

WESTVILLE TOWN COUNCIL
JANUARY 11, 2022
100 SETSER DRIVE
7:00 P.M.

AGENDA

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF CLAIMS

LIAISON APPOINTMENTS

UTILITIES

MCO REPORT

STREETS

DEPARTMENT HEAD REPORT
LOCHNER CONTRACT

PARKS

POLICE

DEPARTMENT HEAD REPORT

FINANCE

FEDERAL MILEAGE RATE 58.5 CENTS PER MILE
CCI TRANSFER TO GENERAL

MISCELLANEOUS

WVFD ACTIVITY REPORT

CITIZENS COMMENTS

ANY OTHER MATTERS WHICH PROPERLY COME BEFORE THE COUNCIL

ADJOURNMENT

WESTVILLE TOWN COUNCIL

January 11, 2022
MINUTES OF MEETING

The regular meeting of the Westville Town Council was held at the Westville Town Complex Community Room, 100 Setser Drive at 7:00 p.m. Present: Michael Albert, Regina Ruddell, James Bechinske, Olga Pothorski, Deborah Kelly, Stacey Wescher, Deputy-Clerk; Town Attorney, Doug Biege.

Absent: Lori Mercer, Clerk-Treasurer.

A motion was made by Regina Ruddell to approve minutes of the December, 2021 meeting. James Bechinske, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

A motion was made by Olga Pothorski to approve claims for the month of December, 2021. Michael Albert, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

Michael Albert made a motion to keep the liaison positions as they are currently. James Bechinske, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

Michael Albert made a motion to keep the officer appointments as they are currently. James Bechinske, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

UTILITIES

Nathan Howell gave a brief summary of the MCO report for the month of December. It is attached.

STREETS

Jim Bechinske reported that the 2021 Community Crossings Grant project has been closed out. We are submitting documentation for this year's project.

James Bechinske made a motion to enter into agreement with HW Lochner to oversee the 2022 Community Crossings Grant project. Regina Ruddell, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

PARKS

There was nothing to report in Parks.

POLICE DEPARTMENT

Marshal Hynek reported monthly stats.

Marshal Hynek reported that Deputy Cashman is now on his own and there is now 24-hour coverage for the Police Department.



FINANCE

Michael Albert made a motion to use the federal mileage rate of .585 cents per mile for reimbursement of travel expenses. James Bechinske, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

Michael Albert made a motion to adopt Resolution 2022-1, Transfer of Funds. Regina Ruddell, second. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

MISCELLANEOUS

The WVFD reported its activity report; it is attached.

CITIZENS COMMENTS

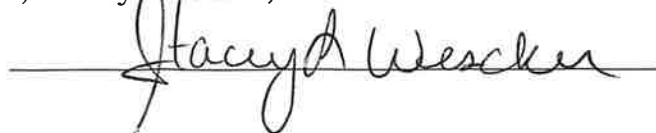
A representative from Hunt's Maintenance and Paul's Auto Yard and some other properties that they rent, was in attendance to ask if their utility bills could be paid in advance on a semi-annual or annual basis as opposed to the two (2) month basis as it is now. Council stated that due to issues that this may cause, the current policy of a two (2) month pre-payment will remain in effect.

Kathy Long from Tri-Kappa asked to use the shelter at Prairie Meadow Park one time a month to hold music events, during the months of June, July, and August. Marshal Hynek suggested that this gets coordinated with Little League and the Cruise Nights to prevent issues with parking. Michael Albert made a motion to allow Tri-Kappa to use the shelter for one night each in June, July and August to hold a music event. Regina Ruddell, second. Electric and water will be available. Roll Call: Ruddell, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

ANY OTHER MATTERS THAT COME BEFORE THE COUNCIL

A motion to adjourn was made by Michael Albert at 7:26 PM. James Bechinske, second Motion carried.

I, Stacey Wescher, attest that these minutes are true and accurate.





Town of Westville
December 2021 Monthly Report of Operations
Prepared By: Nathan Howell
January 11, 2022

Water

1. GIS –Adam has the notebook operational and has completed the verification of Water Tower Place. We are planning to have him go to Hebron a couple of days to work with their staff. They have the same system.
2. The small tower demolition has been postponed until Spring due to the weather.
3. We are compiling a list of all the backflow preventers in the Town and will need to start tracking them and making sure they are tested annually. This is required by IDEM. The Use Ordinance may need to be modified to reflect this.
4. The Surf Air fiber optic project is scheduled to begin this month. We have had 2 meetings with Surf Air and the contractor to head off any potential problems during their installation. The sewer and water locating which will need to be done will be very time consuming, especially during the winter months which will take at least twice as long to do. This is a big project.

Wastewater

1. The Nash Finch Lift Station still needs a flow meter installed. We have had Bowen on site to look at it and determine a price to do the work. We will also have them install a concrete slab to install a generator. We think we may have a solution for the flow meter installation. We believe we can install it on the force main entering the manhole. If we can do this, we will save thousands of dollars.
2. The Westville Estates pump station is deteriorating rapidly. We have spoken with McMahon and Superior Pumping to renovate the station. We are considering installing the used system from the old WWTP.
3. We continue to spend much of our time on the DOC WWTP renovation project. The new lift station at the WCC has had most of the underground structures installed. About 1/3 of the force main has been installed. The solids handling building has undergone much demolition and is being rebuilt. The south clarifier has had the current baffles installed and will have the new drive installed soon.
4. We had both heaters in the screenings room fail. We finally had Area Sheet Metal on site. They believe they could get the one unit working until the new heaters arrive in the summer.
5. We were told by G.E. Marshal that they will not be able to repair the broken casting on the manhole on US 421 north of McDonald's. Another cover is now loose, which will need to be corrected. We have discussed this with Bowen.

Town of Westville - Operational Summary for the Wastewater Treatment Plant

Influent

2021	Total Gallons	Flow			BOD		TSS		Ammonia		Phosphorus	
		Max. Daily	Min. Daily	Monthly Avg.	mg/l	#'s	mg/l	#'s	mg/l	#'s	mg/l	#'s
January	5,781,500	227,000	165,000	186,500	143	230	282	447	29.6	46.1	5.6	8.7
February	5,650,400	248,800	177,600	201,800	145	249	296	506	24.9	42	5.1	8.6
March	5,992,300	255,700	160,000	193,300	159	262	327	524	24.8	39.9	5.7	9.2
April	5,708,400	259,100	163,100	190,280	171	285	313	519	28.1	44.6	5.4	8.6
May	6,342,600	362,000	163,700	204,600	152	260	301	512	27.9	47.7	5.1	8.7
June	5,790,000	301,600	160,600	192,800	217	329	829	1255	31.5	50.7	7	11.3
July	5,821,800	260,000	130,700	187,800	160	256	256	271	30.8	48.3	5.3	8.3
August	6,283,700	311,800	169,300	202,700	136	239	282	511	26.9	45.3	5.5	9.3
September	5,490,000	246,900	156,100	193,200	173	279	321	522	31.5	50.7	5.7	9.2
October	6,200,000	200,000	166,300	375,200	226	368	308	508	28.8	48.1	5.6	9.3
November	5,571,000	255,000	159,800	185,700	150	245	350	550	29.8	46.8	5.9	9.2
December	5,668,800	254,500	167,400	182,800	191	299	355	546	30.4	46.4	5.7	8.7

Effluent

2021	Total Gallons	Flow			BOD		TSS		Phosphorus		Ammonia	
		Max. Daily	Min. Daily	Monthly Avg.	Monthly Avg.	% Removed	Monthly Avg.	% Removed	mg/l	% Removed	mg/l	% Removed
January	5,560,000	221,000	158,000	174,900	2.5	98.2	3.8	98.1	.2	97.2	.16	99.5
February	5,406,400	230,500	170,000	193,100	3	97.8	6.5	97.8	.2	96.1	.34	98.6
March	5,753,700	249,800	157,900	185,600	3.1	98	7.5	97.7	.3	94.6	.08	99.7
April	5,485,500	251,900	154,900	182,850	2.3	98.7	5.3	98.3	.6	88.6	.05	99.8
May	6,088,400	196,400	154,200	196,400	2.5	98.3	5.3	98.2	.6	88.7	.04	99.8
June	5,629,800	298,400	150,600	187,700	2.9	98.7	5.9	99.3	.5	92.4	.07	99.8
July	5,461,900	249,500	157,100	182,100	2.1	98.7	3.9	98.6	.4	91.8	.03	99.9
August	5,891,000	310,500	157,100	192,900	2.2	98.4	3.9	98.6	.4	93.1	.05	99.8
September	5,490,900	246,900	156,100	183,000	2.6	98.5	4.4	98.5	.4	93.2	.09	99.7
October	4,123,200	372,300	156,400	191,400	2.1	99.1	4	98.7	.3	95	.08	99.7
November	5,133,800	244,800	150,500	177,000	2.6	98.3	4	98.6	.2	97.2	.06	97.2
December	5,434,300	254,300	124,300	175,300	2.4	98.7	5.2	98.5	.2	97.3	.06	99.8

Town of Westville – Operational Summary for the Water Treatment Plant

Month Ending	Total Monthly Flow	Maximum Daily Flow	Minimum Daily Flow	Average Daily Flow	Chlorine Usage (lbs.)	Fluoride Usage (lbs.)
01/31/21	3,642,000	159,500	0	117,300	56.3	41
02/28/21	4,212,900	397,600	53,500	150,500	62	46
03/31/21	5,196,600	255,700	110,700	167,000	75.9	59
04/30/21	5,080,800	263,300	79,100	168,100	75.4	44
05/31/21	5,299,200	261,000	83,400	172,500	83.9	39
06/30/21	4,582,600	250,00	77,800	151,200	67.8	54
07/31/21	4,541,900	244,700	65,000	145,300	63.8	53
08/31/21	4,912,160	219,500	73,700	158,200	75.8	59
09/30/21	4,539,200	250,200	71,300	151,500	78.8	54
10/31/21	4,123,200	225,900	45,400	135,200	70.8	41
11/30/21	3,995,100	206,800	19,500	132,600	66	47
12/31/21	3,9964,900	245,800	75,300	127,800	63	47

ADDENDUM No. 2

Dated as of January 1, 2022

to

CONSULTANT AGREEMENT

by and between

Town of Westville (“Client”)

and

H.W. Lochner, Inc. (“Consultant”)

for

Community Crossings Matching Grant (CCMG)
 (“Project”)

This Addendum amends, modifies and supplements the Agreement for Professional Engineering Services (the “Agreement”). The Agreement, whether or not it is attached to this Addendum, is hereby incorporated into this Addendum by this reference and is made a part hereof as if it were fully set forth herein. The amendments, modifications and supplements to the Agreement contained in this Addendum are set forth by reference Section number contained in the Agreement. Unless a part of the Agreement is amended, modified or supplemented by this Addendum, the Agreement shall remain in full force and effect.

3. **Schedule.** Lochner shall perform its Services within a timeframe mutually agreed to by Lochner and the Client. All services to be complete by **December 31, 2022.**

6. **Compensation for Lochner's Scope of Services.** Subject to paragraph 8, the Client shall compensate Lochner for Lochner's Scope of Services as set forth in Attachment A (REV 01/01/2022) hereto. The maximum amount payable under this Agreement shall not exceed \$15,000.00 from the date first written on the Agreement through December 31, 2020. The maximum amount payable shall not exceed \$10,000.00 from January 1, 2021 through December 31, 2021. The maximum amount payable shall not exceed **\$10,000.00** from January 1, 2022 through December 31, 2022.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have caused this Addendum to be executed as of the date first written above.

CONSULTANT:
HW LOCHNER, INC.

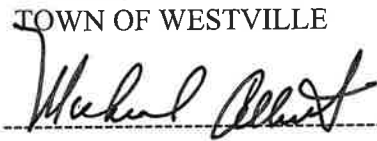


Signature

Eric Wilson, Vice President

(Print or type name and title)

CLIENT:
TOWN OF WESTVILLE



Signature

MICHAEL ALBERT, TOWN PRESIDENT

(Print or type name and title)

Attachment A (REV 01/01/2022)

SCOPE OF SERVICES

For the fulfillment of all services outlined in this Attachment A, the Consultant will provide a Project Manager, as well as, any additional support staff as needed. The Consultant's personnel shall take directions from and report to the Town of Westville on all matters concerning project compliance and administration. Nothing in this Agreement shall be deemed to require the Consultant to perform any act that would constitute design services or the practice of architecture, certified public accounting or law. The recommendations, advice, budgetary information and schedules to be furnished by the Consultant under this contract are solely for the use of the Town of Westville and shall not be deemed to be representations, warranties or guarantees. It is expressly understood that the Consultant is not a guarantor or insurer of the adequacy of any plans and specifications or of any work that is to be performed or managed by others.

The Consultant shall be responsible for performing the following activities:

1. Complete annual inspection of each roadway segment in the Town and update rating per the PASER System. Update the Town's Pavement Asset Management Plan based on these ratings and submit to LTAP for approval.
2. Complete Community Crossings Matching Grant (CCMG) application(s) as requested by the Town. Street segments and scope of work to be included in the application shall be at the direction of the Town.
3. Assist the Town in the preparation of bid documents as required by the CCMG. These documents include aerial maps showing the location and type of work, relevant INDOT specifications, and responsible bidder form.
4. Hold Pre-bid meeting for CCMG projects as requested by the Town.
5. Review submitted bids for CCMG projects and make selection recommendations to the Town.
6. Assist the Town in the collection of Responsible Bidder Ordinance submittal documents pre and post bid for CCMG projects. Verifying compliance of these documents with the Responsible Bidder Ordinance is excluded from the Consultant responsibilities.
7. Hold pre-construction meeting for CCMG projects as requested by the Town.
8. Compile all CCMG required documentation during the project including but not limited to:
 - a. Material Tickets (Asphalt and Concrete)
 - b. Measure and record all milling locations
 - c. Mix Designs
 - d. Change Orders
 - e. Create log and track all pay item quantities
9. Complete review of each contractor pay estimate request and provide recommendations to the Town.
10. Provide part time, onsite inspection of work in progress as requested by the Town to verify contractor compliance with INDOT specifications and the contract documents.
11. Evaluate contractor's suggestions for modifications in drawings, specifications and change orders, and provide recommendations to the Town.
12. Provide technical support as needed and requested.
13. Submit all required CCMG project closeout documentation to the Town.

COMPENSATION

1. The Consultant will be paid for the actual hours of work performed exclusively on this project.
The base period hourly billing rate schedule is as follows:

<u>CLASSIFICATION</u>	<u>REGULAR RATE</u>	<u>OVERTIME RATE</u>
Project Manager	\$133.67	N/A
Construction Inspector	\$88.05	\$103.97

RESOLUTION #2022-1
TRANSFER OF FUNDS

BE IT RESOLVED BY THE WESTVILLE TOWN COUNCIL THAT THE FOLLOWING FUNDS BE TRANSFERRED PER IC 6-7-1-31.1(c)(1):

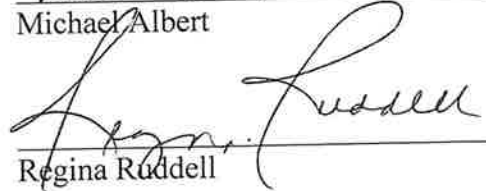
Transfer Twelve Thousand (\$12,000.00) from CCI (Cumulative Capital Improvement) to General Fund.

PASSED AND ADOPTED THIS 11TH DAY OF JANUARY 2022.

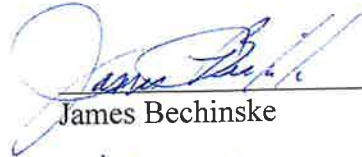
WESTVILLE TOWN COUNCIL



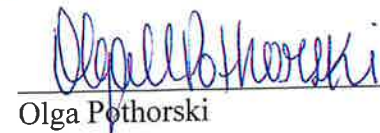
Michael Albert



Regina Ruddell



James Bechinske



Olga Pothorski



Deborah Kelly

ATTEST:


Lori Mercer Clerk-Treasurer

WVFD Activity Recap

Location: Westville Town Hall Monthly Town Board Meeting

Date: 1-11-2022

Time: 19:00

Agenda details:

I. 2019 Yearly Calls

- A. Town Limits- 215
- B. New Durham Twp- 193
- C. Jackson Twp- 111
- D. Mutual Aid- 20
- E. Total-----539

II. December 2021

- A. Town Limits- 15
- B. New Durham Twp- 26
- C. Jackson Twp- 18
- D. Mutual aid- 0
- E. Total ----- 59

III. Updates:

1- Member graduated from the fire academy in December becoming fully state certified

Gained 1 probationary member at January business meeting, waiting to get her into class we are at the districts liberty of when class will be

New truck update: Chassis will be completed in February, still looking at a June 2022 delivery date

New Officers and Board Members took effect January 1, 2022 and are as follows

Officers:

Chief Jason Zeman

Asst Chief Wes Coulter

Captain Branden Cuma

1st Lt. John Jelinek

2nd Lt. Courtni Meyers

Executive Board:

President Branden Cuma

Vice Pres. Wes Coulter

Treasurer Courtni Meyers

Secretary Steve Williams

At Large David Funkhouser

At Large John Jelinek