

LEGAL NOTICE

The Westville Town Council will meet in a public hearing at 7:00 p.m. (local time) on Tuesday, February 13, 2024. The public hearing will be held at Westville Town Hall located at 100 Setser Drive, Westville, Indiana 46391.

Westville Town Council

*This notice is not for legal publication
but just for notification purposes.*

WESTVILLE TOWN COUNCIL
FEBRUARY 13, 2024
PUBLIC HEARING
100 SETSER DRIVE
7:00 P.M.

AGENDA

ORDINANCE 2024-1, ADDITIONAL APPROPRIATION

WESTVILLE TOWN COUNCIL

FEBRUARY 13, 2024
MINUTES OF MEETING

The Westville Town Council held a public hearing at the Westville Town Complex Community Room, 100 Setser Drive at 7:00 p.m. Present: Michael Albert, James Bechinske, Olga Pothorski, Leann Deal, Lori Hunt; Clerk-Treasurer, and Doug Biege, Town Attorney.

Absent: Deborah Kelly

Michael Albert asked if there was any public comment regarding Ordinance 2024-1, Additional Appropriation Ordinance for the following funds: ARP, MVH, CCD, and CEDIT. There was no public comment.

Michael Albert closed the hearing.

I, Lori Hunt, attest that these minutes are true and accurate.

Lori Hunt

SB
Ad
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WESTVILLE TOWN COUNCIL
FEBRUARY 13, 2024
REGULAR MEETING
100 SETSER DRIVE
7:00 P.M.

AGENDA

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF CLAIMS

UTILITIES

MCO REPORT

APPROVAL OF ORD. 2024-2 (ADOPTION AT MARCH MEETING)

STREETS

DEPARTMENT HEAD REPORT

PARKS

POLICE

DEPARTMENT HEAD REPORT

FINANCE

OUTSTANDING WARRANTS

ORD 2024-1 ADDITIONAL APPROP

MISCELLANEOUS

WVFD ACTIVITY REPORT

TRASH REMOVAL BID NOTICE

TRI-KAPPA

CITIZENS COMMENTS

ANY OTHER MATTERS WHICH PROPERLY COME BEFORE THE COUNCIL

ADJOURNMENT

WESTVILLE TOWN COUNCIL

FEBRUARY 13, 2024
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, Leann Deal, James Bechinske, Olga Pothorski, Lori Hunt, Clerk-Treasurer; Town Attorney, Doug Beige.

Absent: Deborah Kelly

The Pledge of Allegiance was recited.

A motion was made by James Bechinske to approve minutes of the January, 2024 meeting. Michael Albert, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

A motion was made by Michael Albert to approve claims for the month of January, 2024. Olga Pothorski, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

UTILITIES

Nathan Howell gave a summary of the MCO report for January. It is attached.

Jeff Smith (The Ville) was in attendance and expressed his concern regarding the valve that is leaking on the east side of his property. Nathan Howell stated it should seal on its own and they will keep an eye on it. If the Town needs to close Plain Street down, they will inform Mr. Smith ahead of time.

Michael Albert read Ordinance 2024-2 by title only (Rates and Charges of the Sewage Works System for IDOC). He explained this is regarding Westville Correctional Facility's sewage rates. Michael Albert made a motion to approve Ordinance 2024-2 on first reading. James Bechinske, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

STREETS

James Bechinske stated the town street signs have been changed to blue and white per state guidelines.

PARKS

Olga Pothorski stated that a resident would like to plant a tree at Prairie Meadow Park (PMP). She was advised to work with Mark hale on this issue.

POLICE DEPARTMENT

There was nothing to report in Police.

SB *ma* *OP*
Ad

FINANCE

Michael Albert made a motion to cancel outstanding warrants that are at least two (2) years old. Water Deposit totals \$320.00, Sewage Deposit totals \$270.12 and General totals \$47.89. Olga Pothorski, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

Michael Albert made a motion to approve Ordinance 2024-1, Additional Appropriation Ordinance, on the first reading. James Bechinske, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes. Michael Albert made a motion to suspend the rules and adopt Ordinance 2024-1. James Bechinske, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

MISCELLANEOUS

Michael Albert made a motion to approve the Notice To Bidders for trash pick-up. James Bechinske, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

Tri-Kappa was in attendance to ask permission to use PMP on May 9th, 2024 for their flower sale and again on Oct. 4th and 5th for Pumpkin Fest. Michael Albert made a motion to allow Tri-Kappa to use PMP for all their events and the Town will provide the electric. James Bechinske, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

Michael Albert made a motion to allow the Birchfield Foundation to use PMP for their annual softball tournament on Memorial Day weekend. Olga Pothorski, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

CITIZENS COMMENTS

Jeff Smith (The Ville) asked the council permission to close Plain Street by his establishment for a customer appreciation day. The date is unknown at this time. Council advised him to get with Mark Hale regarding the street closure. Mr. Smith also expressed his concerns regarding police officers being parked in the middle of the round-a-bout. He stated that he applauds the police for taking care of a lot of problems that are happening at a certain location in this Town. He did however state that this hurts his business and it does concern him, but it is understandable because of what is going on at a certain location. Council stated they will pass the information along. Mr. Smith also expressed his concerns for lack of businesses on Main Street and asked the council if there was anything they can do to attract business. Council suggested that he contact the Chamber of Commerce.

ANY OTHER MATTERS THAT COME BEFORE THE COUNCIL

Allison Young from the American Legion asked permission to use PMP on March 30, 2024 for an Easter Egg Hunt. Olga Pothorski made a motion to allow the American Legion to use PMP for an Easter Egg Hunt. Michael Albert, second. Roll Call: Bechinske, yes; Pothorski, yes; Deal, yes; Albert, yes.

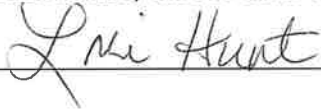
Clerk-Treasurer Lori Hunt stated that she has spoken with Ms. Young and the Legion does have a bunny suit that the Town can use for this event.

ANY OTHER MATTERS THAT COME BEFORE THE COUNCIL (CON'T)

Ms. Young also asked the council if they would be able to use PMP for a few dates in the summer for a farmer's market/craft show. Olga Pothorski suggested she reach out to Laporte County Health Department first to check on permitting. Council also advised her to come up with some dates and get with Little League to make sure it doesn't interfere with their schedule. Once she has this information, she can contact the Town and we can make something work.

A motion to adjourn was made by Michael Albert at 7:47 pm. James Bechinske, second. Motion carried.

I, Lori Hunt, attest that these minutes are true and accurate.





Town of Westville
January Monthly Report of Operations
Prepared By: Nathan Howell
February 13, 2024

WATER

New Items

1. The lead water service inventory project is going slow. Aaron Flowers will be meeting with Lori to develop a plan to complete it. We will have a meeting with the Alliance for Rural Water this month for training and completion of the inventory.
2. There was a water main break at the intersection of Monon and Main Street. It was difficult to locate due to the frozen road. It was on the 4-inch line on Monon Street.
3. There was a water service leak at The Ville. We tried to shut the water off and the valve broke. We had to have D&M on site to replace the valve. As part of the repair, it was necessary to replace the section of line where the customer's leak was.
4. There is a leaking water valve on Plain Street which was caused when we exercised the valves prior to repairing the broken valve. Hopefully, it will seal on its own; if not, we will need to replace it. The cost to do this is estimated at \$8,000. All the leaks and repairs mentioned in this report were in the original water system which is nearly 100 years old. We are planning to replace this as we proceed with the water project. It is highly recommended that this be considered.
5. We have spent a considerable amount of time with the design and planning of the new water plant and water main project.

Old Items

1. GIS – Limited progress has been made.

WASTEWATER

New Items

1. The polar vortex which began January 13, 2024, provided some interesting problems. The Coulter Road Lift Station kept failing due to variable frequency drive issues showing ground faults. This totally disabled the pumps and caused many high wetwell alarms. We were on site and eventually called Superior Pumping who verified the issue was not the pump motors but was due to the drives. We ordered spare drives several months ago, so we installed the new ones. This did not correct the problem. We contacted several people we work with regarding the drives and finally determined the problem was with some programming issues in the drives. The drives needed to be totally reprogrammed. Superior removed the drives and took them to their shop and finally reprogrammed them. This was on Sunday. The drives worked after the reprogramming.

We sent the old drives to the manufacturer to be evaluated and, hopefully, upgraded and reprogrammed.

We had much difficulty maintaining above freezing temperatures in the station. We had to cover it with a tarp and surround it with bales of straw.

2. We are planning to upgrade the Coulter Road and Westville Estates Lift Stations this summer.
3. We were called out to 600 South due to a sewage leak. The boring crew which was relocating the Frontier line for the round-a-bout hit the lift station force main. We had D&M on site to repair the main. The installation is touching our force main for a substantial distance. We were told INDOT required them to install the cable at 5-feet deep which is the same depth as the force main.
4. We were also called out several times due to an HVAC issue in the new headworks building. The building is constantly ventilated, and the heater quits working. The HVAC contractor was on site to temporarily remediate the problem. It will require additional work to correct the problem. Bowen is working on the solution.

Old Items

1. The Nash Finch Lift Station flow meter has been installed. It needs to be started up by Gasvoda.
2. There is still an issue with the mapping system at Fieldstone Subdivision. The sanitary sewer locations on the atlas were wrong on two streets. We found three manholes which two are buried very deep and there may be severe conflicts with fences in the rear lots. We will contact a contractor to assist with this. We had M.E. Simpson on site to assist in locating services and shut-off valves. We have found nearly half of the valves which could not be found. We are trying to find a contractor who will bring the manhole lids to grade.
3. We were involved with the sewer connection to the duplex built on Flynn Road across from the grocery store- no progress has been made.
4. The Coulter Road force main will need to be replaced. We have several ideas for this.
5. The manhole lid on one of the manholes on Flynn Road north of McDonald's broke into pieces. Adam found a lid which fit and sealed it to the frame with mastic. Bowen will replace two lids total. We are waiting for a proposal to replace two frames and lids. Bowen is trying to find the proper frame and lids.
6. The new vector pad has been installed. In the spring, we will commence with the cleaning and televising of the older sewers in Town. The cleaning was stopped due to the lack of a spot to put the debris from the sewers.
7. The new gravity sewer line installation began from the new lift station to the new WCC facility.
8. The WWTP improvements are continuing. Following is the progress that has been made:
 - The lift station at WCC is about 95% complete with most of the building construction complete.
 - The force main is 99% complete.
 - The solids building at the Wastewater Plant is 98% complete.
 - The sludge disinfection/conditioning system has been started up. It is 99% complete.
 - Raw and RAS piping is complete.
 - New RAS, WAS, Scum pumps, and meters and piping are 99% complete and have been started up.
 - The splitter box for the new clarifier is complete. The effluent piping tie-in for the new clarifier is complete.
 - The oxidation ditch is complete. Railing, grating and aeration equipment have been installed and is about 95% complete.
 - All of the new aerators are installed, and the outer ring of the oxidation ditch is operational.
 - The old aerators have been reinstalled with the new slides. The walkway modifications are 98% complete.
 - The new headworks building is about 99% complete.

- The new clarifier is 99% complete and has been started up.
- Both clarifier modifications are complete.
- The generator has been moved twice, and the new generator that is installed is operational. The second generator is scheduled for delivery in February.
- A small shed has been relocated to the area next to the solids building and will be used for storage.
- The new UV system has been installed.
- The influent sampling structure is complete.
- The new alum lines are complete.
- Site clean-up is in progress.
- The WCC gravity main has been installed for acceptance of their waste.

Town of Westville - Operational Summary for the Wastewater Treatment Plant

Influent

2024	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	21,288,940	840,000	584,000	686,740	81	460	129	747	14.2	81	3.1	244
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												

Effluent

2024	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	21,226,000	868,000	571,000	684,71	2.3	97.2	5	96.1	.58	81.3	.02	99.8
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												

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.)
01/31/24	4,641,000	279,700	77,700	149,200	68	0
02/28/24						0
03/31/24						0
04/30/24						0
05/31/24						0
06/30/24						0
07/31/24						0
08/31/24						0
09/30/24						0
10/31/24						0
11/30/24						0
12/31/24						0

ORDINANCE NO. 2024- 2

**AN ORDINANCE AMENDING THE RATES AND CHARGES
OF THE SEWAGE WORKS SYSTEM OF THE TOWN OF
WESTVILLE, INDIANA**

WHEREAS, the Town of Westville, Indiana (the “Town”) has established, acquired and financed its sewage works pursuant to Indiana Code 36-9-23, as amended (the “Act”), for the purpose of providing for the collection, treatment and disposal of sewage from inhabitants in and around the Town; and

WHEREAS, the current rates and charges of the sewage works are set forth in Ordinance No. 92-4 of the Town, as amended by Ordinance Nos. 2002-10, 2014-4 and 2023-8 of the Town (collectively, the “Existing Rate Ordinances”); and

WHEREAS, Baker Tilly Municipal Advisors, financial advisors of the Town, has prepared a rate report concerning the current rates and charges of the sewage works in connection with the service to the Westville Correctional Facility (the “WCF”) as a sewage works customer (the “Report”); and

WHEREAS, based upon the Report, the Council finds that the current rates and charges for the use of and service rendered by the sewage works to the WCF must be adjusted to provide sufficient revenues for the functioning of the sewage works, including legal expenses, maintenance costs, operating charges, repairs, lease rentals and interest charges on bonds or other obligations of the sewage works, to provide a sinking fund for the liquidation of indebtedness, and to provide adequate funds to be used as working capital and funds for making extensions and replacements and to make payments in lieu of taxes; and

WHEREAS, the Council finds, based upon the Report, that the current rates and charges for the use of and service rendered by the sewage works must be adjusted to align the revenue requirements of the sewage works taking into account the service provided to the WCF as a sewage works customer; and

WHEREAS, the Council finds that the rates and charges set forth herein are based upon the cost of providing service to the customers of the sewage works and will enable the Town to continue meeting its legal revenue requirements for the sewage works; and

WHEREAS, the Council has caused notice of a public hearing on the rates and charges set forth herein to be duly advertised and mailed, and has held a public hearing thereon, all pursuant to the Act;

NOW THEREFORE, be it ordained by the Town Council of the Town of Westville, Indiana that:

Section 1. Section 1 of the Existing Rate Ordinances are hereby amended and restated in its entirety as follows:

METERED CUSTOMERS

Sewer Utility Rate Schedule

Rate per 1,000 gallons \$8.37
There are no rate levels for the sewer utility; all customers pay the same rate per gallon.

The minimum charge per month for the use of and service rendered by the sewage works shall be based upon meter size as follows:

<u>Meter Size</u>	<u>Estimated Usage</u>	<u>Monthly Rate</u>
5/8" – 3/4"	2,500 gallons	\$ 20.93
1"	3,000 gallons	25.11
1 1/2"	4,500 gallons	37.67
2"	6,000 gallons	50.22
3"	7,500 gallons	62.78

Westville Correctional Facility

Minimum Monthly Charge \$130,603.00*

Monthly credit \$12,167.00**

* Based upon annual WCF flow charges of \$1,567,241

** Credit will remain in effect for five years beginning with the first month of service to the WCF

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed. To the extent not amended hereby, the Existing Rate Ordinances shall remain in full force and effect.

Section 3. In the event any one or more of the provisions contained in this ordinance should be held invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired and shall remain in full force and effect.

Section 4. This ordinance shall be in full force and effect from and after its passage.

Adopted this _____ day of _____, 2024.

TOWN COUNCIL TOWN OF
WESTVILLE, INDIANA

President

Vice-President

Member

Member

Member

Attest:

Lori Mercer, Clerk-Treasurer

TOWN OF WESTVILLE
100 SETSER DRIVE
WESTVILLE, INDIANA 46391

PHONE: (219) 785-2123

LIST OF OLD WARRANTS PROCESSED IN 2021 AND THROUGH 4/25/2022

WATER DEPOSIT

6/16/2021 – JESSICA STREETER - \$80.00
8/17/2021 – TRAVIS HAMILTON - \$60.00
12/21/2021 – CATHERINE O'NEAL - \$80.00
3/23/2022 – BRIAN CZIZEK - \$60.00
3/23/2022 – CAROL MANTIA - \$40.00

TOTAL WATER DEPOSIT OUTSTANDING CHECKS - \$320.00

SEWAGE DEPOSIT

2/8/2021 – SASHA BETANCOURT - \$5.06
6/16/2021 – JESSICA STREETER - \$80.00
12/21/2021 – CHARLES WRIGHT - \$5.06
12/21/2021 – CATHERINE O'NEAL - \$80.00
3/23/2022 – BRIAN CZIZEK - \$60.00
3/23/2022 – CAROL MANTIA - \$40.00

TOTAL SEWAGE DEPOSIT OUTSTANDING CHECKS - \$ 270.12

GENERAL FUND

4/25/2022 – JOSEPH STACY - \$47.89

LORI HUNT, IAMC
CLERK-TREASURER
2/13/2023

ADDITIONAL APPROPRIATION ORDINANCE NO. 2024-1

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; now, therefore:

Sec. 1. Be it ordained by the Town Council of Westville, LaPorte County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified subject to laws governing the same:

Fund Name: <u>ARP CLFRF</u>	Amount Requested	Amount Approved by Fiscal Body
Major Budget Classification:		
10000 Personal Services	\$ -	\$ -
20000 Supplies	-	-
30000 Other Services & Charges	41,500.00	41,500.00
40000 Capital Outlays	2,638.77	2,638.77
	<hr/>	<hr/>
Total for ARP CLFRF Fund:	\$ 44,138.77	\$ 44,138.77


Fund Name: <u>Motor Vehicle Highway</u>	Amount Requested	Amount Approved by Fiscal Body
Major Budget Classification:		
10000 Personal Services	\$ -	\$ -
20000 Supplies	-	-
30000 Other Services & Charges	7,200.00	7,200.00
40000 Capital Outlays	-	-
	<hr/>	<hr/>
Total for Motor Vehicle Highway Fund:	\$ 7,200.00	\$ 7,200.00

Fund Name: <u>CCD</u>	Amount Requested	Amount Approved by Fiscal Body
Major Budget Classification:		
10000 Personal Services	\$ -	\$ -
20000 Supplies	-	-
30000 Other Services & Charges	7,200.00	7,200.00
40000 Capital Outlays	-	-
	<hr/>	<hr/>
Total for CCD Fund:	\$ 7,200.00	\$ 7,200.00

Fund Name: <u>CEDIT</u>	Amount Requested	Amount Approved by Fiscal Body
Major Budget Classification:		
10000 Personal Services	\$ -	\$ -
20000 Supplies	-	-
30000 Other Services & Charges	7,200.00	7,200.00
40000 Capital Outlays	-	-
	<hr/>	<hr/>
Total for CEDIT Fund:	\$ 7,200.00	\$ 7,200.00

Adopted this ___ day of February, 2024.

NAY

AYE


ATTEST:



 (Clerk-Treasurer of Governing Body)

NOTICE TO BIDDERS

Solid Waste Removal and Disposal

Notice is hereby given that the Town Council of the Town of Westville, Laporte County, Indiana ("Town"), will receive sealed bids from persons or entities desiring to provide solid waste removal and disposal services to the Town for a one (1) period commencing on May 1, 2024. All bids must provide for the weekly collection and disposal of solid waste from all occupied units within the Town. Specific information regarding the number of customers currently served, the area involved and the exact nature of the services required is available by contacting the Clerk-Treasurer of the Town at (219) 785-2123.

All bids must be received at the office of the Clerk-Treasurer located at 100 Setser Drive, Westville, IN 46391, before the hour of 4:00 p.m., prevailing time, on March 12, 2024. All bids received after the above specified time and date will be returned to the bidders unopened. Bids will be opened and read aloud by the Town Council at its meeting on March 12, 2024 at 7:00 p.m., prevailing time, at Westville Town Complex. A contract for all services rendered will be entered into between the Town and the successful bidder.

Bids must include separate identifiable charges associated with the provision of dumpster service for the Town garage, water plant and wastewater treatment plant at various locations. In addition, all bids must include the description of the services to be supplied for the removal of yard waste and vegetation including grass, branches and the like as well as for the removal of large items such as appliances including refrigeration units, and must include the provision of waste receptacles to residential users, with specific reference made to the size and number of receptacles to be provided each such user as well as any specific restrictions or use of receptacles not supplied by the contractor. In addition, bidders shall also provide alternate bids for a two-year contract commencing May 1, 2024, and a three-year contract commencing May 1, 2024.

Pursuant to Ind. Code § 36-9-30-5, all bidders shall submit a financial statement, a statement of experience, the bidder's proposed plan for performing the contract and the equipment the bidder has available for performance of the contract. The statement shall be submitted on forms prescribed by the Indiana State Board of Accounts. All bidders shall submit an e-verify affidavit and a certification regarding investment activities in Iran. A bidders shall submit a non-collusion affidavit on a standard General Form 96 bid form as per the Indiana State Board of Accounts.

The Town of Westville reserves the right to alter or change specifications, to reject any and/or all bids, to waive irregularities in a bid and/or to accept a bid other than the lowest bid, if in the judgement of the Town it is deemed in its best interest.

Town Council of the Town of Westville
Laporte County, Indiana