

SELLERSBURG TOWN COUNCIL MEETING MINUTES

DATE & TIME: October 8, 2018 at 5:30 p.m.

LOCATION: 316 E Utica Street

CALL TO ORDER: Meeting called to order by President Paul Rhodes

ROLL CALL OF MEMBERS:

Present:

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

PRAYER: St. John Paul II, Katie Thompson

PLEDGE OF ALLEGIENCE: All Present

MOTION TO AMEND THE AGENDA:

Motion/Second: WEBSTER/CONLIN

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

Amendments: Add under New Business #9, Quotes for salt and chemical loader, Lori Kearney, Assistant Public Works Director.

MOTION TO ADOPT THE AGENDA AS AMENDED:

Motion/Second: WEBSTER/LAMASTER

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

APPROVAL OF MINUTES:

Approval of minutes of the 24th day of September, 2018 as submitted by the Clerk-Treasurer.

Motion/Second: CONLIN/LAMASTER

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

ORDINANCES AND RESOLUTIONS:

1. Ordinance 2018-OR-024 | 2019 Budget

1st Reading: Motion/Second: AMOS/CONLIN

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

2nd Reading: Motion/Second: AMOS/WEBSTER

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

2. Ordinance 2018-OR-025 | An Ordinance Amending the 2018 Salary Ordinance

1st Reading: Motion/Second: CONLIN/WEBSTER

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

2nd Reading: Motion/Second: WEBSTER/LAMASTER

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

3. Ordinance 2018-OR-026 | An Ordinance Authorizing the Interlocal Agreement Regarding EDIT Funds

1st Reading: Motion/Second: WEBSTER/CONLIN

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

2nd Reading: Motion/Second: WEBSTER/LAMASTER

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

UNFINISHED BUSINESS:

1. Phosphorus Containment (Assistant Public Works Director, Lori Kearney)

Still waiting for IDEM response and Jacobi, Toombs & Lanz is helping with options.

Jacobi, Toombs & Lanz presents work order 2018-8 WWTP Phosphorous Removal System Design and Construction Administration for approval:

Motion/Second: WEBSTER/AMOS

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

NEW BUSINESS:

1. Paving, Patching, Resurfacing, and Treatment of Butler Road | Open Bids (JTL)

Josh Hillman with Jacobi, Toombs & Lanz opens the bids and the lowest bidder was MAC Construction (bid sheet attached). Motion to accept the lowest bid from MAC Construction pending Town Attorney and Engineer review:

Motion/Second: CONLIN/AMOS

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

2. Employee Benefits (Amy Olds, HR Affiliates)

Amy Olds introduces Christine Heckathorn with EBA Benefits. Ms. Heckathorn advises the Council of the services her company provides for Employee Benefits.

3. Health Insurance Benefits (Joe Olson, Joe Olson and Associates)

Joe Olson request the Council vote to extend his Agent of Record through December 31, 2019:

Motion/Second: CONLIN/LAMASTER

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

4. Outsourcing of Trash Collection | Open Bids (Director of Public Works, Tim Parmenter)

Director Parmenter opens bids:

Rumpke: \$7,545.46 weekly

EcoTech: \$1.71 per resident per week (Dir. Parmenter advises that there are approx. 3,491 residents)

Sweetland: \$7,345.63 weekly

Bids taken under advisement for legal review by the Town Attorney.

5. New Trash Truck Packer | Open Bids (Director of Public Works, Tim Parmenter)

Best Equipment: \$252,162.00 New Way & \$261,506.00 Lebrece

Municipal Equipment: \$260,377.00 Peterbilt & \$259,000.00 Mack

Peterbilt: \$239,069.00 Peterbilt

Bids taken under advisement for legal review by the Town Attorney.

6. Paradise Avenue | Overflow Repair Discussion (Assistant Public Works Director, Lori Kearney)

Ms. Kearney presents work order 2018-9 from Jacobi, Toombs & Lanz for Paradise/Helbig Emergency Sewer Rehabilitation Design and Construction Administration:

Motion/Second: AMOS/CONLIN

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

7. Perry Crossing | Emergency Repair (Assistant Public Works Director, Lori Kearney)

Ms. Kearney presents work order 2018-6 from Jacobi, Toombs & Lanz for Perry Crossing Pump Station Emergency Rehab Quote Package and Construction Support:

Motion/Second: AMOS/CONLIN

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

8. Water System Master Plan & Wastewater System Master (Councilwoman, Martina Webster)

Town Attorney Jacob Elder advises he will work on this. Motion made to table:

Motion/Second: WEBSTER/LAMSTER

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

NEW BUSINESS (continued):

9. Quotes for Chemical and Salt Loader (Assistant Public Works Director, Lori Kearney)

Jacobi Sales:	Kubota R530 Wheel Loader	\$60,900.00
Jacobi Sales:	Kubota R630 Wheel Loader	\$71,900.00
Hoefling:	Kubota R530 Wheel Loader	\$64,000.00
Hoefling:	Kubota R630 Wheel Loader	\$75,000.00

Motion to approve the bid from Jacobi Sales for the Kubota R630 for \$71,900.00:

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

RECEIPT OF STAFF REPORTS:

Josh Hillman | Jacobi, Toombs & Lanz:

1. Presents Excel change order number 2 in the amount of \$16,377.29 for the Shirley Avenue and Prather Lane project for delay costs associated with fiber optic utility conflict to be paid out of the Special LIT

Distribution:

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

2. Presents Work Order No. 2018-7, Sunset Hills Pump Station & Valve Vault Sewer System Evaluation & Rehabilitation Design:

Motion/Second: CONLIN/AMOS

Motion to amend motion to allow President Rhodes to approve CCTV up to \$45,000.00.

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

3. Presents Current Projects Status Report

Tim Parmenter | Director of Public Works:

1. Presents Public Works Report

2. Requests approval to purchase easement for new water booster station at Hawthorn Glen up to \$5,700.00:

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

3. Requests approval for Striegel to Clean out South Pond:

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

4. Requests permission to purchase new water and wastewater vehicles:

This will be added to the agenda for the October 22nd meeting

COMMENTS FROM COUNCIL MEMBERSHIP (Good of the order):

Brad J. Amos, District 3:

Advises that the Parks & Recreation Board will be hosting the Trick or Treat at the High School on October 27th from 5-8 p.m. and that the Street Dance was a success and Light Up Sellersburg is being planned.

ADJOURNED AT: 7:34 p.m.

Motion/Second: AMOS/WEBSTER

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

Sellersburg Town Council Meeting Minutes
October 8, 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, 2nd Vice President

Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):

Agenda

Butler Road Bid Sheet

Jacobi, Toombs & Lanz Current Projects Status Report

Public Works Director Staff 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

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

**Agenda for
October 8, 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 24th day of September, 2018 as submitted by the Clerk-Treasurer.

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

ORDINANCES AND RESOLUTIONS:

1. Ordinance 2018-OR-024 - 2019 Budget.
2. Ordinance 2018-OR-025 – An Ordinance Amending the 2018 Salary Ordinance.
3. Ordinance 2018-OR-026 – An Ordinance Authorizing the Interlocal Agreement Regarding EDIT Funds.

UNFINISHED BUSINESS:

1. Phosphorus Containment (Assistant Public Works Director, Lori Kearney)

NEW BUSINESS:

1. Paving, Patching, Resurfacing, and Treatment of Butler Road | Open Bids (JTL)
2. Employee Benefits (Amy Olds, HR Affiliates)
3. Health Insurance Benefits (Joe Olson, Joe Olson and Associates)
4. Outsourcing of Trash Collection | Open Bids (Director of Public Works, Tim Parmenter)
5. New Trash Truck Packer | Open Bids (Director of Public Works, Tim Parmenter)
6. Paradise Avenue | Overflow Repair Discussion (Assistant Public Works Director, Lori Kearney)
7. Perry Crossing | Emergency Repair (Assistant Public Works Director, Lori Kearney)
8. Water System Master Plan & Wastewater System Master (Councilwoman, Martina Webster)

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

RECEIPT OF STAFF REPORTS:

Josh Hillman of JTL
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:

JOB NO. 18073

BID OPENING October 8, 2018

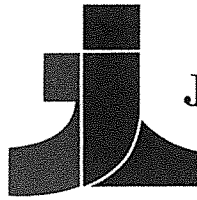
JOB TITLE Butler Road Paving

JOB SPONSOR Town of Sellersburg

BIDDERS

All-Star Paving	E&B Paving	Libs Paving	MAC Construction	Temple and Temple	
172,551. ⁰⁰	206,600. ⁰⁰	None	* 170,784. ⁰⁰		

Approved: 10/8/2018 Town Council Meeting Motion: Conlin Second: Amos 4-aye
1-aye 1-Abst



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

CURRENT PROJECTS STATUS REPORT

October 8, 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.
- 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.
- JTL has communicated with INDOT regarding project schedule impacts and CCG funding (current and future). The Town will not be able to submit applications for funding in 2019 until the current 2017 grant is closed out, but should be able to submit for 2018 funding at the end of September this year.

Road Improvement Projects

Butler Road Improvements

- Bids are to be received at the meeting tonight. During the bidding process, the Town identified to JTL that an additional portion of Butler road should be included in the bid package. Therefore the bid prices that we receive tonight will be higher than the previous estimate.

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.

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

New Albany, IN • Clarksville, IN • Indianapolis, IN • Louisville, KY

www.jtleng.com

Wastewater Improvement Projects

Sanitary Sewer Permits

Status Same.

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 TVI inspection of the sanitary sewer system in this area. Waiting on multiple quotes for the TVI work on this system. This TVI work will be included with the Sunset Hills TVI work.

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. JTL has provided Work Order 2018-6 for consideration by the Town Council. This Work Order includes preparation of contract documents and specifications for rehabilitation of the Perry Crossing Lift Station as well as construction administration/observation support during the rehabilitation.

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.

Sunset Hills Pump Station and Valve Vault

JTL has provided Work Order 2018-7 for consideration by the Town Council. 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. We would like to request direction/approval from the Town for TVI.

WWTP Compliance

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. Letter submitted to Town Staff. JTL has provided Work Order 2018-8 for consideration by the Town Council to assist with a chemical feed system at the Town's Wastewater Treatment Plant.

IOCRA Grant Planning Support

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

Water:

- High Spirits is updating and revising 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. Will be contracting with Striegel, as he was the only one to provide a quote.
- Air compressor pump was replaced; maintenance of the compressor includes running the system weekly for an extensive time.
- 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. Contractor is providing a change order to replace the old line from the old pressure valve pit to the new line – once completed, the water system will have new line from Commerce Drive to Hawthorne Glen; 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
- Booster station is currently being stored at the factory while easement issue resolved. Working with the land owner and the school on the location. Land owner has verbally approved the appraisal and agreed for easement.
- Presently, Seth Eurtion is learning the basic duties. High Spirits continues to be the Contracted Operator of Responsible Charge
- Working on a job offer for a water superintendent for a qualified candidate.
- Interviewing candidates for open positions (Patrick Morris and James Baxter open spots; Dave McRae possible position?)
- 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. Will be awarding quote by end of week.

Wastewater:

- Received qualification/engineering firm packages to review from Strand, Lockmueller, Qk4, Stantect.
- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money
- 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.

Sanitation:

- Waste collection out for bid; bid opening today
- New trash truck specifications to bid a new truck; bid opening today

- Both quotes will be evaluated and results presented to council next meeting.
- Yard Waste pick up this week; now doing weekly collections.

Streets:

- Submitted 4 Community Crossing Grants; Determination to be made in November
- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved. Pricing for the improvements are being gathered.
- Bids for paving of Butler Road to be opened today. Paving is to include the portion past Silver Glade, per easement agreement.
- Streets backhoe used to load materials died. Mechanic stated the equipment not worth even fixing. Will need something for loading salt for winter. Requesting quotes on different loaders.

Billing:

- Release of many sewer liens and updating process; working on grass liens; working with County on some issues identified and develop a standard process. More liens released as process is continued.
- Monthly and quarterly utility taxes and writing SOPs for their completion
- Continuing working with Chase bank to implement scanning; On line check receipts and reports continue to move forward; working with CT office to provide consistent daily collections reports
- Looking at the possibility of switching billing format/services in the upcoming months.

Building/Planning

- Wrote Job Description for a Planning and Zoning Administrator, based on BZA class attended in Indianapolis. Will be running on job boards.
- 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 the week of October 15
- Attending ADA/Title VI InDOT Conference end of this week.