

INCORPORATED TOWN OF
NORTH JUDSON
INDIANA 46366



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

September 4, 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. Town Superintendent Horstmann, Town Marshal Fisher, Clerk-Treasurer Rowe were able to attend.

The Pledge of Allegiance was recited.

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

Council President Hoppe asked for approval of the minutes from the Regular Meeting on 8/20/2018. Council Vice-President Rowe moved to approve those minutes. Council Member Young seconded the motion, and all council members present concurred.

Public Presentation:

Larry Wickert – Starke County Economic Development Foundation/Stellar Communities Update

Wickert addressed the Council regarding several topics including their monthly update, a Kankakee/Iroquois Regional Planning Commission survey which would include any ongoing projects and other projects which the Town would be looking to undertake in 2018-2019, and details about the current status of the Stellar Communities regional initiative of which the Town a part. Wickert spoke about the upcoming Stellar events, what the nature of those events are and how they will benefit the efforts to be named a Stellar Community, and also that the Town would need to appoint someone to the Executive Team being formed around the initiative.

Council Vice-President Rowe made a motion to appoint Clerk-Treasurer Andrew Rowe to the Stellar Communities Executive Team on behalf of the Town of North Judson. Council Member Felchuk seconded the motion and all members present concurred.

Clerk-Treasurer Rowe brought up the topic of the Comprehensive Plan which is required as part of the initiative, and how using the same company for each community involved might introduce some continuity to the overall planning of the initiative. Wickert concurred and Council Member Felchuk volunteered to make contact with other communities involved to convalesce around a similar objective and entity who could potentially conduct the plans.

Old Business:

Norwayne Field Splash Pad – Continuing Discussion

Council Member Young updated the Council and those present about some of the developments as far as the ongoing efforts to implement a splash pad at the unused skating rink structure at Norwayne Field. Bill Smith from Vortex Aquatic Structures was not able to attend the meeting but he will be attending a future meeting to supply the Council with estimates and designs updated to fit the financial capabilities and needs of the Town. Young noted that the goal would be a turn-key installation of the splash pad for under \$60,000. Town Superintendent Horstmann and Young visited the site and Horstmann identified some work that the Town could do to limit some of the costs associated with the project. Clerk-Treasurer Rowe also noted that potential plans for restroom facilities near the splash pad had been discussed as well and that there are a couple locations nearby that would work to fill that need which extends beyond just simply for use by visitors to the splash pad – there are also events such as the Mint Festival and Movies in the Park, along with hopefully added events starting in 2019 now that there is a new stage cover, which adding restrooms would be a nice accommodation to add to the dynamic area growing around Norwayne Field. Young also touched on the discussions held with Horstmann about routing to the sewer and water lines which run through the First Farmers Bank & Trust parking area, closer to the splash pad area than first expected in initial discussion on the topic.

New Business:

Recognition of Guests

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

Phil Brown – President of the local Kiwanis

Spoke about the upcoming Kiwanis Pancake Breakfast on September 30, 2018, and voiced his desire to have the Council present.

Carol Silhavy – commented that the sidewalks at Norwayne Field are a bit overgrown and could be edged in order for people walking to comfortably pass by each other. Council President Hoppe noted that it would be mentioned to the Park Board.

Department Reports:

School Board – Town Representative Akers:

Akers discussed happenings at the most recent School Board meeting held on August 21, 2018. FFA & Wrestling field trips were discussed; Board policies were approved; capital projects and bus replacement plans were given approval to go to taxpayers; approval was given for submission for the 2019 budget to go to the County; 77 kindergartners means an additional class will be added and school population is comparable to 2017-2018; 2018 projects are nearly all finished; teachers will be working on eLearning and continue to look at test scores in order to improve on the new iLearn testing replacing the ISTEP.

Council Vice-President Rowe noted his positive impression of the new tennis courts and additions to the sports facilities. Council President Hoppe commented on the new sign and how nice it is that it's being updated regularly. Akers noted Lisa Thompson's work in that regard.

Building Inspector – Building Inspector Abrams:

Noted that he had written four permits in the last two weeks. Councilmembers inquired as to how many permits had been written year-to-date, to which Abrams replied less than last year but around 80.

Council Member Brown asked Clerk-Treasurer Rowe about progress at 214 Lane Street, property owned by Monty Timm. Rowe noted that since a recent voicemail was left with Timm on the topic they've finished the laying of sheets of plywood on the roof, and there are no longer any gaping holes in that regard.

Code Enforcement Officer - Joe Leszek: Not Present

Unsafe Building Hearing Authority – Not Present

Board of Zoning Appeals – Marv Peters

Peters informed that Council that the Board of Zoning Appeals had rezoned the largest section, from State St. to Leslie St., of the old Penn RR owned by Tim Howard from Resident to Commercial in order for Howard to build 268 storage units on the property. He will be looking to have completed within a five-year period.

Planning Commission – Not Present

Railroad Advisory Committee – Council President Hoppe:

The bill for vegetation spraying was received and the individual operating out of Valparaiso who will be inspecting the bridge along the Kankakee River will be submitting a price in the near future.

Park Board – Nick Radtke: Not Present

Police Dept- Town Marshal Fisher:

Fisher updated the Council that the department is fully staffed and running smoothly. There are upcoming school events coming up on September 11th and 14th. Fisher presented a reimbursement request for Chief Deputy Frank Thomas for costs incurred during recent training activities in the amount of \$54.94.

Council Vice-President Rowe made a motion to reimburse for Chief Deputy Frank Thomas for costs incurred during recent training activities in the amount of \$54.94. Council Member Felchuk seconded the motion and all members present concurred.

Fire Dept – Chief Leszek: Not Present

Utilities – Town Superintendent Horstmann: 4 September 2018 Utility Dept. Report

1. Completed the water tap and sewer for new house on Leslie/625 S. We were not able to use the manhole that y'all approved at the last meeting due to communication cables in the way. We sucked a hole down to get a more exact depth for the manhole and found the cables. The manhole was never ordered and I gave Andrew the P.O. so he could void it out. Since it is not in the roadway we put in an extra cleanout setup on the sewer line so we can jet it from there to the next manhole.
2. Continuing to install new radio read water meters.

3. Dug out and hauled off numerous loads of concrete foundation sections to include the old loading dock from the property we are clearing.
4. I have completed the list of items that we purchase regularly through out the year. I did it starting in 2012 through 2017. I included how many we bought along with how much we spent for each item for that year. I sent it out to the board along with the vehicle replacement plan.
5. I met with the engineers from Commonwealth on the 24th. We went over the preliminary drawings for both the sewer separation project and the improvements at the wastewater plant. I did not see any problems with either one. They are working on the application for the permit from IDEM and when it is finished they will send it to us for the board to sign it, and then it can be submitted to IDEM for their approval.
6. I had a quarterly meeting with INDOT over the two ADA side walk grants that we are working on. INDOT is looking to see if both projects could be moved up a year. The next one could go out for bid in November of 2019. I would like to present **P.O. number 11496 for \$739.94** to Fleis & Vandenbrink for Preliminary Engineering and Environmental Documents for the next ADA project.
7. I would like to present **P.O. number 1497 for \$2,841.35** to Republic Services for the hauling, dumping and returning the sludge dumpsters and also for the monthly rental of the dumpsters.
8. To answer Jane Ellen's question from last meeting the measurements for the area that we cleared is roughly 180 feet by 100 feet.
9. We installed the insta-vale and replaced the fire hydrant on Sheridan St. We had an issue with the temporary valve for the insta-valve part of the job. After we cut the pipe we closed the temporary valve so we could remove the cutter assembly and install the valve insertion part of the job. When we took off the cutter assembly the temporary valve was leaking by excessively. By the time we got it all completed the water was almost up to the top of the assembly, which made it difficult to hook up the air hose which is used for pushing the valve plug into place. I called the company and was told that they cannot rebuild it due to they cannot get the parts anymore. I would like to present **P.O. number 1498 for \$3,875.34** to Hydra-Stop for a new 8" gate valve.
10. We completed our monthly brush run through town which took two days to complete.
11. I would like to present **P.O. number 1499 for \$802.20** to Utility Supply Co. for sewer fittings to replenish our on the shelf stock.

Council Member Felchuk made a motion to pay **P.O. number 1496 for \$739.94** to Fleis & Vandenbrink for Preliminary Engineering and Environmental Documents for the next ADA project, **P.O. number 1497 for \$2,841.35** to Republic Services for the hauling, dumping and returning the sludge dumpsters and also for the monthly rental of the dumpsters, **P.O. number 1498 for \$3,875.34** to Hydra-Stop for a new 8" gate valve, **P.O. number 1499 for \$802.20** to Utility Supply Co. for sewer fittings to replenish our on the shelf stock. Council Member Young seconded the motion and all members present concurred.

Council Member Felchuk noted difference in appearance since the brush pickup off Main St. Council Vice-President Rowe inquired about the increased utility revenues recently and the correlation between those increased billings with the new, improved meters being implemented. Rowe also inquired as to what percentage of the towns meters still need to be changed to which Horstmann and Billing Clerk Jennifer Vanek replied that around 55%-60% have been replaced.

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

Clerk-Treasurer Rowe addressed the Council first in allowing Billing Clerk Vanek to present to the Council her findings regarding the switch from utility billing cards to billing letters more akin to what's received from companies like NIPSCO or AT&T. Details regarding the initial steps which would need to be taken and where the Town could save funds by switching to Boyce-Keystone – who provides the Town with Utility, Budget & Payroll software – mailing out paper billing on behalf of the Town. Aside from an initial \$850 setup fee, the Town would most likely be saving a small amount of money along with the money associated with the time it takes Vanek to get the billing out each month.

Council Vice-President Rowe asked how much time it would save to which Vanek let the Council know at least one day per year. Clerk-Treasurer Rowe echoed Vanek in highlighting some of the positives to be gained by switching to this paper format. Vanek noted various areas in which it would be a vast improvement on what the Town currently does in regards to utility billing.

Council Member Felchuk made a motion to move to the paper billing service as supplied by Boyce/Keystone. Council Member Brown seconded the motion and all members present concurred.

Clerk-Treasurer Rowe present PO 1495 to H.J. Umbaugh & Assoc. in the amount of \$7208.19 for Inv. 154674 – Budget Services & Additional Costs Related to the 2019 Budget; PO 1500 to TJ's Lawn Care in the amount of \$3000.00 for Highland & Pioneer Cemetery Mowings on 7/24/2018 and 8/13/2018; and PO 1501 to Schramm Law Group, PC for \$1562.50 for Inv. 10248 – Professional Services between 4/2/2018 and 8/27/2018.

Council Member Felchuk moved to pay PO 1495 to H.J. Umbaugh & Assoc. in the amount of \$7208.19 for Inv. 154674 – Budget Services & Additional Costs Related to the 2019 Budget; PO 1500 to TJ's Lawn Care in the amount of \$3000.00 for Highland & Pioneer Cemetery Mowings on 7/24/2018 and 8/13/2018; and PO 1501 to Schramm Law Group, PC for \$1562.50 for Inv. 10248 – Professional Services between 4/2/2018 and 8/27/2018. Council Vice President Rowe seconded the motion and all members present concurred.

Council Member Brown inquired as to whether the Town is getting adequate services from HJ Umbaugh for the costs related to those services. Clerk-Treasurer Rowe noted that, yes, their services and personnel have been helpful in each area in which we've signed on to incorporate their services. Rowe also noted that as he goes through more budgets, as in working in 2019 on the 2020 budget, he may need Umbaugh's services less and less in order to keep costs in that regard down.

C/T Rowe informed the Council about a recent conversation with Marie Buivis who is looking to sell a greater size portion of property to be incorporated into Highland Cemetery. Rowe announced that Buivis is looking to meet with the Council to discuss the purchase of the land in order to grow the cemetery, which is now close to running out of graves. Council Members voiced their thoughts on the matter and Council President Hoppe recommended reaching out to the necessary state agency to secure any the approval of the expansion before any other steps are taken to purchase and develop the land.

Rowe addressed the recent work he's been doing to create the Town's website with Brian Pinson at Spiderbyte. The creation of the website, as a rough estimate, could cost between \$1500-\$2500 and would take a month or so to build, with a year of changing and adjusting things to our liking. Rowe also noted the domain names which he conceived for the site to which Council Member Young noted that it would

be wise to buy as many as we could, and whether or not we could add utility bill pay to the site. Rowe and Vanek noted that we would probably need to add a module through Keystone/Boyce in order to incorporate that into the website.

Council Vice President Rowe made a motion to proceed with working with Brian Pinson at Spiderbyte to take the necessary steps to build the Town's website. Council Member Felchuk seconded the motion and all members present concurred.

Clerk-Treasurer Rowe advised the Council that the post office is looking to recycle three letter boxes that are unused in Town. The Postmaster asked whether or not the Town could assist them with pulling those boxes out of the ground. Council Members advised Rowe and Horstmann to contact the post office to figure out the extent of the work involved.

Easement agreement related to the upcoming WWTP project – tabled until the meeting on September 17th.

Legal Updates– Town Attorney Schramm: Not Present

Additional Business Deemed Necessary by Council:

Council Member Felchuk asked that the Council allow her to put a Committee together in order to seriously look at the creation of a small dog park on the Town's land along Railroad St. which was recently cleaned out and rid of trees for the upcoming projects. Council Vice-President Rowe made a motion to allow Council Member Felchuk to create a committee which would look at all that's involved in erecting a dog park on the now vacant land along Railroad St. Council Member Young seconded the motion and all members present concurred.

Council Member Felchuk brought to the Council's attention her desire to hire someone as a part-time deputy clerk to work with Clerk-Treasurer Rowe in order to free up his time to work in other areas on behalf of the Town. Discussion was held and Council Members asked that a job description, cost and budgetary analysis, and scheduling details be figured out over the coming weeks, and presented to the Council before any decision can be made.

Phil Brown brought up the topic of the area across from the Methodist Church, attached to Pioneer Cemetery, which they've received questions about recently. Brown spoke about Dr. Dalphond's work there and how he was aware of a timeline ending at Labor Day in 2018. With the removal of the tree stumps in the area, the next step would ideally be to take care of the unfinished work that Dr. Dalphond did not complete. Council Members discussed the fact that Dalphond isn't going finish the work but that there were funds raised which were intended to go to finishing the project. In figuring out what can be done, Council Members are interested in identifying what funds are available and how much the work would be to complete but on a lesser degree that what was there originally.

Council Vice-President Rowe brought up some recent calls received that there were unlicensed and unregistered contractors working on George St. Clerk-Treasurer Rowe received the calls and initiated the process to obtain their identification, insurance information and issue a permit. Council Vice-President Rowe noted that the organization was under the impression, after initial contact made by Code Enforcement Officer Leszek, that the fee and any requirements would be waived and a permit would be issued. Council Members voiced their desire that no one Council Member has the ability to waive a fee or the need for them

to submit documentation certifying their expertise. Anyone working to inspect or perform any work in the Town needs to be registered and on file with the Town.

Council Member Young made a motion to waive the \$75.00 fee associated with North Central Community Action obtaining a Contractors Permit with the Town of North Judson after their necessary information has been received. Council Member Felchuk seconded the motion and all members present concurred.

Claims for Payment – Clerk-Treasurer Rowe presented the Claims for Payment packet for APV’s totaling \$219,924.90. Council Member Brown made a motion to approve APV’s date range 8/21/2018 – 9/4/2018. Council Vice-President Rowe 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 8:03 P.M.

Next regular scheduled meeting – Monday September 17, 2018 at 6:30 PM.

Attest:



Wendy J. Hoppe, Council President



Andrew Rowe, Clerk-Treasurer