



Town Council of the Town of North Judson
Regular Meeting Minutes

December 16, 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, and Councilmember and Banks, Lewandowski and Windbigler; 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 December 2, 2024. Council Vice President Brown moved to approve those Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Old Business:

2025 Property & Liability Insurance Update – 1st Choice Insurance

Clerk-Treasurer Rowe stated that they had met with Megan Greer from 1st Choice Insurance to go over some updates to their 2025-2026 Property & Liability Insurance Plan. He explained that the policy would take effect on January 10, 2025. Leszek stated that Interim-Marshall Thomas was also at the meeting considering his department's changes during the previous year. He explained that the policy should be up to date and ready for consideration at the year-end meeting or the first meeting in January 2025.

New Business

**USI Consultants – Mitch Hansel: CCMG 2024-02, 2025 PASER Study, Redevelopment/
Comprehensive Plan**

Mitch Hansel stated that in July the Town was awarded \$261,000.00 in Community Crossing Matching Grant funds from the Indiana Dept. of Transportation for sidewalk and street reconstruction in Town. Bids for the project were accepted and opened as follows:

- Hansel stated that the first bid was from Town and County Construction in the amount of \$424,751.85.
- The second bid was from Milestone Paving in the amount of \$479,241.35.
- The final bid was from DC Construction in the amount of \$488,323.67.

Hansel explained that the Main Street sidewalks were the reason why the bids were coming over the grant amounts. He explained that they would not be able to take anything besides the sidewalks out or else they could lose the CCMG funds. Hansel stated that he would have to look back at the numbers to which Council President Rowe asked when a decision would need to be made, ultimately. Hansel answered that they would have to have a contract by March 1, 2025.

Council Vice President Brown motioned to take bids under advisement and revisit at the first meeting in January; Councilmember Lewandowski seconded the motion, and all members present concurred.

Town Resolution No. 2024-05 – Transfer of Funds

Clerk-Treasurer Rowe read aloud the Town Resolution No. 2024-05: Transfer of Funds for everyone present. He stated that they will be moving funds within MVH Unrestricted and Park, separately. He explained that the Resolution balances the over & under spent appropriations for year-end.

Council Vice President Brown made a motion to approve the first reading and adopt Town Resolution No. 2024-05: Transfer of Funds. Councilmember Banks seconded the motion, and all members present concurred.

Town Ordinance No. 2024-06 – 2024 Budget Additional Appropriations

Clerk-Treasurer Rowe read aloud Town Ordinance No. 2024-06: 2024 Budget Additional Appropriations. Rowe stated that they will not be approving the following Ordinance until the December 30th meeting in order to give the taxpayers notice of the changes and hearing taking place at that meeting. He mentioned that the notice will be published in the paper at least ten days prior to the hearing and year-end meeting. Rowe explained that once approved, the Ordinance will be submitted to the DLGF on the same day. He also mentioned that the budget appears to be in good shape for the year end with financials to be distributed at the December 30th meeting.

Town Ordinance No. 2024-07/08/09: 2025 Employee Salary Ordinance(s)

Rowe explained that they had split up the 2025 Salary Ordinance since there were going to be multiple conflicts of interest and that they were going to need two members (Rowe & Lewandowski) to abstain from the Ordinance which corresponds to a member of the family in order to avoid any rules around nepotism. He stated that they were going to break up the ordinance into three parts in order to cover the Clerk-Treasurer, the Billing Clerk and the rest of the Town positions. Rowe explained that they need 80% of the council to vote to adopt those ordinances accordingly for 2025.

2024 Year End Meetings, Financials & Reporting Update

Clerk-Treasurer Rowe stated that the year-end meeting will be on Monday, December 30th at 8:00 am. Rowe mentioned that he had received the W-2's and 1099's in the mail. He explained that they had reached over a certain threshold which meant that he would need to report all of the W-2's online instead of mailing them out (to SSA/IRS). Rowe stated that he would be putting together a financial packet for the Council to review before the year-end meeting.

Recognition of Guest

Erin Chaja was present but had nothing to discuss with the Council.

Anita Goodan was present but had nothing to discuss with the Council.

Bill Ramp was present to ask who was in charge of boarding up houses that had been involved in a fire. He was informed that it was the owner's responsibility to get their property boarded up after a fire.

Craig Harlamert wanted to thank the Police Department for pulling him over to inform him that his headlights were not working properly, and now he was able to get the issue fixed.

Mark Slaughter was present but had nothing to discuss with the Council.

LeaAnne Jones was present but had nothing to discuss with the Council.

Mitch Hansel was present but had nothing to discuss with the Council.

Doug Wilde was present but had nothing to discuss with the Council.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe stated that Leszek and himself were beginning to work on their 2024 Capital Asset Reporting. He mentioned that he would like to get the reports done as soon as possible to give Peterson plenty of time to go over the changes during the year. Rowe requested a copy of the applications in order to help teach Councilmember Windbigler how the budget works and see how each department uses their funds. Rowe explained that they are looking to change the way they work with Baker Tilly. He stated that there would be a monthly payment instead of the current billing. The monthly amount would be set based on how much help is needed for the annual financial reporting and accounting assistance. The financial reports help them look at funds like MVH and view the projected spending. Rowe stated that he would be able to go into more detail at the meeting on the 30th. Rowe explained that after two years dormant funds that have not been used will be deleted from the system. He also stated that they have been going through all the vendors to make sure everyone has an updated W-9. Vendors without an updated W-9 are requested to fill one out as they submit their bills.

Rowe presented the following Purchase Orders for Council Approval:

P.O. 2682 to Recreation Insites, LLC for Forever Lawn Playground Grass, Freight, Greensoft EWF System, and Installation, Invoice 1209, in the amount of \$97,138.50.

P.O. 2705 to Text MyGov for Text MyGov Software Management and Support January 2025-December 2025, Invoice 502916, in the amount of \$2,000.00.

P.O. 2706 to North Judson – San Pierre Athletics for Donation for Varsity Football team trip to Lucas Oil Stadium for IHSAA State Championship, in the amount of \$500.00.

P.O. 2707 to Accelerate Indiana Municipalities (AIM) for 2025 AIM Dues, in the amount of \$1,678.00.

P.O. 2708 to Brown & Brown General Contractors, Inc., Payment Application No. 7 – Oct. through Nov. 2024 – Brown & Brown General Contractors, Payment Application No. 8 for Final Retainage Release – General Contractor Substantial Completion, in the amount of \$71,528.32.

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

P.O. 2682 to Recreation Insites, LLC for Forever Lawn Playground Grass, Freight, Greensoft EWF System, and Installation, Invoice 1209, in the amount of \$97,138.50.

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

School Board – Doug Wilde

Wilde stated that the school board secured a few bonds to help pay for repairs at the schools. Wilde informed everyone that this will have no effect on anyone's taxes and that the rates would remain the same. He explained that they were in bad need of some roof repairs, the science labs needed to be updated. Wilde stated that the sciences labs had not been updated since the school had been built. Wilde also informed everyone that they had the track inspected and that it is no longer safe for the kids to use. He stated that those were the main projects that they are focusing on. Wilde informed the Council that Kelly Shephard had received his his doctorate the previous Saturday.

Building Inspector – Nick Radtke

Leszek stated that Radtke had come in and took care of some building permit applications but that was the only update he had.

Code Enforcement – Interim Town Marshal Frank Thomas

Interim Town Marshal Thomas explained that he had taken more photos of the property on High Street. Thomas stated that they will need to get in touch with Attorney Schramm regarding the next steps. Leszek stated that they were hoping that the gentlemen could at least get the yard cleaned up but that was not the case. Since the gentleman has decided not to get the property cleaned up Thomas and Leszek must file for the inspection warrant. Leszek informed the Council that with the warrant that will be looking at the inside of his property as well.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Clerk-Treasurer Rowe stated that they had scheduled a meeting for later on in the week. During the meeting, they will be working on scheduling their yearly meeting to elect officers for the year ahead. They will also be discussing potential updates to the Town's zoning.

Redevelopment Commission

Clerk-Treasurer Rowe stated that the RDC will also be working on electing yearly officers at the first meeting in the new year. He stated that they would most likely schedule something prior to the second Council meeting of January.

Park Board – Nick Radtke

Leszek stated that the Town Park is currently waiting for smaller items like mulch to be brought and the mounds fixed to the proper color. Council President Rowe stated that the Tree Lighting seemed to go very

well. Leszek confirmed that the Lighting went well but there are three outlets that do not seem to be working. He explained that he had already gotten ahold of REMC, and they are sending someone to Norwayne Field to get everything sorted out.

Police Department – Interim Town Marshal Frank Thomas

Interim Town Marshal Thomas stated that they are currently down another officer right now. He stated that Deputy Marshal Stoll is still short of being able to patrol on his own, but they are working on getting his hours in as soon as possible.

Thomas presented the following Purchase Orders for the Council Approval:

P.O. 2698 to NILEA for 2025 Subscription Fee and 2025 Technology Equipment Fee, Invoice 1516, in the amount of \$1,460.00.

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

P.O. 2698 to NILEA for 2025 Subscription Fee and 2025 Technology Equipment Fee, Invoice 1516, in the amount of \$1,460.00.

Fire Department – Fire Chief Todd Jackson

Town Manager Leszek stated that Chief Jackson was currently at the Starke County Council Meeting trying to discuss the possibility of getting some funds to help the North Judson-Wayne Township Fire Department get new 800Mhz radios.

Town Manager Leszek presented the following Purchase Orders for the Council Approval:

P.O. 2697 to Signal 10 for Replace & Repair Lights on 16-1, 16-2, 16-3, 16-5 and Rescue 16 Trucks, Invoice 1231, in the amount of \$4,568.60.

P.O. 2698 to NAPA for Filters and Oil for Service for all trucks, Invoice 913623, in the amount of \$1,002.07.

P.O. 2699 to Macqueen for Vforce Coat & Miscellaneous, Lion Versa Pro Coat, Valve Rebuild and Shipping, Invoice 034692PP, in the amount of \$14,006.91.

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

P.O. 2697 to Signal 10 for Replace & Repair Lights on 16-1, 16-2, 16-3, 16-5 and Rescue 16 Trucks, Invoice 1231, in the amount of \$4,568.60.

P.O. 2698 to NAPA for Filters and Oil for Service for all trucks, Invoice 913623, in the amount of \$1,002.07.

P.O. 2699 to Macqueen for Vforce Coat & Miscellaneous, Lion Versa Pro Coat, Valve Rebuild and Shipping, Invoice 034692PP, in the amount of \$14,006.91.

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

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp explained they have been working on new employee training over the past few weeks. She stated that her crew was able to complete their final leaf pickup for the 2024 season. Kapp mentioned that the below-freezing temperatures had arrived and that citizens need to start allowing their water to trickle. If temperatures are below 30 degrees, in order to keep their pipes from freezing, residents must run their water the width of a small pencil. She explained that the Town's JetVac is still waiting for a part to be delivered. Once the part arrives, she will be doing some test runs to see if the JetVac is ready to

go back into commission. Kapp informed the Council that they did have a sewer main revert on the corner of Keller and Sycamore Aves. She had to call H&G to assist with the repair while the JetVac was down.

Kapp also stated that Dixon Engineering reached out and informed her that the towers are due for their 5-Year Inspection. They sent out a proposal of \$9,700.00. Council Vice President Brown made a motion to allow Kapp to move forward with the inspection of the water towers and approve the proposal as presented. Councilmember Lewandowski seconded the motion, and all members present concurred.

Kapp informed the council that Well No.4 was beyond repair; she stated that it would need to be replaced in the new year.

Kapp presented the following Purchase Orders for the Council Approval:

P.O. 2700 to USA Bluebook for Lab supplies, Invoice INV00555882, in the amount of \$851.12.

P.O. 2701 to Blue River Technologies for 20/30yd Container bags (5), 55-gal polymer (2), delivery charge, Invoice 100315-827, in the amount of \$5,564.00.

P.O. 2702 to Utility Supply Company for Water Supplies and Equipment, Invoice 1494517, 1487797, and 1505141, in the amount of \$3,608.39.

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

P.O. 2700 to USA Bluebook for Lab supplies, Invoice INV00555882, in the amount of \$851.12.

P.O. 2701 to Blue River Technologies for 20/30yd Container bags (5), 55-gal polymer (2), delivery charge, Invoice 100315-827, in the amount of \$5,564.00.

P.O. 2702 to Utility Supply Company for Water Supplies and Equipment, Invoice 1494517, 1487797, and 1505141, in the amount of \$3,608.39.

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

Town Manager – Joe Leszek

Town Manager Joe Leszek stated that he had reached out to KIRPC about grant opportunities to help update the Town's Comprehensive Plan which was completed in 2019. He had also been in touch with Vercotta regarding the security cameras at the Town Park. Leszek stated that all of their quotes came back outside of the Town's budget so he decided to reach out to HWC since they will be the ones updating the Town Hall's security and meeting recording project. He informed the Council that HWC will be putting a quote together to see what's the best, most economical way to secure the Park.

Leszek presented the following Purchase Orders for the Council Approval:

P.O. 2703 to Fleis & Vandenbrink for DES #2003029, Invoice 70964, 70965, 71653, and 70388, in the amount of \$3,695.51.

P.O. 2704 to USI for DES #2101695, CCMG 2024-01 and CCMG 2024-02, Invoice 22021 and 22345, in the amount of \$9,374.00.

P.O. 2709 to Menards for Materials for the Santa House, Invoice 014153, in the amount of \$601.35.

P.O. 2710 to 4Imprint for Carhartt Heavyweight 1/4-zip Hoodie (17) and Columbia full-zip Fleece Jacket (17), Quote 28613808, in the amount of \$2,129.49.

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

P.O. 2703 to Fleis & Vandenbrink for DES #2003029, Invoice 70964, 70965, 71653, and 70388, in the amount of \$3,695.51.

P.O. 2704 to USI for DES #2101695, CCMG 2024-01 and CCMG 2024-02, Invoice 22021 and 22345, in the amount of \$9,374.00.

P.O. 2709 to Menards for Materials for the Santa House, Invoice 014153, in the amount of \$601.35.

P.O. 2710 to 4Imprint for Carhartt Heavyweight ¼-zip Hoodie (17) and Columbia full-zip Fleece Jacket (17), Quote 28613808, in the amount of \$2,129.49.

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:

Nothing Presented.

Payment of Claims:

Council Vice President Brown made a motion to pay Payment of Claims in the amount of \$585,309.53.

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

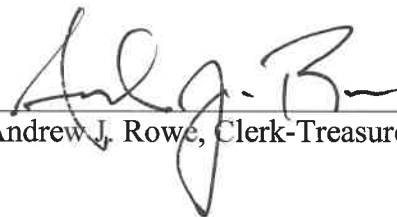
Councilmember Lewandowski made a motion to adjourn, Council Vice President Brown seconded the motion, and all members present concurred.

Meeting adjourned at 7:31 P.M.



John Rowe, Council President

Attest:



Andrew J. Rowe, Clerk-Treasurer

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