

# SELLERSBURG TOWN COUNCIL MEETING MINUTES

**DATE:** October 22, 2018

**LOCATION: 316 E. Utica Street**

**CALL TO ORDER:**

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

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** President Paul J. Rhodes

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO ADOPT THE AGENDA AS PRESENTED/AMENDED:**

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

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:  
 October 8, 2018 Town Council Executive Meeting  
 October 8, 2018 Town Council Regular Meeting  
 Motion/Second: AMOS/CONLIN  
 Vote: 5-aye, 0-nay, motion approved.

**APPROVAL OF ALLOWANCE CLAIMS:**

Motion/Second: CONLIN/WEBSTER

**APPROVAL OF ALLOWANCE DOCKET:**

Motion/Second: LAMASTER/CONLIN

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

James Koeppel, 12404 Hermitage Trail, addresses the Council in reference to traffic issues, retention basins and faded stop signs.

**ORDINANCES AND RESOLUTIONS:**

1. **ORDINANCE NO. 2018 – OR – 027 | An Ordinance Authorizing the Entry & Amendment to the Previously Adopted Interlocal Cooperation Agreement for the Administration of Curbside Recycling by the Clark County Solid Waste Management District**
- |                          |                                |                                      |
|--------------------------|--------------------------------|--------------------------------------|
| 1 <sup>st</sup> Reading: | Motion/Second: LAMASTER/CONLIN | Vote: 5-aye, 0-nay, motion approved. |
| 2 <sup>nd</sup> Reading: | Motion/Second: LAMASTER/CONLIN | Vote: 5-aye, 0-nay, motion approved. |

SELLERSBURG TOWN COUNCIL MEETING  
OCTOBER 22, 2018

### UNFINISHED BUSINESS:

1. **Butler Road, Paving, Patching, Resurfacing & Treatment, Bid Award | Josh Hillman, JTL**  
The bid was awarded to Mac Construction during the last meeting upon Attorney and Engineer review.  
Council Member Conlin advises he will provide an update to the residents of Butler Road.
2. **Trash Collection Outsourcing Bid Award | Tim Parmenter, Director of Public Works**  
Information from Council Member Amos and spreadsheet from Director Parmenter attached  
Motion to table until the November 12<sup>th</sup> meeting:  
Motion/Second: WEBSTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.
3. **Trash Truck Bid Award | Tim Parmenter, Director of Public Works**  
Motion to table until the November 12<sup>th</sup> meeting:  
Motion/Second: WEBSTER/AMOS  
Vote: 5-aye, 0-nay, motion approved.
4. **Purchase of Water and Wastewater Vehicles | Tim Parmenter, Director of Public Works**  
Motion to purchase two vehicles from Jim O'Neal Ford. 1-F250 for Water and 1-F150 for Waste Water:  
Motion/Second: AMOS/CONLIN  
Vote: 4-aye, 1-nay by Webster, motion approved.

## NEW BUSINESS:

1. **2018 Sellersburg Paving | Final Cost Adjustment Job No. 18007 Decrease of \$27,887.54 | Jim Silliman with JTL**  
Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.
2. **Work Order 2018-10 | \$40,000.00 | Bringham Drive Reconstruction Survey and Design | JTL**  
Motion/Second: AMOS/CONLIN Vote: 5-aye, 0-nay, motion approved.
3. **SRF Process Discussion | Utility System Master Plan | Mike Harris JTL**  
Motion made for JTL to proceed with the Utility System Master Plan:  
Motion/Second: CONLIN/LAMASTER Vote: 5-aye, 0-nay, motion approved.
4. **Perry Crossing Lift Station Rehabilitation Project | Josh Hillman JTL**  
Motion made to complete replacement of the pump station:  
Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.
5. **ADA Coordinator | Tim Parmenter, Director of Public Works**  
Motion made to appoint Tim Parmenter as the ADA Coordinator for the Town of Sellersburg  
Motion/Second: WEBSTER/CONLIN Vote: 5-aye, 0-nay, motion approved.
6. **Print and Mail Services Discussion | Tim Parmenter, Director of Public Works**  
Director Parmenter presents estimate from L&D Mail Masters for Print and Mail services for 7,200 utility bills (copy attached). Motion made to accept the quote from L&D Mail Masters pending contract:  
Motion/Second: WEBSTER/AMOS Vote: 5-aye, 0-nay, motion approved.

SELLERSBURG TOWN COUNCIL MEETING  
OCTOBER 22, 2018

**NEW BUSINESS (continued):**

- [illegible]

**RECEIPT OF STAFF REPORTS:**

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

1. Requests approval of the 10' easement for the City of Jeffersonville  
Motion/Second: AMOS/LAMASTER                      Vote: 5-aye, 0-nay, motion approved.
2. Presents Current Projects Status Report

**Tim Parmenter, Director of Public Works**

1. Presents Public Works Report and High Spirits Management Report

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

**Brad J. Amos, District 3**

1. Announces the fall dumpsters and Earth First yard waste are this week.
2. Congratulates Silver Creek Girls Volleyball.
3. Announces Trick-or-Treat at the High School will be Saturday from 5pm to 8 pm
4. Announces that Eagle Scout Hunter Spear has primed and patched the Cemetery wall and will soon be receiving his Eagle Scout certificate from the Town.

**Martina Webster, District 1**

1. Presents bids for cleaning services for the Town Hall and the Billing Office. Motion to accept bid from Coverall for \$403/monthly:  
Motion/Second: WEBSTER/CONLIN  
Vote: 5-aye, 0-nay, motion approved.
2. Advises that the Salary Ordinance needs added to the agenda for the second meeting in November and will be presented by President Rhodes.

**ADJOURNED** at 7:12 p.m.

Motion/Second: WEBSTER/AMOS

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

SELLERSBURG TOWN COUNCIL MEETING  
OCTOBER 22, 2018

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

Trash Pickup Comparisons presented by Council Member Amos

2018 Trash Pickup Program spreadsheet presented by Director Parmenter

Trash Truck Bid sheet presented by Director Parmenter

Jacobi, Toombs & Lanz Current Projects Status Report

Public Works Director Staff 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)

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

**Agenda for  
October 22, 2018, at 5:30 p.m.**

**CALL TO ORDER AND ROLL CALL OF MEMBERS:**

**PRAYER:** St. John Paul II

**PLEDGE OF ALLEGIENCE:** All Present.

**MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:**

**APPROVAL OF MINUTES:**

Approval of minutes of the as submitted by the Clerk-Treasurer:  
October 8, 2018 Town Council Executive Meeting  
October 8, 2018 Town Council Regular Meeting

**APPROVAL OF ALLOWANCE CLAIMS:**

**APPROVAL OF ALLOWANCE DOCKET:**

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

**ORDINANCES AND RESOLUTIONS:**

1. ORDINANCE NO. 2018 – OR – 027 | An Ordinance Authorizing the Entry & Amendment to the Previously Adopted Interlocal Cooperation Agreement for the Administration of Curbside Recycling by the Clark County Solid Waste Management District.

**UNFINISHED BUSINESS:**

1. Butler Road, Paving, Patching, Resurfacing & Treatment, Bid Award (Josh Hillman, JTL)
2. Trash Collection Outsourcing Bid Award (Tim Parmenter, Director of Public Works)
3. Trash Truck Bid Award (Tim Parmenter, Director of Public Works)
4. Purchase of Water and Wastewater Vehicles (Tim Parmenter, Director of Public Works)

**NEW BUSINESS:**

1. 2018 Sellersburg Paving (JTL Job No. 18007) Final Cost Adjustment | Lakeside, Sterling Oaks (JTL)
2. Work Order for Design of Bringham Drive (JTL)
3. SRF Process Discussion | Utility System Master Plan (JTL)
4. Perry Crossing Lift Station Rehabilitation Project (JTL)
5. ADA Coordinator (Tim Parmenter, Director of Public Works)
6. Print and Mail Services Discussion (Tim Parmenter, Director of Public Works)
7. After Hours Utility Service Calls (Lori Kearney, Assistant Director of Public Works)
8. Town Council December 2018 Meeting Schedule Change (Paul Rhodes, Town Council President)
9. Employee Cell Phone Policy Discussion (Jacob “Jake” Elder, Town Attorney)

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

**RECEIPT OF STAFF REPORTS:**

Josh Hillman (Jacobi, Toombs, & Lanz)  
Tim Parmenter, Director of Public Works  
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:**

Town of Sellersburg  
Trash Pickup Comparisons

	<u>In-House</u>	<u>In-House</u>	<u>In-House</u>
(1) Employee	55,279.00	(1.5) Employees	80,628.75
Truck	48,000.00	Truck	48,000.00
Packer Fuel	40,000.00	Packer Fuel	40,000.00
Oil	3,000.00	Oil	3,000.00
Tires/Tubes	8,000.00	Tires/Tubes	8,000.00
Maintenance	20,000.00	Maintenance	20,000.00
Landfill	120,000.00	Landfill	120,000.00
In House Total	<u>294,279.00</u>	In House Total	<u>319,628.75</u>
			<u>346,505.00</u>

	<u>EcoTech</u>	<u>EcoTech</u>	<u>EcoTech</u>
# Pickups	3,492.00	# Pickups	3,492.00
Per Pickup	7.41	Per Pickup	7.41
Total/Month	25,875.72	Total/Month	25,875.72
Total/Annual	<u>310,508.64</u>	Total/Annual	<u>310,508.64</u>

<u>Difference/1 Employee</u>	<u>(16,229.64)</u>	<u>Difference/1.5 Employees</u>	<u>9,120.11</u>	<u>Difference/2 Employees</u>	<u>35,996.36</u>
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Eco Tech Also will Provide:

1. Dumpster Service at Sewage Plant ~~\$150<sup>00</sup>~~ | Dumpster
2. Twice a year Document Shredding Truck load
3. Once a month Landfill per Resident Pick up
4. 10% off Solid waste from Sewage Plant Discount

Town of Sellersburg  
Trash Pickup Comparisons

In-House/1 Employee		In-House/1.5 Employees		In-House/2 Employees	
(1) Employee	55,279.00	(1.5) Employees	80,628.75	(2) Employees	107,505.00
Truck	48,000.00	Truck	48,000.00	Truck	48,000.00
Packer Fuel	40,000.00	Packer Fuel	40,000.00	Packer Fuel	40,000.00
Oil	3,000.00	Oil	3,000.00	Oil	3,000.00
Tires/Tubes	8,000.00	Tires/Tubes	8,000.00	Tires/Tubes	8,000.00
Maintenance	20,000.00	Maintenance	20,000.00	Maintenance	20,000.00
Landfill	120,000.00	Landfill	120,000.00	Landfill	120,000.00
In House Total	294,279.00	In House Total	319,628.75	In House Total	346,505.00

EcoTech		EcoTech		EcoTech	
# Pickups	3,114.00	# Pickups	3,114.00	# Pickups	3,114.00
Per Pickup	7.41	Per Pickup	7.41	Per Pickup	7.41
Total/Month	23,074.74	Total/Month	23,074.74	Total/Month	23,074.74
Total/Annual	276,896.88	Total/Annual	276,896.88	Total/Annual	276,896.88

<u>Difference/1 Employee</u>	<u>17,382.12</u>	<u>Difference/1.5 Employees</u>	<u>42,731.87</u>	<u>Difference/2 Employees</u>	<u>69,608.12</u>
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Sweetland		Rumpke		Future Projection	
# Pickups	3,114.00	# Pickups	3,114.00	# Pickups	3,114.00
Per Pickup	10.25	Per Pickup	10.50	Per Pickup	12.00
Total/Month	31,918.50	Total/Month	32,697.00	Total/Month	37,368.00
Total/Annual	383,022.00	Total/Annual	392,364.00	Total/Annual	448,416.00
# Pickups	3,492.00	# Pickups	3,492.00	# Pickups	3,492.00
Per Pickup	10.25	Per Pickup	10.50	Per Pickup	12.00
Total/Month	35,793.00	Total/Month	36,666.00	Total/Month	41,904.00
Total/Annual	429,516.00	Total/Annual	439,992.00	Total/Annual	502,848.00

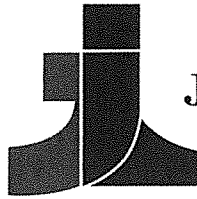
Presented by Councilman Amos at the October 22, 2018 Council Meeting



2018 trash pick up program

	weekly		add		delete		fuel		town		truck			
	trash/yard	waste	annually	residence	residence	residence	surcharge	30 yd	service	bid bond?	Form 96	options?	buy?	addenda 1
Ecotech	\$	5,324.94	\$ 276,896.88	\$	7.41	\$	7.41	*	\$ 150.00	\$ 2.00	yes	yes	yes	yes
Sweetland	\$	7,345.63	\$ 383,022.00	\$	10.25	\$	10.25	0	\$ 350.00	\$ 5.00	yes	none		?
Rumpke	\$	7,545.46	\$ 392,364.00	\$	10.50	\$	10.50	*	\$ 365.00	\$ 25.00	yes	none	yes	yes

Bidder	year	make	type	load size	arm reach	R H Drive/S	Back Up Camera	Control at seat and door level	Auxiliary Control	Arm Camera	Monitor at dash level	Lights on lift arm	Lights on hopper	Steel Wheels	Height	Front Float Tire	Warranty/Service	1 week Test	Price
Peterbilt Louisville	2019	Peterbilt	Loadmaster	31	12	yes	yes	?	yes	?	?	yes	yes	Alum.	13.5	Refuse type	standard	no	\$ 239,069.00
BestEquipment		Peterbilt	New Way	31	12	yes	?	?	?	?	?	?	?	?	?	?	standard	one day	\$ 252,162.00
Municipal	2017	Mack	New Way	27	12	YES	yes	?	yes	yes	yes	yes	yes	yes	13.5	yes	standard	YES	\$ 259,000.00
Municipal	2018	Peterbilt	New Way	31	12	yes	yes	yes	yes	yes	yes	yes	yes	yes	13.5	yes	standard	YES	\$ 260,377.00
BestEquipment		Mack	Labrie	31	12	yes	?	?	?	?	?	?	?	?	?	?	standard	one day	\$ 261,506.00



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

## **CURRENT PROJECTS STATUS REPORT**

**October 22, 2018**

### **Community Crossing Funded Projects**

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

- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Crown Castle Fiber sent communication to JTL today to identify that their fiber line will be out of the way the week of 10/8/18. JTL will continue to communicate and coordinate with Crown Castle on this relocation. Conversations with Crown Castle today identify they are delayed and anticipate beginning work on 10/15. The conduit for fiber optic lines have been installed. Waiting on update from Crown Castle.
- Excel provided a cost alternative for relocating the Prather storm sewer into the roadway and also identified overhead delay costs that they have incurred. Excel has identified that they have taken on additional work outside of this project and cannot return for approximately 45 days. JTL is working with Excel to review the submitted delay costs as well as additional costs incurred by Excel related to the water main lowering. JTL has reviewed the requested Change Order associated with delays and remobilization due to the Fiber Optic conflict and recommend \$16,377.29. Excel to remobilize following completion/notification from Crown Castle.

### **Road Improvement Projects**

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

- MAC Construction was awarded the contract for paving. Pre-construction meeting held on-site today.

### **Water Improvement Projects**

#### ***Holmans Lane Water Main Improvements***

Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

### **Wastewater Improvement Projects**

#### ***Sanitary Sewer Permits***

Status Same.

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)

### ***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. At the Town's request, JTL is compiling a scope of services for the area. We have requested a proposal for TV inspection of the sanitary sewer system in this area. Request approval of TVI proposal from Robinson in conjunction with Sunset Hills.

### ***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. Work Order 2018-6 was approved on 10/8/18. Quotes were received from 3 contractors on Friday, October 19 at 3:00 pm. All 3 quotes were higher than anticipated based on previous quotes for similar work at this station. Temple & Temple was the low quote for \$184,800 with other quotes being received in the amounts of \$206,400 and \$215,000.

### ***Charlestown Road Water & Sewer Relocations***

Last week the Town asked RCI to help investigate the location of a potential leak in the same area while locating the existing water main infrastructure in the area. This work will be performed on a Time & Material basis as directed by the Town. The identified potential leak appears to have been associated with another utility in the area. The water main relocation is complete and a meter has been reconnected. A valve outside of the project area began leaking and was in need of repair. Three manholes remain to be set. There is a conflict with new manhole locations based on AT&T poles that were relocated after the project survey and bid. JTL and the Town have requested that AT&T relocate their poles. Possible re-mobilization costs associate with this effort. Sewer work to be wrapped up this week.

### ***Sunset Hills Pump Station and Valve Vault***

This Work Order includes investigation of the project area, review of TVI and recommendations to the Town for rehabilitation efforts. Hydromax has provided a price to the Town of Sellersburg for TVI based on a per foot basis. Work Order 2018-7 approved on 10/8/18. Request Town authorization on TVI proposal 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.

### ***Paradise/Helbig***

Work Order 2018-9 was approved on 10/8/18 to review issues at this area and assist with recommendations.

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

JTL is assisting Staff for potential IOCRA grants. Status same.

## Public Works Report October 22, 2018

### Water:

- High Spirits is updated daily report sheet for the water plant that also have maintenance duties included for the daily work at the plant
- Maintenance issues at the water plant have been identified and are in the process of being rectified. Met and received 3 quotes from contractors on the filter unit maintenance.
- Requests from Sellersburg Fire and Jeffersonville Fire for flow data, as part of their certifications. Working to get them the information that we have.
- Installation of the approved portion of the water main along Rt. 403 completed. Pressure pit was opened and the piping inside was in poor shape. Will be part of the change order to replace/rework the pressure valve system-waiting on the revised design for the pressure pit.
- Booster station is currently being stored at the factory while easement issue resolved. Land owner has verbally approved the appraisal and agreed for easement. Town attorney has drafted an easement agreement including exhibits; owner is reviewing.
- Presently, Seth Eurtion is learning the basic duties. High Spirits continues to be the Contracted Operator of Responsible Charge
- Lori and I begin our DSL training for licensing this week.
- Working on a job offer for a water superintendent for a qualified candidate.
- 2 offers for jobs; awaiting background checks from HR Affiliates
- IDEM sent Enforcement Notification that south backwash pond is to be cleaned out soon. Requested 3 quotes from contractors to clean and haul out the materials. North pond was cleaned out 2-3 years ago. Striegel was low quote.

### Wastewater:

- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money. Will be meeting mid November for their recommendations.
- JTL writing up work orders and specifications for Perry Crossing Lift Station repairs, investigating possible repairs for the Paradise overflow issues, Sunset Hills lift station issue.
- JTL to review and create drawings for the phosphorus tanks for the wastewater plant.
- Discussed with JTL, Lori, and Michelle master planning for the system

### Sanitation:

- Residential Waste collection bids presented in spread sheet.
- New trash truck bids presented in spread sheet
- Fall clean up dumpsters are this week at waste treatment plant. Hours are 8 – 6 pm. Excess yard waste can go to Earth First this week only.

#### Streets:

- Working on revised superintendent position.
- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved. Work order from JTL presented today.
- MAC low bidder for Butler Road. They were given a notice to proceed. Preconstruction meeting was held today to discuss paving Butler Road
- Prather Lane fiber optic relocation should be completed by end of Sunday, Oct 28th.

#### Billing:

- Monthly and quarterly utility taxes and writing SOPs for their completion
- Implementation with Chase bank has completed. Michelle Medcalf has been working on SOPs for the billing office.
- Looking at the possibility of switching billing format/services in the upcoming months, as the billing office has been having to deal with issues of the post office and the postcard utility billing.

#### Building/Planning

- Actively looking for PZ Administrator with assistance from HR Associates
- Dave continues to work with town residents to assist with permits, changes, inspections, code enforcement
- Working with IDEM and Matt Oakley on the proposed apartments at Hunter Station concerning the runoff issue; he is working with the engineer to address the problem and what can be done. IDEM had been contacted by the resident adjacent to the property concerning the excess runoff.
- Meeting with Clark County Soil Conservation District concerning stormwater and runoff issues end of October, meeting was pushed back.
- Met with Stantec on MS4, as the main contact for Sellersburg has moved. Stantec provided much information during out meeting with Lori and Michelle.
- Attended ADA/Title VI InDOT Conference. Requirements for funding is contingent on identifying ADA coordinator to assist with a transition plan for all departments within the town, including police, park board, streets, building.

# High Spirits Management

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

## **Report (September 24 - 28, 2018):**

Includes additional hours spent addressing problems at the water plant (9/25, 5:15pm – 8:15pm)

### **Follow-up —**

- *System Flush Required Before Booster Station Start-up*  
Before this is scheduled, I will need to instruct those who will be assigned to do the flush on the correct procedure to follow. 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.
- *IDEM Lead Service Line Inventory Request:*  
Please let me know when this is assigned and to whom.
- *Meter Program:*  
Please provide the documentation the operators are completing to support this required program and any schedule of past and upcoming meter changes for review and feedback.

### **Action Summary —**

Here is a summary of the actions I've taken this week.

- **Compliance:**
  - *Daily Testing*  
As noted in my last report, I must train and oversee the person(s) who will be assigned to do any testing, and I will advise if/when they are able to perform these tests without supervision. **I must "sign off" on their ability to do this as your acting Certified Operator in Responsible Charge.** *We had an incident where the person assigned to collect a fluoride sample sent it in to IDEM without the appropriate paperwork. This is unacceptable. I have taken the appropriate follow-up action.*
  - *Backwash Data*  
I collected a sample for testing from the North pond. After testing, found that the level of chlorine is too high for discharge without dechlorination. (Total = 0.6). Phoned BL Anderson for information about how backwash water is determined for the filters. Awaiting call back from Todd. (9/26)
- **System Maintenance:**
  - *Chlorine Scales*  
Following-up on the chlorine scale reading errors from last week, I reached out to technical support for instructions on "zeroing" the scale and properly setting the tare weight for cylinders. I reset the scales that needed new cylinders and documented the proper procedure for setting tare weights. This documentation has been integrated with the SOPs for the plant. I also showed the individuals who are assisting down at the plant on how to perform this procedure. All is running as it should. (9/24)
  - *High-Service Pump Issues*  
The high service pump #2 valve was not opening correctly and faults out (9/25). After resetting, appears to operate correctly, but will fail the next time it is called for. Called BL

Anderson for assistance. I responded to a low-level alarm for the Highway 60 storage tank (9/26). The water level in the tank was down to 16.1' on-hand. The high service pumps were not running on auto. I restarted pumps #1 & #3. Tank storage recovered. But, on (9/27), I had to shut down the pumps as tank level at the highway 60 tank reached 39' and the Sellersburg tank reached 38.1'. I took and sent photos of the valve on high service pump #2 to Todd at BL Anderson (9/28).

- *SCADA Issues*

Called River City Controls (9/25) to request that they apply chlorine scales to SCADA and add booster station chlorine analyzer to SCADA. River City Controls came in (9/27) to troubleshoot why the high service pumps are not running properly when on auto. They determined that the pumps were not starting while on auto as they should and proceeded to troubleshoot the entire program. River City Controls, after troubleshooting the system, found that the lead water tower had been changed from Highway 60 to the Sellersburg water tower. This means that the high service pumps were never called for! How this change occurred is unknown. I requested that a change be made so that this could never happen again. That change has been made.

- *Fluoride Saturator Issues*

The problem was determined to be the float in the saturator, not a relay. The float had climbed up on its shaft. I readjusted the float and now all appears to be running as it should. (9/28)

- Austin repaired the leak in the fluoride room and the drain line in filter #1 as I had requested; this prompt response is much appreciated. (9/27)

- Breaker kicked on the dehumidifier in filter room #2. Reset and all appears to be running as it should. (9/27)

- The chlorine room, phosphate room and fluoride room floors all need to be power washed. I mopped these floors as best as possible to help maintain the facility.

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

I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:

- Daily plant checks. Changed pre-chlorination from 5.2 to 4.2, and post-chlorination from 1.1 to 2.0 (9/24). Turned post-chlorination down from 2.0 to 1.5 (9/25).
- Changed chlorine tanks as needed.
- Checked all chemicals and refilled as needed. Added 50 lbs. to fluoride saturator (9/27).
- System maintenance as detailed above.

\*\* End of Report \*\*



# High Spirits Management

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## **Report (October 1 - 5, 2018):**

Includes weekend hours for Saturday and Sunday plant inspections and daily tests.

### **Follow-up —**

- *System Flush Required Before Booster Station Start-up*

Please advise on the timing of this and who will be assigned for training.

Before this is scheduled, I will need to instruct those who will be assigned to do the flush on the correct procedure to follow. 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.

- *IDEM Lead Service Line Inventory Request:*

Please let me know when this is assigned and to whom.

- *Meter Program:*

Please provide the documentation the operators are completing to support this required program and any schedule of past and upcoming meter changes for review and feedback. Just a reminder that 10% of all meters in the system must be replaced or tested every year per IDEM.

- *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.

- *Safety Program:*

Please let me know the status of a new self-contained breathing apparatus (SCBA) for the water treatment plant. This is needed safety equipment. In prior reports I requested that the current SCBA, which is obsolete and unable to be used, be replaced as soon as possible.

### **Action Summary —**

Here is a summary of the actions I've taken this week.

- **Compliance:**

- *Daily Testing*

The individual currently assigned to assisting at the water plant is doing well. He is attentive to detail, motivated and follows through as requested. I have been instructing him on the Plant Inspection/Daily Readings procedure that I have revamped and implemented for the plant. This replaces the home-grown system application form that had been in use previously which was woefully inadequate for keeping the plant in good operating condition. I have also instructed him on changing out chlorine cylinders in a safe manner and setting tare weights.

- *Monthly Report of Operations*

Prepared and sent to IDEM as required. While preparing this report, we uncovered several issues with the home-grown application being used to record data. Among these are automated calculation errors in determining chemicals used, flow measurement recording

and reporting in units other than what is required by IDEM. We tracked these errors back to at least early April, before I started, and will be looking into this further. To prepare the report accurately, we are using the Plant Inspection/Daily Readings data instead. Tim is evaluating how best to proceed, whether to revise, rewrite or abandon the current application. If a revision or rewrite is undertaken, the Plant Inspection/Daily Readings procedure must be used as the model to replace the current Plant Inspection form in the application.

- **System Maintenance:**

- *Water Tower Electric Service*

- Contacted Duke Energy about the need for permanent electric service hook-up for the water tower controller.

- *Ponds*

- Confirmed with Lori that required tests were run on ponds and that they were ready to drain (10/2). Drained North and South ponds. The South pond needs to remain empty for weed control and settlement removal.

- *High Service Pump Issues*

- BL Anderson worked on HSP #2 valve and chlorine feed valve (10/2). Dave Halicki advised that the problem with the chlorine feed valve is a SCADA issue. The valve cannot be changed at this time without burning up a new valve. The SCADA issue must be addressed before the valve can be changed.

- *Chlorine*

- Last week and now this week there has been a notable chlorine smell in the plant, everywhere more strongly than in the chlorine room itself. Anyone at the plant (Tim, Austin, James and me) no matter how briefly, all had eyes and throats burning in no time. I opened the doors to ventilate the plant. Monty came down to try to determine the problem. (10/3). The chlorine feed kicks on and off several times after the HSPs shut down. We think it is another SCADA problem.

- *Plant Pressure Reducing Valve Issue*

- The North Zone water was up above 100 psi (10/4). The pressure reducing valve is bad. A new one has been ordered. The North Zone water has been shut down to prevent damage to the system. Shut down the hot water heater and fluoride pumps. We will be without water in the North Zone of the plant until the pressure reducer is replaced.

- *SCADA Issues*

- Already noted the issues identified with HSPs, water tower and chlorine. Met with the Chief of Police who was in to investigate the problem where the lead storage tank was changed. (10/3).

- *HVAC*

- Technician in to review system. (10/3).

- *Security*

- Security people in installing security cameras. (10/3). Have recommended in the past updated security protocols for the plant and am emphasizing again the importance of these practices and changes that should be made.

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

I continue to perform all duties required for oversight as CORC for Sellersburg. Highlights of some of this activity included:

- Daily plant checks.
  - Filter #2 entered backwash, Saturday, 10/6.
- Changed chlorine tanks as needed.
  - Changed cylinders #1, #2. (10/2) and two other cylinders on Sunday, 10/7.
- Checked all chemicals and refilled as needed.
  - Called David Harvey of Water Solutions Unlimited and informed him that we did not receive a chemical shipment on 9/28 as expected. He advised that he has the new door code and could not explain why a delivery was not made. (10/1)
  - Filled phosphate tank. (10/2 and 10/6)
- System maintenance as detailed above.

\*\* End of Report \*\*