

Utility Committee Minutes
February 7, 2024
9:30 a.m. Newburgh Town Council Chambers

Steve Shoemaker, Connor Voegel, Russell Powell, Susan Helms, Rebeka Kaufman, Drew Flamion, Christy Powell, and Julie Lee.

Petitions and Comments from Citizens Present

None

Consent Agenda

1. Monthly Tracking Report
2. Inspection Status Report
3. Sewer Repairs Report
4. Tap Report
5. Financial Report
6. Monthly Sewer Adjustment
7. Approval of January 10, 2023 Minutes

Motion: Leanna Hughes moved to approve the consent agenda.

Motion seconded: Christy Powell

Discussion: No additional discussion.

Motion passed unanimously

Committee Discussion Items

Wastewater Treatment Facility Superintendent, Russell Powell

1. **Request for recommendation to Council for approval of FOG Permit #012324. This permit is for Rivertown Ice Cream and Grill. This permit includes a waiver to install a 50 GPM grease trap due to limited space. This is an existing building located on State Street.**

Motion: Leanna Hughes moved to recommend to Council to approve FOG Permit #012324 for Rivertown Ice Cream and Grill, 521 State Street Unit B, Newburgh, IN 47630.

Motion seconded: Susan Helms

Discussion: This permit is a waiver for the new owners to install a 50 GPM grease trap due to limited space.

Motion passed unanimously.

2. **Request for recommendation to Council for approval of FOG Permit #012424. This permit is the existing Pizza Hut and includes an existing 75 gpm grease trap. The new permit is for an owner change. No changes have been made to the kitchen area.**

Motion: Leanna Hughes moved to recommend to Council to approve FOG Permit #012424 for Pizza Hut, 8887 High Pointe Drive, Newburgh, IN 47630
Motion seconded: Christy Powell
Discussion: This permit is for new owners to continue with the 75 GPM existing grease trap.
Motion passed unanimously.

- 3. Request for recommendation to Council for approval of FOG Permit #012524. This permit is for Mosaic Restaurant. This permit includes a new 1500 gallon grease interceptor.**

Motion: Leanna Hughes moved to recommend to Council to approve FOG Permit #012524 for Mosaic Restaurant, 8666 Ruffian Lane, Newburgh, IN 47630

Motion seconded: Susan Helms

Discussion: This permit is for the former Wine Down building and includes a new 1500 GPM grease interceptor.

Motion passed unanimously.

- 4. Request for recommendation to Council to allow owners at 2877 SR 261 to install sewer lateral in a private easement to connect to sewer.**

Motion: Leanna Hughes moved to recommend to Council to approve the waiver of standards to allow 2877 State Route 261 to install sewer lateral in a private easement subject to legal review of private easement.

Motion seconded: Russell Powell

Discussion: This is by the Chandler Water Tower behind Hucks at Oak Grove Road.

Motion passed unanimously.

- 5. Request for recommendation to Council to approve CEI contract amendment for 8268 & 8288 Green Springs Valley Sewer extension Project. This amendment is needed to add Construction Engineering Services to the project. Costs are hourly, not to exceed \$5,000.**

Motion: Russell Powell moved to recommend to Council to approve the CEI contract amendment for 8266 & 8288 Green Springs Valley Sewer Extension Project. The agreement is hourly not to exceed the amount of \$5,000.

Motion Seconded: Susan Helms

Discussion: This amendment is to add construction engineering services to the project. This project is a joint effort between CEI and the Town of Newburgh Staff.

Motion Passed unanimously

- 6. Request for recommendation to Council to approve CEI contract amendment for the Newburgh Sewer Utility Improvements contract. These additional costs are to**

prepare an Asset Management Plan (AMP) as required by SRF to qualify for funding. Cost will be hourly, not to exceed \$20,000.

This plan needs to be submitted by April 1, 2024, to qualify for SRF funding.

Motion: Russell Powell moved to recommend to Council to approve the CEI contract amendment for the Newburgh Sewer Utility Improvements contract. The agreement is hourly not to exceed the amount of \$20,000.

Motion Seconded: Leanna Hughes

Discussion: This amendment is to prepare an Asset Management Plan (AMP) as required by SRF (State Revolving Funds) to qualify for funding. The Town of Newburgh Staff has saved time and money by providing the necessary information for this project.

Motion Passed unanimously.

- 7. Request for recommendation to Council to approve CEI contract to complete a site-specific survey with detailed topography information on the Prow property to allow accurate planning of layout of future treatment processes and structures. Costs will be hourly, not to exceed \$25,000.**

Motion: Russell Powell moved to recommend to Council to approve the CEI contract to complete a site-specific survey with detailed topography information on the Prow property to allow accurate conceptual layouts for the future treatment processes and structures. Costs will be hourly, not to exceed \$25,000.

Motion Seconded: Christy Powell

Discussion: The survey involves repurposing every structure, pinpointing septic systems, identifying wetlands and forested regions, and conducting a solar field analysis. These plans will be used for future planning and added to the current GIS maps.

Motion Passed unanimously.

- 8. WWTP Lab - Changes to lab structure and schedule**

This is due to losing an employee that was the only team leader and needing to update the lab structure.

Motion: Christy Powell moved to recommend to Council to approve the addition of a second team leader to the lab and update the job description for the team leader position.

Motion seconded: Leanna Hughes

Discussion: This is to add a responsible person on the weekends and minimize the calls to the lab supervisor.

Motion passed unanimously

- 9. Loggers for the Prow property**

Mr. Powell asked if he could contact loggers for the Prow property. Legal will review the rules and regulations for government-owned property.

Engineer Report, Drew Flamion

Mr. Flamion updated the Utility Commission on the 20-year master plan. This is still in the preliminary stages, but some of the main issues are the hydraulic capacity upgrade, master lift station, Pecka Ditch, and Willow Pond. The entire master plan will need to be executed in stages due to the number of projects involved. Mr. Powell has been very active in working out the logistics of all the projects that need to be completed so the WWTF can continue to grow and not be locked in after completing certain projects. Conversations are going on with commercial development versus residential and the amount of capacity each structure uses. Mr. Flamion will continue to update as the plan continues.

Utility Chairman, Steve Shoemaker

Mr. Shoemaker questioned the disruption of the State Street Storm Sewer project. Mr. Flamion stated that only one man-hole was added at the end of State Street.

Town Attorney, Chris Wischer

Request for recommendation to council for approval reimbursing Benny Detalente for repair of the sprinkler system on his property.

Motion: Leanna Hughes moved to recommend to Council to approve reimbursing Benny Detalente \$6,141 to repair the sprinkler system on his property

Motion seconded: Christy Powell

Discussion: The sprinkler system was damaged during the Victoria and Blue Lake Sanitary Sewer Projects and there is a possibility of seeking reimbursement from the contractor.

Motion passed unanimously.

Town Manager, Christy Powell

None

Utility Manager, Susan Helms

1. Susan Helms stated that the Sewer Operating Account balance is \$6,614,341.29. Ms. Helms stated that the 2016 Bond was at a zero balance. The 2020 bond will be used from this point forward on all projects.
2. **Request for recommendation to council for approval of the letter to Town resident stating no objections to the alley vacation at 418 E. Gray Street.**

Motion: Leanna Hughes moved to approve a letter to Town stating no Objections to the alley vacation at 418 E Gray Street.

Motion seconded: Russell Powell

Discussion: There are no sewer lines in the alley.

Motion passed unanimously.

Mr. Shoemaker adjourned the meeting at 10:41 a.m.

Motion: Leanna Hughes moved to adjourn the meeting.

Motion seconded: Christy Powell

Discussion: No additional discussion.

Motion passed unanimously.

Approved this _____ day of _____, 2024.







“Persons with disabilities or non-English speaking persons who wish to attend a public meeting or hearing and need assistance should contact Christy Powell, at Town Hall, 23 W Jennings St., Newburgh, IN 47629 or 812-853-1720 not later than one (1) week prior to any meeting or hearing. Every effort will be made to make reasonable accommodations for any such person or persons.”