

**Virtual Utility Committee Meeting
March 3, 2021 9:00 a.m.**

Present: Steve Shoemaker, Christy Powell, Susan Helms, Leon Key, Drew Flamion and Chris Wischer. Also attending virtually were Glen Meritt, Jim Morley, Jeramy Elrod, Russell Powell, Rebeka Kaufman and Marilyn Doyle.

Utility Chair Steve Shoemaker called the meeting to order at 9:05 a.m. 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 February 3, 2021 minutes.

Motion: Susan Helms moved to approve the consent agenda.

Motion seconded: Christy Powell

Discussion: None

Motion passed unanimously.

Petitions and Comments from Citizens Present

Glen Meritt, Cash Waggoner – Hillside Meadows Plan Review

Mr. Meritt stated an existing sanitary sewer main exists in the low area of the Hillside Meadows subdivision near the middle of the site and near an existing manhole (MH). The 200-foot-long section, which is closer to the right-of-way and not centered in the easement, runs from the existing MH north to MH # 603. MH # 603 is centered in the 12-foot easement. Mr. Key reacted favorably to the design. In the same location to the south, the existing MH can't be used. Mr. Meritt requested setting a MH over the existing main and saddle it with MH # 602.

Mr. Key stated the contractor must follow the Standards.

Motion: Leon Key moved to recommend to Council to approve the modified Hillside Meadows Plan of: #1, constructing the sanitary sewer running to manhole (MH) # 603 closer to the right-of-way and not centered in the 12-foot easement; and, #2, to approve a MH over the existing main and saddle it with MH #602.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

Allyson Shelby joined the Utility Committee meeting at approximately 9:15 a.m. and will serve as a voting committee member.

Committee Discussion Items

Wastewater Treatment Facility Superintendent, Leon Key

1. Request for a recommendation to Council for the purchase and installation of a replacement explosion proof heating system for the Master Lift Station. Cost \$42,500.00, Vendor: Bradley Heating, Air Conditioning Refrigeration, Inc.

Mr. Key stated the Master Lift Station is in need of a replacement explosion proof heating system for the Master Lift Station due to the corrosive environment. The current system has been in service for fifteen years. The unit is explosion proof making it more expensive. The cost to purchase and install the system is \$42,500.00 from Bradley Heating, Air Conditioning Refrigeration, Inc.

Motion: Christy Powell moved to recommend to Council to approve the request to purchase and install a replacement explosion proof heating system for the Master Lift Station at a cost of \$42,500.00 from Bradley Heating, Air Conditioning Refrigeration, Inc.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

2. Request for a recommendation to Council to purchase a Quick Lock 8"-12" system for the sanitary sewer point repairs. Cost: \$15,243.00, Vendor: Best Equipment Company.

Mr. Key stated he would like a Quick Lock 8"-12" system for sanitary sewer point repairs. Cost for the system is \$15,243.00 from Best Equipment Company. The Quick Lock System is designed as a standalone point repair, restores a pipe's structural integrity and seals out groundwater. The sleeve material is made of stainless steel with rubber gaskets and stainless sleeves. The sleeve will repair a leak, cracks, holes and root intrusion in the line. The Newburgh Sewer will be the first in the area to use the system but Mr. Key expects other utilities to begin this procedure soon.

Motion: Susan Helms moved to recommend to Council to approve the request to purchase a Quick Lock 8"-12" system for sanitary sewer point repairs at a cost of \$15,243.00 from Best Equipment Company.

Motion seconded: Christy Powell

Discussion: None

Motion passed unanimously.

Engineer Report, Drew Flamion

1. Newburgh Capacity, Management, Maintenance and Operation (CMOM): approval recommendation

Mr. Flamion stated there are 22 attachments included in the Sewer Department's CMOM report. He requested committee approval as the report must be submitted to the EPA by March 31, 2021.

Motion: Leon Key moved to recommend to Council to approve the Capacity, Management, Maintenance and Operation (CMOM) report.

Motion seconded: Christy Powell

Discussion: The major accomplishments were stated at the February 3rd Utility Committee meeting.

Motion passed unanimously.

2. Revise Newburgh Standard Detail A2.3 Lateral Connection Detail: recommendation to revise the detail and incorporate into the standards

Mr. Flamion stated the A2.3 Lateral Connection design as shown in the handout included with the minutes. The tapping sleeve is a great option versus the old tapping saddle detail. The method is a better product for the utility and less expensive for contractors.

Motion: Leon Key moved to recommend to Council to revise the Newburgh Standard A2.3 Lateral Connection Detail and incorporate into the Standards.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

3. Victoria Lift Station Improvements Project: request approval to advertise project to bid

Mr. Flamion stated Phase One includes the Victoria Lift Station upgrade and a gravity sewer extension to the Essex Subdivision.

Motion: Leon Key moved to recommend to Council to allow the Victoria Lift Station Improvements Project be advertised to bid.

Motion seconded: Christy Powell

Discussion: None

Motion passed unanimously.

4. Green Springs Valley: request approval to advertise project to bid

Mr. Flamion stated this project piggy backs the Triple Crown Lift Station Elimination Project. The Green Springs Valley project will rectify the surcharging in the subdivision southeast of the Triple Crown area.

Motion: Leon Key moved to recommend to Council to allow the Green Springs Valley Project be advertised to bid.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

5. Newburgh Amphitheater Project: request approval to obtain quotes

Mr. Flamion stated the Newburgh Amphitheater Project is a small sewer extension connecting the Little Red Brick House. This project will request quotes because the project cost is under \$150,000.00.

Motion: Leon Key moved to recommend to Council to obtain quotes for the Newburgh Amphitheater Project.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

Petitions and Comments from Citizens Present

James Morley, Morley and Associates – Essex Subdivision Plan Review, Kiddie Academy FOG Permit, and Convenient Store at the Corner of SR 66 and Grimm Road

Essex Subdivision Plan Review:

Mr. Morley stated the residential subdivision Essex is located on the east end of Oak Grove Road, south of Eastwick. He requested permission to allow lateral stubs be placed on the west side of the sanitary sewer line running south of the proposed sewer main to allow for future growth to lots located in the west side of the subdivision. A second request was made for an area located in the curve at lot #4478 to allow the sanitary sewer and manhole be constructed not centered in the easement but placed 0.2 feet outside of the right-of-way.

Motion: Leon Key moved to recommend to Council to approve the Morley & Associates Essex Subdivision request: 1-to allow lateral stubs be placed on the west side of the sanitary sewer line running south of the proposed sewer main; and, 2-to allow the sanitary sewer and manhole be constructed not centered in the easement but placed 0.2 feet outside of the right-of-way at the curve located at lot #4478.

Motion seconded: Christy Powell

Discussion: None

Motion passed unanimously.

Kiddie Academy FOG Permit:

Jeramy Elrod presented an average monthly meal plan at the Kiddie Academy and requested a waiver from the Standards and allow for one (1) 1,000-gallon grease interceptor. The business has minimal grease contributors to enter the sewer. Mr. Key presented several calculations based on flow rates. Based on these findings, Mr. Key suggested the installation of one (1) 1,500-gallon grease interceptor.

Motion: Leon Key moved to recommend to Council to allow the Kiddie Academy Fats, Oils and Grease (FOG) waiver from the Standards and require one (1) 1,500-gallon grease interceptor.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

Leanna Hughes joined virtually at 9:46 am and will attend as a nonmember for this meeting.

Convenient Store at the Corner of SR 66 and Grimm Road:

Mr. Morley stated the Fast Break Convenient Store located at the corner of SR 66 and Grimm Road is part of a new subdivision. Per the contract, the sewer must be in place within six-months of closing. The client is in need of a building permit which cannot be obtained until a sewer tap has been purchased. A sewer tap is not available until the sewer has been deemed substantially complete; however, because there is an existing sanitary sewer line on site, a 100% Letter of Credit equal to the cost of the sewer extension from Mr. Grimm can be submitted and a tap can be obtained.

Motion: Leon Key moved to recommend to Council to allow the Fast Break Convenience Store to purchase a sewer tap prior to substantial completion of the proposed new sanitary sewer extension conditioned on the Town receiving a 100% Letter of Credit equal to the cost of the sewer extension prior to the issuance of the tap due to the availability of an existing sewer line.

Motion seconded: Susan Helms

Discussion: None

Motion passed unanimously.

Engineer Report, Drew Flamion (cont.)

6. Newburgh Westside Wastewater Treatment Plant (WWTP) Study Presentation

Mr. Flamion presented the Westside Wastewater Feasibility Study. The study was conducted due to the hydraulic capacity strain at the existing plant and growth in areas of the Summer Pecka Ditch Line and Victoria Super Basins. The overview outline consists of: Background on Project and Purpose of Study; Review Existing Flow and Loading Conditions; Review Future Flow and Loading Conditions; Discuss Timeline for Future Improvements Projects; Present Feasible Project Alternatives; Discuss Selection of an Alternative; and, Summarize Meeting & Path Moving Forward. If approved, the project will be completed in two (2) phases with phase one at an estimated cost of \$10 to \$17 million and phase two estimated at \$26 million. Mr. Wischer will contact Baker Tilly to prepare a cost analysis estimate. The entire presentation is included with the minutes.

Mr. Key stated the purchase of the Prow property would benefit the wastewater plant. A new appraisal has been requested based on the property's value to the Town.

Mr. Flamion stated CEI is working on the Chandler Water Transmission project and the contract has been signed.

Fast Break Convenient Store (cont.)

Mr. Morley rejoined the meeting to request an encroachment permit for Andrews Oil at the Fast Break Convenient Store to pave over the existing sanitary sewer easement. Mr. Wischer will prepare the encroachment.

Utility Chair, Steve Shoemaker

No report.

Town Attorney, Chris Wischer

Mr. Wischer stated the Green Springs Valley Project has one remaining obstacle, the Marathon Oil abandoned pipeline; however, a meeting is scheduled next week regarding the pipeline's removal.

Two (2) easement acquisitions remain for the Victoria Lift Station Improvements Project with one in condemnation.

Blue Lake remains a challenge with the lift station located in the middle of the subdivision.

Mr. Wischer stated attempts to defeat House Bill 1527 are in progress.

Town Manager, Christy Powell

Mrs. Powell asked about the recent pumping at the Water Street Lift Station. Mr. Key stated the incident was a hydraulic overload, a very rare occurrence, of the lift station due to the heavy rain.

Mrs. Powell discussed the upcoming transition of the wastewater superintendent position with Mr. Key's retirement in a few months. IDEM must be notified of the new permit holder within 30 days. Mr. Key strongly recommended the position be offered to Russell Powell who has been with the department for 15 years and experienced two (2) construction projects, the phosphorus and treatment plant upgrade transpiring over a two-year period of which he was instrumentally involved. Mr. Powell maintains all certification required for the position including a Class IV license, is knowledgeable about the SCADA and electronic requirements at the plant and is interested in the position. A succession process is also in place. As required by the Town's Personnel Policy, the superintendent position will be advertised both internally and externally.

Utility Committee Member, Allyson Shelby

No report.

Utility Manager, Susan Helms

1. Financial Report

Mrs. Helms stated the Sewer Operating Account balance is \$5,978,344.48. Approved expenses in the amount of \$429,313.96 have not been disbursed. The bonds and cash reserve line items have been added to the monthly financial report. Deposits are made monthly into the 2022 Cash Reserves account as a requirement of the Indiana State Board of Accounts.

2. Pole Barns for Residential Property

Mrs. Helms requested committee input regarding the tapping rate of pole barns. The committee was in favor of tapping pole barns at the residential rate.

Motion: Susan Helms moved to adjourn the meeting.

Motion seconded: Leon Key

Discussion: None

Motion passed unanimously.

Mr. Shoemaker adjourned the meeting at 11:33 a.m.

Respectfully submitted,
Marilyn Doyle