

**VIRTUAL UTILITY COMMITTEE MEETING
May 6, 2020 9:00 a.m. Newburgh Town Hall**

Present: Steve Shoemaker, Carol Schaefer, Christy Powell, Susan Helms, Leon Key, David Hynes and Chris Wischer. Others in attendance: Doug Baldessari, Dan Schaefer and Jeramy Elrod.

Utility Chair Steve Shoemaker called the meeting to order at 9:14 AM with a quorum present.

Consent Agenda

Monthly Tracking Report, Inspection Status Report, Sewer Repairs Report, Tap Report, Financial Report, Monthly Sewer Adjustment and approval of March 4, 2020 minutes.

Motion: Christy Powell moved to approve the consent agenda.

Motion seconded: Carol Schaefer

Discussion: None

Motion passed unanimously.

Committee Discussion Items

Wastewater Treatment Facility Superintendent, Leon Key

1. Request approval of the following FOG Permits:

a. Permit No. 043020, The Landing: the permit waives the FOG interceptor maximum size of 1,500 gallons to allow for the installation of a 2,000-gallon Interceptor.

Mr. Key stated The Landing is located in the former Edge Water location. The kitchen is under remodel and the owners have applied for a grease interceptor permit. Their 1,872-gallon calculation is 1,500 gallons over the maximum allowed limit. A request was made to install a 2,000-gallon interceptor.

Christy Powell moved to recommend to council to approve The Landing's Fats, Oils and Grease (FOG) Discharge Permit No. 043020 which waives the FOG interceptor maximum size of 1,500 gallons to allow for the installation of a 2,000-gallon interceptor.

Motion seconded: Carol Schaefer

Discussion: None

Motion passed unanimously.

b. Permit No. 053020, BAPS Midwest: The permit waives the installation of an external grease interceptor in favor of 41 gpm internal grease trap.

Mr. Key stated the calculation for BAPS Midwest was 83 gallons. Disposal service ware is used and there is no food preparation. The permit requested a waiver of the external grease interceptor in favor of a 41 gallons per minute internal grease trap.

Carol Schaefer moved to recommend to council to approve the BAPS Midwest's FOG Discharge Permit No. 053020 which waives the installation of an external grease interceptor in favor of a 41 gallons per minute (gpm) internal grease trap.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

2. Request to purchase a new SL-RAT. Cost: \$25,480.00, Vendor: InfoSense, Inc.

Mr. Key stated the Sewer Line-Rapid Assessment Tool (SL-RAT) is very useful, saves labor and recommended the purchase. The SL-RAT is capable of measuring baselines instead of having to jet the lines.

Motion: Christy Powell moved to recommend to Council to approve the request to purchase a new Sewer Line-Rapid Assessment Tool (SL-RAT) at a cost of \$25,480.00 from InfoSense, Inc.

Motion seconded: Susan Helms

Discussion: None

Roll Call Vote: In favor of the motion were Carol Schaefer, Steve Shoemaker, Christy Powell, Leon Key and Susan Helms. None opposed. Motion passed unanimously.

3. Request to repair the sanitary sewer at 33 Williams Lane. Traffic will be limited to 1 lane during the repair. Cost: \$10,600.00, Contractor: Koberstein.

Mr. Key stated a lateral must be replaced and is located in the right-of-way at 33 Williams Lane. Traffic must be limited to one (1) lane during construction. The work will be completed by Koberstein at a cost of \$10,600.00.

Motion: Carol Schaefer moved to recommend to Council to allow the request to repair the sanitary sewer at 33 Williams Lane by Koberstein at a cost of \$10,600.00 and to limit traffic to one (1) lane during the repair.

Motion seconded: Christy Powell

Discussion: None

Roll Call Vote: In favor of the motion were Carol Schaefer, Steve Shoemaker, Christy Powell, Leon Key and Susan Helms. None opposed. Motion passed unanimously.

4. Request to close the road at 13 Washington Street to enable a sanitary sewer repair.

Mr. Key requested a road closure at 13 Washington Street for a lateral cleanout and sewer repair.

Motion: Christy Powell moved to recommend to Council to allow the request to close the road at 13 Washington Street to enable a sanitary sewer repair.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

5. Request to repair the sanitary sewer at 13 Washington Street. Cost: \$10,980.00, Contractor: Koberstein,

Mr. Key stated a lateral cleanout is needed at 33 Washington Street. The work will be completed by Koberstein at a cost of \$10,600.00.

Motion: Christy Powell moved to recommend to Council to allow the sanitary sewer repair at 13 Washington Street by Koberstein at a cost of \$10,980.00.

Motion seconded: Susan Helms

Discussion: None.

Roll Call Vote: In favor of the motion were Carol Schaefer, Steve Shoemaker, Christy Powell, Leon Key and Susan Helms. None opposed. Motion passed unanimously.

6. Request to grant "Signatory Authority" to Russell Powell. This will allow Russell to sign reports in my absence and is in preparation of my retirement next year (Must be signed and dated by the Town Council President).

Mr. Key requested that Russell Powell be granted Signatory Authority. Mr. Powell is the assistant plant operator and the only member on the sewer staff with a class IV license. With Signatory Authority, Mr. Powell will be able to submit the monthly reports of operation and reports required by Net DMR (Discharge Monitoring Report) in the event of Mr. Key's absence and in preparation of retirement. Following council president signature, the form must be returned to IDEM.

Motion: Christy Powell moved to recommend to Council to allow the request to grant "Signatory Authority" to Russell Powell which will allow Mr. Powell to sign reports in the absence of Mr. Key and in preparation of Mr. Key's retirement in 2021.

Motion seconded: Susan Helms

Discussion: The document must be signed and dated by the Town Council President.

Motion passed unanimously.

7. Request to move Powers Place Sewer Relocation & Kimberly Lane Sewer Rehabilitation (10264 Powers Dr.) Projects from a priority 3 to priority 1 and to reactivate the projects due to deteriorating conditions of the sanitary sewers.

Mr. Key requested that the Powers Place Sewer Relocation & Kimberly Lane Sewer Rehabilitation Projects at 10264 Powers Dr. be revised from a priority 3 to priority 1 and to reactivate the projects due to deteriorating conditions of the sanitary sewers and allow Commonwealth Engineering Inc. (CEI) to move forward.

Motion: Susan Helms moved to recommend to Council to approve the request to move Powers Place Sewer Relocation & Kimberly Lane Sewer Rehabilitation (10264 Powers Dr.) Projects from a priority 3 to priority 1 and to reactivate the projects due to deteriorating conditions of the sanitary sewers.

Motion seconded: Carol Schaefer

Discussion: Mr. Hynes will review the projects.

Motion passed unanimously.

8. Request engineering assistance to reapply for our NPDES Permit.

Mr. Key stated the sewer utility must reapply every five (5) years for a National Pollutant Discharge Elimination System (NPDES) Permit which allows discharge into the Ohio River. CEI provides assistance in the reapplication process. Mr. Hynes stated CEI has prepared a contract to assist with the NPDES Permit at an hourly rate not to exceed \$15,000.00.

Motion: Christy Powell moved to recommend to Council to approve the Commonwealth Engineering Inc contract, at an hourly rate not to exceed \$15,000.00, to provide assistance for the reapplication process for the National Pollutant Discharge Elimination System (NPDES) Permit.

Motion seconded: Carol Schaefer

Discussion: None

Roll Call Vote: In favor of the motion were Carol Schaefer, Steve Shoemaker, Christy Powell, Leon Key and Susan Helms. None opposed. Motion passed unanimously.

Petitions and Comments from Citizens Present

9:30 am – Doug Baldessari – Baker Tilly – Sewer Works Revenue Bond

Doug Baldessari, Baker Tilly Municipal Advisors, presented information for the purpose of a Sewage Works improvement project, related bond issue and rate adjustment. The sewer is in a very good financial situation which should lower the bond's interest rate. \$20 million in projects and a possible increase in Return on Investment (ROI) may require a sewer rate increase. The 2009 SRF bonds are at 3.12% and may be refinanced at an interest rate nearer 2%. The outstanding debt service is at 3.66 million per year for the next fifteen years. Estimated project costs stand at \$21.8 million which would be financed in an open market bond issue. A treatment plant expansion is planned in 2026 at an estimated cost of \$20 million. The sewer currently has seven bonds. If a rate increase is implemented, Newburgh Sewer comparisons with other Indiana communities show Newburgh comparable and mostly lower. To fund the upcoming projects, a roll out of the presentation may take place in the fall or first of the year. Mr. Baldessari stated it would be a good time to refund the 2009 bond while interest rates are low.

Motion: Christy Powell moved to recommend to Council to proceed with the refunding of the 2009 State Revolving Fund (SRF) bonds.

Motion seconded: Carol Schaefer

Discussion: None

Roll Call Vote: In favor of the motion were Carol Schaefer, Steve Shoemaker, Christy Powell, Leon Key and Susan Helms. None opposed. Motion passed unanimously.

10:30 am – Dan Schaefer – 5455 Lenn Road - Connecting garage to home sewer lateral
Mr. Schaefer plans to add a restroom in his pole barn and requested the sewer from the pole barn be connected to the home's lateral. The home and pole barn are located on 2.3 acres at 5455 Lenn Road. There are stipulations required to grant this type sewer hook-up. Mr. Schaefer must sign an "Agreement for Waiver of Sewer Standards and Covenant to Not Subdivide Property". If the property is ever sold or subdivided, two separate laterals will be needed.

Motion: Christy Powell moved to recommend to grant a waiver for Dan Schaefer, 5455 Lenn Road, to allow two (2) buildings to connect to one (1) lateral on the condition that if the property is ever subdivided two separate laterals will be needed and that Mr. Schaefer sign an "Agreement for Waiver of Sewer Standards and Covenant to Not Subdivide Property".

Motion seconded: Leon Key

Discussion: None

Motion passed unanimously

Wastewater Treatment Facility Superintendent, Leon Key (cont.)

9. Discussion concerning purchase of the Prow property.

Mr. Key stated the Prow property is for sale. The property, located across the street from the Wastewater Treatment Facility (WWTF), would allow the facility to expand. Mr. Wischer will request an appraisal.

Engineering Report, David Hynes

1. National Pollutant Discharge Elimination System, Sewer Use Ordinance and Enforcement Response Plan (NPDES SUO-ERP) Update – Contract with CEI

Covered earlier in the meeting in Leon Key's report, item # 8.

2. Update on Triple Crown Lift Station Elimination Construction

Mr. Hynes stated he and Ragle, contractor for the Triple Crown Lift Station Elimination Project, have been discussing possible changeovers due to rock in the bore pits. Mr. Hynes requested Ragle provide a change order for an open-cut on Libbert Road as opposed to the Jack and Bore method to determine the price difference. The open-cut option was estimated at \$350,000.00. The contractor will conduct a pilot bore across the road to pinpoint the rock. If the rock is consistent throughout the bore, the cost for the project could increase significantly. Mr. Hynes stated the bid from Ragle was nearly \$1,000,000.00 lower than the other bids due to possible inexperience with deep underground contracting or a failure of due diligence. The rock issue was included in the specifications. Any overages for this part of the project will be the responsibility of Ragle. The project has gone well with the exception of this issue.

3. Newburgh Warrick County Trails – Approval of INDOT Workplan

Mr. Hynes stated a project along the Newburgh Warrick County Trail near the school will impact a large force main. A comments letter regarding work that is proposed over the force main was sent to RQAW, an Indianapolis engineering firm that will design the trail. A contract is needed to allow CEI to prepare the INDOT workplan due in May. The INDOT contractor will perform the work.

Motion: Leon Key moved to recommend to Council to approve the CEI prepared INDOT Work Plan Contract for the Newburgh Warrick County Trails.

Motion seconded: Susan Helms

Discussion: The INDOT contractor will complete the work.

Motion passed unanimously.

Petitions and Comments from Citizens Present (cont.)

10:45 am – Jeramy Elrod, Morley Corp – Victoria Cottages

Mr. Elrod stated that Morley and Associates is planning to construct four (4) cottages near the clubhouse. Each cottage will require a pump station which will lateral to the main that runs down Roslin Road. Mr. Elrod requested that the line be privately maintained. Mr. Wischer stated a document will not be needed for a private connection. Brady Dryer, CEI liaison with IDEM, will be contacted to determine if permits are necessary.

Motion: Christy Powell moved to recommend to Council to approve a private sanitary sewer line for the Victoria Cottages contingent upon legal and regulatory compliance.

Motion seconded: Leon Key

Discussion: An IDEM or additional permits may be necessary.

Motion passed unanimously.

Mr. Elrod stated five (5) additional cottages and a housekeeping unit are planned in the Victoria National Subdivision near Roslin Road; these units were recorded on a previous plat. The units will be connected to the sewer by gravity laterals. The latest capacity study has not been completed but the Blue Lake upgrade project will solve all the capacity issues in the area. The lift station will be functional when the Victoria parallel force main is installed and ready for operation in 2021. Future additions will be considered on an individual basis. Mr. Hynes stated that all units included in the model do have capacity and sewer taps can be issued. A list will be prepared of all units on the plat to assist in determining capacity as it stands in that area.

Utility Chair, Steve Shoemaker

No report.

Utility Committee Member, Carol Schaefer

No report.

Town Attorney, Chris Wischer

1. Update of Green Springs Valley Cartage Terminals Negotiations

Mr. Wischer stated only a few easement acquisitions remain for the Green Springs Valley project with several in the condemnation process. All should be obtained within 2-3 months. Negotiations are underway with Cartage Terminals whose business will be impacted when the sewer project is in progress. Mr. Wischer stated the Town has made several concessions but Cartage Terminals requested the contractor be on his property no longer than 45 days. The business has waived the objections and both parties are awaiting the appraisal. Going forward, the condemnation process will be utilized quickly for easement acquisitions including the Victoria, Blue Lake, lift stations and manhole projects.

Town Manager, Christy Powell

No report.

Utility Manager, Susan Helms

1. Financial Report

Mrs. Helms stated the Sewer Operating Account balance is \$6,385,909.42. Approved projects in the amount of \$338,689.22 have not been disbursed.

2. Sewer penalties for May 2020

Mrs. Helms stated due to the hardships caused by the Corona virus, in April, \$13,000.00 in penalties and late fees were waived. The committee felt late fees and penalties should also be waived in May.

Motion: Carol Schaefer moved to recommend to Council to waive all penalties and late fees on sewer bills sent in April and due in May 2020.

Motion seconded: Christy Powell

Discussion: None

Roll Call Vote: In favor of the motion were Carol Schaefer, Steve Shoemaker, Christy Powell, Leon Key and Susan Helms. None opposed. Motion passed unanimously.

3. COVID-19 impact on Sewer Finances

Mrs. Helms stated the office billed \$86,299.02 more in April as compared to March. Compared to April 2019, the billing has increased \$117,004.12 with 164 new accounts.

Mr. Shoemaker adjourned the meeting at 11:15 AM.

Respectfully submitted,
Marilyn Doyle