



Town Council of the Town of North Judson
Regular Meeting Minutes

June 17th, 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, 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 June 3rd, 2024. Council Vice President Brown moved to approve those Minutes. Councilmember Banks seconded the motion, and all Councilmembers present concurred.

Old Business:

Stellar Pathways Programs 2024 – LOI Update/ 2024 Town Comprehensive Plan Update

Town Manager Leszek stated we are still waiting for the finalist announcement.

New Business

Mitch Hansel – USI Consultants

Mitch Hansel had a Right Way Service Agreement for the new Hubeny Subdivision Sidewalk Project (DES 2101695). He stated that they would need to require some property from the school as well as a corner cut from the field nearby. Clerk-Treasurer Rowe asked if the second property was a private owner and Hansel confirmed that it was. Hansel explained that the school would end up being a municipal-to-municipal transfer while the other would have to have an appraisal done in order to acquire access. They requested \$20,000 from INDOT during their previous contract but only spent \$15,300.00 so they were able to have \$4,700.00 remaining. He believes that we will be well underbudget this time around and is hoping to save around \$3,000.00. Hansel put the decision to the Council to approve the INDOT agreement with the Town's portion being \$8,500.00. He wanted to get the decision to INDOT soon so that they may start the process of obtaining the land from the school and the private owner early January or February of next year.

Council Vice President Brown made a motion to approve the LPA-Consulting Contract with USI Consultants, Inc. for Right-of-Way Services not to exceed \$8500.00. Councilmember Banks seconded the motion, and all members present concurred.

Clerk-Treasurer Rowe asked when the sidewalk construction would begin. Hansel stated that the Garfield/Town Park Sidewalk Project was scheduled for 2026 and the Hubeny Sidewalk Project would be scheduled for 2027. Council President Rowe asked if there was a possibility of moving up the Hubeny sidewalks. Hansel replied that if they are able get the acquisition done faster, they would be able to start the sidewalks sooner. He also suggested that if they wanted obtain bids on the Park Sidewalks with the Hubeny Sidewalk Project then they might be able to get a better deal.

Leszek said that during the previous meeting they spoke about the funding letter for 2025 CCMG projects – next year’s street paving. He stated that they do have the Funding Commitment Letter, but they were holding off to make sure the budget numbers were in order. The project would have been \$257,000.00 with the Town’s match being \$64,205.00. Hansel confirmed that there was time to go over the official numbers since it would be an end of July application. Leszek confirmed that they would have more information by the next meeting and Clerk-Treasurer Rowe stated that their initial 2025 budget meeting is scheduled for July 10th. Hansel mentioned that crack sealing should be starting any time now and Leszek stated that they were just waiting to hear back from the contractors. Council President Rowe wanted to know what they would need to do in order to fix some sidewalk on Main Street across from the Wooden Nickle and in front of Retro. Clerk-Treasurer Rowe and President Rowe both explained that it is heavily travelled during the Mint Festival and in general since it is so close to the downtown area. Hansel asked if they wanted to add paving that section of Main Street and new sidewalks to the July application. Leszek asked how much it would cost to add a block of sidewalk to the Town’s portion. Hansel stated that it would probably be an additional \$10,000 to the project. Leszek stated that they would get measurements to be presented at the next meeting.

Drive Clean Indiana – Cost/Share Commitment Letter: Electric Vehicle Charging Station Grant

Clerk-Treasurer Rowe stated that the Town’s received a requested Cost/Share Commitment Letter for the EPIC Charging Station Grant. Rowe stated that Drive Clean Indiana has an 80/20 grant program for the implementation of an electric vehicle charging station in Town. Rowe stated that the area between the Norwayne Field and the Downtown Water Tower would be an ideal place to install the charging station. He continued to explain that the location is very ideal since it is adjacent to both highways and near the most bustling area of Town. He also mentioned that there is not a charging station nearby. The tentative match amount for the Town would be between \$4,000 to \$6,000. The installation and first five years of maintenance would be included and covered by the grant program through the Indiana Office of Energy Development. The Letter is due on Tuesday, June 25th. Rowe spoke with a representative from the program to get estimated costs for the charging station and she confirmed the Town’s portion would be around \$4k-\$6k. Leszek stated that he believed this would be a great project for the Town and help get our name on the map with the list of other publicly available charging stations. Council President Rowe asked if the program was for only one unit. Clerk-Treasurer Rowe believed that the station would be one unit with two charging stations. Council President Rowe stated that he believed Norwayne would be the best place to install the station. Leszek agreed and restated that the station is a great way to help draw people in from off the highways and give them the chance to visit our local establishments.

Clerk-Treasurer Rowe left it up to the Council to approve the submission of the Letter for which Council Vice-President Brown made a motion to approve the Cost/Share Commitment Letter for the EPIC Charging Station Grant Program. Councilmember Banks seconded the motion, and all members present concurred.

Recognition of Guest

Donna Henry was present on behalf of the Mint Fest Committee. Henry stated that their Mint Festival Committee Review Meeting was scheduled for July 15th at 6:30 p.m. at the North Judson Library. She wanted to give a shoutout to Kim Kapp and the Utility Crew for their wonderful job cleaning up after the Festival. Council President Rowe mentioned that he thought there were more vendors than the previous years and Henry confirmed that observation. She also wanted to inform the Council that having the vendors ready by noon on Friday was a success. Council President Rowe stated that when he went by on Friday, he saw a few people out around noon but when he came back up later in the evening, Lane Street was packed. He believed that the buildup of knowing the food trucks were ready to serve made people more inclined to go out to the Festival earlier. Rowe (CP) also mentioned that he thought the Car Show looked like they had a lot of people in attendance; Leszek stated that he heard the Car Show had grown by an additional 30 to 40 cars. He went on to say that he wouldn't be shocked if they outgrow their show location within the next year or two. Leszek also wanted to say that he believed the trash had been kept up a lot better this year than it was last year. His church had a service in Norwayne Field on Sunday morning and there were no overflowing trash cans or any trash around the park. Henry did say that the one complaint that was brought to her attention was a citizen was concerned about the barricades interfering with the Catholic Church services. She continued to explain that the last festival event on Saturday was the Pie Eating contest at 4 p.m. and after that Keller Avenue would be able to be opened up for the Church Service. Clerk-Treasurer Rowe stated that the complaint happened before the festival had begun and he mentioned that it should have been easily remedied. Leszek stated that previously they would just move the barricades over from the north side to the south side and when the services were over, they would be moved back. Deputy Clerk Chaja stated that there were no issues with the barricades during the Sunday morning services.

Council Vice President Brown mentioned that he thought Food Truck Friday was a great idea, but he brought up the idea of allowing the vendors to start selling food as soon as their setup but enforcing that they are ready to go by noon on Friday; this way people would be able to get an early lunch. Henry observed that the food vendors were constantly busy throughout the weekend. Rowe and Henry both agreed that the vendors were quick about moving people in line and that the festival had a variety of different food vendors to from which to choose. Rowe also mentioned that there were several new vendors at the festival that he and his family enjoyed. Rowe also wanted to give a shoutout to Town Manager Joe Leszek. He mentioned that he saw Leszek at every single event that he happened to walk by. He also mentioned that Town Marshal Fisher and the Police Department did a great job with the bake sale and the waterslide for the kids. Rowe was very grateful to see people from every department working together and enjoying the festival. Henry stated that the fireworks were great, and Rowe stated he received positive feedback on the firework display as well. Leszek that he was also happy to see all the departments coming together. He mentioned that Kapp had to be called out to Norwayne a couple of times to for electric issues. A couple of vendors had overloaded some circuits, but Kapp was able to fix the issue. Henry noted that some vendors had emailed her saying they had a wonderful weekend and hoped the committee would have them back next year. Council President Rowe wanted to mention that the committee should try and get more live bands throughout the day on Saturday. Leszek mentioned that it could be a fun idea to find high school and young local bands and give them an opportunity to play on the big stage while everyone sits down to enjoy their food. Council Vice President agreed and said he enjoyed listening to the garage band that they had performing on Lane Street.

Bill Ramp wanted to mention that he knows that he has picked the right place to live. He was very impressed with the Memorial Day services, the Fire Department's Annual Fire Fry, as well as the Mint Festival. His only complaint about the festival was during the parade they had several people riding ATVs and dirt bikes then later they were racing down Vine Street.

Department /Representative Reports

Clerk-Treasurer - Andrew Rowe

Clerk-Treasurer Rowe presented the following Customer Adjustment Requests:

- There was an adjustment request on Account No. 160002. The customer had sod put in and has been watering not realizing that the sprinkling credit would not apply this past month. Requesting their wastewater charge be credited \$96.84 making her new amount due \$184.29.
- There was an adjustment request on Account No. 5590003. The customer had problems with their bathtub faucet not shutting off causing their consumption to go over their average of 1237 gallons for a wastewater charge of \$48.75. Requesting a credit on their wastewater of \$179.66 making their amount due \$279.10.
- There was an adjustment request on Account No. 3070001. The customer filled their pool. Their average consumption is 5,155 gallons for a wastewater charge of \$70.32. Requesting a credit of \$41.44 off their wastewater, making their amount due \$181.08.

Council Vice President Brown made a motion to approve:

- There was an adjustment request on Account No. 160002. The customer had sod put in and has been watering not realizing that the sprinkling credit would not apply this past month. Requesting their wastewater charge be credited \$96.84 making her new amount due \$184.29.
- There was an adjustment request on Account No. 5590003. The customer had problems with their bathtub faucet not shutting off causing their consumption to go over their average of 1237 gallons for a wastewater charge of \$48.75. Requesting a credit on their wastewater of \$179.66 making their amount due \$279.10.
- There was an adjustment request on Account No. 3070001. The customer filled their pool. Their average consumption is 5,155 gallons for a wastewater charge of \$70.32. Requesting a credit of \$41.44 off their wastewater, making their amount due \$181.08.

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

Rowe presented a Special Event Permit Application for the James Street Block Party on July 6th, 2024. Council Vice President Brown made a motion to waive the fees and approve the permit. Councilmember Banks seconded the motion, and all members present concurred.

Clerk-Treasurer Rowe then presented the following:

P.O. 2582 to 1st Choice Insurance Services for Renewal of the Town's Workers Compensation Plan through the Indiana Public Employer's Plan, Invoice 20056, in the amount of \$19,054.00.

P.O. 2583 to American Legal Publishing for Internet Renewal Period: 4/10/2024 – 4/10/2025, Invoice 32492, in the amount of \$550.00.

P.O. 2584 to Baker Tilly Municipal Advisors, LLC for ongoing consulting support for the Town and Utilities per agreement, Invoice BTMA 25388, in the amount of \$2,155.20.

P.O. 2585 to 1st Source Insurance for Reinstatement of NJ-WT VFD Accident Policy: 7/4/24 – 7/4/25, Invoice 7417, in the amount of \$2,889.00.

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.

Rowe explained that we had a citizen call in and complained about the mowing at the Highland Cemetery. Rowe explained that sometimes citizens will show up in the middle of the mowing process, so they think it is not being mowed properly. He stated that we take every call seriously and appreciate their concerns, but we also try to explain the sometimes-multi-day mowing process to them as well. Rowe said that it was a bit disheartening to hear their complaints when it comes to the maintenance of the cemeteries because a lot of work does go into their upkeep. Council President Rowe mentioned that the office should have a small dialog/script handy just in case we were to get another call so that we are able to provide all the necessary information. He also mentioned that citizens are allowed to mow the plots themselves if they feel inclined. Leszek mentioned that the Contractor is very good at making sure that the cemeteries are always cleaned up before all the holiday weekends and if something gets missed, they are very good at going back and fixing any mistakes.

Clerk-Treasurer Rowe stated that he would be out of the office June 25th-26th attending the Annual ILMCT Conference & SBOA Training.

School Board – Doug Wilde

Doug Wilde was not present. Council President Rowe said that he had spoken with Wilde earlier in the day. Wilde stated that he will be at the next Council meeting on July 1st. He stated that there are no updates besides the school paving their parking lots. Wilde stated that everything is going smoothly and on schedule.

Building Inspector– Nick Radtke

Nothing presented/not present.

Code Enforcement – Town Marshall Kelly Fisher

Town Marshal Fisher stated this coming Thursday, Bob Barcus from Hyperwave (HWC) would be coming to install the new forms/program to help keep track of ordinance violations. Leszek stated that the form is all ready to go and that Barcus will be getting everything downloaded to the in-car computers. Leszek confirmed that by the end of the week, they should have the new system up and going. Council Vice President Brown mentioned a few properties with tall grass issues. Fisher stated that she had been working with Billing Clerk, Kara Lewandowski, about getting addresses and sending out grass violation/mowing lien letters to property owners. Clerk-Treasurer Rowe continued that once we get the addresses then they will be sending out the Mowing Lien Letters stating that from the day the letters get sent, the property owners have ten days to get the grass taken care of; if the property owners do not mow the grass by the tenth day, then the Town will be forced to take care of it and record the lien with the county.

Unsafe Hearing

Nothing Presented.

BZA/Planning Commission

Nothing Presented.

Redevelopment Commission

Clerk-Treasurer Rowe mentioned that the Commission should not have to have a meeting the first meeting in July, but they will play it by ear in case something does come up.

Park Board – Nick Radtke

Nick Radtke was not present. Leszek stated that the Park Project is still on track and that they are still doing some groundwork. He reported that they are currently seal coating the pickleball and basketball courts. After they are finished with that, the contractors will be starting their work on the half mile trail and then their portion will be completed for now. Councilman Rowe mentioned that he was able to go to a baseball game at the park and get a look at the concession stand. He stated that he was very impressed with the updates the League has done to make their setup better. Leszek also stated that he was very impressed with the League's efforts and the improvements they've made so far. Councilman Rowe continued by mentioning that the more away teams that come in to play baseball games the more people visit our local establishments. The Council agreed that the League is very beneficial to our Town.

Police Department – Town Marshal Kelly Fisher

Town Marshal Fisher stated that they had a very successful Mint Festival. She also gave Kimberly Kapp a shoutout for helping them with the electric issues at Norwayne Field. Fisher stated that she was able to attend the Mint Fest meeting prior to the festival and Henry had everything ready for the security detail. They had officers placed at the beer garden, near the vendors and at the car show. There were no issues reported. Fisher stated that there were two domestic calls, but they were not Mint Fest related as they were usual calls. She also mentioned that they did receive a call about dirt bike riders near Vine Street, they saw the tracks left by the drivers, but they were not able to catch anyone. She went on to mention that the Police Department's booth was very successful, and she thanked Councilmember Banks for all her help with the bake sale and the waterslide. Fisher went on to say that they will be bringing the waterslide back on June 22nd so that the kids have another chance to use it. She also mentioned that on June 29th there will be a Kid's Safety Day hosted by Franciscan Health at Norwayne Field and the Police Department will be there as a vendor.

Fisher presented the following:

P.O. 2586 to Patrick Auto Group for Good Year Eagle Enforcer tires and Labor, Invoice 4681, in the amount of \$638.72.

P.O. 2587 to Ken & Tammy's Collision Auto for Repair of accident damage 2022 Durango, Invoice 3991, in the amount of \$1,558.20.

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

P.O. 2586 to Patrick Auto Group for Good Year Eagle Enforcer tires and Labor, Invoice 4681, in the amount of \$638.72.

P.O. 2587 to Ken & Tammy's Collision Auto for Repair of accident damage 2022 Durango, Invoice 3991, in the amount of \$1,558.20.

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

Clerk-Treasurer Rowe mentioned that he heard someone on a dirt bike near the a block or two over from the alley behind his house and asked Fisher and the other officers to be aware and keep an eye out.

Fire Department – Fire Chief Todd Jackson

Fire Chief Jackson was not present. Leszek stated that Jackson was in LaCrosse, representing the Department at services for a fallen firefighter. Jackson wanted to inform everyone that the Fish Fry went very well and that the Poker Run was also a success. Leszek said he heard no complaints about the event and that the Poker Run had about 42 people signed up.

Utility Department – Utility Supervisor Kimberly Kapp

Utility Supervisor Kapp stated that there was a leak at Talmer Avenue and George Street. They did have to call H&G in order to get it fixed temporarily. They were able to get the permanent fix done earlier in the day, but they will still need to pave the spot. She continued to say that Mint Fest prep and clean went smoothly as well. She also stated that they have all been busy with new employee training.

Kapp presented the following:

P.O. 2588 to Utility Supply Company for 5/8 Mueller Iron Meter Bar (5), 3/4 Mueller Iron Meter Bar (5), 5/8 Yoke Gasket (200), 3/4 Yoke Gasket (200), Invoice 1484391, in the amount of \$764.00.

P.O. 2589 to Alexander Chemical for 150lbs Chlorine Tanks (10) and 150lbs Sulfur Dioxide (10), Invoice 81957, in the amount of \$4,284.05.

P.O. 2590 to BL Anderson for WWTP repairs and upgrades of software, Invoice 032147, in the amount of \$2,240.00.

P.O. 2592 to Mug-A-Bug for Perm X 4-4 55gal Drum Mosquito Chemical and Freight, Invoice 65918, in the amount of \$2,982.86.

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

P.O. 2588 to Utility Supply Company for 5/8 Mueller Iron Meter Bar (5), 3/4 Mueller Iron Meter Bar (5), 5/8 Yoke Gasket (200), 3/4 Yoke Gasket (200), Invoice 1484391, in the amount of \$764.00.

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P.O. 2592 to Mug-A-Bug for Perm X 4-4 55gal Drum Mosquito Chemical and Freight, Invoice 65918, in the amount of \$2,982.86.

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

Council President Rowe thanked Kapp and her crew for their wonderful cleanup job after the festival. Fisher asked if Kapp could go back to Norwayne and pull up the stakes left from the waterslide since they were stuck in the ground. Kapp reported that she would get them out for the following morning.

Town Manager – Joe Leszek

Town Manager Leszek stated that Bob Barcus has finally been able to get ahold of our Google accounts so now they will be able to issue new town emails for newer employees. He stated that they had to get the State of Indiana involved in order to finally release the information. Leszek said it was a lengthy process, but we are ready to move forward. He restated that Barcus would be in later in the week to set up the new ordinance process for the Police Department. He also mentioned that we do not have a date set for the installation of audio and video setup for the Council meetings yet, but Barcus will get back to us about scheduling that. Leszek also spoke about giving the body camera information to Fisher for her to look over and that they have a demo arriving soon for the department to test out. Leszek also discussed that they have the ATTO Time Keeping/Payroll system that they are currently testing out. The system will allow officers to clock in once they enter Town limits due to the system having a geo-mapping feature. The system will allow Fisher to be able to open the program and print out each of the officers' timesheets for payroll. He also stated that there will be a blank form available for the part-time officers to fill out when they're on shift.

Leszek mentioned that he met with some representatives from Hoosier Solar who stated that they want to work with the Town. They are interested in open communication with the Town to be able to help wherever we might need them. Leszek said that we would have meetings scheduled with them soon.

Leszek presented the following:

P.O. 2591 to Fleis & Vandenbrink for Des #2003029, Invoice 69719, in the amount of \$2,632.81.

P.O. 2594 to Mad Bomber Fireworks for 2024 Mint Fest Fireworks Display, Invoice 3108, in the amount of \$10,500.00.

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

P.O. 2591 to Fleis & Vandenbrink for Des #200 3029, Invoice 69719, in the amount of \$2,632.81.

P.O. 2594 to Mad Bomber Fireworks for 2024 Mint Fest Fireworks Display, Invoice 3108, in the amount of \$10,500.00.

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

Legal Updates – Town Attorney Justin Schramm

Clerk-Treasurer Rowe wanted to thank Attorney Schramm for providing the Town with the projector. He stated they will be testing it out very soon.

Additional Business Deemed Necessary by the Council:

Councilmember Banks stated that the owner of the motel is currently renovating a home that needs her house and he was wondering when and if new sidewalks were being put in. The owner was willing to split the cost if possible. Rowe stated that they did not have the program created yet but it had been discussed with Leszek. Leszek said that the homeowner would be able to get an estimate and bring the quote to the Council and they could weigh the matter. Councilmember Banks wanted to thank Kapp for picking up trash bags after she cleaned up the memorial at Pioneer Cemetery.

Payment of Claims:

Council Vice President Brown made a motion to pay Payment of Claims in the amount of \$147,667.36. Councilmember Banks seconded the motion, and all members present concurred.

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

Meeting adjourned at 7:36 P.M.



John Rowe, Council President

Attest:



Andrew J. Rowe, Clerk-Treasurer

Next regular scheduled meeting – Monday, July 1st, 2024, at 6:30 P.M.