

## CUMBERLAND TOWN COUNCIL

January 17, 2018

### Minutes

The meeting was **CALLED TO ORDER** and the **PLEDGE OF ALLEGIANCE** was led by President Anna Pea.

**ROLL CALL** was taken by Clerk-Treasurer, Erica Salmon. Present were Council President Anna Pea, Council Vice President Joe Siefker, Council Member Brian Gritter, Council Member Nicole Bell, and Council Member Aaron Cutshaw. Also Present; April Fisher, Chief Michael Crooke, Christine Owens, Ben Lipps, and Attorney Dan Taylor. Minutes were taken by Deputy Clerk-Treasurer, Jill Hendley.

### **CONSENT AGENDA**

Claims Register

January 3, 2018 Minutes

Motion and Second to approve the Consent Agenda

By\*\*\*\*\*. **APPROVED 5-0**

Motion and Second to Approve Umbaugh as Financial Advisor

**APPROVED 5 – 0**

### **CITIZENS COMMENTS (Maximum 5 minutes)**

(none)

### **STAFF REPORT**

**Chris Etherton, Commander, Cumberland Police Department** – still waiting to hear—Mental Health. Gustafason is retiring from the PD. Consensus from Town Council to approve \$ towards retirement gift.

**April Fisher, Town Manager** –

**Gem Sale** – April worked with the appraisers on wrapping up the Gem appraisal. We received the final report on January 12<sup>th</sup>. It is in the 1-17-18 Council Share folder.

**HCI** – The HCI Core Team met to discuss how to improve attendance. They sent out an email to participants who haven't attended the last few meetings updating them on recent information and stressing the importance of showing up to the next 2 meetings. Renee will also send out regular updates. The next two meetings are January 23<sup>rd</sup> and January 31<sup>st</sup>.

**Staff Update** – Carl Reuter has put in his notice that he will be retiring January 19<sup>th</sup>. Ben is seeking an agreement with a contractor to fill the position as water operators are in high demand and difficult to find. Also, Ben and John have been interviewing candidates to fill the open wastewater operator position.

**Ball State Economic Development Course** – April and Christine attended the Ball State Economic Development Course the week of January 8<sup>th</sup>. Between the 2 of them they won 5 Paper Plate awards. April attributes this success to Christine teaching her everything she knows about economic development.

**HEDC** – April attended the regular Executive Committee meeting on January 5<sup>th</sup>. Additionally, she was asked to continue serving as the board secretary for 2018. Mike Fruth with Greenfield Utilities will be the board president for 2018.

### **Planning and Development**

Christine & April Attended the **Indiana Economic Development Course** January 8 – 12 in Muncie.

Christine is tracking **new legislation** working its way through the legislative system. There are multiple bills effecting annexation, local building codes, and wireless facilities. Both AIM and APA-IN have lengthy lists of

the bills they are tracking. The annexation bills are very concerning. Staff will keep you updated throughout the session on bills of concern.

The **Annexation Committee** will meet on January 17<sup>th</sup> to review the draft updated policy.

The **Plan Commission** will meet January 24<sup>th</sup> to conduct the annual review of the Comprehensive Plan and consider sign ordinance amendments we are required to make.

The **Redevelopment Commission** not meet in January. We predict they will have the annual training in February or March.

### **Special Projects**

Renee ordered samples for Cumberland wear. Renee has been working extensively on correcting the webpage and making it more user friendly.

### **Public Works**

#### **Water**

Carl Reuter who has been the Water Operator in Gem since its purchase is retiring. His last day will be Friday the 19<sup>th</sup>. Ben is looking at contracting his position on a month to month bases as water operators are in high demand currently and there is a shortage of operators in Indiana.

There have been 210 new water clients since the purchase of Gem Utilities. 39 new water hookups for 2017.

Katelynn is continuing to cross train to read water meters so we have a backup if needed.

Fine tuning adjustments to reduce iron is improving as filter media is breaking in.

Ben is meeting with firms to look at additional Iron Treatment options to reduce Iron deposits in the drinking water.

#### **Gem Sanitary**

Over the weekend during plant checks a large hole was found in the air channel supplying air to the plats diffuser system. Staff is getting quotes to have this repaired.

219 new sewer connections since purchase of gem.

BBC Pumps will be repairing the main Barnes pump at the north Plant. The pump needs rebuilt due to normal wear and tear.

Operations are within satisfactory levels

Post aeration blowers need replacement at the North plant. Staff is seeking bids to complete this work.

#### **Cumberland Sanitary**

##### **Permit Required Monitoring**

Ben and Wessler are working to continue the phosphorus treatment updates. They will be meeting next week to update the plan and prepare the 50% completion report for IDEM.

All sampling and analysis was completed in accordance with the NPDES permit. The monthly average Ammonia Nitrogen concentration was 13.8% of the permit limit, the Total Suspended Solids concentration was 41.9% of the permit limit, and the cBOD concentration was 14.9% of the permit limit. We are continuing to monitor Total Phosphorus daily on the influent and effluent. The monthly average influent phosphorus was 3.87 mg/L and the effluent was 0.877 mg/L. The percent removal was 77.3%.

The area received approximately 3.96 inches of precipitation during the month. The daily max discharge volume was .900 MGD compared with the daily average design flow of 1.5 MGD and a maximum daily flow of 4.0 MGD. The facility discharged a total of 22.892 million gallons for an average daily flow of 0.7631 MGD, which is 51% of capacity.

Sludge Management and Disposal Sludge wasting has decreased now that we have the solids levels back within an optimal range. Solids concentrations are checked regularly and wasting is adjusted as needed. Our plan is to continue thickening the digester so that there is enough thickened sludge for the centrifuge startup. Due to the extreme cold temperatures, we have not been able to dewater the sludge in the digester. While there is still room for wasting, we will need to process some sludge with the Geo-Tube system prior to the startup of the centrifuge.

##### **Maintenance and Repairs**

We are continuing our efforts to get caught up on deferred maintenance tasks and have made quite a bit of progress. The facility is operating much more efficiently and effectively than it was at the beginning of the year.

The following are maintenance and operational issues that occurred during the November and December.

1. On 12/15/17 we had a flow surge of around 1 million gallons between 630pm and 1100pm. We investigated along the path where there is construction, but were unable to locate the source of the water. The plant handled the flow ok and all sample results have been within permit limits.
2. The D.O. probe controller in SBR 1 failed and was sent in for inspection. Due to the cost of repairing the existing unit, it will probably be best to replace the controller and both D.O. probes. We will be providing a quote for this work.
3. Due to the low temperatures, plant operation was taken out of D.O. control and placed into a timed mode. This will ensure that the blowers run adequately enough to keep the plant in compliance and not have anything freeze up.
4. On 12/18/17, Post EQ pump #2 failed and BBC was called to pull the pump. It was discovered that there was a seal fail and the pump was taken back to BBC's shop.

### **Streets**

Mobile 311 is reporting 41 new work orders have been created and 37 have been completed in the past 2 weeks.

Staff has salted and plowed several times in the past few weeks

Baumgartner was the low bidder on the road improvements put out for bid and will be starting road work this spring.

Ben started work on the LPA contract agreement with INDOT for the CCMG funds.

Ben is working on PASER updates in GIS to plan for future work.

### **Parks**

Ben is working with other staff on buck creek trail oversight.

Browning Day is setting up online surveys for the parks master plan

Ben and Browning Day completed the Draft Parks Master Plan that is due to DNR this month. There is still a lot of work to complete this is just the early submission required by DNR to submit a final in April.

Staff is working on scheduled maintenance list for the winter months for park equipment such as painting, and tree trimming.

Staff will be working on trail trimming over the winter months

### **Staffing**

Ben has extended a job offer to a waste water operator to backfill John Mollencupp's position.

**Sugar Creek** – Gave updates on new station. Should be completed on Feb 22<sup>nd</sup> and running in March.

### **NEW BUSINESS**

Recognition of Former Council Member Mark Reynold – Council President Pea presented a plaque to Mark Reynold for his service on the council over 13 years.

Recognition of Festival Volunteers – Renee recognized the volunteers who helped out with the 2017 Weihnachtsmarkt.

**Tourism Grant**, April Fisher, Town Manager –

Consideration of Resolutions of Encumbrances, Erica Salmon, Clerk-Treasurer –

Motion and Second to approve Resolution 2018-01

By Siefker and Gritter. APPROVED 5 – 0

### **COUNCILOR COMMENTS**

(none)

**FUTURE AGENDA ITEMS**  
**Property that adjoins Lions Park**  
**4 Square Resolution**  
**Legislative...april**

**ADJOURNMENT**

*The Town of Cumberland acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretive services, alternative audio/visual devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the Town requests that individuals make requests for these services at least forty-eight (48) hours ahead of the scheduled program, service, and/or meeting. To make arrangements please contact Christine Owens, Director of Planning & Development at (317) 894-6202 or [planner@town-cumberland.com](mailto:planner@town-cumberland.com).*