back into the operations building.
- 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 on 3/13/2023 and approved on 3/27/2023.
- Plantwide 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.*
 - *BDP is ordering parts to add the additional polymer pumps. Installation will be after the first of the year.*
 - *Failed RAS pump and mixer are being repaired. Expect them to be re-installed after the first of the year.*
 - *Working with the contractor on current warranty claims and repairs.*

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 was presented for consideration at the last Town Council meeting on 11/13/2023. This is only for an extension of time due to material delays and does not change the fee. *Schedule to be completed by 11/30/2023.*
- Culvert repairs at New Albany and paving should be completed by the end of the week starting on 11/13/2023.
 - *Culvert repairs are completed with only guardrail installation outstanding.*

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.
- *Project is substantially complete. Pre-Final Inspection held with INDOT, Contractor, and Town on 11/14/2023. Contractor to finish all remaining punch list items this week, the week of 11/27/2023. The project will then be closed out.*