

**PITTSBORO TOWN COUNCIL MEETING
33 EAST MAIN STREET, PITTSBORO
TUESDAY, JUNE 17, 2025 @ 7:00 PM**

QUORUM:

Jarod Baker
Larry Compton
William Majeske
Terry Northern
Randy Price

Jim Buddenbaum, Attorney
Shari L. Ping, Clerk Treasurer
Scott King, Police Chief
Jason Love, Town Manager

OTHERS: Eric Wathen, ELW Consulting; Bev Austin, Parks; Hallie Wood, Park Superintendent; Jay & Linda Thompson, 7722 Quail Creek Trace; Jeanene Karn, 7722 Quail Creek Trace; Joyce Compton, 7758 Quail Creek Trace; Pat & Donna Baker, 148 Lakeside Dr; Joseph Ray, 119 E Main St; Mary Rokusek, 9769 N Co Rd 550 E

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

President Jarod Baker welcomed everyone and brought the Council Meeting to order by establishing a quorum. All five (5) members are present. Jarod then asked the Council, staff, and audience to stand for the Pledge of Allegiance and to follow with a Moment of Silence.

APPROVAL OF MINUTES:

President Jarod Baker asked if there were any additions or corrections to the minutes from the May 20, 2025, meeting. Jarod Baker made the motion to approve the minutes as written, Larry Compton seconded. All ayes, motion passes 5-0.

STAFF REPORTS:

TOWN MANAGER:

- Jason Love had nothing to report.

POLICE CHIEF:

- Scott King had nothing to report.

CLERK TREASURER:

- Shari Ping reported on the following:
 - Past due balances-phone calls and emails have been made. Will do shut offs in the morning. Jarod Baker would like for the Council to go over the Ordinance for past due bills.
 - Jarod Baker asked Shari if she saw the email from DLGF regarding the TIF Pass-Through. It was thought by several members of the Council that this had already been taken care of. Shari will review and confirm this in the morning.

BUILDING & PLANNING:

- April Wrigley – no report

WEB DEVELOPMENT UPDATE:

- Scott Smith – no report

TOWN COMMITTEE REPORTS:

BZA:

- Jarod Baker reported that they met last night to discuss a variance for a dog grooming business located on Meridian Street and to allow for an outdoor run. All were approved.

FIRE BOARD: (see attached report)

- Bill Zeunik, Fire Chief, sent the attached reports.

PARK & RECREATION:

- Hallie Wood sent the attached report.

ADVISORY PLANNING COMMISSION:

- Jarod Baker went over the following:
 - Comprehensive Plan – will be discussed at next week's meeting. Several invites have gone out and there is a survey on the website.
 - Assigned common address.
 - Jefferson Park & Hidden Hills

POLICE COMMISSION:

- No meeting.

ECONOMIC DEVELOPMENT COMMISSION:

- No meeting.

REDEVELOPMENT COMMISSION:

- No meeting.

CONTRACTED BUSINESS:

- Eric Wathen reported on the following:
 - Waiting on site restoration at the North Lift Station. He presented a Pay App from Brackney for \$173,898. After this payment, about \$74,000 remains due, with the retainers totaling about \$188,000. Eric asked the Council to authorize Jason Love to sign on behalf of the Town, Terry Northern made the motion, Bill Majeske seconded the motion. All ayes, motion carried 5-0.
 - Updates were given on trail construction along Wall Street, with demo and grading nearly complete and sidewalk installation starting the week of June 23, 2025.
 - Community Crossings project will start August 25, 2025, with paving beginning September 8th.
 - Hidden Hills 5 is starting utility installation.
 - Discussion included trail connectivity, unfinished sections and funding status. Funding indicated for partial reimbursement from the State has been received. The Town's commitment was around \$220,000, but actual costs may be lower. Recommendation to move a portion of funds now and recalculate before the next transfer. The Council discussed the need for signage and an Ordinance to prohibit motorized vehicles (electric bikes, golf carts, gators) on trails, while allowing pedal-assist bikes and children's power wheels. Definitions and enforcement were considered.

OLD BUSINESS:*Solicitation Ordinance Revision –*

- Shari Ping circulated the solicitation ordinance 2009-11 for review. The Council noted an increase in solicitors not following guidelines and planned to discuss potential revisions. There was confusion about ordinance numbers and attachments. Discussion of the current definitions for 'canvasser' and 'canvassing', including exceptions for government employees, candidates, charitable, religious and fraternal organizations, and clarification on local groups like sororities and boys' and girls' scouts. Examination of the registration process, including required information, per person fees (\$10), and whether the fee applies to everyone or just the entity. Comparison with Westfield's ordinance and discussion of identification badges. Clarification on bonding requirements (\$5,000 bond) and whether it applies only to direct sellers with merchandise, not services. Joe Ray referred to Watchtower Bible and Tract Society of New York v. Stratton, which found permits for non-commercial door-to-door canvassing unconstitutional, except for religious organizations. Discussion of the number of canvassers per year or month, with examples of recent activity and the need for records to assist law enforcement and residents. Questions about whether state or county health officials should be involved in regulating food handling for canvassers, especially for packaged goods sold by youth organizations. Current

Ordinance prohibits canvassing before 8 am or after 30 minutes before sunset. Proposal to change the hours to 9 am to 7 pm for clarity and safety. Discussion of enforcement when canvassers remain after being asked to leave, and the use of home cameras as evidence. Discussion of prohibiting canvassers from leaving materials as litter, including on mailboxes, and the need to clarify authority with the Postmaster. Concerns about canvassers using motorized vehicles (e.g., segways) on private property, with proposals to restrict their use of sidewalks only. Review of exemptions for newspaper, fuel, dairy, baked goods, wholesale, agricultural products, and permanent merchants. Discussion of updating language for modern delivery services and reconsidering agricultural exemptions. Questions about the original drafting date of the Ordinance (possibly 2009 or earlier) and its relevance to current practices. Comparison of current fee structure and Westfield's fee structure for seller permits, including bonded and non-bonded sellers. Specific fees discussed: current fee is \$10 (30 days), Westfield's is \$15 (1 day), \$25 (1 week), \$125 (1 month), \$300 (1 year), and bonded rates of \$50 (1 day), \$300 (1 week) and \$1,000 (1 month). Discussion of penalties for violating solicitation Ordinances, including fines up to \$2500 per day per offense, and process for handling violations.

Review Nuisance Ordinance –

- Jarod Baker asked Jason Love to give a recap from the APC meeting. Jason explained that the HOA is coming to the Town to enforce the mowing and weeds on someone's property. Discussion about all lots being sold to private individuals, the need to build homes on them, and the applicability of HOA laws. Debate on nuisance ordinances regarding smoke, storage, and noxious smells, referencing lack of county/town burn bans and state regulations. Issues with fire department communication and confusion over burn rules. Concerns about enforcement section typos, missing section 9.10 and clarity on reporting violations. We need to review and update enforcement language. Jarod Baker read a post on Facebook from the Fire Department summarizing Indiana Code 4-3C1 on burning clean materials, pile size limits (1,000 cubic feet, 125 cubic feet notification), distance from fuel storage (500 feet) and safety requirements. Discussion on whether a noise/nuisance ordinance fee schedule exists and if it needs to be included or updated. Debate on complaints about outdoor storage of lumber and ladders, visibility from street view, and temporary storage rules (30 days or duration of construction permit). Planning Commission suggests permitting longer storage. Uncertainty about the location and status of the updated fine ordinance and fee schedule last known to be redone in 2024.

Review Utility Shut Off Ordinance –

- Jarod Baker read Resolution 2000-4 Utility Bills Collection and Shut Off Policy. Bills are sent on the 1st, late after 17th, 10% late fee, disconnect notice on 20th, 14-day grace period, \$25 disconnect fee, \$50 reconnect fee, policy stayed from December 1st to March 15th for qualifying customers under IC 8-1-2-1. Clarification on whether the Town charges a 2% or 3% credit card processing fee; confirmed that the fee is charged by the credit card company and not the Town. Discussion focused on the process for disconnecting and reconnecting utility services, including timelines for notices, administrative steps, and the physical process for different utilities (electric, water, gas). Debate followed on whether payment plans should be allowed, with exceptions for energy assistance programs or medical statements. Jobless as an exception was discussed and largely rejected. Discussion about how utility accounts are set up for tenants, landlord responsibilities, deposits and handling unpaid bills when tenants leave. Review of current outstanding balances: \$32,000 currently past due, with historical numbers much higher. Write-offs and collection processes were discussed. Consideration of how to calculate fees to cover man hours, administrative time, and insurance/liability for utility work.

NEW BUSINESS:

Appointing Park Board Member – Jarod Baker received three (3) names – Sarah Archer, Dale Thomas, Kristy Graebner:

- Appointment process for a new Park Board member, including candidate review and eligibility requirements. All requirements are met for each candidate. Jarod Baker appointed Sarah Archer for a term commencing immediately and expiring December 31, 2027.

Ordinance – 3-way Stops in Deer Meadows – This has been tabled.

PUBLIC COMMENT:

- Jay Thompson, 7722 Quail Creek Trace, commented on the following:
 - Thanked Doug Heagy and the gas company for prompt service.
 - He referenced a County Highway Department survey online.
 - He suggested checking with the Town of Speedway for vendor ID process.
 - He had concerns about the weeds on the west bridge on Wall Street. Jason Love informed him that is a county bridge, but he will ask A Cut 'N Edge to see if they can use the weed eater on it and spray.
 - He submitted a public records request at the last meeting, expecting a response within 24 hours due to hand delivery, but did not receive acknowledgement.
- Joe Ray, 119 E Main Street, commented on the following:
 - Expressed appreciation for maintaining clarity and exemptions on the solicitation ordinance.
 - He would like an update on the property encroachment issue from November. Everything completed at our end, just waiting on the County. Jason Love informed Joe that the deeds are sitting on Andy Kult's desk.

COUNCIL COMMENT:

- Terry Northern – discussed ongoing complaints about the website's agenda, minutes and meeting search functionality. Jarod Baker reported he has been in contact with Scott Smith, and he is working with Civic Plus on fixing the issues.
- The Council noted the heavy trash day was well received, with high participation (e.g., 50 mattresses dropped off on the first day). Everyone was very grateful for the service. Terry Northern said we could have used six (6) dumpsters.
- Randy Price thanked everyone for tabling the 3-way Stop Signs in Deer Meadows. He has talked to several people, and they are very upset with a sign being put at Karen Drive and Woodland Place. They would like to wait until Hidden Hills Section 5 is built out to revisit the issue.
- Jarod Baker expressed appreciation for the police bike patrol, noting positive community feedback and increased officer visibility. Announced the ongoing work on the Comprehensive Plan, with a survey posted online for community input on mission, vision, transportation, land use, and aesthetics.

ATTORNEY ITEMS:

Jim Buddenbaum had nothing to report.

DRAFTS & CLAIMS:

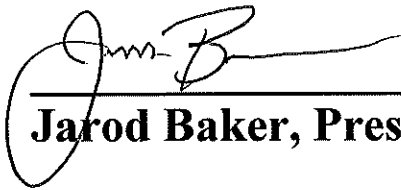
- President Jarod Baker asked Shari Ping to read the dollar amounts from the Drafts & Claims for June 20th. Shari Ping read the totals from the Town (\$516,028.25), Sewer (\$94,894.01) and GO Bond (\$17,505.54) APVs. Bill Majeske made the motion to approve the drafts and claims as presented, Larry Compton seconded. All ayes, motion carried 5-0.

ADJOURNMENT:

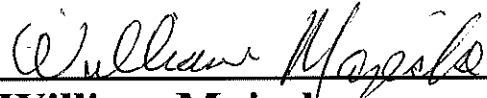
- President Jarod Baker reminded everyone there will not be a meeting on July 1st. Next meeting will be July 15th. Jarod Baker made a motion to adjourn, Terry Northern seconded. All ayes, motion carried 5-0.

Respectfully submitted,

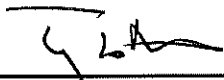
Shari L. Ping
Clerk Treasurer



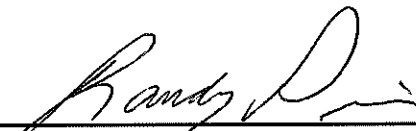
Jarod Baker, President



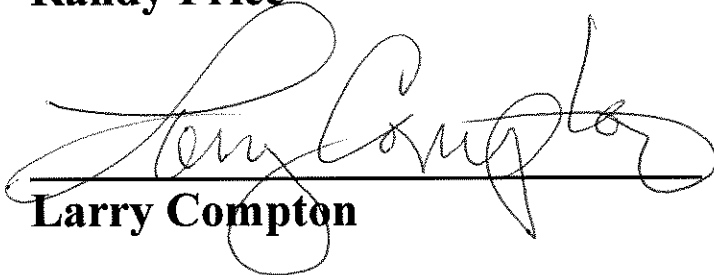
William Majeske



Terry Northern



Randy Price



Larry Compton

Attest: 
Shari L. Ping, Clerk Treasurer