

**THE SEWER BOARD MEETING OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WAS HELD IN ROOM 100 AT NEW ALBANY CITY HALL ON THURSDAY, AUGUST 11, 2022 AT 9:15 A.M.**

**PRESENT:** Ed Wilkinson, member, Nathan Grimes, member and Mayor Gahan, president.

**ALSO PRESENT:** April Dickey, Linda Moeller, Shane Gibson, Wes Christmas, Rob Sartell, Larry Summers, Mustafa Al-Taie, Councilman Dickey and Vicki Glotzbach

**CALL TO ORDER:**

Mayor Gahan called the meeting to order at 9:15 a.m.

**PLEDGE OF ALLEGIANCE:**

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

**Mr. Grimes moved to approve the July 28, 2022 Regular Meeting Minutes as amended, Mr. Wilkinson second, all voted in favor.**

**BIDS/CONTRACTS:**

**1. Rob Sartell re: Sanitary Sewer Bid South Bohannon**

Mr. Sartell presented the following quotes for the sewer repair project at 112 S. Bohannon Lane:

Dan Cristiani Excavating Co., Inc.	\$38,570.00
Excel Excavating, Inc.	\$38,750.00
Cornell Harbison Excavating, Inc.	\$47,355.00

Mr. Sartell recommended going with the low bid from Dan Cristiani Excavating Co., Inc. in the amount of \$38,570.00.

Mr. Wilkinson asked if Excel Excavating was doing the same work but just didn't list it.

Mr. Sartell replied yes.

**Mr. Wilkinson moved to approve the low quote from Cristiani Excavating in the amount of \$38,570.00, Mr. Grimes second, all voted in favor.**

**NEW BUSINESS:**

**1. Mike Wright re: Single connection onto sewer line for Chipotle and Panera**

**Chad McCormick, Land Design & Development** – explained that there is a project at 2137 State Street that involves two properties that were originally designed to provide two connections to the sewer in State Street, but the contractor found that the sewer was clogged. He stated that they coordinated with Mr. Wilkinson and his crew who cleaned out the clog and this started the discussion on whether they really want to add additional work in this portion of pipe. He explained that they concluded that they would use a single existing connection to serve the two properties and requested the board's approval for the two properties to come together with cleanout connections so that they can take care of their own sewer issues.

Mr. Sartell stated that they did investigate and the eight-inch line out in State Street is not in the best shape and there are a lot of utilities close to it. He added that the tap coming off the line is in good shape and it is their opinion that they could use the line for two properties.

Mr. Wilkinson asked about the distance from the buildings to the connections.

Mr. McCormick stated that they have over 50 ft. on the sides of the property.

Mr. Wilkinson asked if they would be coming out from the building with separate lines for a couple of sections of pipe so that they can get space between them. He stated that he asks this because they

may sell one of those pieces of property in the future and they will want to have those separations before the Y connection. He added that he would not be in favor of digging up State Street because that clay pipe collapses the minute you cut a hole.

**Mr. McCormick** added that if issues were to be resolved it would be on private property and not on the neighbor's property so any tenants will have access to maintain their own line without interfering with the other side.

**Mr. Wilkinson** stated that he is okay with a waiver or whatever the language is that would meet the requirements for this request.

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

#### **COMMUNICATIONS - PUBLIC:**

#### **COMMUNICATIONS - CITY OFFICIALS:**

**Mr. Gibson** presented the board with a pre-lien letter draft that they will send out since all of the governor's emergency orders have expired. He stated that it informs them that they have a balance that they need to address and gives them some options that are available through the state for assistance if needed.

**Mr. Wilkinson** stated that it is a very informative letter.

**Mayor Gahan** thanked Mr. Gibson for his work on this.

#### **BILLING PRESENTATION**

**Mr. Gibson** stated that they discussed updating the billing system a while back to allow more user-friendly access as they are currently paper only. He explained that with this new system, they will be able to view and pay their bill online, or on their phones, as well as receive texts or emails when bills are due. He added that they can still choose to receive a paper bill or a combination of all of the options available.

**Mrs. Moeller** started the PowerPoint presentation and stated that Invoice Cloud is the company that has helped them with this process. She explained that this doesn't eliminate any process that residents are currently using but is an added option for them to utilize if they choose to. She stated that it will help reduce costs for the city for paper billing/postage as more people sign up for the service and it provides a more convenient option for residents as well. She explained that Invoice Cloud is utilized with other municipalities and they have been very reliable in making sure the integration with Keystone works properly.

**Mrs. Dickey** stated that her contact with Keystone has already reached out with instructions on what to do when they go live and it should be fairly seamless, and he is always available to help them with any questions.

**Mrs. Moeller** stated that Mrs. Dickey and her staff have been going through training every Wednesday for the past three months.

**Mrs. Dickey** added that the training is available at all times in Invoice Cloud and they can also watch video tutorials.

**Mrs. Moeller** pointed out some of the options that customers will have that include credit card POS, online website, mobile phone access, and QRS access. She added that access is also ADA compliant via a customer service call or voice response. She reviewed what customers will see when they log into the program which includes a set up screen as well as options for how they want to be billed. She added that they can change preferences at any time. She explained that auto reminder is a one click option that will allow customers to receive a text or email and they can also receive a digital receipt. She stated that this opens customers up to a variety of payment options including Apple Pay, Venmo and PayPal.

**Mrs. Dickey** stated that the customer will still get a bill in the mail.

**Mr. Wilkinson** asked about the automatic summer watering program.

**Mrs. Dickey** stated that her office will still control that and added that this new system basically gives customers extra options for payment and the ability to access their account online.

**Mrs. Moeller** previewed what customers would see on their cell phones that includes a message to link to set up or to pay their bill. She added that it can be set up through your digital wallet. She stated that it is simple to use and the verification process via phone calls ensure privacy. She added that safety and security is very important and Invoice Cloud uses several backups to ensure this security. She explained that the most important piece of this process right now is marketing.

**Mayor Gahan** explained that this is all customer driven and they expect about 15-20% of customers to take advantage of this option in the first year. He added that in-house customer service is not going anywhere, this will be a valuable additional option for customers to take advantage of if they choose to do so. He stated that they are anticipating a September launch and will work on “coming soon” mailers.

**Mrs. Moeller** previewed a sample invoice that customers will see when they log into the cloud that includes the ability to view their statement at any time as well as a breakdown of services.

**Mr. Wilkinson** asked if everything stays the same until the customer enrolls with Invoice Cloud.

**Mrs. Moller** replied yes.

**Mrs. Dickey** added that customers can view their billing online without having to pay it online.

**Mrs. Moeller** stated that a nice feature is the ability to set up multiple addresses in your account and this will be beneficial to people that have multiple properties.

#### **SEWER ADJUSTMENTS:**

#### **FINANCIAL REPORT:**

**Mr. Wilkinson** reported that this month the revenue was cut off from the bank on the 20<sup>th</sup> so the income was 8% lower for the month and expenses are ~ 9% under, so they are maintaining right on budget. He added that the Up Hill Run Lift Station was a large invoice this month and other than that everything is in line.

#### **TABLED ITEMS:**

#### **OLD BUSINESS:**

##### **1. Clark Dietz Update**

**Mr. Christmas, West 7<sup>th</sup> & Market Sewer Project** – he reported that the work is essentially complete and the alley has been paved. **Basin 13 Lift Station** – he explained that the PLC was giving an error so the subcontractor will be on site tomorrow at noon to make some adjustments. **Master Plan** – he reported that the next progress meeting is in October and they have a lot of data downloaded and loaded into the model.

#### **UTILITY REPORT:**

##### **New Albany Wastewater Utility Monthly Report Summary for April 2022**

**Mr. Sartell** reported on the following:

##### **Influent / Effluent Quality**

The treatment plant and collection system was in full compliance for the month of April with the exception of Effluent flow. It was higher than design due to rain events.

##### **Pretreatment**

There were 22 grease trap inspections submitted.

**Facility Operations**

134 dry tons of bio solids were removed from the WWTP.  
 The WWTP was at 48% of its Total Suspended Solids design limit and at 25% of its CBOD design limit  
 There were 4.07 inches of rain for the month

**Preventative and Unscheduled Maintenance**

217 preventative work orders were completed and 27 corrective work orders were completed for the WWTP and Lift Stations

**Highlights**

Replaced the Power Box on the alarm system at Reflection Lake Lift Station  
 Replaced shear pins on the #3 Sludge Thickener Pump  
 Cleaned belt sprayer boxes on the #1 and #2 Belt Filter Presses and replaced the top belt on the #1 Press  
 Cleaned control floats/Multitrode at the following Lift Stations; The Pines, Basin #13, Up Hill Run, Charlestown Road and Old Ford Rd.  
 Replaced cooling fans on all pump VFD’s at the #110 Raw Wastewater Pump Station.  
 Replaced bad drive belts on the #4 Sludge Thickener Pump.  
 Replaced 6 Ballasts and Lamp covers on Bank A of the UV System.

**Sanitary Collection System**

<i>Project</i>		<i>Current Month</i>		<i>Year-to-Date</i>	
<i>Sanitary Sewer Flushed/ft</i>		7,373		37,494	
<i>Sanitary Sewer Televised/ft.</i>		6,03431,715		25,681	
<i>CIPP Installed/ft</i>		0		0	
<i>Tap Inspections</i>		21		53	
<i>Locates</i>		753		2,513	
<i>Pipe Patches</i>		6		8	
<i>Service Requests</i>	<i>Odor Complaint</i>	<i>Main Block</i>	<i>Resident Problem</i>	<i>Dye Test</i>	<i>Emergency Locates</i>
23	0	1	10	1	9

**Preventative and Unscheduled Maintenance**

28 preventative work orders were completed and 15 corrective work orders were issued for the Collection System

**Construction Highlights**

<b># Manhole Repairs</b>	<b>#Manhole Installations</b>	<b>#Pipe Patches</b>
1	0	6
<b>#Main Line Repairs</b>	<b>#Lateral Repairs</b>	<b>Easement Maintenance</b>
3	3	0

**Annual/Semi Annual, Monthly Routine and Preventative Sewer Cleaning**

The Line in the alley serving the Exchange, Parlour Pizza and the Hitching Post. FOG management. Manhole #6-30 Monitoring grease discharge from Agave and Rye. They have installed their new grease trap and we are awaiting on the Plumbers Verification Form.

**Scheduled Preventative Maintenance**

Basin #7 – Division St.      Basin #14 – Brookview Dr.      Basin #34 Blackiston Mill

Basin #29 – Hazelwood Dr                      Basin #19 – Maevi Dr. Basin #16 – Terry Lane  
 Basin #16 – Oriole Dr.

**Chemical Root Treatment**

Basin #13 – Florence Dr                      Basin #13 – Depauw Ave.                      Basin #1A – Ridgeway Dr.  
 Basin #11 – Cottom Ave.                      Basin #18 – Mills Lane Basin #22 – Saddlewood Ct.  
 Basin #13 – Cedarbough Pl.

**Monthly Routine Cleaning and CCTV**

Basin #1A – 321ft.      Basin #4 – 379ft.      Basin #6 – 315ft.      Basin #9 – 540ft.  
 Basin #13 – 323ft.      Basin #14 – 932ft.      Basin #16 – 176ft.      Basin #25 – 2,687ft.

**Facility Safety**

The monthly safety inspection rating was 98.44%. Safety training covered Personal Protective Equipment.

**Projects**

**Up Hill Run Lift Station**

The Force main has been installed and the bore pits are being dug for the Jacobs Creek Crossing at Prosser Lift Station.

**Basin #13 Lift Station**

This project is substantially complete. The punch list has been developed and is being addressed.

**WWTP Flow Meter Evaluation.**

The Influent and Effluent flow totals have not been within the 10% margin of error for the past few years and we have employed Gripp Inc. to trouble shoot. To date Gripp has found the Effluent flow meter at Structure #610 to be faulty and have replaced it. We have had the Influent flow meters calibrated and has run a comparison test with portable meters. The non-portable water pumps have been metered to determine what amount of flow is being double metered, which turned out to be a minimal amount of flow.

Up coming work – Meter the Intermediate Pump Station discharge and remeter the Influent.

**CLAIMS:**

**Mrs. Moeller** presented the following claims for the period of 07/28/22 to 08/10/22 in the amount of \$1,180,860.22:

<b>Sewer Claims</b>	<b>Amount</b>	<b>Dept</b>
OFFICE SUPPLY COMPANY, INC	101.57	SEWER OFFICE
L&D MAILMASTERS, INC.	1,400.37	SEWER OFFICE
L&D MAILMASTERS, INC.	232.90	SEWER OFFICE
L&D MAILMASTERS, INC.	2,885.20	SEWER OFFICE
HUGHES,CARMEN - ATLAS CLEANING	560.00	SEWER OFFICE
PAYGOV	424.21	SEWER OFFICE
GALVIN, PETER	185.24	SEWER OFFICE
KRZYWISSEAU, TIMOTHY	1,859.10	SEWER OFFICE
MIDWEST SEED COATING, LLC.	245.76	SEWER OFFICE
OHIO VALLEY HOME HEALTH	48.36	SEWER OFFICE
HABERMEL, WILLIAM	58.48	SEWER OFFICE
REED, AUSTIN	228.64	SEWER OFFICE
KING, AMY	10.73	SEWER OFFICE
	<b>Total</b>	
	<b>8,240.56</b>	
MICROBAC LABORATORIES INC	115.00	WWTP
MICROBAC LABORATORIES INC	115.00	WWTP
MICROBAC LABORATORIES INC	115.00	WWTP

MICROBAC LABORATORIES INC	115.00	WWTP
MICROBAC LABORATORIES INC	115.00	WWTP
CINTAS #302	127.26	WWTP
CINTAS #302	127.26	WWTP
GORDON FOOD SERVICE,INC.	12.17	WWTP
HENRY P. THOMPSON CO.	7,417.80	WWTP
BIOCHEM, INC.	12,574.20	WWTP
SPENCER MACHINE & TOOL CO.,INC	3,833.83	WWTP
PRO4MANCE CONTRACTING SERVICES	289.80	WWTP
PRO4MANCE CONTRACTING SERVICES	1,217.51	WWTP
BUMPER TO BUMPER #10	35.88	WWTP
CRUM'S HEATING & COOLING	6,484.25	WWTP
NCL OF WISCONSIN INC	609.20	WWTP
HACH COMPANY	234.69	WWTP
HACH COMPANY	382.87	WWTP
KIGHTLINGER & GRAY, LLP	360.00	WWTP
ELEMENT MATERIALS TECHNOLOGY	68.00	WWTP
ELEMENT MATERIALS TECHNOLOGY	68.00	WWTP
ELEMENT MATERIALS TECHNOLOGY	161.00	WWTP
ELEMENT MATERIALS TECHNOLOGY	101.00	WWTP
ELEMENT MATERIALS TECHNOLOGY	68.00	WWTP
VALVOLINE, LLC	110.46	WWTP
DAN'S LAWN & LANDSCAPE MAINT.	3,415.00	WWTP
SAMSARA, INC.	4,279.20	WWTP

**Total      42,552.38**

INDIANA AMERICAN WATER	23.60	TU
INDIANA AMERICAN WATER	318.06	TU
INDIANA AMERICAN WATER	53.21	TU
INDIANA AMERICAN WATER	49.03	TU
INDIANA AMERICAN WATER	49.03	TU
INDIANA AMERICAN WATER	49.55	TU
INDIANA AMERICAN WATER	16.97	TU
INDIANA AMERICAN WATER	144.63	TU
INDIANA AMERICAN WATER	49.03	TU
INDIANA AMERICAN WATER	23.60	TU
INDIANA AMERICAN WATER	23.60	TU
INDIANA AMERICAN WATER	49.03	TU
NEW ALBANY MUNICIPAL UTILITIES	4.17	TU
NEW ALBANY MUNICIPAL UTILITIES	4.17	TU
NEW ALBANY MUNICIPAL UTILITIES	4.17	TU
NEW ALBANY MUNICIPAL UTILITIES	4.17	TU
AT&T	309.17	TU
DUKE ENERGY	3,632.28	TU
DUKE ENERGY	664.19	TU
DUKE ENERGY	730.28	TU
DUKE ENERGY	245.90	TU
SPECTRUM BUSINESS	114.98	TU
GIBSON LAW OFFICE, LLC	1,154.25	TU
INDIANA AMERICAN WATER	23.60	TU
FED EX	351.13	TU
STORMWATER\DRAINAGE FUND	399,530.89	TU

BANK OF NEW YORK MELLON	750.00	TU
SANITATION FUND	162,918.10	TU
BANK OF NEW YORK TRUST CO.	451,835.00	TU
FLOYDS KNOBS WATER	25.60	TU
FLOYDS KNOBS WATER	25.60	TU
FLOYDS KNOBS WATER	27.39	TU
FLOYDS KNOBS WATER	27.39	TU
AT&T	214.15	TU
DUKE ENERGY	78,620.41	TU
DUKE ENERGY	35.99	TU
DUKE ENERGY	1,522.33	TU
DUKE ENERGY	144.20	TU
DUKE ENERGY	674.64	TU
DUKE ENERGY	87.64	TU
CROWE LLP	1,500.00	TU
HACH COMPANY	481.50	TU
HACH COMPANY	271.49	TU
HACH COMPANY	481.50	TU
GSM FILTRATION INC	4,109.65	TU
WEX BANK	8,416.44	TU
EQUIPMENT DEPOT KENTUCKY INC	2,035.74	TU
EQUIPMENT DEPOT KENTUCKY INC	3,678.06	TU
VERIZON CONNECT FLEET USA, LLC	279.62	TU
TRACTOR SUPPLY	429.99	TU
TRACTOR SUPPLY	69.97	TU
MIDWEST TRUCK DRIVING SCHOOL	269.04	TU
HEISHMAN, DIANE	2,345.05	TU
GIBSON LAW OFFICE, LLC	1,168.10	TU

**Total 1,130,067.28**

**Grand Total 1,180,860.22**

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

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 9:50 a.m.

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Mayor Gahan, President

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Vicki Glotzbach, City Clerk