

**TOWN OF SELLERSBURG  
TOWN COUNCIL MEETING  
MEETING MINUTES**

**DATE:** SEPTEMBER 10, 2018

**CALL TO ORDER:**

Called to order by President Paul J. Rhodes at 5:32 p.m.

**ROLL CALL OF MEMBERS:**

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

**PRAYER:** Paul J. Rhodes, President

**PLEDGE OF ALLEGIANCE:** All Present.

**ORDINANCES AND RESOLUTIONS:**

1. **2018-OR-019 | An Ordinance Regulating Traffic Control at the Intersection of Miners Way and Silver Glade Trail in Sellersburg, Indiana:**  
1<sup>st</sup> Reading: Motion/Second: Conlin/Amos                      Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: Webster/LaMaster              Vote: 5-aye, 0-nay, motion approved.
2. **2018-OR-020 | An Ordinance Amending Ordinance 2017-OR-028 "Establishing Longevity Pay for Full Time Employees of the Town of Sellersburg":**  
1<sup>st</sup> Reading: Motion/Second: Amos/Conlin                      Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: Webster/Amos                      Vote: 5-aye, 0-nay, motion approved.
3. **2018-OR-021 | An Ordinance Establishing Per Diem and Mileage for the Employees of the Town of Sellersburg:**  
1<sup>st</sup> Reading: Motion/Second: Webster/LaMaster              Vote: 5-aye, 0-nay, motion approved.  
2<sup>nd</sup> Reading: Motion/Second: Webster/LaMaster              Vote: 5-aye, 0-nay, motion approved.  
  
**2018-OR-021 | AMENDMENT:** Add "away from Town limits for 90 miles or more":  
Motion/Second: Webster/Conlin                                      Vote: 5-aye, 0-nay, motion approved.

**UNFINISHED BUSINESS:**

1. **Phosphorus Containment (Assistant Public Works Director, Lori Kearney):**  
Ms. Kearney gives an update.

**UNFINISHED BUSINESS (continued):**

2. **Butler Road and Brandon Circle Improvements (Town Council President, Paul Rhodes):**  
Motion to approve Jacobi, Toombs and Lanz putting out for bid the paving of Butler Road:  
Motion/Second: Conlin/Amos   Vote: 4-aye, 1-nay by Webster, motion approved.  
Webster advises that she prefers Brandon Circle.
3. **Citizen Alert System (Chief of Police, William R. Whelan):** Chief Whelan present information on Everbridge Alert System.

### **NEW BUSINESS:**

1. **Discussion of Engineering Bids | Civil, Water, Wastewater, Streets & Sanitation (Councilwoman, Martina Webster):** Discussion only and also included Council discussion on Health Benefits and Vendors.
2. **Discussion of Revision to the Refuse Ordinance 51.04 | Revise the Size of Container and also the number of containers at apartment complexes (Director of Public Works, Timothy E. Parmenter):** Discussion only.

**RECEIPT OF STAFF REPORTS:**

**Josh Hillman (Jacobi, Toombs, & Lanz):**

See attached Current Projects Status Report

**Tim Parmenter, Director of Public Works:**

See attached Public Works Report

See attached High Spirits Management Report

**Jacob “Jake” Elder, Town Attorney:**

Advises he will work on the cell phone policy and requests a list of positions who will have phones 100% paid for and who should receive the allowance.

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

**James H. LaMaster, District 2:**

Advises that Public Works employee Dewayne Lee has asked him if it's ok if he uses the Town trash cans for the Hill-n-Dale neighborhood block party. Council advises that if it is okay with the Director and Assistant Director. Assistant Director Lori Kearney advises the Council to be prepared for everyone wanting the same service. The Director and Assistant Director will discuss and let Dewayne Lee know.

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

Advises that the pool is now closed and it along with the Pooch Plunge was a success again this year. Advises that the Welcome to Sellersburg signs have been installed.

**Paul J. Rhodes, At-Large:**

Advises the Budget Pre-Adoption hearing will be Monday, September 24<sup>th</sup> at 5:30 p.m. and the Final Adoption will be October 8<sup>th</sup> at 5:30 p.m.

Town of Sellersburg  
Town Council Meeting  
September 10, 2018

**ADJOURN:**

Motion/Second: Webster/Amos      Vote: 5-aye, 0-nay, motion approved and meeting adjourned at 7:02 p.m.

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

Public Works Director Staff Report

High Spirits Management Report

Note: All approved contracts 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  
September 10, at 5:30 p.m.**

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

**PRAYER:**

**PLEDGE OF ALLEGIANCE:** All Present.

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

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

**ORDINANCES AND RESOLUTIONS:**

1. ORDINANCE NO. 2018-OR-019: An Ordinance Regulating Traffic Control at the Intersection of Miners Way and Silver Glade Trail in Sellersburg, Indiana
2. ORDINANCE NO. 2018-OR-020: An Ordinance Amending Ordinance 2017-OR-028 "Establishing Longevity Pay for Full Time Employees of the Town of Sellersburg"
3. ORDINANCE NO. 2018-OR-021: An Ordinance Establishing Per Diem and Mileage for the Employees of The Town of Sellersburg, Indiana.

**UNFINISHED BUSINESS:**

1. Phosphorus Containment (Assistant Public Works Director, Lori Kearney)
2. Butler Road and Brandon Circle Improvements (Town Council President, Paul Rhodes)
3. Citizen Alert System (Chief of Police, William R. Whelan)

**NEW BUSINESS:**

1. Discussion of Engineering Bids | Civil, Water, Wastewater, Streets & Sanitation (Councilwoman, Martina Webster)
2. Discussion of Revision to the Refuse Ordinance 51.04 | Revise the Size of Container and also the Number of Containers at Apartment Complexes (Director of Public Works, Tim Parmenter)

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

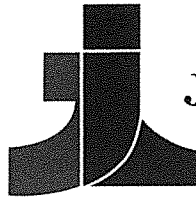
**RECEIPT OF STAFF REPORTS:**

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:**



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

## **CURRENT PROJECTS STATUS REPORT**

**September 10, 2018**

### **Community Crossing Funded Projects**

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

- The water main conflict on Prather was lowered by the Town's contractor.
- A fiber optic line was identified along Prather and is currently being coordinated with the Utility for relocation. Delays in the project, associated with the fiber optic line conflict, are expected. We have concern for the project schedule related to completion time falling outside of paving season and impacts to local residents during winter months while limited work can go on.
- JTL and the Town met with Excel Excavating to discuss going forward. 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 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.

### **Drainage Projects**

#### ***W. Utica Street & Cambridge Manor Drainage Review***

Working with Town representatives to scope out additional watershed evaluations. Waiting on direction from Town. Currently working with the Town Attorney to identify easement needs. It was identified to JTL that the easement was intended to be directly adjacent to the existing basketball court area. Our observation of the rainfall event on July 3, 2018 identified that this area was flooded during that rain event and would likely continue to flood without filling in the area.

### **Road Improvement Projects**

#### ***2018 Annual Paving Specification & On-Call Paving Support***

Project complete.

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)

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

- Plans and estimates were presented at the last meeting. Continuing to work with utilities for relocation plans and costs.
- A full project budget cannot be set until utilities provide costs for relocation due to conflicts. Full project budget is approximately \$790,000 (including utility relocations).
- At the last meeting, JTL provided a cost estimate of paving the current road width (mostly a single lane) from U.S. 31 to Silver Glade Trail. This paving was estimated at approximately \$160,000 and included a surface asphalt overlay for the existing paved portion, and then installation of a compacted stone base and asphalt paving for the existing gravel portion. This option does not include any road widening or drainage improvements along the roadway and assumes that no utility relocations will be necessary.

### ***Brandon Circle & Forrest Drive Connection***

Preliminary plans and estimates submitted to the Director for consideration. Status same.

## **Water Improvement Projects**

---

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

JTL reviewed the conflict analysis with the Director. Currently working on a cost estimate for future main replacement as well as an overall graphic depicting an approximate route. Status Same.

### ***Holmans Lane Water Treatment Plant Coordination***

As you are aware, the City of Jeffersonville is working on improvements along Holmans Lane. A conflict has come up with the electric transformer pad that sits in front of the Treatment Plant along Holmans Lane. We're working to help make this coordination as smooth as possible and will provide any updates as they become available. Status Same.

### ***Utica Pike & Allison Lane Water Pump House***

Demolition of pump house is almost complete.

## **Wastewater Improvement Projects**

---

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

NAI Fortis/Clarion re-submitted and permit underway. 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 TV inspection of the sanitary sewer system in this area and should have that as well as a Work Order for JTL services for approval by the next meeting.

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

JTL met with Webster Environmental on-site to review the existing corrosion in the lift station. 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. Status same.

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

The Contractor has started work. 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.

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

JTL met with wastewater staff at the Sunset Hills pump station last month to review an issue with the valve vault at the pump station. We are currently preparing a work order scope for the next Council meeting to evaluate and assess the issue.

### ***WWTP Compliance***

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts.

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

JTL is assisting Staff with preliminary graphics needed to support applications for potential Office of Community and Rural Affairs grants. Status same.

## Public Works Report September 10, 2018

### Water:

- High Spirits is creating a daily report sheet for the water plant that also have maintenance duties included for the daily work at the plant
- Water plant should have filters maintained/cleaned/serviced, as the plant is currently 3 years old. Did receive a quote from Striegel (was the construction superintendent who built the plant)
- Air compressor pump was replaced; maintenance of the compressor includes running the system weekly for an extensive time.
- The demolition of old booster station in Jeffersonville continues. A buried tank for either fuel oil or diesel fuel was uncovered; the town contracted to have the tank and contents removed and properly disposed. Soil sample under the tank was analyzed. Results from soil test were below limits set by IDEM; this is documented for town records.
- 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 started last week; weather is delaying
- Booster station is currently being stored at the factory while easement issue resolved.
- Received one appraisal on the booster station easement; working for another appraisal. Will be discussing with West Clark Schools on the 13<sup>th</sup> to secure easement, also.
- 

### Wastewater:

- Extensive flooding this weekend overwhelmed some lift stations. WWTP is overcapacity, however, no issues were noted
- Working on energy efficiency with Rural Water Alliance to identify possible changes to save energy/money
- Working with various engineering firms for possible system upgrade/expansion. Requesting recommendations/qualifications from firms to present to council

### Sanitation:

- Blue truck had a bad water pump; out of service until repaired; guys manually tipping in addition to yard waste week
- Submitted to newspaper for publishing for trash pick up proposal
- Working on new trash truck specifications to bid a new truck
- Billing office and Thomas working on identifying residents with multiple cans and correct billing amounts

### Streets:

- Possible options for the upcoming Community Crossings Grant-focus on many smaller streets to repave/rebuild or focus on larger projects (i.e., North New Albany, Butler,)



- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved.

#### 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
- 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

#### Building/Planning

- Training for land use law in Indianapolis for Dave McRae and me (and BZA members)
- Continuing issuance of permits, ongoing inspections of permitted work
- Discussed with Dave about handling water main inspection for the booster station/Rt. 403

# High Spirits Management

---

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

## Report (August 20 - 24, 2018):

### Follow-up —

- **Emergency Response Plan (ERP):**  
The wastewater treatment plant and collection system must also have an up-to-date ERP in place. Please provide a copy of the plan so that we can identify the opportunities for coordination as a next step in ERP development for the water system.
- **Testing at the Water Plant:**  
As agreed during this period of short-staffing, Mike will be happy to handle the daily testing from Monday, August 27 – Wednesday, August 29.
- **Air Compressor / Valving Issue:**  
EVAPAR serviced the air compressor this week. The oil and filter were changed on #1 and run times were adjusted. They will get us a quote on replacing compressor #2. EVAPAR recommends that we put a dehumidifier in the compressor room.
- **Experience Requirements for WT3 Certification:**  
You had asked whether Patrick has had adequate experience at the water plant to become certified once he passes the test. Patrick has had four months experience under my supervision thus far. He is required to have 2-years in total. My understanding is that while Matt Brown was acting as certified operator in responsible charge that Patrick was the primary person who was called upon to fulfill duties in the water system. This included times when Matt was not available. If Patrick was lead operator, trained and able to fulfill all duties for at least 1 year and eight months under Matt's supervision, then as I understand them, this satisfies the experience requirement. I would have to ask why his time in role was being questioned if he has been fulfilling these duties during that time and perhaps longer.

### Action Summary —

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

- **Boil Water Notices:**
  - I provided to you, and to Lori Kearney at her request by phone on Thursday, August 23, detailed information concerning boil water notices. This information included:
    - The terms boil water notice, advisory and order are interchangeable. There is no difference between them.
    - This Tier 1 notice is required by Indiana regulations and the Safe Drinking Water Act at any time the public water system fails to meet requirements. The criteria for a Tier 1 notice were identified in the material I provided.
  - In addition:
    - To clear a boil water order, two negative bacteriological samples must be obtained.
    - Customers (all served customers, not just billed customers) must be notified as soon as practical but within 24-hours of a violation requiring a Tier 1 notice. Notification methods vary widely depending on the town's capabilities.
    - The content of the notice is important as well. Regulations define what must be included in the notice. Many templates are available that ensure the Town is

responding in an optimal manner from both compliance and public relations perspectives. We can readily assist.

- The system must submit a copy of each public notice distributed, published, posted or made available to customers to the Compliance Section of IDEM's Drinking Water Branch within 10 days of delivery and/or posting. This must be accompanied by the certification form.
- To be clear, USEPA (Public Notification (PN) Rule, 65 FR 25982) defines three tiers of notice (Tier 1 – within 24-hours, Tier 2 – as soon as practical but within 30-days, Tier 3 – Annual) and the definition of to whom it should be sent.

- **Public trust concerns**

The public's trust in the quality of its water is very important. The vehicles chosen for sending these notices should emphasize coverage, speed and simplicity. Here it is important to remember that all served customers must be included. If possible, an auto-dialing/texting phone system that could reach this audience, especially businesses that depend on water to prepare food, health organizations and the elderly, would be especially helpful. News outlets are good sources, but the Town needs to understand that not everyone will get the notice if online methods are the sole means of delivering notice. Thus, multiple forms of communication may be needed.

- The single point of accountability for the Town of Sellersburg needs to be the Water Superintendent and notices should identify that person as the source of information. With all respect, neither Public Works department nor the Town are perceived by the public as authoritative organizations when it comes to public water supply issues. Neither organization has the knowledge or training in regulation requirements to address this matter in a way that enhances community understanding, complies with requirements and builds trust. This is made even more clear by the fact that the state of Indiana's Department of Environmental Management holds the Water Superintendent accountable as well. Again, I cannot over-emphasize the need for the Town to establish a separate Water Superintendent with the authority and responsibility expected by the state in such a role. This action will enable the town to build public trust.
- In addition, there are public relations activities that could be undertaken that may help with messaging to citizens, especially since the Town has invested quite a bit in facilities to ensure the quality of drinking water for the area. I would be pleased to discuss this and any of these other matters with you further.

- **Compliance:**

- Patrick will be collecting all 10 Bac-T samples for this month.
- In preparation for doing daily testing, we challenged the current SOP with James' help. Updates are being done.

- **System Maintenance:**

- Living Waters advised that the new board for the chlorine analyzer has been ordered. They also recommend that we put a fan in the chlorine room to blow across the chlorine cylinders.
- Monday recorded head loss on filters
  - AEROLATER #1 head loss = 3.13'
  - AEROLATER #2 head loss = 1.79'
- Tuesday recorded head loss on filters
  - AEROLATER #1 head loss = 5.2'
  - AEROLATER #2 head loss = 2.79'

# High Spirits Management

---

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

## Report (August 27 - 31, 2018):

### Follow-up —

- **Compressors:**

The units we have installed are oversized for our application. This is partly the cause of the recent issue. I recommend these be replaced with units that are right-sized for our plant and the current units sold.

- **Backflow and Cross Connection Control:**

Please let me know how we are proceeding on the needed ordinance. If there are questions regarding what would be beneficial for the Town beyond the basic language from IDEM that I've provided, I'd be happy to address them and offer suggestions, even meeting with the Town attorney, if that would be helpful. Just a simple reminder that this program is required by regulation and is one that is important to protecting the Town from liability.

- **Training:**

Patrick is starting his training to take the WT3 water treatment operator certification exam. We are at a point where I can involve others in training for certification in either water treatment/distribution or wastewater treatment, if there are others in the departments who have the time in service and are interested in taking this important step. I would again encourage you to deepen your bench strength in this manner. As we've discussed, there is a shortage of qualified people to fill these roles nationwide and "growing our own" is a good strategy to retain solid performers and to maintain public health and confidence in your systems.

### Action Summary —

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

- **Compliance:**

- On Tuesday, I adjusted the chlorine levels on the North and South filters (from 4.5 to 4.8) and adjusted post-chlorination (from 1.3 to 1.4).
- Continued work on the Emergency Response Plan draft.

- **System Maintenance:**

- I continue to monitor tank recovery and system pressure/gpm. All readings are within expected range.
- I have designed a Daily Readings sheet that we will start using to capture this information. It will ensure that the proper activities are being checked by plant operators daily, including basic maintenance such as what is required to keep the equipment operating optimally. It will also be an important for treatment operation calculations if we lose SCADA for any reason.

- **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 chlorine tanks as needed.
- Checked all chemicals and refilled as needed.

# High Spirits Management

---

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

## Report (September 3 - 7, 2018):

### Follow-up —

- **Compressors:**

- New compressor was installed on dual compressor unit Thursday, September 6.

### Action Summary —

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

- **Compliance:**

- In 2016, IDEM requested that all water systems complete an inventory of lead service lines. A number of water systems did not respond in 2016, including the Town of Sellersburg. This week, IDEM reached out to request prompt compliance. Information being requested has to do with ownership of the service lines and whether/how much of the line contains lead. According to the cover letter, there are possible changes coming with the Lead and Copper rules. IDEM says our compliance is vital for this reason. Please let me know if I can be of help.

- **System Maintenance:**

- Chlorine alarm went off on Tuesday. I checked for leaks using ammonia and found a leak on an empty cylinder. Replaced the cap to resolve the problem.
  - Reset HSP #2 on Tuesday. Kicked out with a fault on Wednesday. Reset and restarted it and seems to be operating normally now.
  - Filter line flush needs to be performed daily (1 minute each) as part of routine maintenance for the plant. I've incorporated this into the Daily Readings sheet.
  - Daily tests and readings taken.

- **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 chlorine tanks as needed.
  - Checked all chemicals and refilled as needed.