

**THE SEWER BOARD OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WAS HELD IN THE THIRD FLOOR ASSEMBLY ROOM OF THE CITY-COUNTY BUILDING ON THURSDAY APRIL 26, 2012 AT 9:00 A.M.**

**PRESENT: Mr. Brinkworth and Mr. Wilkinson. Mayor Gahan was not present.**

**ALSO PRESENT: Ms. Prestigiacomio, Mr. Gibson, Mrs. Dickey, Mr. Christmas, Mr. Sartell, Mr. Lahanis**

**CALL TO ORDER:**

**Mr. Brinkworth** called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OR CORRECTION OF THE FOLLOWING MINUTES:**

**Mr. Wilkinson** moved to approve the April 12, 2012 Regular Meeting Minutes, **Mr. Brinkworth** second, all voted in favor.

**Mr. Wilkinson** moved to approve the April 18, 2012 Executive Session Minutes, **Mr. Brinkworth** second, all voted in favor.

**BIDS:**

**COMMUNICATIONS - PUBLIC:**

**COMMUNICATIONS - CITY OFFICIALS**

**SEWER ADJUSTMENTS:**

**Mrs. Dickey** presented an adjustment request for Ronald Blunk, 245 Silver Street, in the amount of \$794.91. She explained that Mr. Blunk has had a stroke and has trouble communicating so she doesn't think he understands that he needs to submit documentation for repairs but his usage is back down to normal so it has been fixed. She explained that he has always paid his bill on time and has been a responsible customer so she didn't know if they could make an exception.

**Mr. Brinkworth** stated that they could just keep an eye on this to make sure it didn't happen again.

**Mr. Wilkinson** moved to approve, **Mr. Brinkworth** second, all voted in favor.

**Mrs. Dickey** presented a request for Sheffield Ridge, 1901 Graybrook Lane in the amount of \$1,840.16. She explained that they had a leak and it was gushing out of the ground and Greenwell Plumbing repaired the leak and their usage is back down to normal.

**Mr. Wilkinson** moved to approve, **Mr. Brinkworth** second, all voted in favor.

**FINANCIAL REPORT:**

**NEW BUSINESS:**

**Item #1 - Shane Gibson re: Chapel Creek Lift Station**

**Mr. Gibson** stated that the letter is in their packets and it is something they need to take a

look at and see how they would like to proceed

**Mr. Brinkworth** stated that they had Mr. Christmas go out and look at this area and he gave them a report that compared what was out there with the plans and it was built per the plans. He explained that they didn't have enough holding capacity at that lift station and he thinks that is probably one of the major problems with it. He stated that there are a couple of different things that they can do and he asked Mr. Christmas to follow up with that and go over the options and projected cost with the board.

**Mr. Wilkinson** stated that he doesn't know how difficult it will be but asked that he look into the current pipe sizes and see if they can get that thing to gravity.

**Mr. Brinkworth** stated that it is quite a ways to gravity and explained that he was looking down the stream it is on and off the top of his head he would say it is a couple thousand feet. He explained that there may be a way to go out towards County Line but it would go to a different lift station if so which may overload that one.

**Mr. Lahanis** stated that it sounds like the wet well capacity is the biggest issues.

**Mr. Brinkworth** stated that and he isn't sure how much extra capacity they included in the original design and he thought that Shagbark and Jacqueline Estates were added to that lift station.

**Mr. Sartell** stated that they go around gravity.

**Mr. Brinkworth** asked where they go.

**Mr. Sartell** stated that he thinks they go through Southern Estates or the gravity side of Chapel Creek.

**Mr. Brinkworth** asked Mr. Christmas to forward the report to the board and they can discuss it at the next meeting and try to come up with some kind of plan.

**Mr. Lahanis** stated that there was part of the investigative report on their agreement and asked if that included the final report.

**Mr. Christmas** explained that they did a site visit to make sure it was constructed per plan and then summarized the findings from that visit and made some recommendations of things to investigate.

**Mr. Lahanis** asked if they were under contract to do the report with cost of service

**Mr. Christmas** stated that there was a contract that was signed that had those services in it but they didn't get a notice to proceed.

**Mr. Lahanis** stated that if they want him to proceed with this they need to approve the rest of the agreement.

**Mr. Brinkworth** stated that in order for them to make the right decision they need all the information.

**Mr. Christmas** stated that they can take a look at the scope items of the agreement after the meeting and figure out how they want to proceed.

**Mr. Gibson** stated that they need to talk about the staffing changed down in the Sewer Utility Office regarding the interim status of Mrs. Dickey and some other salary issues.

**Mr. Wilkinson moved to change the temporary status to permanent status of Mrs. Dickey and give her the authority to hire or promote her deputy, as well as a salary adjustment for the other senior employee in the office in the amount of \$2000.00, Mr. Brinkworth second, both voted in favor.**

**OLD BUSINESS:**

**Item #1 - Clark Dietz Update**

**Mr. Christmas** stated that they are set up with the contractor and the electrical subcontractor tomorrow on the Mt. Tabor Lift Station to do some troubleshooting to find the cause of the vibration at that pump. He explained that everything is completed on the Basin 14 Lift Station except the contractor is waiting on a couple of new caps for the existing air relief valves and those should be delivered on May 11<sup>th</sup>. He stated that at the Jacobs Creek Interceptor Project the installation of the casing below Charlestown Road was completed this week as well as the staging of all the stone, pipes, and other materials. He explained that they should begin with the siphon installation next week and subsequently the gravity pipe installation on that project. He stated that there is a question regarding payment to Reline America and he just received word that it should be paid today.

**Mr. Lahanis** stated that storage building has been completed and they have been moving in the last week or so but they have one last punch list item which is the installation of bollards around the electrical box to keep people from backing into it. He stated that they did purchase some tables, shelving and other items totally \$4000.00

**EMC REPORT:**

**Mr. Sartell** presented the following updates to the board:

- There were 205 work orders completed in March 8 of those were corrective.
- Maintenance rebuilt the #3 sludge feed pump in house and sent #1 SFP out for repair.
- Replaced the drive belt on the #1 exhaust fan in the 210 building (Preliminary Treatment).
- Maintenance unstopped the #1 belt filter press wash water pump.
- Replaced the lower filter belt on the #1 belt filter press.
- Derby City Pump rebuilt and installed the #9 Return Activated Sludge (RAS) pump. The seals and bearings were replaced and the impeller was coated with an epoxy coating to reduce wear.
- Maintenance replaced a seal in the wash box of the #1 belt filter press.
- Removed the #10 RAS pump and sent it to Derby City Pump for repair.
- Chapel Creek – Pulled #2 pump on the 1<sup>st</sup> and removed rags wrapped around impeller. On the 16<sup>th</sup> maintenance pulled both #1 and #2 pump and removed rags. On the 23<sup>rd</sup> and 24<sup>th</sup> New Albany received 1.35 inches of rain during that event we received a high level alarm from Chapel Creek and found that both pumps were not pumping and hooked up the emergency pump for pump around operation. We pulled both pumps after the wet well level went down and found both pumps once again stopped up with rags. We also noticed an unusual amount of grass, leaves, and sticks in the wet well so we walked the incoming line to the lift station and opened some manholes for inspection. We noticed mud was in a few of those manholes and we also noticed that one of the manholes we inspected had a lot of water coming through it. We met with Sam and Billy to show them our findings so they could do some investigative work on this system.

**Mr. Wilkinson** asked about the manhole covers being bolted down.

**Mr. Lahanis** stated that it would be done this summer.

**Mr. Brinkworth** stated that they need to televise those lines.

**Mr. Lahanis** stated that they have been and they didn't find anything out of the ordinary that could account for it but they did find a couple of manhole lids that had blown off when they walked the line.

**CLAIMS**

Rob Sartell – Sanitary Sewer Claims

None

Sam Lahanis- Sanitary Sewer Claims

**Mr. Lahanis presented the following claims for approval:**

Vendor	Invoice	Date	Cost	Description
Ace Hardware	219009, 218379 & 218428, 218997 & 219102	4/23, 4/11 & 4/12, 4/23 & 4/24	\$ 82.22	Misc Supplies
Aqua Utility		28-Mar	\$ 24,868.00	
Black Diamond	694319	18-Apr	\$ 45.00	Pest Control
Cintas	302683732, 302686969, 302691289, 302691290, 302688048, 30290204 & 302693517	4/6, 4/4, 4/11, 4/20, 4/13, 4/18 & 4/25	\$ 1,340.51	Uniforms & Rugs
Coyle Chevrolet	2004288/1 & 6081620/1	4/6 & 3/16	\$ 843.00	Svc to new Chevy
Crum's Heating & Cooling	2012-4	9-Apr	\$ 361.50	Svc
Delta Services	49726 & 49727	16-Apr	\$ 10,333.00	Install Phone lines & Fire alarm system
Ernst Concrete	31993	4/18/2012	\$ 249.00	3500 AE Ext Perf
Eye tronics	1199ET & 1202ET	4/5 & 4/16	\$ 1,536.32	Pole down
Falls City Electric	3432-476733	4/23/2012	\$ 223.42	Repair plug
Fastenal	INCLA70051	4/11/2012	\$ 25.36	Reline pro

Gripp Inc.	310733 & 310768	4/6 & 4/17	\$ 1,502.00	Monthly Flow Retrieval
HAGEMEYERNA	89-70938-11	4/12/2012	\$ 83.48	BUR 1852 DBL SL-3
HAGMANN ENTERPRISES	320225 & 320236	4/16/2012	\$ 1,182.70	MODIFY ROLLER CONVEYOR
HPT	50534-001	4/11/2012	\$ 15,491.08	Ballast replacement kit & Sleeve Package 28"
IHI Compact Excavator Sales	352183	4/18/2012	\$ 161.95	Teeth & lock
Independent Piping	8981	3/26/2012	\$ 2,074.40	Test 5 backflow preventors & repairs
Inter City Auto	362053 & 365468	2/16 & 4/11	\$ 117.51	Misc parts
Kristie Roehm		4/24/2012	\$ 2,582.00	1655 Summit Ave reimburseme nt
KentuckianaTrading LLC	49	4/17/2012	\$ 4,000.00	Barrell Dumper, 5 Tables, Cantlever Rack, Heavy Duty Med Item & 4x12 Work table
Klein Bros	164892	4/18/2012	\$ 185.00	Replace Cylinders
Metro Answering Svc	904032920012	4/26/2012	\$ 56.64	Answering Svc
Orr Safety	INV2213178	4/4 & 4/18	\$ 288.08	LBRLVICR
Rinky Dinks	142335 & 142341	4/10 & 4/11	\$ 12.75	Brass pipe plug & .250 nut
Rodefer Moss		3/31/2012	\$ 1,350.00	Jan 2012 Financial report
Roto Rooter	287470	3/26/2012	\$ 900.00	Balance from 2408 Mona Vista
S & R Truck Tire Center	2150324	4/10/2012	\$ 207.45	Truck Svc
Service Master Restoration	668	4/12/2012	\$ 3,647.26	1655 Summit Ave
Stantec	578807 & 578615	4/9/2012	\$ 6,065.25	MS4 & SSO

USA Bluebook	63268, 641553 & 639800	3/28, 4/6 & 4/10	\$ 756.92	Freight & signs
Verizon	2722845191	4/1/2012	\$ 643.64	Cell phones
Win.net	103123-116	4/13/2012	\$ 101.90	Internet svcs

**Total:**           \$ 81,317.34

**Sewer Board Meeting - April 26, 2012**

**Mr. Lahanis** stated that their Verizon bill is back down to normal now after they found out they were being charged for camera usage. He explained that the Kentuckiana Trading bill is included for the items purchased for the storage building and the bill for Auqa Services that they discussed at the last meeting is on here as well.

**Ms. Prestigiacomo** asked if these had been submitted to her office.

**Mr. Lahanis** stated that they list he is bringing to the board each week that Ms. Cousins puts on the spreadsheet are checks that she has cut and it has to come to the board for their approval prior to coming to her office but she has all the claims dropped off in her office prior to coming to the board.

**Mr. Brinkworth** asked if she had these claims in her office.

**Mr. Lahanis** stated that she does.

**Mr. Brinkworth** asked if they should get approved first before going to her office.

**Mr. Lahanis** explained that this is the process that they go through and they don't get processed until after they are approved. He stated that this list is all the claims that have been approved at prior meetings and the checks will be cut today.

**Mrs. Prestigiacomo** stated that how they do other claims is that they come to her office and get put into the system and then they print out the list and bring it to the Board of Works for approval and once approve then they cut the checks.

**Mr. Lahanis** stated that they have been using this system since last June because before that they were having such an issue getting claims paid.

**Ms. Prestigiacomo** stated that this is what she gets audited on so if there is some discrepancy between what he is reading from her spreadsheet and what she has then that is a problem.

**Mr. Lahanis** stated that there should not be any discrepancy.

**Mr. Wilkinson** stated that we need the system to be standardized especially the methodology.

**Ms. Prestigiacom** presented the board with a list of claims and stated that this is what they should be approving because it is already in the system and that way there won't ever be a discrepancy.

**Mr. Brinkworth** stated that they are approving Mr. Lahanis' list today for checks to be cut at some future point and according to Mr. Lahanis she has the claims in her office.

**Ms. Prestigiacom** stated that they aren't in the system though.

**Mr. Brinkworth** stated that the way he sees it they shouldn't be in her system until they are approved.

**Ms. Prestigiacom** stated that is not how they do all the other claims. She explained that they are put into the system but no check is cut until they are approved and that way she has a master list for State Board of Accounts.

**Mr. Wilkinson** stated that they need to standardize as to the audit.

**Mr. Gibson** stated that he would get with Mr. Lahanis and Ms. Prestigiacom and make sure the system is standardized.

**Mr. Lahanis** stated that they will work with them to get this done but they were having so many issues getting claims paid before so that is why they went to this system.

**Mr. Gibson** stated that whenever they do the audits they are going to print minutes from the system and the easiest way to make everything go smoothly is for them to go to the day of the meeting and see the current list of claims that were paid and in the system.

**Mr. Brinkworth** stated that they want to be looking at claims that she has in her office that haven't been approved or put on her list.

**Ms. Prestigiacom** stated that she doesn't have their list of prior approvals to check against these and that is where she gets confused and she doesn't want to have to go back and double check.

**Mr. Brinkworth** stated that she needs to get from the board a list of claims as they are approved.

**Mr. Lahanis** stated that currently they put together a list and as they develop that the claims go to the Controller's office but they may not be getting inputted in time for the meeting. He explained that their list is what they have been approving off of and sending to the Controller's office.

**Mr. Gibson** stated that they are making a change in their policy as far as cutting two checks a month so they are going to set a date that claims have to be submitted in order to be processed by the following two week period and Ms. Prestigiacom will get that list together and then get that to Ms. Cousins to make sure she knows what is going on. He explained that each time they have a meeting Ms. Prestigiacom will bring them a list of claims that are in her system for approval and that is what she needs to have approved.

**Mr. Wilkinson moved to approve, Mr. Brinkworth second, all voted in favor.**

Mary Ann Prestigiacom – SRF Disbursements

None

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 9:35 a.m.

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Gary Brinkworth, Vice President

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Vicki Glotzbach, City Clerk