

310 LANE STREET
NORTH JUDSON, IN 46366

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Town Council of the Town of North Judson
Regular Meeting Minutes

July 7, 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, Councilmembers Windbigler, 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 Lewandowski seconded the motion, and all Councilmembers present concurred.

Council President Rowe asked for approval of the Minutes from the Regular Council Meeting on June 16, 2025. Council Vice President Brown moved to approve those Minutes. Councilmember Lewandowski seconded the motion, and all Councilmembers present concurred.

Council President Rowe asked for approval of the Minutes from the Special Council Meeting on June 30, 2025. Council Vice President Brown moved to approve those Minutes. Councilmember Lewandowski seconded the motion, and all Councilmembers present concurred.

Council President Rowe asked for approval of the Minutes from the Special Council Meeting on July 1, 2025. Council Vice President Brown moved to approve those Minutes. Councilmember Windbigler seconded the motion, and all Councilmembers present concurred.

Old Business:

Town Schedule of Fees – 2025 Update

Clerk-Treasurer Rowe stated that he and Town Manager Leszek would be conducting a planning session with department heads to go over Form 1's for the 2026 Budget. That would also be a good time to continue discussions of the fee schedule.

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

Town Manager Leszek stated that Troyer Group is going to come back with quotes for the Town. Leszek stated that they are trying to acquire all documentation from the Town Park projects to be included in this year's (now canceled) Park Improvements Project Phase II grant application through the Department of

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Natural Resources LWCF grant. The Town is seeking to have these plans on the shelf and ready to go if funding becomes available. Rowe then stated that the LWCF grant may return next year, which does give the Town some time to discuss the proposed projects in more detail.

New Business:

2026 Budget: Form 1's & Budget Calendar

CT Rowe stated that he had given all forms and calendars to the Council during their previous meetings. Budget meetings with department heads will be scheduled in order to present funding requests and complete the Form 1's. Rowe stated that once he reconciles accounts through June 2025, data will be sent to Baker Tilly for their analysis of the first six months of the year and where the Town stands financially. Current year's actual and expected revenues and appropriation disbursements will be considered during the budgeting process. Town officials will analyze departmental funding requests and funding abilities/limitations during the Town's 2026 Budget building process.

Recognition of Guest

Anita Goodman reminded everyone that all elected officials must file CFA-1 and CFA-4 forms. These forms are required if income exceeds \$5,000 annually. The deadline for submission forms is Friday, July 11th at 12:00 PM CST. Submissions can be made via email or delivered in person. Late submissions will incur a fine.

Donna Henry was present on behalf of the Mint Festival Committee. She stated that a follow-up meeting was held to discuss all the events and collected suggestions for improvement. Henry mentioned that their next meeting is scheduled for Monday, July 29th at 6:00 PM. Open invitation extended to anyone interested in participating. The focus has shifted to preparations for the 2026 festival.

Scott Bahock was present but had nothing to discuss at this time.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe presented the following Customer Adjustment Requests:

- Account No. 7565004: Utility Customer did not receive pool fill credit from last month bill due June 12, 2025. They are requesting to credit \$26.88 off their wastewater amount making their new amount due \$130.82.
- Account No. 6977019: Utility Customer's meter came through as an error during meter reads. The account needs to be credited \$1,863.32 down to their average bill amount of \$104.34.
- Account No. 5350011: Utility Customer's meter came through as an error during meter reads. The account needs to be credited \$209.85 down to their average bill amount of \$104.34.
- Account No. 7805002: Utility Customer moved into a new home and filled her pool up. Due to being the new owner of the property, the computer did not have any previous consumption to base a credit from, and they were not given one. We took their average wastewater from their previous home in town from the beginning of the year to their average. They are asking for a credit of \$75.00 to be taken off their new property's water bill making the new amount due \$428.16.

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

- Account No. 7565004: Utility Customer did not receive pool fill credit from last month bill due June 12, 2025. They are requesting to credit \$26.88 off their wastewater amount making their new amount due \$130.82.

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-Account No. 7805002: Utility Customer moved into a new home and filled her pool up. Due to being the new owner of the property, the computer did not have any previous consumption to base a credit from, and they were not given one. We took their average wastewater from their previous home in town from the beginning of the year to their average. They are asking for a credit of \$75.00 to be taken off their new property's water bill making the new amount due \$428.16.

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

Rowe presented the following Purchase Orders for Council Approval:

P.O. 2838 to 1st Source Insurance for Renewal of C-CA Effective 7/4/2024 for NJ-WT Fire Department, Invoice 8000, in the amount of \$2,369.00.

P.O. 2837 to OTES for Signage for Town Hall and Town Park, Invoice 4947, in the amount of \$715.00.

P.O. 2836 to Boyce Systems for Software Maintenance for Keystone Billing, Device, Fund, and Payroll, Invoice INV119190, in the amount of \$12,175.00.

P.O. 2835 to Baker Tilly Advisory Group, LP for Monthly invoice for BT+, Hours YTD 121.00 of 180, in the amount of \$3,750.00.

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

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Councilmember Banks made a motion, and all members present concurred.

School Board – Doug Wilde

Nothing Presented.

Building Inspector – Todd Jackson

Town Manager Leszek informed the Council that Todd Jackson has announced his resignation. Jackson remains available to continue handling permits temporarily during the transition.

Code Enforcement – Town Marshal Frank Thomas

Town Marshal Thomas stated that he contacted 19 citizens over the past 30 days regarding various ordinance violations. Some properties may need to move forward with more accelerated measures due to lack of response after repeated warnings. There was discussion regarding the High Street ordinance violations and inspection warrant. The inspection warrant has been issued, but photos from the inspection need to be sent to Town Attorney Schramm in order to move forward. Leszek will track down the photos and submit those to Schramm.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Nothing Presented.

Redevelopment Commission

Clerk-Treasurer Rowe stated that the next scheduled meeting would be on Monday, July 21st.

Park Board – Nick Radtke

Town Manager Leszek stated that some planted vegetation did not take root. Areas have been replanted and are currently being watered regularly to ensure better growth. There have been ongoing sewer issues at the Town Park bathrooms that were investigated by the Utility Crew. They have decided to install a new sewer line to George Street. They will also be installing a second tap for any nearby developments.

Police Department – Town Marshal Frank Thomas

Thomas mentioned that they had 424 total calls for the previous month. He noted the month as an unusually slow period, possibly due to high heat.

Thomas presented the following Purchase Orders for Council Approval:

P.O. 2822 to Ken & Tammy's Collision Auto for 2016 Ford Police Explorer Repairs, Invoice 4652, in the amount of \$2,219.56.

P.O. 2823 to Law Enforcement Training Board for Tier II Basic Course for Adam Stoll, Invoice 2025-652, in the amount of 540.00.

P.O. 2824 to Dustin Stamps for Vented Rotors (2), Set Pursuit Pads (1), Labor (1), in the amount of \$586.00.

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Fire Department – Fire Chief Todd Jackson

Newly Elected Fire Chief, Nathan Henning, stated that recent restructuring took place. He has been appointed as the new Fire Chief. Kevin Brown was elected as Assistant Chief. The Department currently has at least two open spaces. A few applications have been received. Recruitment efforts were boosted during Mint Fest. Henning mentioned that their building had infrastructure needs to which the Council advised the Fire Department to gather quotes for all major repairs or purchases. The Council will consider funding options based on the quotes and plans provided.

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp stated that they completed a water meter replacement, providing a hands-on learning experience for new employees. They also replaced a meter pit, which was a new task for the crew, offering valuable field experience. The crew also responded to a sinkhole report on Main Street.

The investigation revealed a collapsed brick manhole due to age and deterioration. They removed the failed structure and reconnected the lateral line to the main.

Kapp presented the following Purchase Orders for Council Approval:

P.O. 2825 to Platinum Chemicals Inc. for Hand Sanitation Wipes (3), Shipping and Handling (1), Invoice 12196-01, in the amount of \$1,292.00.

P.O. 2826 to USA Bluebook for WWTP Lab Supplies, Invoice INV00735095, in the amount of \$546.88.

P.O. 2827 to BL Anderson for Correction to PLC Clock added Trends to Screen Calibrated WWTP Flow Meters, Invoice 036406, in the amount of \$1690.17.

P.O. 2828 to Flow Technics for Labor Hours CSO Pump (4.5), Shop Supplies (1), Invoice INV000011715, in the amount of \$722.50.

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 he had been working to complete the vouchers and paperwork to close out current the CCMG grant projects. He is preparing to become eligible for the next round of CCMG funding. They are continuing collaboration with HWC and Focus Audio to meet audio/visual requirements. The Town is now recording live meetings to comply with state requirements, successfully meeting those obligations.

Leszek presented the following Purchase Orders for Council Approval:

P.O. 2829 to Fleis & Vanderbrink for DES #20030029, Invoice 74017, in the amount of \$1,340.05.

P.O. 2830 to USI for DES #2101695 2025- 2 CCMG, Invoice 24902 and 24875, in the amount of \$4,404.00.

P.O. 2831 to Troyer Group for Park LWCF Project, Invoice 63488, in the amount of \$5,965.00.

P.O. 2832 to H&T Electrical for New Service in Norwayne Park, Invoice 3019, in the amount of \$11,594.07.

P.O. 2833 to Focus Audio & Visual for Setup of Video and Audio to broadcast meetings, Invoice 162545, in the amount of \$9,408.47.

P.O. 2834 to Dicks Sporting Goods for Owala Bottles (19), Invoice 500041475154, in the amount of \$569.81.

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

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P.O. 2834 to Dicks Sporting Goods for Owala Bottles (19), Invoice 500041475154, in the amount of \$569.81.

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

Legal Updates – Town Attorney Justin Schramm

Schramm thanked the Council for allowing him to attend via Zoom. He stated that there were no immediate updates, or urgent legal matters were presented. Schramm stated that once he received the inspection warrant photos he plans to file a complaint to initiate legal action.

Additional Business Deemed Necessary by the Council:

Council President Rowe reminded everyone that the Employee Appreciation would be Friday, July 18th at the Town Park. Clerk-Treasurer Rowe stated that the State Board of Accounts would be coming soon for our audit examination of the prior two years. The kickoff event, he anticipates, would be within the next two-to-three weeks.

Payment of Claims:

Council Vice President Brown made a motion to pay Payment of Claims in the amount of \$311,461.17. Councilmember Windbigler 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 7:24 P.M.



John Rowe, Council President

Attest:



Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, July 21, 2025, at 6:30 P.M.