

WESTVILLE TOWN COUNCIL
APRIL 11, 2023
REGULAR MEETING
100 SETSER DRIVE
7:00 P.M.

AGENDA

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

APPROVAL OF CLAIMS

UTILITIES

MCO REPORT

STREETS

DEPARTMENT HEAD REPORT

MVH NEW BUILDING RENOVATION OF GROUNDS

PARKS

BLUE LINE PARK MULCH QUOTE

POLICE

DEPARTMENT HEAD REPORT

FINANCE

MISCELLANEOUS

WVFD ACTIVITY REPORT

CITIZENS COMMENTS

ANY OTHER MATTERS WHICH PROPERLY COME BEFORE THE COUNCIL

ADJOURNMENT

WESTVILLE TOWN COUNCIL

APRIL 11, 2023
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, Olga Pothorski, James Bechinske, Deborah Kelly, Nate Burnett, Lori Mercer, Clerk-Treasurer; Town Attorney, Doug Beige.

The Pledge of Allegiance was recited.

A motion was made by Michael Albert to approve minutes of the March, 2023 meeting. Deborah Kelly, second. Roll Call: Burnett, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

A motion was made by James Bechinske to approve claims for the month of March, 2023. Nate Burnett, second. Roll Call: Burnett, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

Michael Albert stated that ADA/Title VI grievance forms and a voluntary public involvement survey are available for anyone interested.

UTILITIES

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

STREETS

James Bechinske reported we have three quotes to repair the grass at the new MVH building. One quote is from Johnsons Landscaping for \$6,485.00, one is from Nick's Landscaping for \$4,810.00 and the last one is from Signature Lawns for \$4,362.00. James Bechinske made a motion to accept the quote from Signature Lawns to repair the grass area at the new MVH building in the amount of \$4,362.00 to be paid for from the ARP fund. Olga Pothorski, second. Roll Call: Burnett, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

James Bechinske also stated we are waiting on the funds from the state for the road project.

PARKS

Olga Pothorski stated that the Blue Line Park (BLP) needs new mulch. The quote for the new mulch is \$3,980.00 from Signature Lawns. Olga Pothorski made a motion to accept the quote from Signature Lawns for new mulch at BLP in the amount of \$3,980.00 to be paid for from the ARP fund. Michael Albert, second. Roll Call: Burnett, yes; Pothorski, yes; Bechinske, yes; Kelly, yes; Albert, yes.

POLICE DEPARTMENT

Marshal Darin Mercer reported the monthly stats.



FINANCE

There was nothing to report in Finance.

MISCELLANEOUS

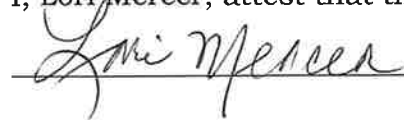
Dave Funkhouser read the WVFD activity report. It is attached.

CITIZENS COMMENTS

ANY OTHER MATTERS THAT COME BEFORE THE COUNCIL

A motion to adjourn was made by Michael Albert at 7:14 PM. James Bechinske, second. Motion carried.

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

 _____



Town of Westville
March Monthly Report of Operations
Prepared By: Nathan Howell
April 11, 2023

WATER

New Items

1. We are working with McMahon on the water system improvements, and determining which capital projects are necessary to correct some of the major deficiencies in the system. We will be assisting in hydrant flow testing so the data can be used to model the distribution system.
2. There was a power outage on March 31, 2023, which affected the Dollar General lift station. MCO and the Town staff were called out several times for power outage and for a high alarm at the Nash Finch/Dollar General station. We went to the site to verify the outage. Power was restored around 10:00 pm. We verified that all was functioning at the station. We will need to install a generator or back-up pump for the station.
3. Adam had Accu-Dig on site for 4 days to replace four curb stops, which are the valves at the customer's service line. He also tapped the main and installed the water line, meter pit and yard hydrant for the new Street Department building. This saved the Town considerable money by having Adam do the work.
4. We will need to purchase a new line locator. The Department's locator does not work very well.
5. The new Lead and Copper Rule is now in effect. This will mean additional work in inventorying all service lines.

Old Items

1. GIS – Adam is continuing to work on the upgrade to the mapping system. Randy Decker from MCO is helping Adam with this since he is quite familiar with GIS. They have met several times on training.
2. Bowen Engineering assisted the Town in finding another contractor for the tower demolition. The quotes are higher than the ones from Isler.

WASTEWATER

New Items

1. We are compiling a report for the Council regarding the lift stations. This will provide a snapshot of the condition of each station and the investment needed to repair the stations.
2. We contacted Sweeney Electric to provide a price to install a manual transfer switch for the Coulter Road lift station. It is a single-phase station and the Town's small portable gas generator should be able to run it in an emergency.

Old Items

1. The Nash Finch Lift Station still needs the flow meter installed. The price to include bypass lines and valves was considerably more. I believe we will have them installed with just one valve.

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. We spoke with Gasvoda who indicated there is a pump available which may work to convert the existing vacuum assist station to a submersible station.
3. We still have 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.
4. We are trying to find a less costly disposal of sludge. We have several options but need to research further. We will likely work with BCR for this service. We have received a new quote from BCR which is less than the first one. It is, however, still more costly than landfilling the waste. It will be more cost effective when the amount of sludge the facility generates increases.
5. We were involved with the sewer connection to the duplex built on Flynn Road across from the grocery store. We are still in the process of rectifying the situation. Charlie Ray is working on a solution.
6. We were called out for a high wet well alarm at the Coulter Road lift station. We found the pumps not pumping. Superior was out and we finally found the force main was plugged where it discharges to the manhole. Superior entered the manhole and could rod the force main out to clear the obstruction. This corrected the immediate problem. We called Accu-Dig to jet/clean the force main and televise the line. They could only get about 8 feet in because the line was heavily tuberculated. They said the force main is in poor shape and likely needs to be replaced. I have spoken to McMahon about designing a path to install the new main.
7. 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.
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. There are a few punch list items to address.
 - 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.
 - The splitter box for the new clarifier is complete. The effluent piping tie-in for the new clarifier is complete.
 - The oxidation ditch is completed. Railing, grating and aeration equipment have been installed and is about 50% complete.
 - Most of the new aerators are installed.
 - The new headworks building is about 50% complete.
 - The new clarifier has the base pad poured and rebar installed for the walls.
 - Both clarifier modifications are complete.
 - The generator has been moved twice, and the new generator is scheduled for delivery in March. A second generator has also been approved for installation.
 - A small shed to house the bypass pump was built and installed so it will work in case the raw pumps fail.
 - There continue to be shutdowns to install critical piping and valving for the new oxidation ditch.
 - The new UV system has been installed.
 - We have spent some time working on the possible water upgrade.

Town of Westville - Operational Summary for the Wastewater Treatment Plant

influent

2023	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	6,045,000	239,100	173,900	195,65	154	261	312	519	32.3	52.8	5.8	9.5
February	6,178,300	282,700	170,100	199,300	124	214	346	209	28	46.5	5.6	9.3
March	6,302,900	311,400	179,200	203,900	165	274	335	556	30.1	51.2	5.4	9.2
April												
May												
June												
July												
August												
September												
October												
November												
December												

Effluent

2023	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	5,930,800	237,000	156,000	191,32	2.4	98.4	5.5	98.2	.2	96.4	.57	98.2
February	5,480,000	288,000	162,000	195,700	2.1	98.3	4.2	98.8	.2	97	.43	98.5
March	6,180,200	256,800	175,000	199,400	2.7	98.3	6.4	98.1	.3	95	.07	95
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.)
01/31/23	4,855,200	255,200	11,000	155,300	68.2	0
02/28/23	4,542,800	235,400	78,500	162,200	67	0
03/31/23	5,261,600	273,800	82,900	169,200	73	0
04/30/23						
05/31/23						
06/30/23						
07/31/23						
08/31/23						
09/30/23						
10/31/23						
11/30/23						
12/31/23						

(Take out of AAA Money Fund)

Proposal



Complete Outdoor Services
0704 S 500 W LaPorte, IN 46350

April 3, 2023

Westville Street Department
Attn: Mark Hale
755 W Main St
Westville IN 46391

Client:
Jobsite:
Project:

Blue Line Park
Mulch

Thank you for allowing Signature Lawns, LLC to submit a proposal concerning the project referenced above. Below I have provided the description of our services, associated costs and terms of the agreement. Please feel free to contact me at 219-326-5028 if you have any questions or require additional information.

Description of services:

Provide labor, equipment and material to complete tasks below in a professional workmanship manner.

- Provide and install 3 inches of hardwood mulch dark brown in color
- All work areas will be cleaned of debris on upon completion

Proposed Cost: \$3,980.00

Conditions:

1. All work based on conversations.
2. Proposal does not include permits.
3. Proposal is valid for 14 days.
4. Proposal may be withdrawn if not accepted within 21 days.
5. Work schedule must be agreed upon prior to commencement.
6. Payment made with credit card will be charged a 3% fee.

Terms of Agreement:

In the event of significant delay or price increase of material occurring during the performance of the agreement through no fault of Signature Lawns, LLC the agreement sum, time of performance, and agreement requirements shall be equitably adjusted by change order. In the event fuel prices exceed \$4.99 per gallon as listed on <https://gasprices.aaa.com> a fuel surcharge will apply. Customer and its associates would agree to hold harmless Signature Lawns, LLC and its associates from any liability caused from damage not occurred by its authorized vehicles or personnel. Payment terms are statement, net 30 days. For each 30 days remaining balance is not received a 1.5% per month finance charge would be applied toward any balances past due.

Proposal

ACCEPTED: The prices above, description of services, terms of agreement and notes are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as noted above. Upon default in payment the undersigned agrees to pay all costs and attorneys' fees incurred by Signature Lawns, LLC in the collection of amounts due.

Michael Albert 4/11/23

Signature, Date

Mgr

Print, Title

Respectfully submitted,

Signature Lawns, LLC

J Skalka

JASON SKALKA – OWNER / PROJECT MANAGER

Proposal



Complete Outdoor Services
0704 S 500 W LaPorte, IN 46350

April 3, 2023

Westville Street Department
Attn: Mark Hale
755 W Main St
Westville IN 46391

Client:
Jobsite:
Project:

New Maintenance Barn
Restoration

Thank you for allowing Signature Lawns, LLC to submit a proposal concerning the project referenced above. Below I have provided the description of our services, associated costs and terms of the agreement. Please feel free to contact me at 219-326-5028 if you have any questions or require additional information.

Description of services:

Provide labor, equipment and material to complete tasks below in a professional workmanship manner.

- Spread topsoil provided by others in dense areas to match exiting turf as needed
- Pulverize topsoil that was spread at a depth of 3-4 inches for seed bed preparation
- Hand rake all edges; hard surfaces will be left 3/4" to 1" down
- Drill custom grass seed mix to ensure soil to seed contact including overseeding existing turf
- Hydro seed newly spread topsoil w/ 100% wood fiber mulch including tackifier
- All work areas will be cleaned of debris on upon completion

Proposed Cost: \$4,362.00

Conditions:

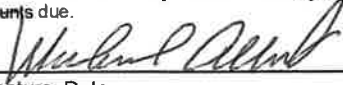
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Signature, Date
Michael Albert *4/11/23*
Council President

Print, Title

Respectfully submitted,

Signature Lawns, LLC



JASON SKALKA – OWNER / PROJECT MANAGER

Nicks Landscaping

\$4810.00

Grade Area, soil Condition,
Seed + straw
(per Foot)

WESTVILLE VOLUNTEER FIRE DEPARTMENT

FIRE PREVENTION



FIRE PROTECTION

P.O. Box 211
WESTVILLE, INDIANA 46391

MARCH 2023

Town of Westville	17
New Durham Twp	7
Jackson Twp	3
Nobel Twp	1
Total	28

Town

EMS Calls	15
Lines down	1
Accidents	1

New Durham Twp

EMS calls	6
Accidents	1

Jackson Twp

EMS calls	3
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Nobel Twp VFD mutual aid

Structure fire	1
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NOTICE OF EXECUTIVE SESSION
TOWN OF WESTVILLE

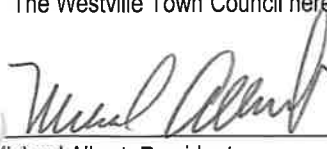
WEDNESDAY, APRIL 27, 2023
3:00 P.M.
COMMUNITY ROOM
100 SETSER DRIVE, WESTVILLE, IN

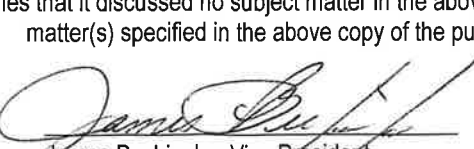
Pursuant to IC 5-14-1.5-5/6, 5-14-1.5-6.1(b)(4), the Westville Town Council will meet in Executive Session on the topic checked as permitted under this Statute.

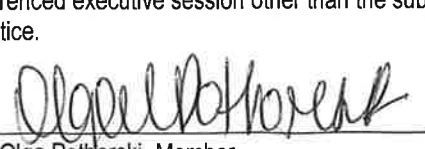
- 1. Where authorized by Federal or State Statute.
- 2. For discussion of strategy with respect to any of the following:
 - (A) Collective bargaining.
 - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
 - (C) The implementation of security systems.
 - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties.
- 3. For discussion of the assessment, design, and implementation of security systems.
- 4. Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana Economic Development Corporation, the Office of Tourism Development, the Indiana Finance Authority, the Ports of Indiana, an Economic Development Commission, the Indiana State Department of Agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- 5. To receive information about and interview prospective employees.
- 6. With respect to any individual over whom the Board has jurisdiction:
 - (A) to receive information concerning an individual's alleged misconduct; and
 - (B) to discuss, before a determination, the individual's status as an employee.
- 7. For discussion of records classified as confidential by State or Federal Statute.
- 8. To discuss, before a placement decision, an individual employee's past performance, behavior and needs.
- 9. To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- 10. When considering the appointment of a public official, to do the following:
 - (A) Develop a list of prospective appointees.
 - (B) Consider applications.
 - (C) Make one (1) initial exclusion of prospective appointees from further consideration.
- 11. To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.
- 12. To discuss information and intelligence intended to prevent, mitigate, or respond to, the threat of terrorism.

CERTIFICATION

The Westville Town Council hereby certifies that it discussed no subject matter in the above-referenced executive session other than the subject matter(s) specified in the above copy of the public notice.

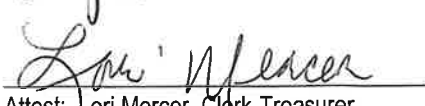

Michael Albert, President


James Bechinske, Vice President


Olga Pothorski, Member


Deborah Kelly, Member

Nate Burnett, Member


Attest: Lori Mercer, Clerk-Treasurer