

INCORPORATED TOWN OF
NORTH JUDSON
INDIANA 46366



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

November 5, 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 and Councilmembers Brown, Young and Felchuk were able to attend. Town Superintendent Horstmann, Town Marshal Fisher and Clerk-Treasurer Rowe were able to attend.

The Pledge of Allegiance was recited.

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

Council President Hoppe asked for approval of the minutes from the Regular Meeting on 10/15/2018. Councilmember Brown moved to approve that minutes. Councilmember Young seconded the motion, and all council members present concurred.

Council President Hoppe asked for approval of the memorandum from the Executive Session on 10/15/2018. Councilmember Brown moved to approve the memorandum. Councilmember Young seconded the motion, and all council members present concurred.

Council President Hoppe asked for approval of the memorandum from the Executive Session on 10/15/2018. Councilmember Brown moved to approve the memorandum. Councilmember Young seconded the motion, and all council members present concurred.

Council President Hoppe asked for approval of the minutes from the Special Meeting on 10/29/2018. Councilmember Felchuk moved to approve those minutes. Councilmember Young seconded the motion, and all council members present concurred.

Public Presentation:

No Public Presentations

Old Business:

2019 Town Railroad Insurance Binder & Promissory Financial Agreement

Clerk-Treasurer Rowe informed the Council about the 2019 Railroad Insurance Binder & Promissory Financial Agreement. The cost of the yearly insurance policy renewal administered by McRail through Steadfast Insurance Company – General Liability Policy #SCO1064679-01 – at a cost of \$41,000.00. A portion (20%) of the yearly cost, \$8200.00, is due initially, with 10 monthly installments following or the

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remaining sum paid entirely. Clerk-Treasurer Rowe noted that the Cumulative Railroad Fund will be used for the initial, pre-bonding costs of the Town's wastewater project, in the amount of \$100,000.00. After the Railroad Fund is reimbursed after the first of the year, the remaining balance of the yearly policy cost will be paid entirely in order to eliminate interest charges month-over-month.

Councilmember Felchuk made a motion to pay P.O. 1526 to McRail in the amount of \$8200.00. Councilmember Brown seconded the motion and all members present concurred.

Norwayne Field Splash Pad – Continuing Discussion w/ Bill Smith from Vortex Aquatic Systems

Bill Smith not present, discussion initiated by Councilmember Young who will have expect to have the additional \$40,000.00 & \$50,000.00 designs to present soon. Also discussed by Young, and echoed by other Town officials, was the opinion that the Town could benefit from pursuing further research and additional cost estimates and designs from other contractors who could potentially carry out the construction of a splash pad in 2019.

2019 Town Employee Health Insurance

Clerk-Treasurer Rowe notified that Council that R & R Benefits would be submitting their employee health insurance quotes for 2019 before the November 19th Regular Council Meeting, and that Steve Strantz would likely attend that meeting to answer any questions related to the policy.

New Business:

Town of North Judson Ordinance 2018-14: Ordinance Amending Ordinance 2018-11 Water Revenue Bonds – First Reading

The first reading of Ordinance 2018-14 was held. Councilmember Felchuk made a motion to introduce Ordinance 2018-14. Councilmember Brown seconded the motion and all members present concurred.

Councilmember Felchuk made a motion to suspend the 2nd and 3rd Readings of Ordinance 2018-14. Councilmember Brown seconded the motion and all members present concurred.

Councilmember Felchuk moved to adopt Ordinance 2018-14. Councilmember Young seconded the motion and all members present concurred.

Town of North Judson Resolution 2018-06 – Resolution Authorizing Comprehensive Planning Grant Application Submission & Local Match Commitment

The first reading of Resolution 2018-06 was held. Councilmember Felchuk made a motion to introduce Resolution 2018-06. Councilmember Brown seconded the motion and all members present concurred.

Councilmember Felchuk made a motion to suspend the 2nd and 3rd Readings of Resolution 2018-06. Councilmember Brown seconded the motion and all members present concurred.

Councilmember Felchuk moved to adopt Resolution 2018-06. Councilmember Brown seconded the motion and all members present concurred.

Emily Albaugh, Kankakee-Iroquois Regional Planning Commission, spoke and answered questions from attendees about the details of the Comprehensive Planning Grant process and the steps which the Town is undertaking through the Office of Community & Rural Affairs (OCRA) & the Community Development Block Grant (CDBG) to secure 90/10 matched funding in the amount of \$44,000.00 in planning grant

dollars from CDBG, with a match of \$4400.00 from the Town's Cumulative Capital Development Fund. The Town had previously held a Special Meeting in order to interview consultants, at which time the firm HWC was selected.

2019 N.J.V.F.D. Fire Service Contracts

Clerk-Treasurer Rowe brought the issue of 2019 Fire Contracts up in regards to there being some Townships which operate on a two-year contract, with those contracts running out on December 31, 2018. Fire Chief Leszek noted that Jackson Township's agreement won't change year-over-year, and discussions are ongoing with Rich Grove Township, whose increased call volume and cost over the last couple years has given them incentive to take a closer look at the stipulations of the agreement. Further specifics will be discussed at a future meeting.

Recognition of Guests

Teena Hittle, Jacque Ryan, Carol Silhavy – nothing to present before the Town Council.

Ernie Smith from Habitat for Humanity inquired as to whether or not the Council would be willing to waive the building permit fee (\$50.00) for a handicap ramp which the Smith and the organization will be constructing in Town for a local resident. Councilmember Felchuk moved to waive the \$50.00 permit fee associated with Habitat for Humanity's building permit application and upcoming construction work to be completed in the Town. Councilmember Brown seconded the motion and all members present concurred.

Peggy Bohac wished to thank Councilmember Young and the Police Department for their recent efforts to host and get involved in Halloween Trick-or-Treating. Bohac also noted the upcoming Starke County Chamber awards event honoring Linda Lewandowski & TSC in Knox, and also detailed how she recently took pictures of the new business downtown, Golden Thread. Bohac voiced her positive impression of the business.

Marv Peters voiced his opinion that the Town should do something to commemorate the recent NJSP State Champion Class 2-A Volleyball team. Discussion was held on the details of the signs to be posted on the Town's "Welcome" signs, and also touching on what else the officials of the Town could do to award each player on the team. For example, a patch presented by the Town to be sewn on to each players letter jacket.

Department Reports:

School Board – Town Representative Akers:

Akers reported that at the October meeting policies previously presented were presented for final reading and adopted. The FFA received approval to go to the national conference. Approved were a 5th & 6th grade basketball teams with volunteer coaches for now. Dr. Zupin also spoke about school improvement plans and having a visiting team assess ways in which the schools could improve.

Building Inspector – Building Inspector Jeff Abrams: Not Present

Council President Hoppe updated the Council about her conversations with Abrams in regards to contacting Monty Timm who owns 214 Lane St. The state of the roof replacement has been stalled since Labor Day weekend according to Clerk-Treasurer Rowe who notified the Council that the wood sheathing is beginning to bow and fray at the seams. Town Attorney Schramm provided his insights regarding the relevant duties and abilities of Council-appointed boards, such as Unsafe Hearing Board, to spur activity or cite the property

owner for not maintaining safe structures. Councilmember Brown inquired as to the ability of the Town to fine building owners in these situations to which Schramm noted that there are existing codes, and if the Town has specific codes relevant here, which could be enforced.

Code Enforcement Officer - Joe Leszek:

Leszek let the Council know that he's still keeping an eye on the dog issues in the vicinity of Leslie St. but he's not had a good deal of luck see dogs running at large when patrolling the area. Clerk-Treasurer Rowe informed the Council about a memo received from the state which directs all municipalities to cease collecting traffic and moving violations, and refer those citations to the county court level where fines will ultimately be directed to, or collected by, the state.

Unsafe Building Hearing Authority – Not Present

Board of Zoning Appeals – Nothing to Present

Planning Commission – Not Present

Railroad Advisory Committee – Council President Hoppe: Nothing to Present

Park Board – Nick Radtke: Not Present

Police Dept- Town Marshal Fisher:

Fisher notified the Council about Red Ribbon Week which included K9 demonstrations with Jimy and interactions with kids. Halloween included extra patrols and the volleyball team escort after the State Championship was a success with an impressive amount of supporters involved throughout their drive home. Fisher has been working with the Clerk-Treasurers office concerning dog tags and updating the Town's ordinances in order to improve the look of the Town. The department is also hosting a women's self-defense class on Saturday, November 10th.

Fire Dept – Chief Leszek:

Fire Prevention Month finished up recently and the department put forth a lot of effort in connecting with the schools to educate kids. The department recently elected officers for 2019. Leszek & Mike Scutchfield were retained as Chief and Assistant Chief; Eric Wappel & Bill Crase were appointed Captain & Asst. Captain; Todd Jackson & Kevin Brown were made Lieutenant & Asst. Lieutenant; Nathan Henning was made Secretary and Brian Reading will serve as Treasurer; Louis Matzat will serve as the department's Medical Director. Recent calls have spurred thoughts related to how the department conducts operations and they'll be assessing and updating those protocols. Recently, there have been some issues with older trucks including a compression gasket on Truck 6 and fuel filter/fuel tank rust issues with the 1979 Ford. Leszek presented PO 1517 to Waterway of Michigan LLC for \$3699.92 for recent ladder & hose testing.

Councilmember Felchuk made a motion to pay PO 1517 to Waterway of Michigan LLC for \$3699.92. Councilmember Brown seconded the motion and all members present concurred.

Utilities – Town Superintendent Horstmann: 5 November 2018 Utility Dept. Report

1. Rebuilt the fire hydrant that was removed from the Water Dept.
2. Have continued to work with the rep. from B.L. Anderson on the control console replacement at the WWTP. There was an issue in the panel for the digester level indicator that caused an arcing

and burnt the devices for the digester level indicator which also burnt circuit boards in the module unit. He had to change out the various components to get that system working again. The total for the components is \$1,161.00. We also need to increase our point count from 75-point count to 150-point count for the SCADA system and upgrade to the next version Citect computer program for the wastewater equipment monitoring computer for \$1,735.00. I would like to present **P.O. number 1519** for \$6,126.00 to B. L. Anderson which also includes the new Radar Level meter system that was installed in the wet well that I called three of the board members to get permission to add to the upgrades.

3. We have started making rounds through town picking up leaves. I ask residents to make sure the leaves and brush are piled separately. We cannot pick up piles of leaves with brush mixed in with them.
4. We have removed all of the items (old ceiling hung heater that didn't work, unused water lines, electrical outlet and conduit, filing cabinet, spare aerator blower, motor and booster pump) from the wall in the water dept. where the transfer switch will be mounted for the generator. Have also filled in holes in the block wall and repainted it. It is ready for when they start installing the generator transfer switching equipment.
5. Have been working on a checklist that was sent out by the Chlorine Institute for our chlorine storage that we are required to complete. It has numerous items that they are strongly suggesting that communities should have. I have completed the items that I could do that wasn't costing us anything. Some of the items that they are suggesting we have are Chlorine and Sulfur monitoring systems that have the monitoring display unit mounted outside of the Chlorine room and the sensors mounted inside the Chlorine room. These systems are around \$3,100.00 for a system that senses both Chlorine and Sulfur and \$2,000.00 for a system that just senses Chlorine. I am still looking into prices from other companies. The system we have now has everything mounted inside the room. If there is a leaking cylinder you have to go inside to acknowledge the alarm. They are also suggesting kits on hand to seal off a leaking cylinder which run \$1500.00 and a SCBA to wear into the room to install the kit to seal off the cylinder runs around \$3,000.00.
6. We made the pass-through town picking up brush.
7. I would like to present **P.O. number 1518** for \$7,908.21 and **P.O. number 1520** to Fleis and Vandenbrink for Preliminary Engineering and Utility Coordination work for the next ADA project.
8. I have completed the final repairs to the wiring at Norwayne Field. Rich and I tested the circuits to ensure they are working.
9. Completed the repairs (replaced both front CV joints and shafts on the front end along with both brake rotors and pads) on the 2015 Police car. Was not able to get the rotors turned due to too out of shape.
10. We have gone through all of our chainsaws, leaf blowers, generators, and concrete saw engraving them and recording their serial numbers so we can have an easier time identifying them if they would get stolen.
11. We have started to run the conduit and installed the breaker for the lights in the salt shed. The conduit has been run from the electrical panel up to the area where we will mount one of the lights. We need to get the lights and wire and rent a man lift to run the rest of the conduit up and over the top of the salt shed frame work to the other spot the other light will be mounted. It is too high for the fork lift to reach.
12. I would like to present **P.O. number 1493** for \$4,500.00 to JD Excavating for the work he conducted on the sewer line at the Railroad Museum. I am still trying to get quotes from companies for relining the main.

13. Commonwealth had the Pre-Bid meeting for the water projects today. The dead line for the sealed bid packages will be November 15th at 1PM and they will be sent to the Town Hall where they can be date/time stamped and they will be opened by Commonwealth here at a 1 PM meeting on the 15th. All projects are to be completed by the end of September 2019.

Councilmember Felchuk moved to pay: P.O. number 1518 for \$7,908.21 and P.O. number 1520 to Fleis and Vandenbrink for \$929.01 for Preliminary Engineering and Utility Coordination work for the next ADA project, P.O. number 1519 for \$6,126.00 to B. L. Anderson, P.O. number 1493 for \$4,500.00 to JD Excavating for the work he conducted on the sewer line at the Railroad Museum. Councilmember Young seconded the motion and all members present concurred.

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

Clerk-Treasurer Rowe presented PO 1522 for \$1400.00 to B&T for vehicle repairs as presented & ordered by Town Marshal Fisher; PO 1523 for \$1875.00 to Datacrates as the first installment for the development of the Town's website; PO 1524 for \$525.00 to Boyce Systems for the Town's Boyce Mail postage reserve; PO 1525 for \$1000.00 to the Indiana Finance Authority for their Trustee Fee associated with and due at the time of the Town's bond closing related the Water/WWTP Projects.

Councilmember Brown moved to pay PO 1522 for \$1400.00 to B&T for vehicle repairs as presented & ordered by Town Marshal Fisher; PO 1523 for \$1875.00 to Datacrates as the first installment for the development of the Town's website; PO 1524 for \$525.00 to Boyce Systems for the Town's Boyce Mail postage reserve; PO 1525 for \$1000.00 to the Indiana Finance Authority for their Trustee Fee. Councilmember Felchuk seconded the motion and all members present concurred.

Included in his update, Clerk-Treasurer Rowe mentioned the banner removal downtown to make way for Christmas lights. The company tasked with putting up decorations did not respond to repeated calls inquiring as to when they would be in Town, and then on Monday, November 5th they were seen putting lights up in Town. Town Superintendent Horstmann mentioned that he would be getting the downtown banners removed as soon as possible, though there weren't any issues with hanging the seasonal decorations and leaving the banner mounts on the poles which was a previous concern.

Rowe mentioned that ONI Risk Partners will be coming to meet with department heads in order to do a deep dive into the Town's property, vehicle and equipment in terms of 2019 insurance quoting. Clerk-Treasurer Rowe presented documentation and a request put forth by Chief Deputy Town Marshal Frank Thomas asking that his "Adjusted Hire Date" be changed to exactly one month previous, from November 3, 2011 to October 3, 2011, to his original "Hire Date" as outlined in the employees records with the Town. Councilmember Brown asked Town Attorney Schramm for his insight, to which Schramm noted that if no justification for the change exists then the Council would be safe in re-adjusting that date back to October 3, 2011.

Rowe briefly outlined his findings related to the Council's request in identifying how the Town could expand Highland Cemetery. An act of the Council to incorporate unincorporated land into the cemetery is generally acceptable. Schramm noted some restrictions in how the Town goes about purchasing the land to begin with but bringing it into the cemetery isn't overly complicated. Also mentioned was an update on the happenings of the Stellar Communities Executive Team, including recent workshops, meetings and asset mapping events which included people from the public and private sectors across industries and organizations throughout the county.

Legal Updates– Town Attorney Schramm:

Schramm addressed the Council in recommending that they consider establishing and appointing a five to seven-member Safety Board as an entity independent from the Council which, relevant to Indiana Code 36-8-3-4, deals with grievances, disciplinary matters or scenarios relative to the removal of a Town employee (i.e. police officers, fire fighters). This impartial safety board would, Schramm noted, serve to potentially limit bias which could lead to unforeseen costs and liabilities. Councilmember Felchuk inquired as to how the board could be established to which Schramm replied that first the Council would need to put forth an ordinance setting out the terms.

Additional Business Deemed Necessary by Council: No Additional Business

Claims for Payment – Clerk-Treasurer Rowe presented the Claims for Payment packet for APV's totaling \$195,469.53. Councilmember Brown made a motion to approve APV's date range 10/16/2018 – 11/5/2018. Councilmember Young seconded the motion, and all council members present concurred.

Councilmember Jane Ellen Felchuk moved for adjournment, Councilmember Josh Brown seconded the motion and all council members present concurred.

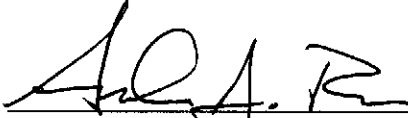
Meeting adjourned at 7:49 P.M.

Next regular scheduled meeting – Monday, November 19, 2018 at 6:30 PM.

Attest:



Wendy J. Hoppe, Council President



Andrew Rowe, Clerk-Treasurer