



Town Council of the Town of North Judson
Regular Meeting Minutes

December 2nd, 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 November 18th, 2024. Council Vice President Brown moved to approve those Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Old Business:

American Legal Publishing – Town Code Supplemental Update

Clerk-Treasurer Rowe informed American Legal Publishing that their estimate had been approved by the Town Council and they could begin working on updating the online code with Ordinances and Resolutions adopted over the last couple years. Rowe stated that he would present the Purchase Order once the code update was complete.

2025 Fire Protection Services Contracts: Jackson, Rich Grove, & Wayne Townships

Town Manager Joe Leszek stated that they were able to get all of the contracts printed off and ready for signatures. He explained that there have been no changes to the contracts this year. He and Fire Chief Todd Jackson are intent on meeting with all of the Township Trustees within the next month to discuss next year's agreement and assistance with helping to fund new equipment in the coming years. Leszek confirmed that the contracts have not been adjusted for a couple of years now.

Council Vice President Brown made a motion to approve the Fire Protection Services Contracts with Jackson Township, Rich Grove Township and Wayne Townships. Councilmember Banks seconded the motion, and all members present concurred.

New Business

2025 Town Attorney Agreement for Services

Council President Rowe stated that the 2025 Town Attorney Agreement would now be in the amount of \$8,000.00 for the year. Town Attorney Schramm explained that the agreement was the same as in previous years, except for his attendance at the second monthly Council meeting (third Monday every month). County government has moved their meeting date/time which has created a conflict with Schramm's ability to attend both Council meetings.

Council Vice President Brown made a motion to approve the 2025 Town Attorney Agreement for Services in the amount of \$8000.00. Councilmember Lewandowski seconded the motion, and all members present concurred.

2025 Property & Liability Insurance Update – 1st Choice Insurance

Clerk-Treasurer Rowe explained that Megan Greer reached out to set up a meeting for Thursday, December 5th to discuss updates in equipment, vehicles, and properties, and make sure everything is correct and up to date under the 2025-2026 policy. Rowe stated that they will keep everyone apprised of any updates to the policy. He also mentioned getting on a three-year cycle in going to market and giving the Council a chance to see what coverage & cost options are available. Rowe mentioned that 1st Choice has been a good insurer; they have been very responsive and proactive when it comes to helping to mitigate any potential loss, and in assisting with training opportunities as well.

Recognition of Guest

Donna Henry was present on behalf of the Mint Festival Committee. She stated that they will begin to plan their meetings in January. They do not have exact dates yet but will inform the Council when they do.

Bill Ramp was present but had nothing to discuss with the Council.

Brenda Vlach was present but had nothing to discuss with the Council.

John Silhavy was present but had nothing to discuss with the Council.

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

Kara Lewandowski was present but had nothing to discuss with the Council.

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

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe stated that he included the 2025 Spending Plan for the Redevelopment Commission in the packet given to all councilmembers. He explained that the list contained capital expenditures contemplated by the redevelopment plan. He informed the council that he was able to get the list submitted by the December 1st due date.

Rowe presented the following Customer Adjustment Requests:

-Account No. 5360004: Utility Customer had found a leak prior to meter reads and had it fixed immediately. The utility crew went out and checked their meter and verified their meter was no longer showing a leak. Their consumption for the month of November was 84,970 gallons, their 3-month average is 1,343 gallons. They're requesting a \$567.84 adjustment making their new amount \$457.92.

-Account No. 2710007: Utility Customer found a leak under their house and had their landlord get someone out to fix it. Their consumption was more than double their average of 5,533 gallons. They're requesting a \$75.55 adjustment making their new amount \$325.16.

-Account No. 3460004: After the bills had been sent out, we found out the Utility Customer's meter reading had placed an extra zero making it look like their consumption was 25,374. After the utility crew went out and checked for leaks, we found the issue. They're requesting a \$335.89 adjustment making their new amount \$104.34.

-Account No. 2940000: A leak was discovered after the meter reads and we contacted them to let them know. They promptly called a plumber out to fix the issue. Their consumption for last month was 46,400 gallons. They're requesting a \$340.45 adjustment making their new amount \$322.35.

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

-Account No. 5360004: Utility Customer had found a leak prior to meter reads and had it fixed immediately. The utility crew went out and checked their meter and verified their meter was no longer showing a leak. Their consumption for the month of November was 84,970 gallons, their 3-month average is 1,343 gallons. They're requesting a \$567.84 adjustment making their new amount \$457.92.

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-Account No. 2940000: A leak was discovered after the meter reads and we contacted them to let them know. They promptly called a plumber out to fix the issue. Their consumption for last month was 46,400 gallons. They're requesting a \$340.45 adjustment making their new amount \$322.35.

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

Rowe presented the following Purchase Orders for the Council Approval:

P.O. 2695 to Baker Tilly Municipal Advisors, LLC for Contract Planning, Reviews, RD Forms, Budget, Flow Presentation and Travel, Invoice BTMA29490 and BTMA28400, in the amount of \$3,024.10.

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

P.O. 2695 to Baker Tilly Municipal Advisors, LLC for Contract Planning, Reviews, RD Forms, Budget, Flow Presentation and Travel, Invoice BTMA29490 and BTMA28400, in the amount of \$3,024.10.

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

Rowe informed the Council that employee reviews would be coming up soon and that Leszek would be overseeing the Utility and Police Department employee reviews. He explained that we could schedule an executive session on December 16th to discuss those employee matters prior to any Redevelopment or Regular Council Meetings. He mentioned that due to familial relations, conflicts of interest, and nepotism rules, they will be splitting the Clerk-Treasurer and Billing Clerk salary ordinances into two separate ordinances which would allow members to abstain while having the Council votes to adopt the ordinances

at our year-end meeting. Rowe stated that they would be setting this meeting for the morning of December 30th. Rowe mentioned that the Redevelopment Commission would have need to select new officers at the first meeting of the year.

Rowe stated that a few employees were able to attend the Henry Schricker dinner, and he wanted to mention that the Town of North Judson had won the Above and Beyond award. He expressed his appreciation for the dedication and service to the people who made this award possible.

He informed the Council that W-2's and 1099 tax paperwork had been ordered and is currently being shipped. Rowe mentioned that he would like to setup a meeting between the cemetery committee and Bob Aloï to discuss an alley issue and the expansion of grave spaces within Highland Cemetery.

School Board – Doug Wilde

Nothing Presented.

Building Inspector – Nick Radtke

Nothing Presented.

Code Enforcement – Interim Town Marshal Frank Thomas

Interim Town Marshal Thomas stated that he had checked in on the High Street property. He explained that the gentleman is just moving things to different places on the property and that he was not cooperating with the directives outlined in order to get him up to code. Thomas stated that they will be moving forward with filing for the home inspection warrant. Leszek confirmed that once they acquire the warrant they will go in and inspect the house.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Nothing Presented.

Redevelopment Commission

Clerk-Treasurer Rowe stated that there will likely be a short meeting required prior to the next Council meeting. He stated that he will get in touch with everyone when times are finalized.

Park Board – Nick Radtke

Leszek stated that he still has one or two things left on the punch list that need to be completed. They have mulch being brought in, but the contractors are bringing in a large truck in order to split the mulch between two projects. Leszek mentioned that the electricians will be coming out to work through the process of setting up the new timers for the pickleball courts and pavilions.

Police Department – Interim Town Marshal Frank Thomas

Interim Town Marshal Thomas stated that they are still working on some training issues. He explained that he has been in touch with ILEA in order to get the mandatory training done before the end of the year.

Interim Town Marshal Thomas presented the following Purchase Orders for Council Approval:

P.O. 2690 to Angel Armor for Class B Vest Ultra-Premium (qty. 2), Ally One Air Channel inserts (qty. 2), Quote QUO79914, in the amount of \$2,518.00.

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

P.O. 2690 to Angel Armor for Class B Vest Ultra-Premium (qty. 2), Ally One Air Channel inserts (qty. 2), Quote QUO79914, in the amount of \$2,518.00.

Councilmember Banks seconded the motion, and all members concurred.

Fire Department – Fire Chief Todd Jackson

Fire Chief Jackson stated that the department had a total of 16 runs for the month of November. He explained that the Department's yearly runs from December 1st, 2023 to December 1st, 2024 totaled 263 runs for their entire year. Jackson wanted to take a moment and thank several departments who came out in the early hours of the morning on Wednesday (11/27) for a structure fire. Jackson stated that when they arrived on the scene the house had been fully engulfed in flames. Two of his firefighters entered the home in order to do a property search where they found a victim inside. His firefighters were able to get the victim out and loaded into the ambulance. Jackson stated that the victim has been moved to Indianapolis and thanks to the help of the first response, his outcome looks favorable.

Jackson presented the following Purchase Orders for Council Approval:

P.O. 2691 to Bound Tree for Redi Pak Adult AED Electrodes (qty. 2), Blood Pressure Cuff Adult, Battery Life Pak 1000 AED, Invoice 85475636 and 854481299, in the amount of \$755.46.

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

P.O. 2691 to Bound Tree for Redi Pak Adult AED Electrodes (qty. 2), Blood Pressure Cuff Adult, Battery Life Pak 1000 AED, Invoice 85475636 and 854481299, in the amount of \$755.46.

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

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp stated the last day for leave pick-up would be Thursday, December 5th. She stated that her crew also had to pull the Oakwood Lift Station since it had gotten plugged up with the flushable wipes. She mentioned that they have been getting the trucks ready for the winter weather by getting the salt box in the dump truck, but that they have yet to put sand and salt in the box. They also went through all of the plows to make sure everything was in working order as well. Kapp stated that the Jet Vac is still out of service and that she is currently waiting for parts. She has been in contact with her counterparts in Knox and Winamac to utilize theirs if necessary.

Utility Supervisor Kapp presented the following Purchase Orders for Council Approval:

P.O. 2692 to Republic for Removal of Sludge Dumpsters (qty. 2), Invoice 0717-001645755, in the amount of \$3,940.02.

P.O. 2693 to Flow Technics for the Rebuild of Lift Station pump, Quote QTE00003569, in the amount of \$1,771.20.

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

P.O. 2692 to Republic for Removal of Sludge Dumpsters (qty. 2), Invoice 0717-001645755, in the amount of \$3,940.02.

P.O. 2693 to Flow Technics for the Rebuild of Lift Station pump, Quote QTE00003569, in the amount of \$1,771.20.

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

Town Manager – Joe Leszek

Town Manager Joe Leszek stated that he forgot to mention that after speaking with Troyer Group, Recreation Insites would reimburse the Town \$550.00 for the wrong color mounds (3) in the playground area if we decided to keep them or replace the balls with our original choice in color. Leszek informed Troyer Group that we preferred to have the color originally picked. He informed the Council that they were able to order the correct color, but they are on backorder for ten to twelve weeks. As soon as the mounds arrive, Troyer Group and Recreation Insites will get them installed.

Leszek stated that REMC has been at Norwayne Field to finish up upgrading all of the GFCI outlets around the park and installing the new enclosures. He explained that Jason Manns from the Utility Department had been out there to help give access to anything REMC needed. Leszek mentioned that installation seemed to go smoothly so that the power could be up and ready to go. Leszek informed the Council that the Annual Christmas Tree Lighting would be the coming Friday, December 6th at 6pm. He was planning on reaching out to Nick Radtke to see when he was planning to check the timers for all of the lights. Leszek stated that he wanted Kapp and himself to go over there with Radtke to get a rundown of how the timers are set up at the shed so that they would have that information if they needed to be called out to the park for any reason.

Leszek mentioned that he had spoken with Dave Pierman about setting up a date for the Councilmembers to be introduced to the new Starke County Economic Development Foundation Director. He explained that he told Pierman that he would discuss potential dates with the Council. Council President Rowe stated that he would be willing to meet with them whenever everyone was available. Leszek mentioned that he had been working on the INDOT vouchers so as to wrap things up for the year, including the disbursements and reimbursements. Leszek also stated that he will be following up with Thomas regarding 404 High Street. He had spoken with Porter Starke regarding the property owner, and they offered to be another voice to help him move in the right direction of cleaning up his property.

He informed the Council that the Town had been approached by the school requesting donations for the Football team's trip to Lucas Oil Stadium for the IHSAA State Championship. He explained that Athletic Director Sharkozy informed him that they were planning on putting all of the weekend's expenses on a company card and then were going to figure out over the next couple weeks. Sharkozy and Coach Lambert are looking for donations to help cover the bill. Leszek informed them that he would bring up the request before the Council.

Council Vice President made a motion to donate \$500.00 to the NJ-SP Football Team for expenses related to their recent trip to the IHSAA State Championship. Councilmember Banks seconded the motion and all members present concurred.

He stated that Attorney Schramm was able to send out a letter to the owner of a property with a shipping container on it on Bradley Street. The letter contained a deadline of when the container must be removed from the property. If the container is not removed by the deadline, Leszek will be looking into the next steps.

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

P.O. 2694 for Kimberly Kapp for the Installation of Christmas Lights at Norwayne Field, Invoice 112024, in the amount of \$850.00.

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

P.O. 2694 for Kimberly Kapp for the Installation of Christmas Lights at Norwayne Field, Invoice 112024, in the amount of \$850.00.

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

Legal Updates – Town Attorney Justin Schramm

Schramm explained that he had the chance to speak with the new Economic Director, Mikey (last name omitted), recently. He stated that she wants to sit down for a discussion. Schramm stated that she made a good first impression and how nice it was to see a young person take on the challenges that come with working on economic development and small rural county research. He recommended that someone from the Town have a meeting with her to discuss how we can work together.

Additional Business Deemed Necessary by the Council:

Councilmember Brown wanted to confirm that they were planning to have the year-end meeting sometime in the morning. Clerk-Treasurer Rowe stated that the morning works the best with everyone's schedules. Councilmember Banks received a "Get Well" card from former Councilmember Felchuk. She mentioned that Felchuk expressed her appreciation for the time on the Council and wanted to say hello to everyone. Banks explained that she would like to move forward with getting the Dog Park named after Felchuk. Clerk-Treasurer Rowe asked Attorney Schramm if they needed a resolution in order to do that. Schramm stated that he would be able to write one up for them.

Council President Rowe introduced Alex Windbigler as their newest Town Councilmember. Rowe explained that there might be some classes for new Councilmembers to help introduce them to the position that C.T. Rowe could help set up for him. He also mentioned that they would provide him with everyone's contact numbers if he had any questions. C.T. Rowe explained that he would be setting up a meeting with Windbigler to go over the Town's budget. Council President Rowe gave a final welcome to Alex Windbigler and congratulated him on joining the Town Council.

Payment of Claims:

Council Vice President Brown made a motion to pay Payment of Claims in the amount of \$323,229.48. 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 7:23 P.M.


John Rowe, Council President

Attest:

Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, December 16th, 2024, at 6:30 P.M.