310 LANE STREET
NORTH JUDSON, IN 46366

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Town Council of the Town of North Judson
Regular Meeting Minutes

June 16, 2025 – 6:30 PM

The North Judson Town Council met in Regular Session at the North Judson Town Hall, 310 Lane Street, North Judson, IN on the above date and time with the following present: Council President Rowe, Council Vice President Brown, Councilmember Lewandowski, and Banks. Clerk-Treasurer Rowe and Town Manager Leszek were present as well.

The Pledge of Allegiance was recited.

Council President Rowe asked for approval of the agenda. Council Vice President Brown moved to approve the agenda. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Council President Rowe asked for approval of the Minutes from the Regular Council Meeting on June 2, 2025. Council Vice President Brown moved to approve those Minutes. Councilmember Lewandowski seconded the motion, and all Councilmembers present concurred.

Old Business:

Planning Commission/BZA – Vacancy Letter of Interest

The Council has previously reviewed the Letters of Interest, and the interview was moved Monday, June 30, due to scheduling conflicts. They'll conduct interviews before any other scheduled business/meetings.

Town Schedule of Fees – 2025 Update

No immediate action had been taken. Councilmembers were encouraged to review information at their own pace, as there is no urgent timeline for the matter.

Department of Natural Resources – LWCF Grant: Town Park Improvements Project, Phase II

Town Manager Leszek informed everyone that the Indiana DNR had postponed their Land and Water Conservation Fund (LWCF) grant program for the current year. The hope is it will resume next year, which eases the urgency in planning Phase Two of the Town Park Improvements Project. The grant is critical, as it would fund half of the projects cost.

New Business:

USI Consultants: Town ADA/Title VI Plan Updates

Leszek stated that he had been working with USI to complete the road inventory of the town streets through Vialitics. He stated that it will take 8-9 hours for all of the data to be completely downloaded. Once complete, Councilmembers will receive access to the system.

Leszek mentioned that their current ADA Plan hasn't been updated since 2016; Title VI plan is likely from the same period. These plans are necessary for funding eligibility. INDOT has become stricter with the communities applying for their CCMG grants. Leszek informed them that only nine communities were awarded their grant after 40 communities applied. Many were denied due to outdated ADA/Title VI plans. USI provided a $20,000.00 quote to redo both plans. The proposal is to split the cost: half in 2025 and half in 2026. USI is amenable to the arrangement as well. This aligns with the Town's long-term planning strategy to update major plans regularly and avoid last-minute compliance issues. There's optimism that this updated process will yield a more comprehensive and integrated plan than in 2016, which was largely handled by the Town Marshal at the time.

Council Vice President Brown made a motion to authorize USI Consultants to update the Town's ADA/Title VI Plan. Councilmember Lewandowski seconded the motion and all members present concurred.

Recognition of Guest

Anita Goodman was present but had nothing to discuss at this time.

Donna Henry reported that the Mint Festival was a success, with high turnout and positive community feedback. Reports from residents and attendees reflected an overall positive experience with notable improvements from past festivals. A full festival review meeting is scheduled for July 1st at 6:00p.m. at the Town Hall. Council President Rowe proposed a twice-yearly joint meeting. The meeting aims to review festival efforts, coordinate future planning, and strengthen communication across boards and volunteers. The next joint meeting was tentatively scheduled for Monday, June 23rd at 6:00 p.m.

Chad Scutchfield was present on behalf of the Mint Festival Committee but had nothing to discuss at this time.

Chrissie Scutchfield was present on behalf of the Mint Festival Committee but had nothing to discuss at this time.

Christina Alexander was present on behalf of the Mint Festival Committee but had nothing to discuss at this time.

Lea Ann Jones was present but had nothing to discuss at this time.

Terry Young mentioned that the electrical inspector raised concerns about current equipment setup on the south side near the wall. Specifically noted a lack of GFCI outlets, which are required for outdoor safety. Cited issues with non-compliant outlet boxes and improper multi-plug connections. The PA system technician confirmed concerns around efficiency during the festival. They had a temporary solution that was fixed with factory-made, heavy-duty cords with correct plugs to meet immediate safety standards. Action will be needed for a permanent fix or upgrade to meet electrical code compliance before the nest event.

He also mentioned that Henry Lee Summers and his band were delayed due to a vehicle breakdown. Quick coordination allowed the show to go on. Jason Kersting was able to pick up the band and return to the venue to ensure that the scheduled performances continued smoothly. Young continued the emphasis on logistics for the 50th celebration year.

Deb Young stated that the Beer Garden staff strictly enforce 21+ entry with valid photo ID. Several law enforcement officers were denied entry after presenting only badges, which do not include photos. The future solution was to have clear communications to all security and gate teams in advance regarding officers' exemption or alternate ID verification protocols.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe presented the following Customer Adjustment Requests:
-Account No. 3090011: Utility Customer had a large pine tree come down during the large storm which then caused the root ball to break the waterline underground. The first credit is for $431.90 off of the wastewater charge that was due May 12th and $168.53 off the wastewater charge that was due June 12th for a total of $600.43.

Council Vice President Brown made a motion to approve the following Customer Adjustment Requests:
-Account No. 3090011: Utility Customer had a large pine tree come down during the large storm which then caused the root ball to break the waterline underground. The first credit is for $431.90 off of the wastewater charge that was due May 12th and $168.53 off the wastewater charge that was due June 12th for a total of $600.43.
Councilmember Lewandowski seconded the motion, and all members present concurred.

Clerk-Treasurer Rowe presented the following Special Event Application for Council Approval:
James Street Block Party at James Street, North Judson on Saturday, July 5th.

Council Vice President Brown made a motion to approve the following Special Event Permit Application and waive the $50.00 fee. Councilmember Lewandowski seconded the motion, and all members present concurred.

Rowe presented the following Purchase Orders for Council Approval:
P.O. 2819 to Baker Tilly for Monthly Invoice for BT+ per the agreement, Invoice BTMA33101, in the amount of $3,841.83.
P.O. 2820 to Mad Bomber Fireworks Productions for Mint Festival 2025 Fireworks, in the amount of $10,500.00.

Council Vice President Brown made a motion to approve the following Purchase Orders:
P.O. 2819 to Baker Tilly for Monthly Invoice for BT+ per the agreement, Invoice BTMA33101, in the amount of $3,841.83.
P.O. 2820 to Mad Bomber Fireworks Productions for Mint Festival 2025 Fireworks, in the amount of $10,500.00.

Rowe stated that the original planned charging stations, supported by the USDA and state agencies, were delayed due to political changes following elections. Commications and support on the initial initiative is now in motion with a similar fee structure and infrastructure model. The focus is on concrete work and running power to the site. Agencies involved would cover the cost of the charging units themselves.

He also informed the Council that the Liberty Mutual insurance has been successfully renewed. Rowe mentioned that budget discussions are scheduled to begin within the four weeks. Additional upcoming meetings will address fee schedules and other planning items.

School Board – Doug Wilde
Superintendent Kelly Shepherd mentioned that the summer hiring season is underway: the school system is aggressively advertising open positions across multiple platforms. The School Board meets tomorrow night, with no major updates yet beyond staffing needs. Shepherd mentioned the ongoing joint project with the Town involving wood carving at the trailhead area near Blue Jay Drive and Garfield. Contact has been established with Bear Hollow Wood Carvers; initial correspondence has started, no quote yet. There is a plan in place with the tree contractors to preserve usable wood. Wood will be chunked and stored appropriately for potential use in carvings or other park-related features. Sidewalk improvements are being planned around school properties. The sidewalk will run past the old bus garage, superintendent's office, and Garfield Street. Drainage area improvements are part of the plan to ensure continuous pedestrian access. Clarification made that right of way acquisition responsibilities will be handled by the town to streamline sidewalk installation, rather than placing the burden solely on the school system.

Building Inspector – Todd Jackson
Nothing presented.

Code Enforcement – Town Marshal Frank Thomas
Town Marshal Thomas stated that there were no major updates; routine enforcement continues.

Unsafe Hearing
Clerk-Treasurer Rowe stated initial unsafe building letters have been sent out. The department is currently in the waiting period for responses or action within the required timeframe. No updates yet on any properties being recovered or voluntarily resolved. No Unsafe Building and Hearing Authority meetings scheduled at this time. Next possible meeting could be aligned with the second regular meeting in July, unless urgent matters arise sooner.

BZA/Planning Commission
Nothing Presented.

Redevelopment Commission
Nothing Presented.

Park Board – Nick Radtke
Town Manager Leszek mentioned that the Town Parks were heavily used during the recent festival, with high participation in the Home Run Derby and Volleyball Tournament. The Trolley Stop Service was noted as a huge success as it helped facilitate access and boosted engagement in park events.

There were questions regarding the Employee Appreciation Day. Leszek informed everyone that the event was scheduled for Thursday, July 18th, from 2:30 p.m. to 4:00 p.m.

Police Department – Town Marshal Frank Thomas
Thomas mentioned the festival weekend went smoothly, no major issues reported. Only a few minor disturbances occurred. Officers were well-positioned throughout the event, providing visible and effective coverage. There was also general praise for the blue uniform visibility and overall department presence during the event.

Fire Department – Fire Chief Todd Jackson
Assistant Fire Chief Nathan Henning informed the Council that Todd Jackson has stepped down as Fire Chief and is taking indefinite personal leave. Per the department bylaws, Henning will serve as Acting Chief until the July meeting, when restructuring will occur.

Henning mentioned that the department's Fish Fry had a strong turnout and favorable weather. Their Mint Festival participation included Touch-a-Truck, Poker Run and Parade. Each event went smoothly with no reported issues.

Town Manager Leszek presented the following Purchase Orders for Council Approval:
P.O. 2811 to Ken & Tammy's Collison Autobody for 2013 Ford Expedition EL XL 4WD Deer Collision Deductible, Invoice 4564, in the amount of $2,500.00.
P.O. 2818 to Macqueen for Fire Gear & Annual Service, Invoices P48223, P46430, P04824, P35161, P29626, and P27920, in the amount of $7,577.86.

Council Vice President Brown made a motion to approve the following Purchase Orders:
P.O. 2818 to Macqueen for Fire Gear & Annual Service, Invoices P48223, P46430, P04824, P35161, P29626, and P27920, in the amount of $7,577.86.

Utility Department – Utility Supervisor Kimberly Kapp
Utility Supervisor Kapp stated the crew have been dealing with increased pumps clogs at the plant. There is still an ongoing issue with flushable wipes causing backups and maintenance strain. The crew had heavy focus on mowing and weeding across public spaces in preparation for and during the Mint Festival. Festival-related groundwork has dominated the past two weeks of departmental activity.

Utility Supervisor Kapp presented the following Purchase Orders for Council Approval:
P.O. 2812 to Utility Supply Company for 4 ½ Hydrant Extension (1) and 5 ¼ Hydrant Extension (1), Invoices 1522717 and 1553368, in the amount of $2,385.86.
P.O. 2813 to Dixon Engineering for Maintenance Inspection on Two Water Towels, Invoice 25-0457, in the amount of $9,700.00.
P.O. 2814 to Eco Infrastructure Solutions for 13ft Camel Vac Hose, Invoice 20185, in the amount of $1,065.73.
P.O. 2815 to EJP for Labor, Hydrant Repair Training & Adapters, Invoice 6491142, in the amount of $750.00.
P.O. 2817 to Napa for 6" Wire Wheels (4), Lamp Holder (2), and Satco LED Light Bulb (4), Invoice 925546, in the amount of $623.22.
P.O. 2821 to Alexander Chemical for Chlorine (10), Sulfur (10), Chlorine (6), and Sulfur (9), Invoices 95490 and 92320, in the amount of $7,577.86.

Council Vice President Brown made a motion to approve the following Purchase Orders:
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Councilmember Banks seconded the motion, and all members present concurred.

Town Manager – Joe Leszek
Town Manager Leszek stated that a new part-time employee, Eli Radtke, has been hired to assist with park maintenance duties. Radtke has been actively working, including over the past week and again today. Responsibilities include general park maintenance, assisting with mulch, trailer setup, and various tasks at Norwayne Field. Radtke has reported to be working out well and is happy to be on the team.

Town Manager Leszek presented the following Purchase Orders for Council Approval:
P.O. 2816 to Jackson Seed Sales & Service for Layout & Service, Invoice 1014, in the amount of $887.50.

Council Vice President Brown made a motion to approve the following Purchase Orders for Council Approval: P.O. 2816 to Jackson Seed Sales & Service for Layout & Service, Invoice 1014, in the amount of $887.50.
Councilmember Banks seconded the motion, and all members present concurred.

Legal Updates – Town Attorney Justin Schramm
Nothing Presented.

Additional Business Deemed Necessary by the Council:
Council President Rowe expressed sincere thanks to all involved in making the Mint Festival a success. There were numerous positive comments received both online and in-person. Rowe expressed his appreciation to all departments, volunteers, and partners involved in organizing and supporting the festival.

Payment of Claims:
Council Vice President Brown made a motion to pay Payment of Claims in the amount of $150,216.18. Councilmember Lewandowski seconded the motion, and all members present concurred.

Council Vice President Brown made a motion to adjourn, Councilmember Lewandowski seconded the motion, and all members present concurred.

Meeting adjourned at 7:12 P.M.

	Attest:
John Rowe, Council President	Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, July 7, 2025, at 6:30 P.M.