



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

DATE: September 24, 2018

CALL TO ORDER:

Meeting called to order by Vice President Brad Amos at 5:30 p.m.

ROLL CALL OF MEMBERS:

Present:

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

Absent:

Paul J. Rhodes, President

PRAYER: Martina P. Webster

PLEDGE OF ALLEGIANCE: All Present.

MOTION TO ADOPT THE AGENDA AS PRESENTED:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

APPROVAL OF MINUTES:

Approval of minutes of the as submitted by the Clerk-Treasurer:

August 27, 2018 Town Council Meeting

August 29, 2018 Executive Session

September 10, 2018 Executive Session

September 10, 2018 Town Council Meeting

Motion/Second: LaMaster/Webster

Vote: 4-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE CLAIMS:

Motion/Second: CONLIN/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

APPROVAL OF ALLOWANCE DOCKET:

Motion/Second: CONLIN/WEBSTER

Vote: 4-aye, 0-nay, motion approved.

REGULAR MEETING CLOSED AT 5:35 PM:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

2019 BUDGET PRE-ADOPTION PUBLIC HEARING:

Pre-Adoption Budget Hearing Opened at 5:35 pm:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

No Public Comment was made during the 2019 Budget Pre-Adoption Public Hearing.

Pre-Adoption Budget Hearing Closed at 5:39 pm:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

REGULAR MEETING REOPENED AT 5:39 PM:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

COMMENTS FROM PUBLIC ON AGENDA ITEMS (time limit of 5 minutes per person): None

ORDINANCES AND RESOLUTIONS:

1. **2018-OR-022 | An Ordinance Disposing of Surplus or Worthless Personal Property:**

1st Reading: Motion/Second: WEBSTER/CONLIN

Vote: 4-aye, 0-nay, motion approved.

2nd Reading: Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

2. **2018-OR-023 | An Ordinance Amending the Employee Handbook:**

1st Reading: Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

Motion to amend Section 1. To change “he” to “the” in the second sentence:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

2nd Reading: Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

3. **2018-R-004 | A Resolution Designating Certain Funds for CCMG:**

1st Reading: Motion/Second: WEBSTER/CONLIN

Vote: 4-aye, 0-nay, motion approved.

UNFINISHED BUSINESS:

1. **Phosphorus Containment | Lori Kearney, Assistant Director of Public Works:** TABLED

Lori is waiting for IDEM response.

2. **Public Works Team Member On-Call Policy | Lori Kearney, Assistant Director of Public Works:**

Motion/Second: WEBSTER/CONLIN

Vote: 4-aye, 0-nay, motion approved.

3. **Discussion of Revision to the Refuse Ordinance 51.04 | Update after Review | Jacob “Jake” Elder, Town Attorney:**

Council directs Director Parmenter to send letters to property owners in violation of the current Ordinance and advise them that effective January 1, 2018, the Town will no longer provide refuse pick up outside what is stated in the current Ordinance.

4. **Proposed Purchase of 622 W. Utica Street | Jacob “Jake” Elder, Town Attorney:**

Motion/Second: WEBSTER/CONLIN

Vote: 4-aye, 0-nay, motion approved.

5. **Health Benefits | Agent of Record | Councilman, William “Bill” Conlin:**

Motion made by Councilmember Conlin to make Joe Olson the Agent of Record for all benefits:

Motion/Second: CONLIN/LAMASTER

Vote: 2-aye’s by Conlin and LaMaster, 2-

nay’s by Webster and Amos, Clerk Treasurer Michelle Miller abstains, motion fails.

6. **Trash Collection Outsourcing Status Update | Tim Parmenter, Director of Public Works:**

Director Parmenter advised that bids will be presented at the October 8th Council Meeting. This will be tabled until the next meeting.

NEW BUSINESS:

1. Highway 403 Water Line Extension | Tim Parmenter, Director of Public Works:

Motion to approve change order number one for the Waterworks Improvements in the amount of \$80,025.77:

Motion/Second: WEBSTER/LAMASTER

Vote: 4-aye, 0-nay, motion approved.

GENERAL COMMENTS FROM THE PUBLIC | limited to 15 minutes total: None

RECEIPT OF STAFF REPORTS:

Josh Hillman | Jacobi, Toombs, & Lanz: Presents Current Projects Report (copy attached)

Tim Parmenter | Director of Public Works: Presents Public Works Report (copy attached) and High Spirits Management Report (copy attached)

William R. Whelan | Chief of Police: None

Jacob "Jake" Elder |Town Attorney: None

COMMENTS FROM COUNCIL MEMBERSHIP | Good of the order:

James H. LaMaster | District 2: No comment

William Conlin | District 4:

Advises that the Chief and his Department did a great job on Butler Road today.

Brad J. Amos | District 3:

Advises that he drove around Town today during the rain, looking at issues and thanked Tim and JTL for looking at the issues on Shirley Avenue. Also advised that the Parks & Recreation Board will be hosting Trick or Treat at Silver Creek High School on October 27th from 5-8 p.m.

Martina Webster | District 1: No Comment

Paul J. Rhodes | At-Large: Absent

Michelle Miller | Clerk-Treasurer: No Comment

ADJOURN:

Motion/Second: WEBSTER/CONLIN

Vote: 4-aye, 0-nay, motion approved and meeting adjourned at 6:26 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, 2nd Vice President

Attest: Michelle D. Miller, Clerk Treasurer

Attachment(s):

Agenda

Public Works On-Call Policy

Itemized Proposal for Change Order Number One | Waterworks Improvements

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

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

**Agenda for
September 24, 2018 at 5:30 p.m.**

CALL TO ORDER AND ROLL CALL OF MEMBERS:

PRAYER: Restoration Christian Church

PLEDGE OF ALLEGIANCE: All Present.

MOTION TO AMEND/ADOPT THE AGENDA AS PRESENTED:

APPROVAL OF MINUTES:

Approval of minutes of the as submitted by the Clerk-Treasurer:
August 27, 2018 Town Council Meeting
August 29, 2018 Executive Session
September 10, 2018 Executive Session
September 10, 2018 Town Council Meeting

APPROVAL OF ALLOWANCE CLAIMS:

APPROVAL OF ALLOWANCE DOCKET:

2019 BUDGET PRE-ADOPTION HEARING

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

ORDINANCES AND RESOLUTIONS:

1. ORDINANCE NO. 2018-OR-022: An Ordinance Disposing of Surplus or Worthless Personal Property of The Town of Sellersburg, Indiana.
2. ORDINANCE NO. 2018-OR-023: An Ordinance Amending the Employee Handbook
3. RESOLUTION NO. 2018-R-004: A Resolution Designating Certain Funds for CCMG

UNFINISHED BUSINESS:

1. Phosphorus Containment (Lori Kearney, Assistant Director of Public Works)
2. Public Works Team Member On-Call Policy (Lori Kearney, Assistant Director of Public Works)
3. Discussion of Revision to the Refuse Ordinance 51.04 | Update after Review (Jacob "Jake" Elder, Town Attorney)
4. Proposed Purchase of 622 W. Utica Street (Jacob "Jake" Elder, Town Attorney)
5. Health Benefits | Agent of Record (Councilman, William "Bill" Conlin)
6. Trash Collection | Outsourcing – Status Update (Tim Parmenter, Director of Public Works)

NEW BUSINESS:

1. Highway 403 Water Line Extension (Tim Parmenter, Director of Public Works)

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 Public Works Policy and Procedure On-Call Policy

Date: 8/31/2018

Due to the nature of the Public Works Departments business, it is necessary to maintain an on-call staff to respond to calls 24/7. This policy will outline the requirements of on-call, the assigning of on-call, the compensation for on-call as well as emergency on-call fill-in.

On-Call Compensation

Employees serving on-call and providing necessary after-hours services will be paid an on-call stipend. The Primary on-call staff will be paid \$200.00 additional compensation for the week of their on-call service. The back-up on-call will receive \$100.00 additional compensation for their week of service.

If an employee is called out while on-call, he/she will be paid for a minimum of two (2) hours. The employee will receive time and a half for actual hours worked. If an employee works less than two (2) hours, he/she will receive time and a half for actual hours worked and the remainder of the two hours will be paid at straight time. If an employee is called out in a workweek that includes a holiday, that holiday will be used as time worked for the purpose of calculating overtime.

If two employees split the week of on-call service due to an emergency or agreement to switch on-call time, the compensation will be split by number of days employee was on-call.

Primary call will be paid at a rate of \$28.57/day.

Back-up on-call will be paid at a rate of 14.29/day.

Requirements/Expectations

Any employee that is serving on-call is expected to respond to all calls that are deemed an emergency within thirty (30) minutes of receiving the call. The following list outlines what should be responded to as an emergency:

- Sanitary Sewer overflow (any overflow should be responded to and WW operator shall be notified;
- Lift Station alarms- All alarms should be checked by an actual visit to the lift station;
- Water main breaks;
- Loss of water by resident;
- Fallen trees obstructing a road way;
- Any condition in which you are notified by the police department that it is a possible hazard;

The following list is considered non-emergency and can be tended to on the next business day:



- Water pressure issues affecting only one resident;
- Brown water issues affecting only one resident;
- Residential leaks that are not causing complete loss of water by customer;
- Pot holes;
- Sanitation calls

If you are unsure about the need to investigate the call, please check with supervisor.

Assignment of on-call schedule

The on-call calendar will be scheduled by the Director/Assistant Director and handed out to each employee. In the event you are scheduled for on-call and you cannot fulfill the service it will be your responsibility to find a coworker to fill your spot. It will be the employee's responsibility to notify management of the replacement for their on-call service.

In the event of an emergency by an on-call staff, such as death in the immediate family or illness the primary on-call position will be filled by the current back-up on-call. The back-up position will be filled first based on volunteers, if there are no volunteers it will be filled by management based on seniority and recent on-call service.

In the event there is an employee that would like to carry on-call more than they are scheduled it will be acceptable to ask coworkers if they would like to give up their on-call service.

water funding.

TOWN OF SELLERSBURG

ITEMIZED PROPOSAL

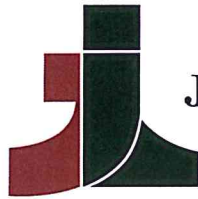
FOR

CHANGE ORDER NUMBER ONE

WATERWORKS IMPROVEMENTS

ITEM NUMBER	ITEM DESCRIPTION	UNITS	QTY.	UNIT COST	TOTAL COST
1	8" SDR 21 PVC WATER MAIN PUSH-ON-JOINT (OPEN CUT)	LINEAL FEET	860	38.50	33,187.00
2	8" R.J. PVC WATER MAIN MICHIGAN STREET CROSSING (DIRECTIONAL DRILLED)	LINEAL FEET	60	98.25	5,895.00
3	8" R.J. PVC WATER MAIN WEST RESIDENCE DRIVEWAY CROSSING (DIRECTIONAL DRILLED)	LINEAL FEET	60	98.25	5,895.00
4	8" R.J. PVC WATER MAIN EAST RESIDENCE DRIVEWAY CROSSING (DIRECTIONAL DRILLED)	LINEAL FEET	60	98.25	5,895.00
5	8" X 8" TAPPING SLEEVE, TAPPING VALVE & VALVE BOX	EACH	1	3330.20	3,330.20
6	8" MECHANICAL JOINT GATE VALVE	EACH	4	1532.00	7528.00
7	8" X 6" D.I.M.J. TEE	EACH	2	429.00	858.00
8	8" X 8" D.I.M.J. TEE	EACH	2	429.00	858.00
9	8" D.I.M.J. CAP	EACH	1	305.00	305.00
10	8" D.I.M.J. 90 DEGREE BEND	EACH	1	352.00	352.00
11	STD. FIRE HYDRANT WITH 6" AUXILIARY VALVE	EACH	1	4475.57	4475.57
12	3/4" NEW WATER SERVICE COMPLETE, WATER SETTER, CORP COCK, TILE, LID	LUMP SUM	1	4090.00	4090.00
13	2" WATER SERVICE AND CONNECTION TO NEW DUAL 3/4" WATER METERS	LUMP SUM	1	4135.00	4135.00
14	3/4" DUAL METER WATER METER SERVICES SERVED BY NEW 2" PVC SERVICE LINE	LUMP SUM	2	1080.00	2160.00
15	RELOCATE EXISTING 3/4" WATER METER PIT	LUMP SUM	1	750.00	750.00
16	LOCATION WIRE	LINEAL FEET	1,040	30	312.00
*TOTAL PROPOSED COST OF CHANGE ORDER NUMBER ONE WATERWORKS IMPROVEMENTS					\$80,025.77

*All work included in this change order proposal shall be performed in accordance with project specifications



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

CURRENT PROJECTS STATUS REPORT

September 24, 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. 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. **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.**
- 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 is working with Excel to review the submitted delay costs as well as additional costs incurred by Excel related to the water main lowering. We will have a recommendation by the next meeting.**
- 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

JTL prepared an easement and submitted it to the Town Attorney.

Road Improvement Projects

Butler Road Improvements

- **At the last meeting, the Town provided direction to JTL to solicit bids for paving Butler Road at the current width without any additional improvements. Bids will be received at the first meeting in October.**

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

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.](#)

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. [Waiting on multiple quotes for the TVI work on this system.](#)

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. [Status same.](#)

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. The sewer line has been bored under the road. 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 is working with the County on resolving the issue.](#)

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. [Waiting on multiple TVI quotes for the work on this system.](#)

WWTP Compliance

Currently assisting WW Staff with preparation of a letter supporting phosphorous efforts. [Letter submitted to Town Staff. Meeting with Staff this week to review possible cost saving measures.](#)

IOCRA Grant Planning Support

JTL is assisting Staff for potential IOCRA grants. [Status same.](#)

Public Works Report September 24, 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 valve malfunction, creating an issue with backflow. During replacement, there have been maintenance items that should have been completed within the last years; moving forward on the neglected issues, including the filter maintenance and the clear well maintenance.
- 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). Quote is being revised, as there were other issues discovered during the valve issue.
- 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.
- Patrick Morris has accepted a new job at Indiana American; discussed open positions with team members. Presently, Thomas Harris is performing basic duties. High Spirits continues to be the Contracted Operator of Responsible Charge
- James Baxter has accepted another job offer.

Wastewater:

- Extensive flooding today overwhelmed lift stations. WWTP is overcapacity.
- 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:

- Waste collection out for bid; pre-bid meeting last week, 4 interested parties attended.
- New trash truck specifications to bid a new truck; will be advertising this week.
- Yard Waste pick up this week; will be moving to weekly collections.

Streets:

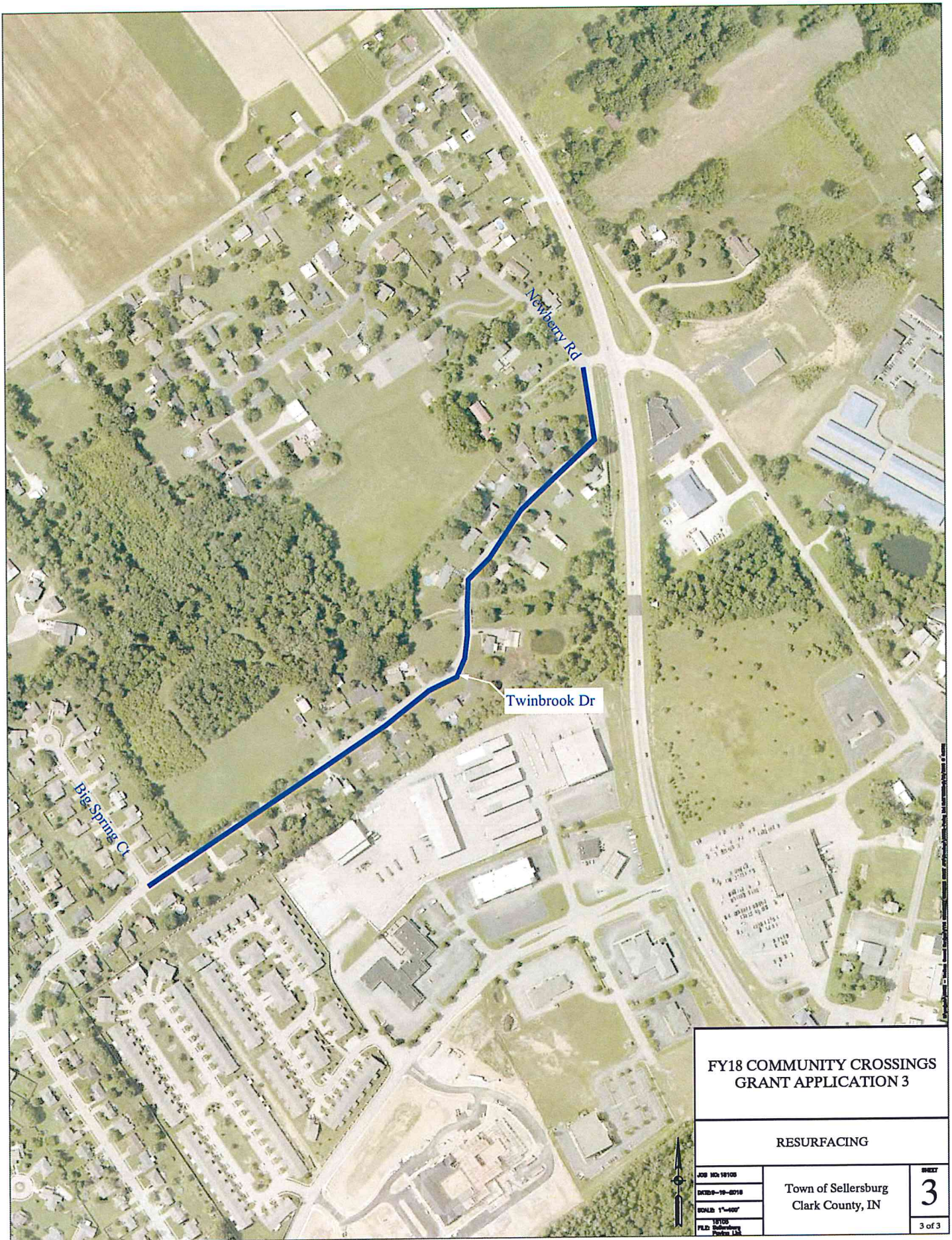
- Completing 3-4 Community Crossing Grants tomorrow with JTL; North New Albany Street; also, various areas throughout the town.
- Met with JTL and business owners situated along Bringham Drive; identified issues to be resolved. Pricing for the improvements are being gathered.
- Bids for paving of Butler Road advertised for October 8th.

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

Building/Planning

- Wrote Job Description for a Planning and Zoning Administrator, based on BZA class attended in Indianapolis
- Dave continues to work with town residents to assist with permits, changes, inspections
- 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.



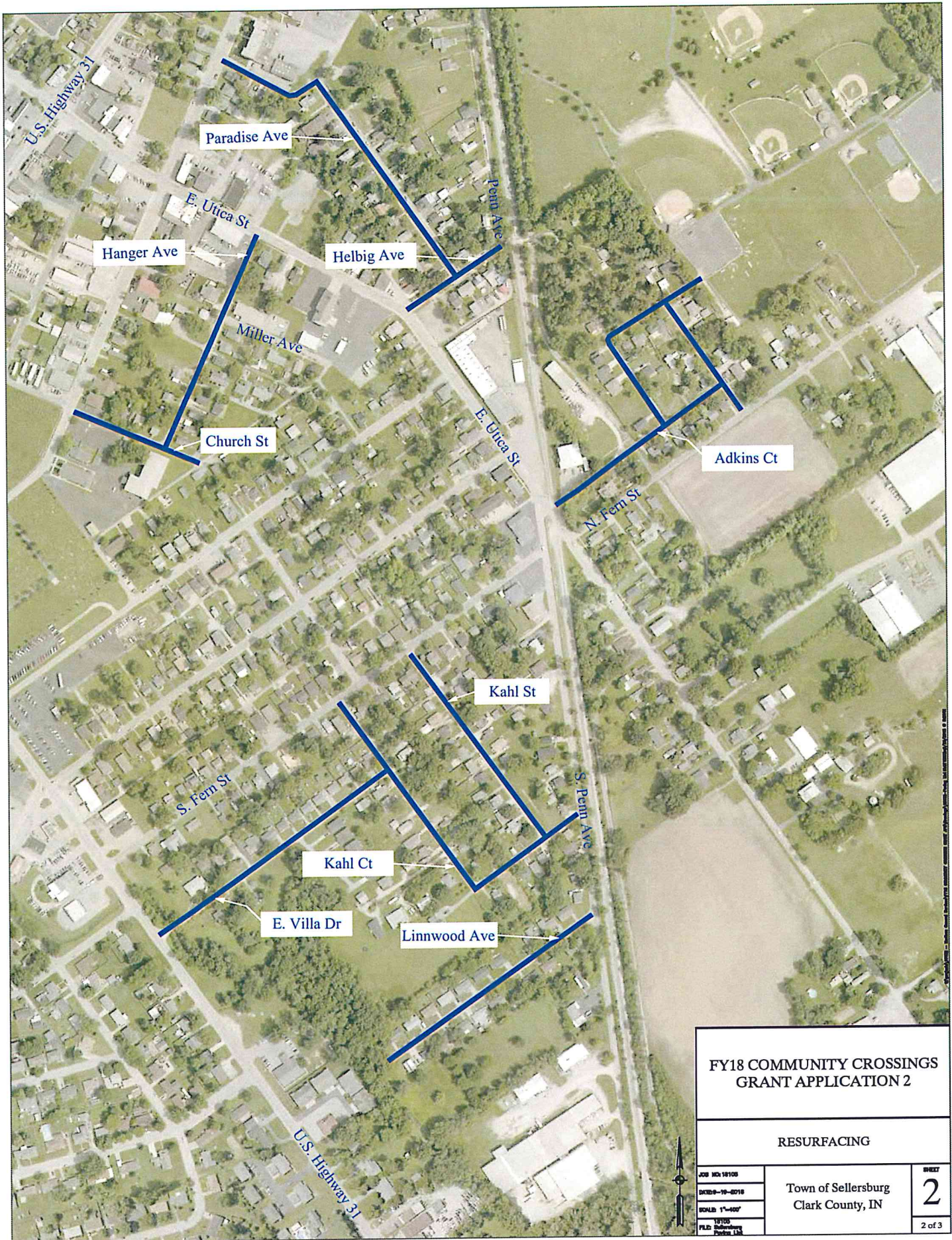
FY18 COMMUNITY CROSSINGS
GRANT APPLICATION 3

RESURFACING

JOB NO: 181010
DICKINSON-18-0018
SCALE: 1"=400'
FILED: 10/10/18
Parker, IN

Town of Sellersburg
Clark County, IN

SHEET
3
3 of 3



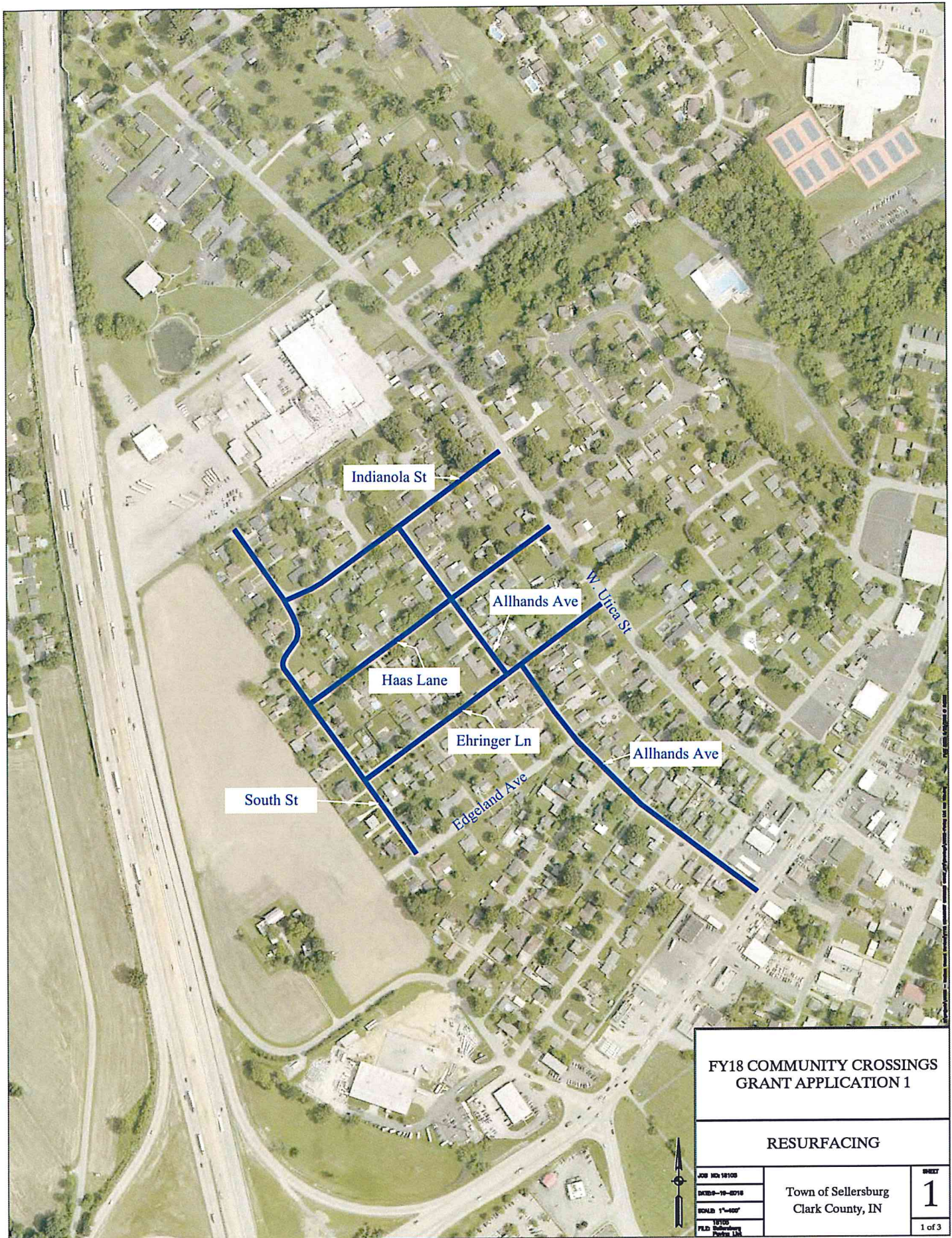
FY18 COMMUNITY CROSSINGS
GRANT APPLICATION 2

RESURFACING

JOB NO. 181100
DATED 10-10-2018
SCALE 1"=400'
PLD 10/10
Paving
Perkins 114

Town of Sellersburg
Clark County, IN

SHEET
2
2 of 3



**FY18 COMMUNITY CROSSINGS
GRANT APPLICATION 1**

RESURFACING

JOB NO: 18108
SHEET: 10-10718
SCALE: 1"=400'
18/108
FILE: 18108-10718-10

Town of Sellersburg
Clark County, IN

SHEET
1
1 of 3



FY18 COMMUNITY CROSSINGS
GRANT APPLICATION 1

RESURFACING

JOB NO: 18108
DSCR: 18-0018
SCALE: 1"=400'
18108
FILE: Sellersburg
Project List

Town of Sellersburg
Clark County, IN

SHEET
1
1 of 3

Sellersburg 2018 Paving, Community Crossing Grant Funded

Preliminary Cost Estimates Summary

Job #18105, 9/18/2018

<i>Street Section:</i>	<i>Total Estimate:</i>
Major Collectors	
New Albany St. (From E Utica St to bridge past Hauss)	\$208,697.22
Minor Collectors	
Allhands Ave. (From US 31 to Indianola St.)	\$114,520.33
Adkins Court (Entire Street)	\$46,300.00
Church Street (From S New Albany St. to Miller Ave.)	\$14,935.00
Ehringer Lane (From South St to W. Utica St)	\$49,274.00
E. Villa Drive (From S. Indiana St to Kahl Ct)	\$145,150.67
Haas Lane (From W. Utica St to South St)	\$38,616.44
Hanger Ave. (From E Utica St. to Church St.)	\$29,353.00
Helbig Ave. (From E Utica St. to Penn Ave.)	\$22,623.33
Indianola Street (From W. Utica St to South St)	\$29,296.67
Kahl Ct. (From S Fern St. to Kahl St.)	\$23,390.00
Kahl St. (From S Fern St. to Penn St.)	\$18,830.00
Linnwood Ave. (From Penn St to Cul-de-sac)	\$35,970.00
Paradise Ave. (From N New Albany St to Helbig Ave.)	\$85,552.00
South Street (From Edgeland Ave to End of Street)	\$84,631.00
Twinbrook Dr. (From New Berry Rd to Big Springs Ct.)	\$138,223.33
Subtotal, Minor Collectors	\$876,665.78
Grand Total Cost Estimate	\$1,085,363.00

High Spirits Management

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

Report (September 17 - 21, 2018):

This report includes time I returned to the plant (Tuesday, 1-2 p.m., Wednesday, 3 – 5:15 p.m.) to check on the progress of the valve troubleshooting/replacement detailed below. Did plant checks on Saturday and Sunday as well.

Of Concern —

- *Daily Testing*

On Monday, Patrick advised that his last day would be Friday, September 21. While the town seeks to fill its vacancies for lead operator and water superintendent for the plant, I am willing to perform the required Daily Testing during weekdays (M-F) provided another individual will handle them on weekends and any holidays. I must train and oversee the person(s) who will be assigned and 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.**

- *Training:*

Please advise on when we will move forward with training for your choice of lead operator and one other as I outlined previously. Please note that the procedures that I have put in place must be followed. The person assigned this last week did not follow through as requested, nor did the phosphate tank get filled as required. I had a safety concern when that person attempted to change chlorine tanks as well that could easily have resulted in major injury.

- *Maintenance Program - Filters*

As the description of this past week's events with the filter illustrate below, it is absolutely imperative that the water plant and water system infrastructure be maintained proactively. While many programs that I have brought forward are within the scope of what trained operators should be doing, what is required for the filters is not. I understand that the filters are three years old. This means that they are overdue for the following routine maintenance, which must be performed by specialized professionals every two years. If not done, once the protective coating on the interior of the filters and aeralaters is damaged, the tank will begin to leak, potentially causing catastrophic tank failure. According to Monty, a standard maintenance program for the filters we have should consist of:

Every two years -

- Enter the tank to check media condition and depth
- Remove precipitated iron/manganese, which can be feet deep

I recommend that this maintenance be scheduled as soon as possible for the system filters to protect the Town's investment, extend the life of equipment and avoid unnecessary downtime.

- *Maintenance Program – Clear Wells*

Aeralators oxidize water by the addition of chlorine, which allows iron and manganese to precipitate out of the water. The iron and manganese collect in the bottom of aeralators, but also precipitates out in the Clear Well. The Clear Well units also need to be maintained to remove settled iron and manganese. This will prevent damage to the units. Both practices ensure good quality effluent from the filters and clear well into the distribution system and the Town's citizens. I understand that due to a lack of maintenance, the old clear well on Holman Lane has several feet of iron and manganese precipitate in the bottom of the tank. This tank is being torn down due to a

lack of maintenance and build-up of iron and manganese, an outcome that was preventable.

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

In talking with Monty, he informed me that when the new booster station is installed, it will reverse the flow of water. When this happens, you can expect sediment in the water lines to be disturbed and create brown water in the system. If we want to avoid customer dissatisfaction, we need to do a thorough system flush prior to firing up the booster station. Before this is scheduled, I will need to instruct those who will be assigned to do the flush on the correct procedure to follow. From having trained Patrick, I know that the practice 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.

Issues & Observations—

This past week there have been some issues arise that need attention.

- *Valve Replacement Emergency*

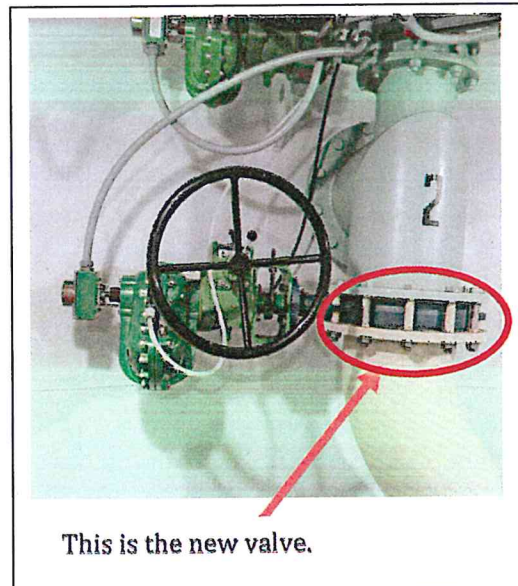
On Tuesday, September 18, I arrived at 7 a.m. to find water puddles on the floor outside the lab. In the Supply room, anthracite was in front of the door to the Pump room. When I opened the door to the Pump room, there was a lot of water and anthracite all over the floor. I checked Filter #1 South and found that cell #2 was running water. The Clear Well was down to 6'. I shut down the High Service Pumps to allow the Clear Well to recover.

I had Monty come in to troubleshoot the filter. At first, Monty thought that the butterfly in the butterfly valve had become disconnected from the shaft. However, after further investigation, he found that the valve seat was bad. He setup #1 Filter so that we could use half of it. Monty secured a new butterfly valve from B.L. Anderson. It was sent overnight and arrived the next day, Wednesday, September 19. The valve sent was a left-hand valve instead of a right-hand valve, but because of Monty's expertise, this will have no effect on operation. However, it will be the only backward valve in the filters and needs to be known and understood by all for future reference in operations and maintenance (Aeralater #2, Cell #2 Backwash Valve).

The reasons for failure were as follows:

- *Chlorine injected into the filter to oxidize the water is injected onto the valve.*
Chlorine hardens the rubber seat of the gasket making it brittle and break off in small chunks. Chlorine had eaten away a 3" piece of metal on the valve edge allowing the water to leak through. I asked Monty if the chlorine injection could be diverted elsewhere and he said, "no."
- *Iron and manganese build-up on the valve deteriorated the metal edge of the valve and valve seat*

It may be valuable to look into whether stainless steel valves are available that could replace the current type we are using. Stainless steel would not corrode in the same way as the current valves do.



- **Computer Ground Fault**

On Monday, upon entering the lab, the computers were kicked off. The ground fault had kicked out. I reset it and the computers came on. On Thursday, September 20, I found the reason for the GFI receptacle being kicked out. The HVAC vent above the lab cabinets is leaking, splashing water/condensation onto the GFI outlet.

You will see in the photo (right) where I placed a cup to catch the dripping water and how the water was able to run down the front of the cabinet and trip the GFI supporting the computers.

Follow-up —

- **Important Note on Air Compressor**
Patrick spoke with Kenny this past week. In that conversation he learned that the reason the large air compressor was installed is for the backwash process. It takes very little air pressure to work the valves normally, but during backwash it really needs a lot of air. The compressor is meant to provide between 4-7 days capacity if the unit fails or is without power due to a storm where power is lost.
- **IDEM Lead Service Line Inventory Request:**
Please let me know when this is assigned and to whom. Please let me know if I can be of help.
- **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:**
 - Performed Daily Tests(M) and took all Daily Readings. Instructed Thomas on the Daily Readings procedure so that he would be able to perform this task.
- **System Maintenance:**
The following need attention:
 - The hot water has an odor of sulfur due to the sacrificial diode in the hot water tank.
 - High Service Pump #2 has not been starting properly and faults. When the pump fault is reset, it seems to start fine. I believe this is due to a timing issue. We need to contact B.L. Anderson to correct it.
 - Filter room #2 is sweating very badly. The dehumidifier is frozen up. I unplugged the dehumidifier to allow it to thaw.



- After putting the Daily Readings procedure in place, I've seen where condensation is building-up in the air compressor oil. I recommend that as part of a preventive maintenance program we change the oil and filter monthly. This is the only maintenance required for this unit (oil changes and air filter changes) and these can be done by staff personnel. These materials are available from Louisville distributors.

- ***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. Monday changed cylinder #4. Saturday chlorine cylinder #1 empty but scale is reading 60+. Will look into this and correct on Monday.
- Checked all chemicals and refilled as needed. Added 50 lbs. of fluoride to saturator on Monday. Filled phosphate tank Saturday and Sunday.
- System maintenance as detailed above.

** End of Report **