

Town of Russiaville, Indiana  
Regular Council Meeting  
Russiaville Town Hall  
July 15, 2019

Council Present – Jeff Lipinski, Don Parvin, Rob Hewitt, Kyle Parvin, and Pat Reel. Corbin King, the town's attorney was also present.

Jeff Lipinski opened the meeting.

Jeff Lipinski gave prayer. Don Parvin led everyone in the Pledge of Allegiance.

Minutes from last meeting and a special meeting were approved.

Plan Commission – Mike Kanable was present and stated he had written a permit for a driveway at 105 N. Fourth St., and a 3 fence permits, 465 E. Kinsey Dr., 560 Mesa Dr., and 503 Chaparral Dr.

Board of Zoning Appeals – No one was present to report

TIF – Jeff Lipinski stated the TIF board need to have a meeting to advise the council on what to spend the monies on that were received. Jeff asked Megan Reel to send the TIF members a letter stating they need to schedule a meeting within the next 30-45 days.

Historical Society – No one was present to report.

Park & Tree Board – Jill Newby was present, and stated the walking trail is complete, they are just waiting on the walk through, she will have to look for the exact date and time. There will also be a walk through with DNR for inspection. She will also look for the date on this.

Jill Newby said they were looking at having a ribbon cutting ceremony and celebration for the trail sometime in September.

The Park Board is discussing 2 designated crossing areas for golf carts. Possibly one north of the restrooms, and the other off the access road off 775 W. Jill said

she has looked on Amazon, and they have “golf cart crossing” signs that she was going to order for this.

Don Parvin asked Craig Thompson about getting signs for this that may be better than the ones on Amazon. Craig said he could look into this. Don asked Jill and Craig to work together on this. Don said sometimes the signs Craig orders last longer.

Jill Newby said they had talked about a Facebook page for the Park & Tree Board. She stated Erica Parvin set that up, so she was going to work on putting the rules for the parks on the Facebook page, and hopefully the website.

Rick Homkes spoke, saying the distance markers would be done as a youth art project at the library this coming Thursday. There will be stepping stones with the kid’s artwork and the distance medallions embedded in them. They will be placed next to the trail.

Community Center deep cleaning – Rick said they have gotten a couple of bids. They were very high (over \$6,000.00 each), so they were not accepted. They are looking at some other bids for this such as Service Master.

Rick also stated the interpretive signs will be installed by Ideal Fencing for \$380.00. Three pollinator signs and 3 interpretive signs.

Artwork on the trail will be coming up in the fall.

Jill Newby said the Eagle Scout will call Rick Homkes when the bat houses are ready to be installed.

Don Parvin asked if they looked at the markings at the Community Center for no parking, Jill said yes it looks very nice. Don said they did the stripe the beginning of the walking trail, painted the handicapped signs at the Town Hall, and the stop at Grant and Seward Streets. Craig refreshed the paint for the lines in the parking lots at the Town Hall.

Don Parvin also asked if we could get a sign to put on the box at the Community Center for the horseshoes, to please return the horseshoes to the box when done with them. They were laying all over the yard after someone played with them, and he doesn’t want the guys to hit them with the mower. He said that someone asked about putting a badminton set down there too.

Streets & Wastewater – Craig Thompson was present and gave a written report. Craig stated that he had started doing the testing for Western School Corp. When we talked about this at a previous meeting Western decided they didn't want to do it, but now they have decided that they do want us to do their testing for them for \$600.00 per month. Last week was the first week for this. Craig stated he had been helping them with their wastewater as they have had some issues going on. Craig has been helping with reports and helping them with some non-compliance issues, he may have to go over there sometimes during the day to help them get back in compliance. Craig said Western asked him to be the certified operator for them, so he said he was going to do that. Rob Hewitt said he should think about this with them being non-compliant. Craig said he could get them out of it. Craig said he would try not to go over to Western during the day because Western will pay Craig separately for being the certified operator. He said he may have to go over there once in a while. Don and Rob stated they did not have a problem with this.

Don Parvin made a motion to allow Craig Thompson to be the certified wastewater operator for Western as well as Russiaville, allowing him to occasionally go to Western during working hours in Russiaville. Rob Hewitt seconded.

Jeff Lipinski stated he thought if Craig had to go to Western during the hours he was working for the Town, he should use comp time to do this. He should not be paid by the Town to go over to Western to get paid by them too. Craig agreed with this, stating that he ran 5 other water plants, and if he had to take off during the day to go do something for one of them, he would take the time off from the Town. Jeff said that is good, as long as he has an account of his time in case there are questions.

Corbin said this instance could be a little bit different as the Russiaville citizens are Western School taxpayers.

Jill Newby said that she had just talked to Randy McCracken about Craig coming over to Western to do the wastewater. Mr. McCracken expressed to Jill that he didn't want to interfere with his job at the Town, and that he was concerned about this issue. Jeff Lipinski said he trusted Craig, and that he thinks he will do what is right. Craig said he would not take advantage of being the certified operator. Don Parvin said Western is in a dilemma, and that is why he does not have an issue with Craig doing this once in a while.

The motion carried with Don, Rob, Kyle, and Pat voting for passage.

Jeff Lipinski asked Craig about the flow here in Town being over 100% as dry as it has been. Craig stated we have been this way all year, with an average of 213,000 gallons. If we are at 90% capacity for one year, IDEM will put us on a sewer ban. Craig said we are well on our way to that happening. This would mean no new customers or construction etc.

Jeff Lipinski consulted Ethel Morgan (present) on this matter. She said when we started the New London project, Russiaville was at 75% flow so it would be no problem for New London to come here. However, since then, McClure, Dollar General, and several other homes have been built and tied on to the sewer system. Craig added we had a ton of rain in past months, hopefully it will be better being that July has been so dry. Ethel said when she was tracking it before it was clear water connections, it wasn't infiltration. The flows would come up when it rained and they would drop within an hour, which is essentially a sump pump. Don Parvin asked Ethel how old the report was when she did the analysis on this. Ethel said it was about 2015, so 3-4 years old.

Marshal's Department – Randy Vannatter was present and gave a written report. Randy said that Carl Swan would be going full time starting the first full week in August. He will not take insurance yet, but he can be added at any time. Ashley Wyrick was present and verified this.

Randy Vannatter also asked about a new police car that they had previously talked about. He was hoping the council would approve him to get the car, and be able to pick it up in September. This way they could get everything they need to outfit it and be ready when they got it. We do not have to come up with the first payment until September next year. We would make 3 yearly payments. Jeff Lipinski told Randy to get him the paperwork on it for himself and Corbin to look at, and we can approve it possibly at the August meeting. Randy stated if we wait until August that could throw us into October to get the car. Jeff said for him to get it to him tomorrow and they would look at it and be able to do it before the August meeting.

Don Parvin asked if this was a lease, or are we buying it. Randy stated it was a lease to buy. We make 3 yearly payments and at the end of that we give them \$1.00 and it becomes ours. Don said we budgeted this for next year, so he does not have an issue with this if the first payment is not due until then.

Don Parvin made a motion to allow Jeff Lipinski and Corbin King to look at this and be able to make a decision on the car for the police department. Pat Reel seconded, and the motion carried with Don, Pat, Rob, and Kyle voting for passage.

Don Parvin asked Randy about the cameras. Randy is just waiting on Jordan to order the cameras and have some time to put them in.

Randy Vannatter said he would still like the council to think about bringing Todd Everling on part time. Don Parvin said the council would table this for now and talk about it a little more.

Treasurer's Report – Megan Reel gave written reports, she nothing else to add.

Insurance – Ashley Wyrick was present to discuss health insurance with Anthem. Deductibles and co-pays have not changed. The premium went up \$176.00 per month. This includes health, dental, vision, and life. This is .08% of an increase and it is just due to age. Ashley stated we could go for a lower premium, but this would increase the deductibles and co-pays.

Don Parvin made a motion to keep the policy we have currently with the increase. Rob Hewitt seconded, and the motion carried with Don, Rob, Kyle, and Pat voting for passage.

Ashley Wyrick also discussed the ABC liability insurance. She said the New London plant had been removed from the policy. There was .02% increase on this policy. Workers comp went up some due to payroll audits. Walking trail liability was added.

Don Parvin made a motion to accept the property and workers comp insurance as read. Kyle Parvin seconded, and the motion carried with Don, Kyle, Rob, and Pat voting for passage.

Dave Kieser – lighting and sidewalk grant – Dave said the plans are complete on the sidewalks and gave copies of the plans to the council. They are working with Duke Energy on the lighting. INDOT has new requirements that you have to have a certain number of luminaires coming down a corridor now. He is working with Duke on how many lights there have to be and at the correct height.

The energy efficiency grant – Dave said they are putting in for grants through Rural Development and the Department of Energy for the entire complex, including windows, siding, HVAC, roofing, insulation, etc.

Walking Trail – Dave said the walk-through meeting is July 17<sup>th</sup> at 10:00 am.

Dave Kieser also had the supplemental agreement to increase his portion (managerial and technical) of the AMP (Asset Management Plan) from \$12,000.00 to \$17,500.00. Originally Ethel Morgan was going to do the technical portion for \$5,500.00, but she and Dave talked about this and decided Dave would do both. Dave thanked Ethel for her help with this.

Ethel Morgan interjected that she had a contract rescinding letter to void her contract for the \$5,500.00.

Don Parvin made a motion to accept the supplemental engineering agreement #1, to increase Kieser Consulting portion \$5,500.00 for a total of \$17,500.00. Rob Hewitt seconded, and the motion carried with Don, Rob, Kyle, and Pat voting for passage.

Steve Brock was present to discuss the financial portion of the AMP that he prepared. Steve read some of the highlights as to why this was necessary through SRF. One of the requirements of the AMP is an audit requirement. Every 2 years, an audit needs to be performed by SBOA. This is a condition of our loan. Ethel added there was a new law passed this year that, not just for SRF, but all water/wastewater utilities now have to do this AMP, so the borrowing through SRF really had no impact. It is just required, and you will have to show when you come due for your NPDES permit you will have to show that you have an AMP. Steve Brock gave some more insight on what the financial portion of the AMP that he prepared consisted of, including rates and projections for the next 20 years.

Jeff Lipinski asked if it was financially responsible for us to, at some point, combine the debt we have outstanding.

Steve Brock said we have 3 debt issues. We have a non-callable bond that has to stay as is until 2025, there is nothing we can do about this one. The second debt is a 2012C bond, 2012A bond, and 2018 debt. There is also State Revolving Loan Fund. The 2012C bond last payment is in 2032. We need to think about this for

plant expansion. We can use the debt payments that are falling off to fund new debt.

New London Grant – Ethel Morgan was present to say they had the last pay and progress meeting on July 3<sup>rd</sup>, it went very well. Everything is done, except they are having Davidson's replace the lid on the south lift station, because the hatch is not large enough to easily pull the pumps. Ethel has the substantial completion that shows the punch list in the amount of \$5,000.00 for that lift. Ethel also has pay application # 8. This was approved by Howard County at their July 1<sup>st</sup> meeting to meet the OCRA deadline. This is in the amount of \$71,438.83. Part of this will get paid from SRF. Ethel also has pay application # 9, this is for release of retainage, except for the \$5,000.00. This is in the amount of \$118,196.45. Ethel also has pay application # 10, this is for the release of the \$5,000.00. She requests that we authorize payment of this when the lid gets replaced and have Jeff Lipinski sign it. Davidson's say this will get replaced tomorrow. Ethel said Tina does not have the disbursement request for SRF yet, and they will not process it until that lid is replaced.

Don Parvin made a motion to have Jeff sign pay app # 10 now, and they will hold it until the lid is complete. Rob Hewitt seconded, and the motion carried with Don, Rob, Kyle, and Pat voting for passage.

Pat Reel made a motion to pay all the Davidson's pay applications that have been brought forth. Kyle Parvin seconded, and the motion carried with Pat, Kyle Don, and Rob voting for passage.

Ethel also has Hometown Engineering invoice for \$8,460.00 for payment of services.

Pat Reel asked about the money that was left on the project. Ethel Morgan said she is showing about \$77,395.00. This is not a set-in stone amount but it is close. Tina Mendenhall said this contract is ending, so whatever we want to do with the funds will be within a separate contract going forward after the manhole is installed.

Don Parvin made a motion to pay Hometown Engineering invoice in the amount of \$8,460.00. Rob Hewitt seconded, and the motion carried with Don, Rob, Kyle, and Pat voting for passage.

Ethel Morgan said one of the requirements of the SRF program is that we had to meet American Iron and Steel. She said we did meet this on everything except for the nuts and bolts, and as result of that she had a deminimis waiver for \$959.00.

This is an EPA waiver that we are recognizing a small amount to meet the requirements.

Ethel also has a certification for the fiscal sustainability plan. When Russiaville closed the loan there was a requirement for this and an AMP. The AMP is inclusive of the fiscal sustainability plan. Dave Kieser has told Ethel it is inclusive.

Tina Mendenhall said this was the last time she will be present for this project. She was at Howard County Commissioners meeting today at 4pm, and they gave Russiaville a huge kudos for their partnership.

Tina said there was a \$500,000.00 CBDG Grant, there was a \$825,000.00 SRF loan for a total of \$1,325,000.00, and out of that we have to repay \$289,000.00. The rest of this was grant money.

Jeff Lipinski asked why if we have all this money left over, why can't we just apply it to the amount we owe. Ethel and Tina said you cannot do that. Tina said they stick you with a 20-year loan term. Steve Brock said the money that the SRF distributes has to meet certain federal requirements, it has to be used for environmental purposes. Paying off or down your loan is not environmental purposes. Ethel said it would be considered operations and maintenance. Ethel said she would talk about what we could spend the extra money on.

Tina said Hometown Engineering is showing a \$5000.00 balance in their contract, but she was just presented with the contract is at a -0- balance. We know that the \$5,000.00 is less than this for the manhole. Other than this, Tina is heading this project to closeout. Howard County signed off today on all the closeout paperwork. Tina will also supply Megan Reel with all the copies that the county has signed, for the CBDG claims as SBOA will look at this project as a whole.

Tina said she is working on labor standards, so keep in mind if we move forward with a new project, if it requires any physical manual labor, Ethel would be able to guide us through that, or Dave.

Don Parvin reiterated the fact that this project cost \$1,325,000.00 and out of this we have to pay back \$289,000.00, so we received over a million dollars of grant money for this project. He just wanted to elude to this fact. Don would like to thank everyone involved in this project.

Tina said this was a 20-year solution in the making, and she is glad that we received the grant money that we did.

Tina Mendenhall stated the income survey information, because in the past Russiaville has not qualified, they have completely changed the rules and regulations on how you conduct income surveys. Instead of going by households, you can now go by population. Tina thinks it would behoove Russiaville to see how the new income survey works for us. She is just letting us know that the rules have changed in the last 60 days, we don't have to decide this minute. It may be a change within our favor but we may just have to go through it. Jeff Lipinski asked what the cost was to do an income survey and how long are they good for. Tina is unsure of the cost, but they are good for 4 years.

Tina said if we were interested in doing this, and getting qualified for \$500,000.00 it would do things like storm water or wastewater project. Don Parvin said a storm water project would be \$560,000.00.

Tina is attending a seminar on this, and she will get a proposal and information after that.

Jeff Lipinski thanked everyone for the New London project, once again being good neighbors to solve the problem.

Jeff Lipinski asked Ethel and Steve about regionalization of sewer districts. He asked them how far they go out. Ethel said, for example, Fort Wayne pretty much serves all of Allen County. Steve said 6-10 miles outside the corporate limits.

Ethel Morgan stated there is \$77,000.00 left from the New London project. She said that Craig had told her tonight, the 2 houses in New London by the south lift station are complaining about odor. She said we do not have any kind of odor control on this project. Ethel said she is happy to look into it. With this extra money we can do anything we want to do as long as it is related to the wastewater treatment plant and solely for the wastewater treatment utility. No operation and maintenance. Don asked how much it would cost to do the odor control. Ethel stated she could do odor control and write the addendum for about \$5,000.00.

Ethel said she understands the Town has hired Dave Kieser to do the next PER. She said it seems silly to have 2 engineers come to the meeting every month to talk about wastewater, but she will write the addendum and do odor control, or they could use Dave. Ethel stated we could pay for Dave's next PER out of this money, or his design fees for whatever comes out of the next PER.

The only thing is, is that it needs to be used within the next year. Just not for operation and maintenance.

Craig said he priced a new vac truck, but it is expensive (about \$200,000.00). Ethel said that Craig also mentioned a new blower to her. Council asked what a new blower would cost. Ethel said would guestimate around \$40,000.00. Craig said when we upgrade the plant down the road, we would get a new blower, so why not just get it now with the grant money we have anyway.

Pat Reel asked Ethel, as for the odor control, what would that entail. Ethel said it would be chemical. Don Parvin made a motion for Ethel Morgan to handle to odor control issue in New London for \$5,000.00. This will come out of the \$77,000.00 that is left over. Pat Reel seconded, and the motion carried with Don, Pat, Rob, and Kyle voting for passage.

Don Parvin asked for a time frame on this. Ethel said it would be no later than the September meeting, and when she comes, she will bring the contract, so it will be 60-90 days until something is done.

As for the new blower, Jeff Lipinski thinks that we should do the new blower now with the grant money, so that it will be part of the project and New London pays for part of it. New London got a heck of a deal, and when it comes time for Russiaville to get a grant, we will probably not get as good of a deal as with the New London project. Ethel said the new blower will be a backup for the existing blower. Don asked if the new blower would be a bigger blower. Ethel said it would be the same size. Ethel said there is not enough ventilation in the blower room, and the motors overheat. Pat said it is hot in that blower room. Craig said that is why he keeps the door open, and has a fan. Craig said the new Kaiser Blower would sit outside and has a cover on it, you can't even really hear it run. No one would complain about the noise. We would just have to pour a concrete pad, and do the plumbing and electrical.

Craig said he would call BL Anderson to get an actual quote for the new blower project for the wastewater plant.

Pat Reel asked if Ethel would be willing to help with this. Jeff Lipinski asked Ethel to come back with what her part would be to help with this. Don Parvin said this is still Ethel's project. Ethel said she and Craig would work together and figure this out, and she will let council know total cost. Jeff thanked Ethel for all her hard work on New London.

Ordinance 2018-11 – Don Parvin is still working on this.

Amending ordinance 2017-08 – Ordinance 2019-01, amending ordinance 2017-08 for the rules and regulations as they relate to the park, pavilions, recreational trails, and community center grounds. This changes the golf cart and parking sections of the ordinance. Don Parvin made a motion to pass the ordinance as read on the third and final reading. Rob Hewitt seconded, and the motion carried with Don, Rob, Kyle, and Pat voting for passage.

Sidewalks – Don Parvin said the sidewalks on north Union St. have come up severely in several places. Don has talked to Corbin about this issue. Don got a quote for \$5,300.00 from Jr. O’Neal to fix the 6 worst sections along north Union St., this will not only be the sidewalk but the roots from the tree that is causing the sidewalk to come up will be removed. Jeff said we could take the money from LRS to pay for this, or Rainy Day. Pat Reel made a motion to accept the quote with the stipulation that the tree roots are removed. Rob Hewitt seconded, and the motion carried with Pat, Rob, Don, and Kyle voting for passage.

Corbin King said we have an ordinance that says the citizens responsible for this. This is not precedent that we are going to do this every time, this is just an exception. We are doing this for the safety of everyone. What we are doing does not override our ordinance in case this comes up at a later time.

Tree trimming – Don Parvin said he and Pat Reel had drove around and looked at the trees. Don told Pat to say what he thought on this. Pat Reel said that the trees needed to be trimmed off the right of ways. Pat asked Craig his thoughts, if he thought they could get that done with the pole saws, and if there was something that they could not handle we could deal with that with Rice Tree Company. Craig agreed that they could do this, he usually gets a bucket truck to do these. Pat said Fourth St. is looking pretty bad, maybe this fall we could get in there and get it trimmed, and look at the rest of the town and get this done too. If there was an instance where we needed an arm mower, maybe something could be worked out.

Don Parvin said he talked to Duke Energy about the trees that are in the power lines, they are supposed to get back with him about this soon. Especially South Union and North Liberty Streets.

No parking/handicapped signs – Don Parvin said they need to order 24 no parking signs and 3 handicapped signs, and 24 posts. There will be shipping added to this, so the cost for this will be around \$1,750.00.

Don Parvin made a motion to order these signs and posts. Rob Hewitt seconded, and the motion carried with Don, Rob, Kyle, and Pat voting for passage.

Drainage on Chandler Street – Don Parvin said a citizen came to last month's meeting about this. Don and Pat went down there and looked into this. This issue will be tabled until Don can talk to Jr. O'Neal and see what he thinks.

Truck for Streets/Wastewater – Don Parvin said the 2008 Dodge needs upper and lower ball joints, front end alignment, and tires. Don said it will be an estimated cost of \$2,500.00 - \$3,000.00 to get it fixed. Don would like to look into a new truck to replace this one. Rob Hewitt asked how many miles were on the truck. It was stated on the report it had just over 54,000 miles on it. Don wants to see what we can do with this truck. Pat Reel asked Craig to get some quotes, he thinks he should get a quote on a 4500 as he thinks it needs a heavier front end to support the plows better. Craig said the plows they have are 9' 2" so they have to go on a 3500. He can get a quote on both a 3500 and a 4500. Craig said if we pay Dave Kieser for the Wastewater project that he has started out of the grant money, instead of just out of wastewater account, and that would free up money from wastewater for the truck. Pat asked if Craig was thinking just a single rear wheel. Craig said yes, 3500, 8' bed, ram boxes. Pat asked about a diesel. Craig did not really want a diesel but he would get a quote both ways.

Philip DeMarco was present wanting to say thank you for the issue he had brought to last month's meeting about the standing water behind the new houses that were just put in on Mesa. It is next door to him. After the meeting it wasn't even 12 hours and it was being fixed. He appreciates it.

Lance Shelby – 384 N. Union St. – He asked about getting some stone in the alley behind his house. There are big ruts in it as it has been so wet. Lance stated that Megan had told him, as she had been told, that we don't stone that alley. Lance stated there had been stone in there before. Pat Reel said for Craig to get a quote for digging this out and stoning the alley from Kinsey Dr. to North St. Council will look into this.

Lance Shelby also asked if anything could be done about his driveway, when it was paved this last time, he said it is higher than his driveway and water stands in there after it rains. He said it is so low it is like a speed bump going in and out of the driveway. Council will look into this.

Darlene Homkes stated the RCO (Russiaville Community Outreach) will be having a craft fair October 19<sup>th</sup> at the Community Center.

Council had a letter from Mike and Sabrina Vary. They are seeking compensation when their basement flooded with sewage. The amount they are asking for is \$550.00. After some discussion, Pat Reel made a motion to compensate Mike and Sabrina Vary the \$550.00 as long as the drains are capped. The Vary's did agree to do this in their letter. Kyle Parvin seconded, and the motion carried with Pat, Kyle, Don, and Rob voting for passage.

There being no further business to be brought before the council, and no more comments from council or guests, the claims were presented and approved. Don Parvin made a motion to adjourn the meeting. Rob Hewitt seconded, and the meeting came to an end.

Jeff Lipinski, President

Megan Reel, Clerk Treasurer