

**HEBRON TOWN COUNCIL  
HEBRON UTILITY REGULATORY COMMISSION  
MINUTES OF MARCH 19, 2024**

The Hebron Town Council and Regulatory Commission meeting of March 19, 2024, was called to order by President John Spinks, Jr. at 7:00 p.m. In attendance were Council Members, Justin Albright, Mike Wallace, Shane Spagnola, Tammy Grdinich, and John Spinks, Jr.; Town Attorney Brett Galvan; MCO Representative Randy Decker; Park Board President Linda Brebner; Town Marshal Josh Noel; and Clerk-Treasurer Jamie Uzelac. Building Commissioner Brad Ladwig was not in attendance. Attending via zoom were John Borgers and Loys Rees from Wessler Engineering.

Following the Pledge of Allegiance, the following business was conducted.

Public Comments – President Spinks read the following Public Comment Statement.

**The Town Council would like to let everyone know that the agenda for our meetings is available online on the town website the Friday before we meet to allow citizens to come and speak on topics before a decision is made. This meeting is being recorded and will be made available on the website before our next meeting. In order to give everyone an opportunity to speak and to get through today's business, please state your name and address before limiting your comments to 3 minutes. Comments will only be allowed during the "Public Comment" sections of this meeting directly after this statement is read.**

President Spinks asked for public comments.

Clerk-Treasurer Uzelac asked the Council to consider eliminating the monthly workshop meetings on the second Tuesday of the month and to conduct all business during the regular meeting to allow the community to know what is going on. President Spinks stated the Council would consider this suggestion.

Public Hearings – **Additional Appropriation Public Hearing – Resolution 2024-03-19 – A Resolution Providing for the Additional Appropriation in the American Recuse Plan Fund for the Year 2024** - President Spinks opened the public hearing regarding Resolution 2024-03-19. Three times President Spinks asked if anyone from the public had comments. President Spinks asked if any Council members had comments. There being no comments from the public nor the Council, President Spinks closed the public hearing.

Utility Adjustments – None

Approval of Minutes

On motion of Councilman Albright, seconded by Councilwoman Grdinich, and duly carried 5-0, the following minutes were approved as presented:

Workshop Minutes of November 15, 2024; March 7, 2024; April 4, 2024; and March 13, 2024.

Town Council/HURC minutes of January 23, 2024, amended; February 20, 2024, amended.

Town Council Special Meeting Minutes of February 27, 2023.

### **Docket**

President Spinks read the docket totals for March 19, 2024: Total \$1,190,993.69, Transfers \$417,579.20, and Net \$773,414.49. On motion of Councilman Albright, seconded by Councilman Wallace, and duly carried 5-0, the docket was approved as presented.

### **Ordinances and Resolutions**

Unanimous Consent Vote – On motion of Councilman Albright, seconded by Councilman Spagnola, and duly carried 5-0, the Council approved consideration of **Ordinance 2023-12-19-1 (Amended 3/19/2024) Salary Ordinance** and **Ordinance 2024-03-19 An Ordinance of the Town Council of the Town of Hebron, Indiana Amending Ordinance 2022-03-15 Which Previously Amended Ordinance 2008-07-15A for the Twon of Hebron** at this meeting.

**Ordinance 2023-12-19 (Amended 3/19/2024) Salary Ordinance** - On motion of Councilman Spagnola, to increase the Building Commissioner's salary and to remove the Fire Department Section and seconded by Councilman Albright, and duly carried 5-0 Ordinance 2023-12-19-1 (Amended 3/19/2024) was passed and adopted.

**Ordinance 2024-03-19-1 - An Ordinance of the Town of Hebron, Indiana Amending Ordinance 2022-03-15 Which Previously Amended Ordinance 2008-07-25A For the Town of Hebron** - On motion of Councilman Wallace, seconded by Councilman Albright, and duly passed 5-0, Ordinance 2024-03-19 was passed and adopted. A copy of said Ordinance is attached to these minutes.

**Resolution 2024-03-19 - A Resolution Providing for the Additional Appropriation in the American Recuse Plan Fund for the Year 2024** – On motion of Councilman Wallace, seconded by Councilman Spagnola, and duly carried 5-0, Resolution 2024-03-19 was passed and adopted. A copy of said Resolution is attached to these minutes.

**Resolution 2024-03-19-01 – Establishing Fund #2309 for the Veteran Donation Fund** - On motion of Councilwoman Grdinich, seconded by Councilman Spagnola, and duly carried 5-0, Resolution 2024-03-19-01 was passed and adopted. A copy of said Resolution is attached to these minutes.

**Resolution 2024-03-19-02 – Establishing Funds #6112 Water System Development Fee and #6212 WW System Development Fee** – On motion of Councilman Wallace, seconded

by Councilman Albright, and duly carried 5-0, Resolution 2024-03-19-02 was passed and adopted. A copy of said Resolution is attached to these minutes.

**Resolution 2024-03-19-03 – A Resolution Providing for the Transfer of Appropriations for the Town of Hebron, Porter County, Indiana for the 2024 For the Action and Passage by the Hebron Town Council Pursuant to IC 6-1.1-18-6** – On motion of Councilman Wallace, seconded by Councilman Spagnola, and duly carried 5-0, Resolution 2024-03-19-03 was passed and adopted. A copy of said Resolution is attached to these minutes.

**Old Business** – None

**New Business**

**New Hires**

Public Works – Randy Decker stated that he is not ready at this time. On motion of Councilman Wallace, seconded Councilman Albright, and duly carried 5-0, the Council tabled this matter until the next meeting.

Police – Josh Noel reported that Sue Chermack is retiring April 3<sup>rd</sup>, and he asked for Council approval to accept Kelly Porter’s request to move to the full-time clerk’s position beginning April 4, 2024. On motion of Councilman Albright, seconded by Councilman Spagnola, and duly carried 5-0, this request was approved. President Spinks congratulated Sue on her retirement and thanked her for years of service to the Town.

**PER for SRF Grant** - Randy Decker stated that this is dealing with the future project coming up with the towers. The north tower is offline, the south tower needs some improvement, the ground storage tank needs to be cleaned and painted, and some plant work. This proposal would allow the Town to build a new 300,000-gallon tank and remove the two towers we have now. He further noted that the deadline is next Friday to submit to SRF. Loys Rees stated that some documents, i.e. application, letter, asset management, need to be signed by the Council President. On motion of Councilman Wallace, seconded by Councilman Albright, and duly carried 5-0, the Council approved excepting the Preliminary Engineering Report (PER), applying for the grant, and authorizing President Spinks to sign all necessary documents.

**RW South Contract (easement)** – Randy Decker reported that the Town needs to obtain core samples and an easement. He suggested that the Town hire RW South to get the two appraisals, but not the easement, at the cost of \$8,500. Following a discussion, on motion of Councilman Wallace, seconded by Councilman Spagnola, and duly carried 5-0, the Council approved the hiring of RW South and payment of \$8,500 which will be paid from the project.

**Flock Safety Payment** – Josh Noel stated that Flock Safety is a company that manages license plate reading cameras. He stated that about two years ago Porter County Sheriff Department spearheaded having about 100 LPC installed about the County and since then it has become a nationwide system. The Town was originally a sub account under the Sheriff Department at no cost to the Town. Since that time, the company has grown and changed its

policy, and the Town can no longer be a sub account. The minimum fees are \$6,000 per year with a \$650 maintenance fee. On motion of Councilman Albright, seconded by Councilman Spagnola, and duly carried 5-0, the Council approved the \$6,650.00, to be paid from police funds to Flock Safety.

**Out of Town Function** – On motion of Councilman Albright, seconded by Councilwoman Grdinich, and duly carried 5-0, the Council approved the Out-of-Town Function Request submitted by Scott Sejda to attend a K9 workshop in Florida from May 3<sup>rd</sup> to May 9<sup>th</sup> at the cost of \$1,341.00.

**HRC 2023 Annual Report** – On motion of Councilman Albright, seconded by Councilman Wallace, and duly carried 5-0, the Council accepted the HRC 2023 Annual Report.

**Hebron Fire Department** – President Spinks reported that there is a discrepancy in the Fire Department payment of \$4,150 which an insurance payment. President Spinks stated that with this payment it would complete the January installment of the contract with the Hebron Fire Department. On motion of Councilman Spagnola, seconded by Councilman Albright, and duly carried 5-0, the Council agreed to remit the payment of \$4,150 and to wait for reimbursement from the insurance company. Councilman Spagnola is to notify Fire Chief Franzman of this decision.

**AED** – Josh Noel reported that the Town's current AED units are outdated and no longer supported by the company. He stated that the units should be replaced. Following a discussion, on motion of Councilman Albright, seconded by Councilman Spagnola and duly carried 5-0, the Council voted to order 11 AEDs at the total cost of \$16,931.83 with payment coming from the unrestricted OPID money.

**Quiet Title for Property on Main Street** – Attorney Galvan reported that he has prepared an Affidavit for the Council President's signature for the property north of the fence next to the Community Center. On motion of Councilman Wallace, seconded by Councilman Albright, and duly carried 5-0, the Council authorized President Spinks to sign the Affidavit.

### **DEPARTMENT REPORTS**

**Public Works** – The Public Works report is attached to these minutes and made a part hereof.

**Army Core Project** – Randy Decker stated that INDOT requires a performance bond for this project, which is a new requirement from INDOT. The estimated value is \$60,000.00. Clerk-Treasurer Uzelac will contact Anton Insurance to see if the Town can get a performance bond through them. On motion of Councilman Wallace, seconded by Councilman Spagnola, and duly carried 5-0, the Council approved obtaining a performance bond for the value of the work.

**HRC** – No report.

**Parks Department** – Park Board President Linda Brebner reported that the Easter Egg Hunt is to be held on Saturday, March 30th at 10:00 a.m. She thanked the girls at the Clerk's office for filling the eggs during their lunch hours. She noted that the swings are up, and park inspections will begin next week. She thanked the Public Work Dept. for fixing the front and back doors of the Stagecoach.

**Building Department** – No report.

**Police Department** – The Police Department report is attached to these minutes and made a part hereof.

**Announcements** – President Spinks noted the Easter Egg Hunt on March 30<sup>th</sup>, the National Trail Event on April 27<sup>th</sup>, and on May 11<sup>th</sup> at the Stage Coach the Living History from 8:30 to 3:30. Clerk-Treasurer Uzelac announced that the Hebron Varsity Cheerleaders recently attended a cheer competition in which they won the title of National Grand Champions in their division.

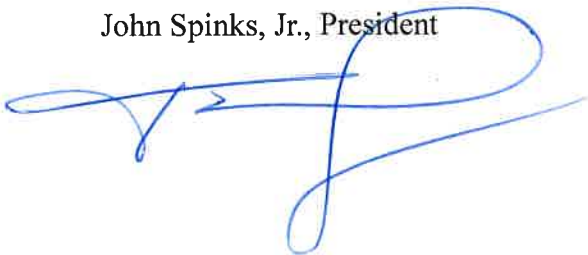
There being nothing more before the Council, on motion of Councilman Wallace, seconded by Councilman Albright, and duly carried 5-0, the meeting was adjourned.

Respectfully submitted,

  
Jamie Uzelac, Clerk-Treasurer

Approved:

John Spinks, Jr., President



**TOWN OF HEBRON  
ORDINANCE 2023-12-19**

**Town of Hebron 2024 Salary Ordinance**  
Effective January 1, 2024  
Amended 1/23/24, Amended 2/20/24, Amended 3/19/24

NOW THEREFOR, BE IT ORDAINED by the Town Council of the Town of Hebron, Porter County, Indiana that the following salaries are approved for the year 2024.

**SECTION 1 - POLICE DEPARTMENT**

	<u>Biweekly Salary</u>	<u>Fund***</u>
<i>Full Time Positions:</i>		
Town Marshal	\$2,742.16	Gen/Cedit
Asst.Town Marshal	\$2,701.00	Gen/Cedit
Lt.Marshal	\$2,596.16	Gen/Cedit
Deputy Marshal Sargeant	\$2,317.95	Gen/Cedit
Deputy Marshal Corporal	\$2,256.72	Gen/Cedit
Deputy Marshal Patrolman 1	\$2,115.39	Gen/Cedit
Deputy Marshal Patrolman 2	\$1,923.08	Gen/Cedit
Clerk/Assistant to Town Marshal	\$17.34	Gen/Cedit
<i>Part time Positions:</i>		
Clerk	\$15.18	Gen/Cedit
School Crossing Guard	\$14.04	Gen/Cedit
Cleaner	\$13.66	Gen/Cedit

**SECTION -2-PUBLIC WORKS DEPARTMENT**

	<u>Biweekly Salary</u>		<u>Fund</u>
<i>Full Time Positions:</i>			
Utility Operator in Traning 1	\$1,587.77	no certification	water/sewer
Uitlity Operator in Training 2	\$1,855.22	1 certification	water/sewer
Utility Operator in Traning 2	\$1,775.94	1 certification	water/sewer
Utility Operator in Training 3		2 certifications	water/sewer
Operator	\$1,839.94	3 certifications	water/sewer
Uility Assistant Supervisor	\$2,132.46		water/sewer
Street Superintendent	\$1,894.00		Cedit
Street Supt Assistant/Drainange	\$1,855.22		Stormwater/Leaf & Limb
Laborer	\$1,441.11		MVH/Cedit

Certifications

WT3 DSM Class II	(Water/Sewer)
Category 8 & Applicators	(Mosquitos)
CDL B & Tanker Endorsement	(Vactor Truck)

\$2,000.00 per certification

*Part Time Positions:*

Operator	\$28.40	Water/Sewer
Lab Tech	\$15.75 (30 Hrs/Week)	Sewer
Snow Plow Driver	\$22.00	MVH/Cedit

\*Cedit Funding is to be used if needed otherwise the other noted Source of Payment for Primary Payment Funds.

**SECTION 3 - CLERK-TREASURER/WATER & WASTEWATER DEPARTMENT**

*Full Time Positions:*

	<u>Biweekly salary</u>	<u>Annual Salary</u>	<u>Fund**</u>
Clerk Treasurer			
General			
HURC Secretary	\$353.84	\$9,199.84	Gen/Cedit
HURC Secretary	\$30.00	\$780.00	Water
Water Clerk	\$30.00	\$780.00	Sewer
Sewer Clerk	\$453.50	\$11,791.00	Water
Total Clerk treasurer	<u>\$980.67</u>	<u>\$25,497.42</u>	Sewer
	<u>\$1,848.01</u>	<u>\$48,048.19</u>	
Office Water Clerk			
Office Clerk sewer	\$1,437.07		Water
	\$1,437.07		Sewer

*Part Time Positions:*

*Office Clerk*

Janitorial-Com. Ctr	\$14.75 per hour	Wtr/Sew
	\$13.66 per hour	Cedit

**SECTION 4 - TOWN COUNCIL/HURC COMMISSIONERS**

	<u>Monthly Salary</u>	<u>Annual Salary</u>	<u>Fund</u>
Councilman Ward 1	\$583.34	\$7,000.08	Strmwtr
Councilman Ward 2	\$583.34	\$7,000.08	Water
Councilman Ward 3	\$583.34	\$7,000.08	Sewer
Councilman at large	\$583.34	\$7,000.08	Sewer
Councilman at large	\$583.34	\$7,000.08	Gen/Cedit

**SECTION 5 - PLAN COMMISSION/BZA/BUILDING DEPARTMENT**

	<u>Biweekly Salary</u>	<u>Annual Salary</u>	<u>Fund</u>
Plan Commission/BZA/Stormwater	\$99.04	2,575.04	Gen/Cedit
Plan Comm Recording Secretary	\$92.00		Gen/Cedit
BZA Recording Secretary	\$92.00		Gen/Cedit
Stormwater Recording	\$92.00		Gen/Cedit
Stormwater Recording	\$92.00		Strmwtr
Building Inspector/Ordinance Officer	\$27.50		Gen/Cedit

\*\* CREDIT funding is to be used if needed otherwise the other noted Sources of Payment will be the Primary Payment Funds

**SECTION 6 - MEETING ALLOWANCES**

Plan Commission	\$25.00	er meeting	Gen/Cedit
Board of Zoning Appeals	\$25.00	per meeting	Gen/Cedit
Park Board	\$25.00	per meeting	Gen/Cedit
Stormwater Board	\$25.00	per meeting	Strmwtr

Regular Monthly attendance is required and paid annually.

\*\* CREDIT Funding is to be used if needed otherwise note Sources of Payment for Payroll are the Primary Payment Funds

**SECTION 7 - TOWN EMPLOYEE BENEFITS**

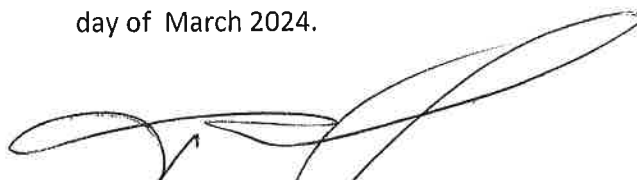
*Personal/Sick Days*

Each Full time employee shall receive up to six (6) personal/sick days per year, who are employed with the Town on the following dates:

- January 1.....2 days
- April 1st..... 1 day
- July 1st.....2 day
- October1st.....1 day

No unused Personal/Sick Days days will be paid after leaving the employment with theTown of Hebron

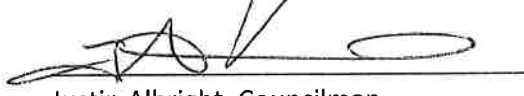
The Hebron Town Council of Porter County, Indiana has adopted this Ordinance as of the 19th day of March 2024.



John Spinks Jr. President



Shane Spagnola, Councilman



Justin Albright, Councilman




Mike Wallace, Councilman



Tammy Ordnich, Councilwoman

ATTEST:



Jamie Uzelac, Clerk Treasurer



ORDINANCE NO. 2024-03-19-1

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HEBRON, INDIANA  
AMENDING ORDINANCE 2022-03-15 WHICH PREVIOUSLY AMENDED  
ORDINANCE 2008-07-15A FOR THE TOWN OF HEBRON**

WHEREAS, The Hebron Utility Regulatory Commission of the Town of Hebron, Porter County, Indiana has Jurisdiction over the rates charged for water and sewer services within the Town of Hebron, Porter County, Indiana; and

WHEREAS, said Hebron Utility Regulatory Commission is aware of an increasing need for cash to cover operating expenses for the Hebron Water and Sewer Utilities; and

WHEREAS, Ordinance No. 2008-07-15A, amended Ordinance No. 1995-0418, and sets out the charges for water and sewer service system development and tapping or connection;

IT IS, THEREFORE, HEREBY ORDAINED by the Hebron Utility Regulatory Commission of the Town of Hebron, Porter County, Indiana, that:

**SECTION 1**

Section I of Ordinance No. 2022-03-15 be and hereby is amended to read that the system development charges and tapping or connection charge for water and sewer services shall be:

Water Utility

Tap Fee 5/8", 3/4" and 1"	\$2,400.00 or billed out based on cost
Any tap greater than 1" will be at cost	
System Development Charge	Per EDU \$1,369.00*

Sewer Utility

Tap Fee 5/8", 3/4" and 1"	\$775.00 or billed out based on cost
Any tap greater than 1" will be at cost	
System Development Charge	Per EDU \$2,170.00*

\*Said funds are to be deposited into the Water System Development Fee Fund and/or Sewer System Development Fee Fund.

All other rates and charges contained in said Ordinance No. 1995-0418 and as amended by Ordinance No. 2008-07-15A, and specifically section IV of Ordinance No. 1995-0418 shall be and remain in full force and effect as adopted on the 18<sup>th</sup> day of April, 1995.

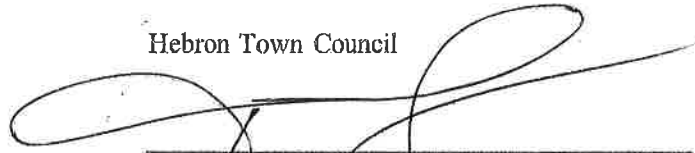
NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Hebron, Indiana:

Section II

This Ordinance shall be in full force and effect, from and after, the date of its passage and such publication as required by law.

ALL OF WHICH IS PASSED AND ADOPTED BY THE HEBRON UTILITY REGULATORY COMMISSION OF THE TOWN OF HEBRON, PORTER COUNTY, INDIANA, THIS 19 day of MARCH 2024.

Hebron Town Council



John Spinks, Jr., President



Justin Albright, Vice President



Tammy Grdmich, Councilwoman

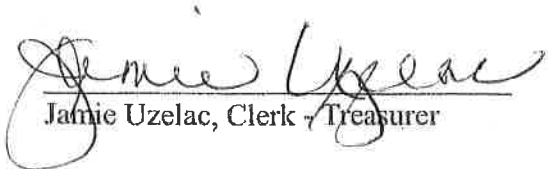


Mike Wallace, Councilman



Shane Spagnola, Councilman

ATTEST:



Jamie Uzelac, Clerk & Treasurer

RESOLUTION 2024-03-19

A RESOLUTION PROVIDING FOR THE ADDITIONAL APPROPRIATION IN THE AMERICAN RECUSE PLAN FUND FOR THE YEAR 2024.

WHEREAS, it has been determined that it is now necessary to appropriated more money than was originally appropriated in the annual budget; now therefore:

Section 1. Be it ordained by the Hebron Town Council of the Hebron Civil Town, Porter County, Indiana, that for the expenses of the taxing unit, the following additional sum of monies are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Fund Name: Water Operating Fund #6101		
Major Budget Classification:		
Major Budget Classification		
WTR/ Sales tax 6101001409	\$ 30,300.00	\$30,300.00
WTR/Chemicals 6101001618	\$ 20,000.00	\$20,000.00
WTR/Contrserv-Billing 6101001630	\$ 1,000.00	\$ 1,000.00
WTR/Contrserv-Tesing 6101001635	\$ 950.00	\$ 950.00
WTR/Contrserv-Other 6101001636	\$ 12,000.00	\$12,000.00
WTR/Fuel 6101001650	\$ 2,000.00	\$ 2,000.00
WTR/Vehicle Replacement 6101001651	\$ 15,000.00	\$15,000.00
Total Water Operating Fund #6101	\$ 81,250.00	\$81,250.00

Fund Name: Wastewater Operating Fund #6201

WW/Empl Sal 6201001701	\$ 14,400.00	\$14,400.00
WW/Emp Perf & Ins 6201001704	\$ 3,500.00	\$ 3,500.00
WW/Phones & fax 6201001713	\$ 200.00	\$ 200.00
WW/BldgWtr&Swr 6201001714	\$ 3,080.00	\$ 3,080.00
WW/Vehicle Replacement 6201001751	\$ 15,000.00	\$15,000.00
Total Wastewater Operating Fund #6201	\$ 36,180.00	\$36,180.00

Section 2. Passed and Adopted by the Hebron Town Council of the Town of Hebron, Porter County, Indiana on the 19<sup>th</sup> day of March 2024.

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John Spinks, Jr President

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Justin Albright, Vice President

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Tammy Grdinich, Councilwoman

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Shane Spagnola, Councilman

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Mike Wallace, Councilman

ATTEST:

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Jamie Uzelac, Clerk Treasurer

RESOLUTION 2024-03-19-3

A RESOLUTION PROVIDING FOR THE TRANSFER OF APPROPRIATIONS FOR THE  
TOWN OF HEBRON, PORTER COUNTY, INDIANA  
FOR THE 2024  
FOR THE ACTION AND PASSAGE BY THE  
HEBRON TOWN COUNCIL PURSUANT TO IC 6-1.1-18-6

Whereas certain extraordinary conditions have developed since the adoption of the existing annual budget for the year 2024, it is now necessary to transfer appropriations into different line items than were appropriated in the annual budget for the various functions of the department to meet the emergencies.

SECTION 1. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HEBRON, PORTER COUNTY, INDIANA, that for the expenses of the General Fund, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified subject to the laws governing the same, such sums here in transferred unless otherwise stipulated by law.

Where it had been shown that existing appropriations have unobligated balances which will be available for transferring as follows:

General Fund

From: 1101003224 Gen/Pol Gas	\$2095.59
To: 1101003363 Gen/pol Comp Main	\$2095.59

SECTION 2. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HEBRON, PORTER COUNTY, INDIANA, that for the expenses of the Water Operation Fund, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified subject to the laws governing the same, such sums here in transferred unless otherwise stipulated by law.

Where it had been shown that existing appropriations have unobligated balances which will be available for transferring as follows:

Water Operation

From: 601 Salary	\$20,000.00
To: 604 Perf & Ins	\$20,000.00
From: 614 Bldg Water & Sewer	\$ 300.00
To: 409 Sales Tax	\$ 300.00

SECTION 3. Passed and adopted by the Town Council of the Town of Hebron, Porter County, Indiana on this 19th day of March 2024.

\_\_\_\_\_  
John Spinks, President

\_\_\_\_\_  
Shane Spagnola, Councilman

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Justin Albright, Councilman

\_\_\_\_\_  
Mike Wallace, Councilman

\_\_\_\_\_  
Tammy Grdinich, Councilman

Attest:

\_\_\_\_\_  
Jamie Uzelac, Clerk Treasurer

RESOLUTION 2024-03-19-1

Establishing fund #2309 for the Veteran Donation fund

WHEREAS, the Town of Hebron recognizes that it is required by the State Board of Account to establish accounts for any funds received, and;

WHEREAS, when said funds are received and receipted in, it is necessary for the Town Clerk Treasurer to have a fund in place for said monies, and;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Hebron, Porter County, Indiana, that the Hebron Clerk Treasurer be and hereby is directed to establish the following funds;

#2309 Veteran Donation Fund

Adopted and approved by the Town Council of the Town of Hebron, Porter County, Indiana this 19<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
John Spinks, Jr. President

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Shane Spagnola, Councilman

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Justin Albright, Vice President

\_\_\_\_\_  
Mike Wallace, Councilman

\_\_\_\_\_  
Tammy Grdinich, Councilwoman

ATTEST:

\_\_\_\_\_  
Jamie Uzelac, Clerk Treasurer

RESOLUTION 2024-03-19-2

Establishing funds #6112 Water System Development Fee and #6212 WW System Development Fee

WHEREAS, the Town of Hebron recognizes that it is required by the State Board of Account to establish accounts for any funds received, and;

WHEREAS, when said funds are received and receipted in, it is necessary for the Town Clerk Treasurer to have a fund in place for said monies, and;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Hebron, Porter County, Indiana, that the Hebron Clerk Treasurer be and hereby is directed to establish the following funds;

#6112 Water System Development Fee  
#6212 Wastewater System Development Fee

Adopted and approved by the Town Council of the Town of Hebron, Porter County, Indiana this 19<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
John Spinks, Jr. President

\_\_\_\_\_  
Shane Spagnola, Councilman

\_\_\_\_\_  
Justin Albright, Vice President

\_\_\_\_\_  
Mike Wallace, Councilman

\_\_\_\_\_  
Tammy Grdinich, Councilwoman

ATTEST:

\_\_\_\_\_  
Jamie Uzelac, Clerk Treasurer





**Town of Hebron  
Report of Operations  
Prepared By: Randy Decker  
February 2024**

**WATER PLANT**

- We have stored old records for the Clerk's office at the water plant. We are running out of room and with the upcoming plant work, we will need to have a discussion on future storage.
- Bob and I are working with the Wessler team and Bob Reynolds to complete an Asset Management Plan. This will allow the Town to apply for SRF funding for the tower projects.

**WATER DISTRIBUTION**

- Hydrants #150, #65 and #114 are out-of-service. These are Traverse City hydrants which are obsolete. As of now, the plan for funding to replace them will be to wait for grants.
- A violation letter was sent to 215 N. Main Street for failure to provide private hydrant inspection and maintenance records for 2023.
- Hydrant flushing will be May 6-17, 2024.
- We are working with Walgreens for a temporary construction easement for the Army Corp. project. Once this is complete, we will go out to bid.

**WASTEWATER**

- The OCRA collection system project has been completed. Culy is in Town correcting the work that we rejected during final inspection. We have approved the work that they have completed up to this point.
- We had all four raw pumps serviced at the wastewater plant.
- We had water get in the RAS control board. We have ordered a new one and Sweeny Electric will correct the water issue before installing the new board.
- We continue to work on the UV system and will have it online the week of the March 25, 2024.
- There has been an issue with sewage backing up at 5 Ventnor. We had Culy grind the channel and rework the bench. We will see if this makes a difference.
- Manhole inspections of all the dead ends will continue as time allows.
- Stephanie Yankowska resigned from the lab tech position.
- We completed the list of potential customers that would have grease traps or oil separators. We are in the process of making up a questionnaire that will be sent out to gather information. This is a requirement for the Town's FOG program (Food, Oils and Grease).

## **STORM WATER**

### **OLD BUSINESS**

- Abonmarche is still doing design work on the Snake Flats Drainage with the goal of Phase I being applied for in the second half of the 2024 CCMG.
- Bob and I are working with Chip and Sarah to update the Town's Drainage Standards.

### **NEW BUSINESS**

- The catch basins have been cleaned.
- We met with Frank to develop a maintenance schedule for pond maintenance, mowing and spraying. This will be presented to the Board for approval at the April meeting.

### **STREETS**

- The shed for Rebuilding Hebron has been delivered.
- We have removed the Tom Rumford bench from the intersection of SR 8 and SR 2 and will reinstall it once it is refurbished.
- The Vac-truck has been repaired and is now back in service.
- Potholes are being filled as weather allows.
- We have a dead tree in the right-of-way at 402 Boardwalk. Attached are the quotes we have received.
- The Work Order Monthly Report is attached.

### **SUBDIVISION**

- Monroe lift station pump install is complete.
- Attached are the punch list items for Park Ridge.
- We have completed 30 tap inspections for Park Ridge.
- We have turned on another section of the water main in Park Ridge.
- We met with Steve Kil and Tyler Hatfield with regards to the punch list items for Park Ridge.

### **OTHER PROJECTS**

- Project Ribeye - Agreement is complete and we need to update the Sewer Use Ordinance.
- Water Towers - The goal is to be ready to apply for SRF funding in April 2024.
- Emmanuel Baptist Church is looking at options to connect to the Town's water and sewer.
- CCMG has been applied for.

### **COMPLETED WORK ORDERS**

Water/Sewer – 47	Locates – 43
Drainage – 4	Code Enforcement – 0
Streets – 11	Parks – 2

### **COMP TIME**

Dustin Lindsay – 15.75  
Jami Norris – 26.5  
Kevin Pierce – 32.5  
Coit Dolhover – 42.25  
Nick Overton- 0  
Bill Jenkins-0

**Town of Hebron - Operational Summary**

**Wastewater Treatment Plant - Influent**

2024	Total Gallons	Flow			BOD		TSS		Ammonia	
		Max. Daily	Min. Daily	Monthly Avg.	mg/l	#'s	mg/l	#'s	mg/l	#'s
January	20,621,200	1,620,000	310,000	665,200	195	912.76	267	1517.7	17.6	
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

**Wastewater Treatment Plant - Effluent**

2024	Total Gallons	Flow			BOD		TSS		Ammonia	
		Max. Daily	Min. Daily	Monthly Avg.	Monthly Avg.	% Removed	Monthly Avg.	% Removed	Monthly Avg.	% Removed
January	19,450,000	617,600	280,000	617,600	5.9	97.0	8.5	96.8	.247	98.6
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

**Water Treatment Plant**

Month Ending	Total Monthly Flow	Maximum Daily Flow	Minimum Daily Flow	Average Daily Flow	Chlorine Usage (pounds.)
01/31/2024	6,144,990	312,760	158,440	204,833	80.4
02/28/2024	5,362,520	159,420	239,100	191,519	70.1
03/31/2024					
04/30/2024					
05/31/2024					
06/30/2024					
07/31/2024					
08/31/2024					
09/30/2024					
10/31/2024					
11/30/2024					
12/31/2024					

RUSSELLS TREE CARE SERVICES  
Russell Sessions  
12295 SANDALWOOD DR  
DEMOTTE, IN 46310



Town of Hebron

402 Boardwalk  
Hebron, IN 46341

Dear :

You recently requested pricing information from our company. Here is our quote:

<b>Description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
Take Down, Remove, Grind Stump @ 402 Boardwalk	1	1075.00	1075.00

Thank you for giving us the opportunity to bid for your business. We have been in business for 30 years and have established a reputation for quality. We look forward to showing you that it is well deserved.

Sincerely,

Russell Sessions  
RUSSELLS TREE CARE SERVICES  
[www.russellstreecare.com](http://www.russellstreecare.com)



# Culbreth's Lawn & Tree LLC

3679 E 1123 N  
Demotte, In 46310  
219-713-0701

culbrethslawncare@hotmail.com  
www.culbrethslawncareandtree.com



## \*INVOICE//RECEIPT//PROPOSAL\*

Customer Information:

Name: RANDY DECKER / TOWN OF HEBRON Date/Time: 2/12/24

Address: 402 BOARDWALK Invoice #: \_\_\_\_\_

Phone: HEBRON, IN E-mail: \_\_\_\_\_

Type of Service Performed:	Price:
* REMOVE LARGE POPLAR & STUMP @ 402 BOARDWALK	
**Thank You for your business, we are TRULY GRATEFUL!**	
**2016, 2017, 2018, 2019, 2020, 2021, 2022 and 2023 Reader's Choice Award** Best Tree Service in the Area **2017, 2020, 2021, 2022 and 2023 Reader's Choice Award** Best Snow Removal Service in the Area **2020, 2021, 2022 and 2023 Reader's Choice Award** Best Lawn Care Service in the Area	

**\*\*Please Remit Payment Upon Receipt\*\***



Total= \$1,400

By signing you agree to the above terms of work and will render payment upon job completion.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus,

giving thanks to God the Father through him." Colossians 3:17



**Work Order Report Summary**  
 Document 221205rev 1.0 2/24  
 Hebron Public Works Department

Year: 2024

**Work Orders  
 Monthly Summary**

Month	Work Orders	Employee Cost	Equipment Cost	Material Cost	Inventory Cost	Total
January	120	\$5,812.50	\$2,213.92	\$983.00	\$1,305.87	\$10,315.29
February	94	\$6,690.00	\$3,579.30	\$2,127.00	\$1,418.85	\$13,815.15
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Total</b>	<b>214</b>	<b>\$12,502.50</b>	<b>\$5,793.22</b>	<b>\$3,110.00</b>	<b>\$2,724.72</b>	<b>\$24,130.44</b>

**Department  
 Yearly Summary**

Department	Work Orders	Employee Cost	Equipment Cost	Material Cost	Inventory Cost	Total
Parks	1	\$50.00	\$34.28			\$84.28
Public Works	97	\$2,700.00	\$717.60			\$3,417.60
Sewer	2					
Storm Water	3	\$375.00	\$251.25			\$626.25
Street	31	\$7,702.50	\$4,389.68	\$3,110.00		\$15,202.18
Water	80	\$1,675.00	\$400.40		\$2,724.72	\$4,800.12

**Work Orders Types  
Yearly Summary**

Work Type	Work Orders	Employee Cost	Equipment Cost	Material Cost	Inventory Cost	Total
Limb Pick-up						
Leaf Pick-up						
Snow Removal	17	\$6,050.00	\$3,548.87	\$2,720.00		\$12,318.87
Pot Hole Repair	2	\$750.00	\$391.20	\$275.00		\$1,416.20
Meter Installation	6	\$175.00	\$26.00		\$2,724.72	\$2,925.72
Data Log	12	\$212.50	\$57.20			\$269.70
Water Main Break						
Water Complaint	4	\$150.00	\$31.20		\$2,724.72	\$2,905.92
Sewer Complaint						
Drainage Complaint						
Utility Locates	85	\$2,237.50	\$598.00			\$2,835.50
Tap Inspections	7	\$387.50	\$98.80			\$486.30

**Mowing**

Department	Work Orders	Employee Cost	Equipment Cost	Material Cost	Inventory Cost	Total
Parks						
Storm Water						
Street						
Water						
Wastewater						

**Bulk Water Use**

Work Type	Work Orders	Employee Cost	Equipment Cost	Water Used Gallons	Total
Water Leak	1	\$12.50	\$5.20		\$17.70
Pool Fill					
Bulk Water Sale					
Hydrant Flushing					

Total Gallons



**Project:** Park Ridge Subdivision  
**Contractor:** RCJJ Development, LLC  
**Owner:** Town of Hebron

**Project ID:** 2021-5013  
**Report Date:** 3/6/2024

Item	Department	Area	Description	Date Completed
1	Water	Repair	Valve Box WV28 (near Crest Knoll Subdivision) needs to be replaced due to being hit by NIPSCO gas line installation. (Nipsco denies being at fault)	
2	Wastewater	General	There is no tracer wire for the force main at the lift station.	
3	Wastewater	Engineering	Need record drawing (as built) for the force main. (Looking into location and status of plans)	
4	Wastewater	Equipment	Need Park Ridge lift station O & M Manuals. (Gasvoda to provide them when ready)	
5	Wastewater	Equipment	Lift Station generator base hole covers. (Installed)	3/5/2024
6	Streets	General	Road and curb condition inventory. (Town Council to advise on condition of acceptance)	
7	Streets	Construction	Park Ridge east entrance. (To be constructed during phase two. Also RT 231 bypass lane)	
8	Wastewater	Completion	Force main air release valve needs to be installed. (Looking into why it hasn't been installed)	
9	Water	Equipment	Sample station at the walking trail parking lot is loose in the ground. (Will look into issue)	
10	Streets	Completion	Install traffic control and street name signs as per plans. (Town Marshall to sign off on locations as installed)	
11	Wastewater	Completion	Chain link fence around lift station. Two 10 ft swing gates. (Color of fence slats to be determined.)	
12	Wastewater	Electrical	Electrical Service to be transferred to the Town. (Upon acceptance of lift station)	





TOWN OF  
**HEBRON**

ESTABLISHED 1890  
**BUILDING DEPARTMENT**  
107 N. Main Street | P.O. Box 478 | Hebron, Indiana 46341

BRADFORD LADWIG  
BUILDING COMMISSIONER  
Office 219-996-4641  
Fax 219-996-7494

EMAIL:

[hebronbuilding@hebronindiana.org](mailto:hebronbuilding@hebronindiana.org)

\*\*\*\*\***CODE VIOLATION**\*\*\*\*\*  
**FINAL NOTICE**

2/29/2024

Casey's General Store # 3462  
P.O. Box 3001 EPA DEPT  
Ankeny, IA 50021

RE: Property located at, 215 N. Main St. Hebron, IN. 46341

You have not corrected these violation(s) as of: 2/29/2024.

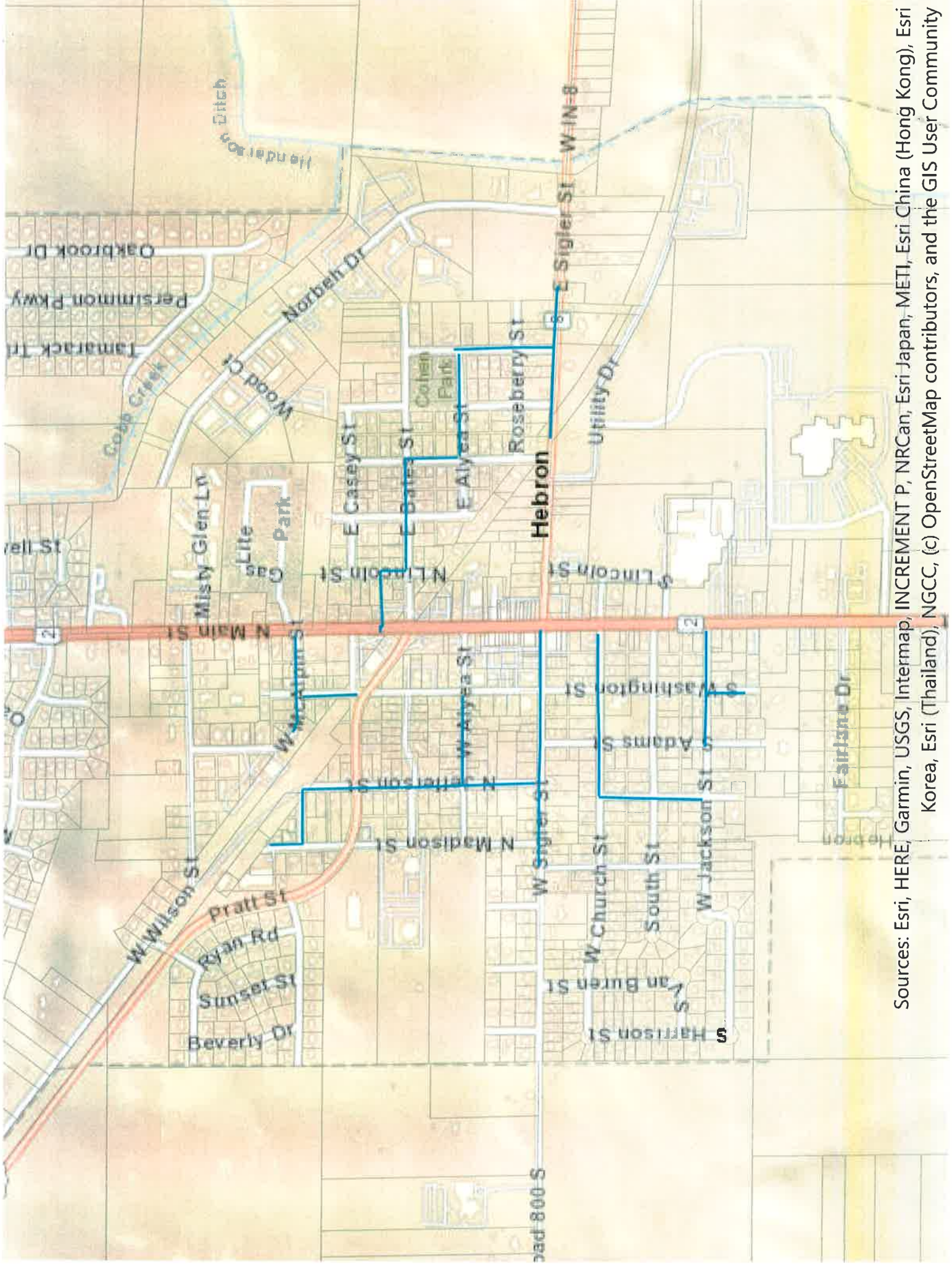
Along with this letter is a list of the violations.

This is the final letter from this office for these violations.

If these violations are not corrected, we will turn this matter over to the Board Attorney for legal action. Including administrative costs, attorney fees and fines.

Please contact this office upon receiving this letter to help prevent this action.  
at 219-996-4641

Respectfully  
Bradford Ladwig  
Building Commissioner



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



Hebron Public Works Department  
Employee Roster  
Form 240221

LAST UPDATED: February 21, 2024

LAST NAME	FIRST NAME	JOB TITLE	FULL OR PART TIME	DEPARTMENT	DATE HIRED	EMAIL
Dolhover	Coit	Operator in Training	Full Time	Water/ Wasterwater	September 3, 2023	cdolhover.hebronpw@gmail.com
Jenkins	William	Assistant Street Superintendent	Full Time	Street	February 20, 2024	bjenkins.hebronpw@gmail.com
Lindsey	Dustin	Operator in Training	Full Time	Water/ Wasterwater	April 20, 2017	dlindsey.hebronpw@gmail.com
Norris	Jami	Operator	Full Time	Water/ Wasterwater	August 15, 2021	jnorris.hebronpw@gmail.com
Overton	Nick	Street Superintendent	Full Time	Street	February 5, 2024	noverton.hebronpw@gmail.com
Pierce	Kevin	Laborer	Full Time	Street	May 4, 2022	kpierce.hebronpw@gmail.com
Paajanen	Robert	Operator	Part Time	Water/ Wasterwater	June 19, 2013	bpaajanen.hebronpw@gmail.com
Owens	Rick	Snow Plow Driver	Part Time	Street	December 6, 2016	
Jones	Justin	Snow Plow Driver	Part Time	Street	December 19, 2023	
Hile	Joseph	Snow Plow Driver	Part Time	Street	October 18, 2022	
Vargas	George	Snow Plow Driver	Part Time	Street	January 4, 2020	
Mlechick	Dominic	Snow Plow Driver	Part Time	Street	November 17, 2020	
Lee	Dale	Snow Plow Driver	Part Time	Street	October 31, 2019	
Yankauskas	Stephanie	Lab Tech	Part Time	Wasterwater	February 11, 2024	

# HEBRON **POLICE**



JOSHUA NOEL  
CHIEF OF POLICE

SCOTT SEJDA  
ASSISTANT CHIEF

611 N. Main Street - Hebron, IN 46341-0038 - Phone (219) 996-2747 - Fax (219) 996-2144

# Hebron Police Department Monthly Report Town Board Meeting March 18<sup>th</sup>, 2024

**Police Department Stats**  
**February 1<sup>st</sup> – February 29<sup>th</sup>, 2024**

<b>Officer</b>	Traffic Stops	Citations	Arrest Misd.	Arrest Felony	Calls of Service
<b>February – 2024</b>	<b>100</b>	<b>23</b>	<b>8</b>	<b>4</b>	<b>125</b>
January -2024	73	25	4	2	118
<b>Total – 2024 YTD</b>	<b>173</b>	<b>48</b>	<b>12</b>	<b>6</b>	<b>243</b>
Total -- 2023	1,580	686	112	43	1,412
Total – 2022	1,686	622	102	29	1,765
<i>Total 2021</i>	<i>1,529</i>	<i>609</i>	<i>69</i>	<i>27</i>	<i>1,423</i>

# Hebron Police Department Vehicle Report

March 18<sup>th</sup>, 2024

Vehicle Number	Officer Assigned	Model & Year	VIN: Number	Current Mileage	Mechanical Issues
1	J. Noel	2021 Ford Explorer	1FM5K8AC7MNA06857	29,167	No Issues
2	S. Sejda	2020 Ford F150	1FTEW1P45LKE44373	52,063	No Issues
3	Pool	2016 Ford Explorer	1FM5K8ARGGA04479	119,119	No Issues
6	Pool	2017 Ford Explorer	1FM5K8ARXHGA35946	100,802	No Issues
9	S. Dolan	2023 Ford Explorer	1FM5K8AB5PGA04802	14,781	No Issues
11	C. Hayworth	2022 Ford Explorer	1FM5K8AB4NGA42695	16,586	No Issues
13	A. Wood	2021 Ford Explorer	1FM5K8ABXMGC41250	37,698	No Issues
16	K. Green	2019 Ford Explorer	1FM5K8AR9KGB44034	64,312	No Issues
15	MacCormack	2017 Ford Explorer	1FM5K8AR3HGB94095	110,729	No Issues