

INCORPORATED TOWN OF
NORTH JUDSON
INDIANA 46366

Inc. Town of North Judson's Town Council
Regular Meeting Minutes

August 6, 2018 – 6:30 p.m.

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 Hoppe, Vice-President Rowe and Council Members Brown, Young and Felchuk were able to attend. Clerk-Treasurer Rowe and Town Attorney Schramm were able to attend.

The Pledge of Allegiance was recited.

Council President Hoppe asked for approval of the agenda. Council Vice-President Rowe moved to approve the agenda. Council Member Brown seconded the motion, and all council members present concurred.

Council President Hoppe asked for approval of the minutes from the Regular Meeting on 7/16/2018. Council Vice-President Rowe moved to approve those minutes. Council Member Young seconded the motion, and all council members present concurred.

Public Presentation:

R & R Benefits – Property & Casualty Insurance, Employee Health Insurance & Supplemental Benefits Provider

Representatives from R & R Benefits - Steve Strantz, Tricia Leonard-Mentock, & Greg Hixenbaugh - spoke before the Town Council regarding their desire to supply the Town with a quote for property and casualty insurance as well as employee health and supplemental benefits for the year 2019. R & R Benefits outlined their expertise, company background and goals to help bring the Town's costs down while maintaining the level of coverage we have currently. They also highlighted their work with other municipalities including Winamac with whom they've worked for the last six years, and had success lowering costs. Each representative addressed the council through short presentations detailing the different aspects of the services in which they provide. R & R reps noted that, by learning what the Town does well and where we have struggles, they believe they can help save the Town money while providing adequate coverage for our needs. An additional service in which they offer includes HR consultation which includes training services and investigative services related to the Towns relevant sectors - Human Resources but also concerning the broad dynamics of insurance policies and overall coverage.

Councilmember Felchuk inquired as to whether or not they offer help with job descriptions, and also if errors and omissions in coverage would be an area in which they could assist the town. Representatives informed Council Members that, yes, those are areas in which they can assist the Town to ensure that those descriptions are in tune with expectations, and they're also able to help with general compliance

initiatives such as ADA and other assurance compliance areas. They noted that by providing both property and casualty insurance and employee health and benefits coverage they're able to connect the two in order to identify weak areas that need to be strengthened or cost saving measures which would benefit the town.

60 to 90 days was requested as an ideal time frame to analyze the town's needs and provide a quote for the various services detailed. It was noted that the services in which R & R Benefits provides can be additional or standalone but their flexibility in providing various services allows for a potentially creative approach to meeting the Town's goals and needs.

Council Vice President Rowe inquired as to whether or not employee health benefits remain relatively similar cost-wise from carrier to carrier. R & R responded that it depends on how a carrier takes it to market but it's always good to get a second opinion.

Council Vice President Rowe made a motion to allow R & R Benefits access to the details of the Town's current health and employee benefits coverage as well as property and liability insurance coverage in order to provide a quote for coverage concerning both sectors for the year 2019. Councilmember Felchuk seconded the motion in all members present concurred.

Old Business:

New Business:

Rescheduling of First September Meeting Due to Labor Day Holiday

Council Member Felchuk made a motion to move the first Town Council Meeting in September from Monday, September 3rd to Tuesday, September 4th. Council Vice President Rowe seconded the motion and all members present concurred.

Norwayne Field Splash Pad

Council Member Young addressed the Council regarding a July 12th meeting held with Vortex USA, Inc. concerning a potential splash pad to be established at Norwayne Field. Detailed drawings and specifics were presented to Council Members and a discussion was held on the negatives and positives of undertaking such a project. Perspective, concerns, questions and insights into the potential project was provided by Town Superintendent Horstmann, Council Members and members of the public in attendance at the meeting. Questions regarding increases in the town's cost for water usage and infrastructure requirements were addressed as well as whether or not the water could be routed through the Town's storm sewer or through waste water sewage infrastructure. Horstmann noted that the water would need to be routed through waste water sewage and treated. Two plans were detailed - Plan A and Plan B.

Council Member Young noted that it would be worth bringing in the company's representative to talk more about the project. Young & Council Vice President Rowe voiced their opinion that if the town doesn't take on more initiatives like this potential project to try to bring families here, and attract visitors and new residents to our community, then what chance does North Judson have towards a brighter future.

Members addressed cost concerns by letting residents know that this is just the initial inquiry portion of the potential project and there will be a great deal of due diligence and cost analysis conducted before anything is undertaken. It was noted that direct participation from the Park Board would be vital and, in

terms of the cost, there's potential to hold fundraising initiatives, and to reach out to the business community as well, to also help defray the cost of the project.

Council President Hoppe recommended looking into the potential costs related to the project as well as the possibility of a recirculation system for the water which would be used by the splash pad, as opposed to being routed to the Wastewater Treatment Plant, and that the Council should pick up the discussion at the next Regular Council Meeting.

Recognition of Guests

Jacque Ryan, Teena Hittle, Peggy Bohac, Marsha Horstmann, Marv Peters – nothing to present before the Town Council.

Scott Pajor – Inquired as to whether or not the approved meeting minutes would be posted to Facebook. Clerk-Treasurer Rowe noted that he would make sure that the minutes are being posted after they're approved.

Carol Silhavy – Informed the Council that the speed limit sign on 2nd Street has been down and in the weeds nearby to where it was previously posted.

Department Reports:

School Board – Town Representative Akers:

In June the contracts and salaries were approved of administrators. A lease purchase agreement was approved with Apple for 400 computers and iPads. A reorganization meeting was set up for the school board and School Superintendent Zupin spoke about updates for the ongoing projects and building improvements. In early July school board members and positions were carried over for the next term. Also approved were overnight field trips for the FFA and the wrestling team. Board policies were also approved and there was an update on the ongoing projects. The tennis courts were recently completed and there will be continuing work on the roof into the school year. Indoor lighting and carpet has been finished and people were encouraged to come take a look. New security measures were also implemented including two sets of doors. New ADA sidewalks were also completed. There will be e-learning days this school year for snow make up days where teachers and students can work from home and must be available from 9 AM until 3 PM. Google docs will be the platform on which communication can be conducted. There will be communication between the library and other places in town where students could go to connect to the internet in case they do not have it at home. School begins Wednesday, August 8.

Building Inspector – Building Inspector Abrams: Not Present

Code Enforcement Officer - Joe Leszek: Not Present

Unsafe Building Hearing Authority – Not Present

Board of Zoning Appeals – Marv Peters

Planning Commission – Not Present

Railroad Advisory Committee – Council President Hoppe: Nothing to Report

Park Board – Nick Radtke:

The park acquired new score boards from the high school which replaced theirs. There's potential for some tree removal at the park which may involve some funds requested from the town. Baseball season is nearly wrapped up and other than a few minor vandalism issues all has gone well. Councilmember Felchuk inquired about the usage of the hidden diamond, and potential for a dog park. Radtke mentioned that there is talk of a softball league forming and the group that is looking to put it together will be cleaning up the area in anticipation of using the space.

Police Dept- Town Marshal Fisher:

Recently police officers were a part of the Kankakee Valley FOP event which takes kids shopping for supplies before the school year begins. 53 children were involved and, to Marshal Fisher, it was a really successful initiative. Having done it for seven years now, Fisher noted that Kohls provides 30% off and names were received from Kids Closet here in town. Town Wide Yard Sales went smoothly without any issues and on August 18th there will be another slip and slide event near Norwayne Field. Marshal Fisher alerted the Council that she was looking to promote part-time officer James Conklin as the Town's fourth full-time officer. He currently works for the department on a part-time basis and he has all the necessary equipment as well as already being Indiana Police Academy trained.

Council Vice President Rowe made a motion to hire James Conklin on as the Town's fourth full-time officer. Councilmember Felchuk seconded the motion in all members present concurred.

Conklin will be giving notice and joining the force in the coming weeks, and he'll also be attending the next council meeting.

Fire Dept – Chief Leszek – Not Present

Utilities – Town Superintendent Horstmann: 6 August 2018 Utility Dept. Report

1. Cut brush from around the two trees at the west water tower and the brush around the outfall at the WWTP.
2. Hauled railroad ballast to the lane going to the dump and graded it out to try and smooth out the lane.
3. Have gone through the town and graded the alleys.
4. I finally got another quote for the sewer line replacement at the railroad museum. I have called 4 other companies, one was Zener Excavating from Monterey that Justin mentioned. The quote I got in was from H&G Underground Utilities and their quote is for \$53,702.40. They are the only other company to give a quote.
5. I would like to present **P.O. number 1485 for \$1,571.36** to Wagner Steel and Fabrication in Valparaiso to make 16 panels to replace the ones on both clarifiers that are rusted through. These will be made from aluminum instead of steel which will help them last longer. I got a quote from Kankakee Valley Steel (Teft) and their price was \$345.00 per panel. We need 16 so their total would be \$5,520.00.
6. I would like to present **P.O. number 1486 for \$1,958.75** to Hall Signs for new street signs. A lot of these signs are to replace the ones along highway 10 and 39. They are not the High Prismatic ones that are required now.

7. Pumped out, washed out and vacuumed out the debris that has been building up in the CSO tank. We try to do this at least once a year. We also removed an old float assembly that was in the tank. It hasn't been used in years and has just been in the way when we clean it out.
8. Continuing to replace old water meters with new radio read ones. I would like to present **P.O. number 1487 for \$16,885.80** to utility supply Company for 40 5/8 by 3/4 meters and 20 5/8 meters.
9. Made our monthly run through town picking up brush.
10. Have been going through the town recording the GPS locations of our manholes. This will help us find them quicker in the winter time when they are covered with snow and ice.
11. I would like to present **P.O. number 1488 for \$3,336.00** to Alexander Chemical for 19 cylinders of Chlorine and 8 cylinders of sulfur.
12. Put the boat in the oxidation ditch lifted the covers that goes over the paddles and cleaned out the vegetation that grows there and also the catwalks.
13. We installed a yard hydrant at the screening unit where the septic haulers dump into. This way they can keep it cleaned out during the winter. Before they couldn't clean it do to the hose would keep freezing.
14. Someone hit one of the fire hydrants on Third Street Friday and broke it off. I have ordered a repair kit so we can put it back together.
15. I have received two quotes out of 4 companies I called to get quotes from for our paving next year. The board has a copy of both quotes. If the board chooses one tonight then I can get the Community Crossing Grant Application completed and sent off.

Council Vice President Rowe made a motion to use Town and Country Paving for the Town's 2019 road construction and repaving. Council Member Young seconded the motion in all members present concurred.

Council Member Felchuk made a motion to pay in full **P.O. number 1485 for \$1,571.36** to Wagner Steel and Fabrication, **P.O. number 1486 for \$1,958.75** to Hall Signs, **P.O. number 1487 for \$16,885.80** to Utility Supply Company, and **P.O. number 1488 for \$3,336.00** to Alexander Chemical. Council Member Brown seconded the motion in all members present concurred.

Council Member Young inquired as to how many water meters have been replaced as a percentage throughout Town. Town Superintendent Horstmann said that we are about 50% of the way through changing out all of the Town's old water meters.

Horstmann inquired about the 150' of sewer line replacement still needing to be addressed along Franklin St. Council Members discussed quotes received from JD Excavating for \$14,500.00 which has been the lowest bid received so far compared to H & G whose bid came in at \$53,700.00. Council Vice President Rowe asked if there was a contract drawn up for JD Excavating to complete the work. Horstmann noted that no it has not yet been drawn out but they would be amenable and would be able to begin the work in early September. Council Members Rowe and Young advised that we should put together a contract for the work and address it at the next meeting on August 20.

Clerk/Water Department - Clerk-Treasurer Rowe presented the following:

Clerk treasurer Rowe asked the council to make a motion on the dollar figure associated with Town employee Kim Kapp's raise approved at the July 16 meeting. Councilmember Felchuk made a motion to increase Kim Kapp's pay from \$15.18 per hour to \$15.77 per hour effective July 24. Councilmember Brown seconded the motion and all members present concurred.

Clerk treasurer Rowe presented PO 1489 to A.E. Boyce Company Inc. for the annual software license software updates and software maintenance of Key-Device, Key-Fund, Key-Payroll and Key-Billing from September 1, 2018 to September 1, 2019 in the amount of \$7525.

Councilmember Felchuk move to pay PO 1489. Council vice president Rowe seconded the motion and all members present concurred.

Clerk-Treasurer Rowe updated the Council on the status of the current 2019 budget and requested a special meeting to be held where the council and department heads can discuss next year's budget along with a five-year capital expenditure planning. The meeting was set for Tuesday, August 14 at 6 PM. Clerk-Treasurer Rowe noted that he would contact Eric Walsh and Jeffery Weaver, the Town's financial advisors, from Umbaugh to request their attendance. Rowe also spoke about the 5-Year Capital Expenditure plan to be addressed including expenses like police vehicles, projects like the splash pad, or other desired or necessary expenses to come over the next five years. Planning out these expenses means creating an accurate and sustainable budget year after year with the idea that equipment, vehicles, and projects can be undertaken or replaced to ensure we're operating to our fullest capacity

Clerk-Treasurer Rowe updated the Council on the status of switching the Town's General Account from Monterey Bank to First Farmer's Bank & Trust. Rowe requested permission to transfer \$650,000.00 to the Town's new FFBT. Town Attorney Schramm interjected that it would be advisable for him to draw up a resolution which the Council would pass in order to carry out a transfer of a large sum of money such as the figure requested.

Legal Updates– Town Attorney Schramm: Nothing to Present

Additional Business Deemed Necessary by Council:

Council Vice President Rowe presented a request he received from a citizen in the area of Garfield St. and Cherry St. to place a stop sign at that intersection. The citizen is a mother who voiced her concern that there are many young children in the area who routinely play in the area. Clerk-Treasurer Rowe noted that there are no stop signs on Garfield St., but there are stop signs at the parallel intersections on Sheridan Ave. and Hancock St.

Town Attorney Schramm noted that, by having the discussion openly in a public meeting that there is potentially a need for safety measures to be taken in a particular area and then not taking action to pursue those measures, the Town could be open to liability issues if an incident were to occur.

Council Vice President Rowe made a motion to place a stop sign in the north-south orientation of the intersection of Garfield St. and Cherry St. Council Member Young seconded the motion and Council President Hoppe voted yea to pass the motion. Council Members Brown and Felchuk voted nay.

Council Vice President Rowe addressed the Council regarding Building Inspector Jeff Abrams not living in Town and not attending meetings montly, but maintaining a paid position for the Town. Discussion was held about the dynamics of allowing Abrams to continue in his current role given these facts. Council Member Brown voiced his frustration given that it is a paid position for the Town and it's not the first time that the Meeting attendance issue has be raised. Council Member Felchuk noted that there is a concern with it being a requirement that the position-holder would need to live in Town, but she would be up for addressing the issue at the end of the year. Council President Hoppe will make contact with Abrams to notify him of the Council's sentiments.

Claims for Payment – Clerk-Treasurer Rowe presented the Claims for Payment packet for APV's totaling \$228,020.85. Council Vice President Rowe made a motion to approve APV's date range 7/17/2018 -- 8/6/2018. Council Member Brown seconded the motion, and all council members present concurred.

Council Member Jane Ellen Felchuk moved for adjournment, Council Vice-President John Rowe seconded the motion and all council members present concurred.


Meeting adjourned at 7:58 P.M.

Next regular scheduled meeting – Monday, August 20, 2018 at 6:30 PM.

Attest:



Wendy J. Hoppe, Council President



Andrew Rowe, Clerk-Treasurer