



Town Council of the Town of North Judson
Regular Meeting Minutes

July 15th, 2024 – 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 Banks and Lewandowski, Town Manager Leszek and Clerk-Treasurer Rowe 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 July 1st, 2024. Council Vice President Brown moved to approve those Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Old Business:

2025 CCMG Street & Sidewalk Paving Project

Town Manager Leszek started off by saying that they have three different street improvement project proposals from USI for 2025 street paving. He continued that the first quote was for five streets making the Town's match \$61,750.00. If the Council wanted to include the Main Street paving and sidewalks, then the new match would be \$87,000.00. Leszek wanted to remind everyone that in 2025 Weninger Street would be repaved and that they were going to be a little bit short paving until the woods ballards. The Town would then have to cover the cost of an additional 8-foot section along the north side of Weninger to not leave half of each parking space paved and half unpaved. The cost was estimated to be between \$12,000 to \$15,000 to finish that section. Clerk-Treasurer Rowe stated that he included the preliminaries for USI and Fleis and the Year-to-Date for both companies and the breakdown of the totals that Leszek just discussed. Rowe stated that given that they do have a smaller CCMG project this year with their match being 12,500.00. He mentioned that park beautification could possibly assist with the cost among other avenues. He said it made more sense to find the funding for the extra streets and sidewalks than to not fix them at all. Leszek agreed with Rowe noting that it would be a big improvement given Main Street's need for repaving and the sidewalks absolutely need to be redone. Leszek put the decision up to the Council on whether they wanted to continue on with just the five roads or go ahead and repave six roads.

Vice President Brown made the motion to approve the submission of the 2024-02 INDOT Community Crossing Matching Grant Project with the local match estimated to be \$87,000.00, and to approve the additional paving along the north side of Weninger Street. Councilmember Banks seconded the motion, and all members present concurred.

Mark Rippy – Town Park Table Donation

Mark Rippy stated that Gleaner's Life Insurance Society held a meeting at which time the members were curious when the project was going to be completed and the new tables. Leszek confirmed that the project should be completed in October of 2024 at the latest. Rippy then introduced the president of his organization, Jamie Shireman. Shireman presented a check to the Town in the amount of \$8244.25 for the purchase of tables for the new shelter going in as part of the Town Park Improvement Project. Rowe stated that there is a Park Equipment Fund into which he will deposit the check as this fund was created for this very purpose – park equipment improvements. Shireman stated that she was glad that they could help the Town with this and that they were very excited about the project. Rowe stated that he would be ordering a bronze plaque to recognize their donation.

2025 Budget – Planning Workshop & Public Hearing/Adoption Timeline Discussion

Clerk-Treasurer Rowe referenced the most recent financial reports from January 1st through June 30th in first mentioning that the MVH Fund was slightly lower than when they started the year, but also that we're only halfway through the year. He stated that MVH restricted was in healthy shape which is good since they will be doing a larger paving project in 2025. Rowe stated that he would be placing the check into the Recreation Equipment Fund and that there was already a healthy amount in the fund. Rowe stated that all of the EDIT funds were doing very well, especially with it being halfway through the year. He also stated that the Town's lease with First Farmers had been paid off so there would be more funds available. He stated that he would like to schedule a meeting between the department heads for early next week in order to get the Form 1's back to Baker Tilly by August 2nd. He would like to go over the previous year's budget, the first half of the current year's spending, and 2025 projections for appropriations and revenues.

New Business

DNR LWCF Park Improvements Project Update

Town Manager Leszek stated that the project is mowing along. The contractors are hoping for early completion sometime in September, but the actual completion is set for October. He explained that the contractors are currently finishing up the last bits of concrete work and then they will be waiting for contractors to install the playground equipment. The playground equipment will be installed after the school year begins and should take about a week to set everything in place. Leszek stated that after all of that is done, then the next focus will be working on the walking trail. Clerk-Treasurer Rowe mentioned surfacing as well, which will be installed after the play equipment is in place. Leszek noted that it was exciting to see the playground representatives come view the park and discuss the final stages of the project.

Town Ordinance No.2024-04: Establishing a Fund for Monies Received for AEDs

Clerk-Treasurer Rowe stated that this Ordinance was to establish a fund for monies received for AEDs for Police Department of the Town of North Judson, Indiana. Town Ordinance No.2024-04. The Town Council desires to create a fund for the monies received for purchase of AEDs and the Town Clerk-Treasurer's would be responsible for placing all sums of money received into the newly established fund. Rowe stated that the Ordinance would create Fund No. 409 which is a police equipment fund.

Vice President Brown made a motion to adopt Town Ordinance No.2024-04. Councilmember Banks seconded the motion, and all members present concurred.

Recognition of Guest

Mark Rippy was present.

Jamie Shireman was present.

Scott Krzyzanowski was present but had nothing to discuss.

Bill Ramp was present but had nothing to discuss.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe stated that Peterson Consulting assists the Town with our Capital Assets reporting for the year. Rowe presented the new Peterson Agreement that will allow the continuation of their assistance for the annual Capital Asset reporting that's due with the Annual Financial Reporting every year.

Council Vice President Brown made a motion to retain Peterson Consulting Services for the Town's Capital Asset Reporting for Year-End 2024. Councilmember Banks seconded the motion, and all members present concurred.

Rowe then presented the following:

P.O. 2615 to Guitar Center for Bose L1 Pro16 System, Invoice 6221149464, in the amount of \$1,899.00.

Council Vice President Brown made a motion to approve the following, P.O. 2615 to Guitar Center for Bose L1 Pro16 System, Invoice 6221149464, in the amount of \$1,899.00. Councilmember Banks seconded the motion, and all members present concurred.

Rowe presented two Special Event Permits Applications:

The 5th Annual Harvest Hustle at Norwayne Field to be held on Saturday, October 19th, 2024; Organized by the the Hope Restored Recovery Home. They are requesting the road be closed from Main Street from Highway 10 to the Bike Trail. Rowe stated that the Council could approve their permit pending the approval of the emergency first responders' approval of the route.

Purple Tent of Hope Ministries at Norwayne Field to be held on Saturday, August 10th, 2024.

Council Vice President Brown made a motion to approve the Special Events Permit Applications and to waive fees for:

The 5th Annual Harvest Hustle at Norwayne Field to be held on Saturday, October 19th, 2024; Organized by the Hope Restored Recovery Home. They are requesting the road be closed from Main Street from Highway 10 to the Bike Trail. Rowe stated that the Council could approve their permit pending the approval of the emergency first responders' approval of the route.

Purple Tent of Hope Ministries at Norwayne Field to be held on Saturday, August 10th, 2024.

Councilmember Banks seconded the motion, and all members present concurred.

Rowe then brought up the topic of the unfunded transit projects. He had received an email from Edwin Buswell at KIRPC stating that they had been asked to gather information about any unfunded transportation projects throughout the state. He went on to say that it can include road projects as well as trails and transits. Rowe mentioned that we currently have a trail project going through Town now, but there is a hope to go to the county line and meet with Lacrosse. Rowe also mentioned that the Park's 5-year Master Plan also includes improved trail access. Council President Rowe also mentioned that they have roads that need repaved like the one need the Hidden Diamond. Clerk-Treasurer Rowe stated that there was a spreadsheet with all of this information, but he still wanted to bring it up to the Council to hear their thoughts. Town Manager Leszek added by saying that he would be able to get an updated quote of what it would take to pave Arloa Lane and back around the Hidden Diamond and into a parking area. CT Rowe stated that the previous design was to come in on Arloa and go to the west around the fence so that the parking would be along the west and south side of the field, closing off High Street. The parking would be by 3rd base and wrapped around along the first base line behind each dugout. Rowe stated that the plans were drawn up and he could show the Council so that they could get a visual of what the parking in that area would look like. Rowe also mentioned that this would be in conjunction with utilizing the woods behind it as a 9-hole disc golf course. Rowe stated those designs are currently in their 5-year Master Plan. He stated that if anyone had any ideas, they would be able to sit down and go over the spreadsheet. Council President Rowe asked if the unfunded transit also included alleys. Clerk-Treasurer Rowe was not sure but he would assume that alleys would fall under the transit category. Council President Rowe suggested that we should look into the seeing if they could help us fix our alleys.

School Board – Doug Wilde

Wilde explained that the school's projects were all going well. He stated that the middle school is being redone. Council President Rowe asked if they were planning on reopening the middle school. Wilde replied that the middle school will be opening the 2025-2026 school year. He stated that they are repainting and getting new bleachers and scoreboards for the gymnasium. Wilde believes that the plan is to fully open the middle school up to grades 5th-8th for the 2025-2026 school year. He also mentioned that they did hire NJ-SP graduate Angie Burkett-Radkte as the new middle school principal. Superintendent Shephard is hoping she can help with the truancy at the schools like she was able to do in Pulaski County. Council President Rowe asked if the School Resource Officer was able to help with that as well. Wilde noted that the state had recently passed new policies. Shephard would like to have her work with the prosecutor's office to build a program like she did with Pulaski County. Wilde had a question about the sidewalk project. He was wondering where the Town was planning to place the new sidewalks. Leszek informed him that the sidewalks would be down on Garfield Street by the property the school owns and then in front of the school and the bus garage. Leszek continued to explain that the sidewalk would be on the side of west side of Garfield, coming down from Route 10 and then it would come to an ADA transition. The sidewalk will continue head west again and head down Campbell Drive on the north side then jump over at the High School to the south side and run straight in front of the school. Leszek stated the school will now have ADA accessible sidewalks and ramps in front of the school. He stated that they will not be adding anything near the ditch so the sidewalks will wrap back around the north side of Campbell. Wilde asked what would happen if someone did not agree to the new sidewalks. Leszek stated that he had not heard any complaints about the new sidewalks and that the project has been discussed with Superintendent Shephard before. Council President Rowe asked if there was a concern regarding the sidewalks. Wilde said that he had no concern, the topic was on the agenda of the next school board meeting and that he wanted to get some information to bring to the meeting. Council President Rowe also wanted to mention that Doug Wilde was now the President of the School Board.

Building Inspector– Nick Radtke

Nothing presented.

Code Enforcement – Town Marshal Kelly Fisher

Town Marshal Fisher stated that had been three high grass tickets written. She had Town Manager Leszek print out the spreadsheet from their new system that shows all of the written violations. She continued to say that she was able to get in contact with the owner of the semitruck on Sycamore Street. She said that the owner had been unloading trim from the house and that as soon as he was done the semitruck would be removed from the property, he was hoping to have it done by the weekend. Council President Rowe asked about the grass violation from Brian/Liberty. Clerk-Treasurer Rowe informed him that he put them in touch with Billing Clerk Lewandowski to help them get in touch with a contractor to mow their property.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Nothing Presented.

Redevelopment Commission

Clerk-Treasurer Rowe wanted the Council to start planning for their next meeting. He had the tentative date of Monday, August 19th. He stated that if anything changes then they would be able to move it up.

Park Board – Nick Radtke

Nothing Presented.

Police Department – Town Marshal Kelly Fisher

Town Marshal Fisher stated she spoke to Leszek about the garage doors at the Police Department. She explained that the garage doors have been fixed multiple times and now they are getting to the point where they just need to be replaced. She had spoken with Leszek about getting an estimate for new doors and he had contacted DC Garage Doors for two 10'X9' white garage doors and the estimate was \$5,275.00. She mentioned that Leszek told her that the estimate would be within budget if they took the amount out of a few of the funds. Leszek explained that the estimate was for everything except the garage door openers and that they would be using the existing openers if they were able to get the doors replaced. Council President asked if it would be possible to have the Utility Crew put up the new doors. Utility Supervisor Kapp stated that she would look at the doors and see if it was possible. Fisher stated that nothing had to be done now but she would like to have them replaced before winter since the current doors are not sealing properly. Fisher stated that starting next week she will be sending out the new police schedule. She is grateful for finally having a full staff. She explained that Chief Deputy Marshal Thomas had a few more training sessions to complete but would be officially on the schedule starting on Monday. Fisher also wanted to mention that she had been working with Leszek, Kara Lewandoski, and Deputy Clerk Erin Chaja to get ready for Movies in the Park. She explained that both Lewandowski's helped get boxes together for the Police Department to paint for the children attending the movie. She said that they were also going to provide water, popcorn and cotton candy.

Fire Department – Fire Chief Todd Jackson

Nothing Presented.

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp stated she emailed the weekly report on Friday. She only had a few highlights for the Council. She stated that she had a visit from the Wastewater IDEM Inspector and that they were deducted for a few small things but nothing major. The corner of Highway 10 and George Street has been paved and completed. She mentioned that they did have to have Town & County come out and fix the value box since the heat caused the hot patch to settle causing someone to hit the lid and damage it. Kapp stated that with the amount of rain we have gotten, the waste plant had a couple of fits. She explained that the utility crew had spent the day draining tanks, cleaning tanks and then filling them back up. The crew has also been doing maintenance on some of their equipment at the plant.

Kapp presented the following:

P.O. 2604 to Republic for Removal of Sludge Dumpsters (2), Invoice 0717-001626239, in the amount of \$4,090.50.

P.O. 2605 to BL Anderson for Yearly Calculation of Flow Meters and Firm Wore Update, Invoice 032455, in the amount of \$1,284.62.

P.O. 2606 to Peerless Midwest for Troubleshoot Well Processors Issue, Invoice 79552, in the amount of \$560.00.

P.O. 2607 to H&T Electrical for Reroute extension cords so they had 8 circuits available, Tripping Breaker issue during Mint Festival, Invoice 2322, in the amount of \$1,430.00.

P.O. 2608 to H&T Electrical for Inspected pumps at WWTP, Invoice 2301, in the amount of 562.08.

P.O. 2609 to NWI Concrete for Repair Sidewalk and Curb on Talmer Avenue, Invoice 606, in the amount of \$1,682.00.

P.O. 2610 to Town & County for Repairs to Road, Sidewalks, Water and Sewer, in the amount of \$10,248.00.

P.O. 2616 to H&G Underground Utilities LLC for Water Main repairs and insertion value, installation at George Street/State Road 10, Invoice 3569, in the amount of \$39,448.00.

Council Vice President Brown made a motion to approve the following:

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Councilmember Banks seconded the motion, and all members present concurred.

Town Manager – Joe Leszek

Town Manager Leszek stated he has been working with the Police Department on demoing their new Visual Labs body cameras. He explained that the deputies will be testing out the cameras for the next 30 days to see how they like it. Leszek explained that Fisher reported that the footage and usage is great but the camera itself was a bit bulky. Council President Rowe asked if the camera was the size of a smart phone. Leszek replied that the cameras could be compared to the size of Galaxy Pro 6 making them decently size. He stated that they started looking into Visual Labs' cameras since they were the most cost-efficient option for the Department. He stated that companies like Motorola were overpriced but Leszek did end up reaching back out to Motorola to explain that they were out of the Town's price range, but they came back with new estimates. He stated that Motorola gave them a price of \$7,000.00 for the first year and that would include all five cameras and then every year after that would be around \$3,400.00. Councilmember Lewandoski asked if the \$7,000.00 was just the setup fee or if it would include the purchase of the cameras as well. Leszek confirmed that the price would include all five cameras and two chargers. He stated that they were still trying to get more information while the officers finish their demonstration with Visual Labs. Council President Rowe asked if the cameras would be left at the Police Department or if the officers would keep them. Leszek replied saying that each officer would have their own camera that would be theirs and that the fifth camera would stay at the PD for any part-time reserve officer to use. Fisher stated that they would be creating an S.O.P. for utilizing and maintaining the body cameras. She also stated that the night vision on the Visual Lab cameras was not very good and that is why she wanted to do the demonstration first to see if the cameras would be something the Police Department would use. She wants to make sure that if they are going to get the cameras then she wants to make sure that they get ones that are going to be good quality for use. Leszek also stated that they would probably be able to purchase cameras using the Opioid Unrestricted Funds and then going forward they could continue to use the Fund for future costs. He mentioned that he had everything set up for the ATTO payroll app. They have everything setup, they just need to make sure all of the information is uploaded correctly. Leszek mentioned that he is going to schedule a meeting with Fisher and Rowe in order to get everyone involved in the process up to speed with the program, including how it is set up and if they would like to make some changes. He wants the program to be easy for Fisher to print out the deputies hours at the end of every two-week pay period.

Leszek presented the following:

P.O. 2611 to H&T Electrical for Splashpad Sensor Repair, Invoice 2303, in the amount \$1,657.35.

P.O. 2612 to Gary & Sons for Mowing of Pioneer and Highland Cemetery No.5, in the amount of \$2,000.00.

P.O. 2613 to Fleis & Vandenbrink for Des #2003029, Invoice 70041, in the amount of \$1,338.55.

P.O. 2614 to Combs Pest Control for Town Hall (1), WWTP (1), Firehouse (1), Water Dept. & Town Garage (2), Invoice: 13355, 13352, 13356, 13353, 13354, in the amount of \$1,790.00.

Council Vice President Brown made a motion to approve the following:

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Councilmember Banks seconded the motion, and all members present concurred.

Leszek presented a milage claim for the Stellar Pathways Conference for 224 miles, in the amount of \$150.08. Council Vice President made the motion to approve the milage claim presented by Leszek. Councilmember Banks seconded the motion, and all members present concurred.

Vice President Brown wanted to know if Leszek ever contacted Gary & Sons about mowing around the fences at Pioneer Cemetery. Leszek was able to get ahold of them and explain that both sides of the fences need to be mowed at the Cemeteries. Brown also wanted to mention that someone finally mowed the old Armory building, but they did not mow near the fence, so the grass is only getting higher. Fisher stated that she would be reaching out to the owners again.

Legal Updates – Town Attorney Justin Schramm

Town Attorney Schramm stated that he had spoken with Clerk-Treasurer Rowe about a phone call he had received about the Smoke Shop's distance from the schools. Schramm continued by saying that there was a law stating that the building could not be within 200 feet of the school, but the law changed back in July of 2020 that now states that the building cannot be within 1,000 feet of the school. Schramm was informed by the callers that the nearest point to the school was 968 feet from the new Smoke Shop. He stated that unless told otherwise by the Council he was just going to thank the callers for informing them of this information and that they should do whatever they think is necessary. Schramm believed that they were not looking to take any legal action but rather they wanted to bring it up to the Council's attention.

Schramm asked if Clerk-Treasurer Rowe ever heard back from a closing company about a lien placed on a piece of property in Town. He stated that he had received an email from the attorney and never heard anything more. Utility Billing Clerk Lewandowski stated that she heard back from them earlier in the day. She explained that they closed on the house and that they owe the past due money in an escrow. The new owners will receive the money in 30 days and then they are supposed to come and pay the past due balance; if they are not able to get it taken care of. Schramm stated that he was grateful for the update since he never heard back from anyone on his end.

Leszek stated that he had been working with Fisher on renters that are in violation of the Town Ordinances. The deputies are not getting any responses back after the violations have been issued. Leszek stated that they are now trying to get in contact with the property owners to inform them of the violations. Schramm asked what kind of violations they were talking about. Leszek replied that the violations included the normal violations like tall grass and rubbish in the yard. Schramm stated that once a violation is issued then the property owner is responsible for taking care of the issue. Leszek agreed and stated that the department is not interested in writing tickets, the Town would just like to have the yards cleaned up. Schramm stated that in his experience about 1/3 pays for the violations, 1/3 pays after court enforces them and the remaining 1/3 never pays at all. Clerk-Treasurer Rowe stated that he did receive a payment of \$645.00 from Knox City Court House that came through EFT from the 2020, 2021, 2022, and 2023 collections. Schramm confirmed that sometimes you do get payments through collections but most of the time you do not get all of the violations paid.

Additional Business Deemed Necessary by the Council:

Nothing Presented.

Payment of Claims:

Council Vice President Brown made a motion to pay Payment of Claims in the amount of \$122,780.67. Councilmember Banks seconded the motion, and all members present concurred.

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

Meeting adjourned at 7:37 P.M.

A handwritten signature in blue ink, appearing to read "John Rowe", written over a horizontal line.

John Rowe, Council President

Attest:

A handwritten signature in blue ink, appearing to read "Andrew J. Rowe", written over a horizontal line.

Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, August 5th, 2024, at 6:30 P.M.