

Ordinance or Resolution for Appropriations and Tax Rates
Ordinance 2025-06 Amending Delinquency Penalty, Disconnection Notice and Reconnection Fees for Municipal
Utility Services
Ordinance 2025-09 Amending Chapter 73 of the Code of Ordinances Regulating Operation of Golf Carts on Town
Streets
Ordinance 2025-10 Amending Chapter 54 of the Code of Ordinances of the Town of Pittsboro regarding Solid Waste
Heavy Trash
2025-07 Amending Title IX, Chapter 93, Amending Section 93.01 and Adding Section 93.03 of the Town of
Pittsboro Code of Ordinances Prohibiting Motorized Vehicles on Recreational Trails.
Ordinance 2025-08 Fire Prevention and Protection Ordinance
Resolution 2025-12 Providing Additional Appropriations
Resolution 2025-13 Petition to Appeal for an Increase Above the Maximum Levy
Ordinance 2025-11 Repealing, Replacing and Restating in its Entirety Title V, Chapter 55 of the Code of Ordinances
of the Town of Pittsboro

**PITTSBORO TOWN COUNCIL MEETING
33 EAST MAIN STREET, PITTSBORO
TUESDAY, SEPTEMBER 16, 2025 @ 7:00 PM**

QUORUM:

Jarod Baker
Larry Compton
William Majeske
Terry Northern
Randy Price

Jim Buddenbaum, Attorney
Scott King, Police Chief
Jason Love, Town Manager

OTHERS: Carl Carson, Asst. Police Chjef; Eric Wathen, ELW Consulting; Dan Smith, Fire Marshall; Keith Gurley, Park Board President; Jay & Linda Thompson, 7722 Quail Creek Trace; Jeanene Karn, 7722 Quail Creek Trace; Bill Zeunik, Fire Chief; Joyce Compton, 7758 Quail Creek Trace; Brian Estes, 130 Lakeside Drive

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 August 19th, meeting. Bill Majeske made the motion to approve the minutes as written, Larry Compton seconded. All ayes, motion carried 5-0.

PUBLIC HEARING: 2026 BUDGET

President Jarod Baker went over the rules for anyone wishing to speak. Jarod opened the Public Hearing. He then went over the **Ordinance or Resolution for Appropriations and Tax Rates**. (See Attached) The annual budget was published in Gateway on September 5th. The Budget Estimates and tax levy details were reviewed by fund:

- Total 2026 Budget estimate: \$5,645,993
- Total Maximum estimated Funds to be raised: \$2,739,766
- Total Current Tax Levy: \$2,167,350

Jarod asked if there was any comment from the Public. There being none, he closed the Public Hearing. The date of adoption will be held on October 21st at 7 PM at 33 E Main Street, Pittsboro.

PUBLIC HEARING: PROPOSED RATES, CHARGES AND FEES – PITTSBORO WATER, SEWER, ELECTRIC AND GAS UTILITY SERVICES

President Jarod Baker read **Ordinance 2025-06 Amending Delinquency Penalty, Disconnection Notice and Reconnection Fees for Municipal Utility Services** as a second reading. Key provisions of the ordinance include:

- Meter Deposits (Section 50.02)
 - Residential deposits are set at \$100 for electric, water and gas. The deposits for homes with electric heat are \$150.
 - Commercial/Industrial deposits are set at \$100 for electric and water, \$200 for gas, and \$300 for properties with electric heat.
- Delinquency Penalty (Section 50.03)
 - Bills are due by the 17th of each month. A 10% late fee is added to unpaid after the due date.
- Disconnection & Reconnection (Section 50.04):
 - Disconnection notices will be sent on the 20th of the month, with service disconnecting occurring 14 days later if the bill remains unpaid.
 - Partial payments will not prevent disconnection; the full past-due amount must be paid.
 - A \$75 fee will be charged on disconnection and a \$75 fee for reconnection, total \$150 to reestablish service.
 - A moratorium on disconnections for qualifying customers is in effect from December 1st through March 15th, according to the Indiana Code 8-1-2-121.

Jarod asked the Council if they had any comments on the 2nd reading of Ordinance 2025-06. If not, he opened the Public Hearing by going over the rules for speaking. The Public Hearing is pertaining to these proposed changes. There were no comments from the public, so he closed the Public Hearing. Jarod then asked the Council for any questions, there being none, he made the motion to approve Ordinance 2025-06 as written, Terry Northern seconded. All ayes, motion carried 5-0.

STAFF REPORTS:

TOWN MANAGER:

- Jason Love had nothing to report.

POLICE CHIEF:

- Scott King had nothing to report.

CLERK TREASURER:

- In Shari's absence, President Jarod Baker agreed the list of past due accounts is looking better. This change will help us as we move forward with this. We'll continue to ask Shari to work on getting these shut off as soon as possible.

BUILDING & PLANNING:

- April Wrigley – is out on medical leave of absence. No report.

WEB DEVELOPMENT UPDATE:

- Scott Smith – see attached report
- Jarod Baker reported that he and Scott Smith are currently working with Civic Plus regarding several issues. We have been informed that a future platform migration should resolve the problems.

TOWN COMMITTEE REPORTS:

BZA: no meeting

FIRE BOARD: (see attached report)

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

PARK & RECREATION: (see attached report)

- Hallie Wood, Park Superintendent, sent the attached report.

- Jarod Baker reported that there will be a Blue Star Memorial dedication ceremony on October 7th at 1 p.m. at Scamahorn Park.
- Jarod also reported there is an open spot on the Park Board due to Zach Rich moving out of Town. Applications are being accepted until October 3rd, with an appointment to be made at the October 21st meeting.

ADVISORY PLANNING COMMISSION:

- Jarod Baker reported that the August 26th meeting was cancelled. There will be no meeting in September.

POLICE COMMISSION:

- Scott King reported that the September meeting was cancelled.

REDEVELOPMENT COMMISSION:

- Jarod Baker reported they met last week and held a Public Hearing where they approved the Economic Development Area for the Pittsboro Government Center and proceeded with the approval of the purchase of the Porter Property in the amount of \$640,000 plus closing fees.
- Jarod Baker reported they also approved the 2026 TIF spending plan Resolution for the SDI and Fleece Performance TIF areas.

ECONOMIC DEVELOPMENT COMMISSION:

- No meeting.

CONTRACTED BUSINESS:

- Eric Wathen reported on the following:
 - Paving Project – The final project cost was \$420,250.73, which was \$7500 over the bid amount due to additional sidewalk work required for ADA compliance. The invoice for Howard Companies is \$378,225.65 minus retainage fee. Jarod Baker made the motion to approve the payment of \$378,225.65 to Howard Companies, Larry Compton seconded. All ayes, motion carried.
 - Next Level Trail Project – The contractor is currently seeding and mulching. A final walkthrough and punch list will be completed once the work is finished. The invoice for Midwest Paving LLC is \$59,450.40. Jarod Baker made the motion to approve the payment to Midwest Paving, Bill Majeske seconded. All ayes, motion carried.
 - Government Center Site Design – Eric presented a Project Task Order (see attached) regarding the Civil Engineering Services – Pittsboro Police Station Site/Civil Design in the amount of \$44,150. Jarod Baker made the motion to approve the Project Task Order to ELW Consulting in the amount \$44,150 and to allow the Town Manager to sign on behalf of the Town, Terry Northern seconded. All ayes, motion carried.
 - Wastewater Treatment Plant – he asked Banning to start working on a proposal for upgrades to the WWTP.
 - Jarod Baker asked Eric about an update on INDOT roadwork on 136. Eric reported that they missed installing curb ramps on three (3) roads on the south side and at the Park entrance, they are scheduled to return and complete the work. On the north side west of Meridian, curb ramps were built 2-3 inches higher than the pavement due to errors in the aerial survey plans. These ramps must be torn out and rebuilt before the approaches can be paved. Jarod asked about the intersection at Scamahorn and 136 is extremely rough and has generated multiple complaints. An email will be sent to INDOT to request this specific area be addressed promptly due to high use.
 - Other outstanding items from INDOT's work include installing push buttons on traffic signals and cleaning concrete splatter from buildings.

OLD BUSINESS:

Amendment to Golf Cart Ordinance:

- President Jarod Baker read **Ordinance 2025-09 Amending Chapter 73 of the Code of Ordinances Regulating Operation of Golf Carts on Town Streets** as the first reading. Key amendments include:
 - Section 73.02: Prohibits operating or parking golf carts on town sidewalks or multi-use trails.
 - Section 73.03: Requires operators to have a valid driver's license. If any occupant is under 16 years old, the operator must be at least 21 years old.

- Section 73.04: Mandates that golf carts must be registered by a town citizen.

Jarod Baker asked the Council to approve the first reading and waive the second reading, Larry Compton seconded. All ayes, motion carried. Jarod Baker made a motion to approve Ordinance 2025-09, Randy Price seconded. All ayes, motion carried 5-0. Effective date of September 16th.

Amendment to Sanitation Ordinance:

- President Jarod Baker introduced **Ordinance 2025-10 Amending Chapter 54 of the Code of Ordinances of the Town of Pittsboro regarding Solid Waste Heavy Trash** as the first reading. The new rules state:
 - The Town may establish heavy trash drop-off days for Town Citizens only
 - A charge will be applied: \$10 for a half-ton pickup truck load and \$20 for a trailer load not exceeding 16 feet in length.
 - The Town reserves the right to reject certain materials, such as yard debris, hazardous materials and tires.
 - Proof of Town citizenship, such as a state ID or Utility Bill, will be required.
 - Effective date will be October 1st.

Jarod Baker made a motion to approve the first ready and waive the 2nd reading, Terry Northern seconded. All ayes, motion carried. Jarod Baker made a motion to approve Ordinance 2025-10 as written, Larry Compton seconded. All ayes, motion carried 5-0.

Next Level Trail Signage – Ordinance 2025-07 – 2nd Reading:

- President Jarod Baker read Ordinance **2025-07 Amending Title IX, Chapter 93, Amending Section 93.01 and Adding Section 93.03 of the Town of Pittsboro Code of Ordinances Prohibiting Motorized Vehicles on Recreational Trails** as the second reading. Key definitions and rules include:
 - Prohibited Vehicles: Motorized vehicles are banned, with exceptions for manual or powered wheelchairs, Class 1 or Class 2 electric bicycles, and authorized Town maintenance or public safety vehicles.
 - Yielding Hierarchy: All users must yield to pedestrians. The general hierarchy is that wheeled users yield to those on foot, and faster users yield to slower ones. An audible signal is required before passing.
 - Speed Limit: A speed limit of 20 mph is established for all users on any multi-use trail, path or sidewalk.
 - Animals: Animals must be on a leash no longer than six (6) feet and owners are required to clean up waste. During the reading, the Council decided to amend this section to explicitly state that no animal may be ridden on trail or pathway.
 - Fines: Violations are subject to a fine of up to \$250 per offense.
- Jarod Baker made the motion to approve Ordinance 2025-07 as amended, Bill Majeske seconded. All ayes, motion carried 5-0.

Fire Prevention & Protection Ordinance – 2nd Reading:

- President Jarod Baker asked the Council to make a motion to waive the 2nd reading as it is available for review in the Clerk Treasurer's office, Larry Compton so moved. All ayes, motion carried 5-0. Jarod then asked the Council for any questions regarding **Ordinance 2025-08 Fire Prevention and Protection Ordinance**. Terry Northern commented that this ordinance is necessary and long-needed document.
 - Conflicts with Existing Town Regulations: The primary concern is that the ordinance is not in concert with the Town's existing UDO permit processes and other regulations.
 - Hydrant Spacing: The ordinance requires 300-foot hydrant spacing, but no current subdivisions are designed to this standard. The previous standard was 500 feet.
 - Permit Approval Process: The ordinance states all permits must be approved by the fire Marshall, which conflicts with the current process where the fire department provides input during Technical Advisory Committee (TAC) meetings but does not have sole approval authority.
 - Address Assignment: The ordinance gives address assignment authority to the Fire Department, which currently resides with the Planning Commission.

- Hydrant Placement: A clause requires all hydrants to be at the edge of the pavement and 18 inches above grade (Article 2, Section 2A1), which is inconsistent with the current state of many hydrants.
- Open Flame and Fireworks: Section 8 requires a permit for open flames and fireworks, which was questioned for its potential conflict with state law.
- Water Main Standards: The coloring and classification of water mains were discussed, with an agreement to keep with the current standard of safety yellow.
- Fee Schedule: The ordinance introduces a new fee schedule on page 37 for several like plan reviews.
- Fee Allocation: It was assumed these fees would be paid to the Town and then allocated to the Fire Marshall, in addition to existing land use and planning fees.
- Implementation: The Council agreed that these new fees must be clearly incorporated into the Town's application process.
- Billing for Fire Response: The ordinance includes a schedule to charge for fire response, such as \$250 per hour for an engine, which was met with concern.
- Path Forward: The consensus is to pass the ordinance and then task the Planning Commission with making the necessary amendments to the UDO, applications, and fee structures. The ordinance, once passed, would be effective immediately for all new development, with existing properties being grandfathered in.

Jarod Baker asked that if you have any suggested comments to sections that you send them to me by October 3rd. This will allow enough time to review, resolve, or be prepared to come up with an amended version by the 21st. Jarod will compile them all into one email and send those to Dan on Monday October 6th. Jay Thompson, 7722 Quail Creek Trace, spoke about his concerns.

- Hydrants & Burning Regulations: Hydrants must be positioned so a wrench can be used without hitting the ground. Open burning permits will be issued by the Fire Department. Gas fire pits do not require a permit. A potential legal issue was noted in Article 9 regarding a "Twelfth Night Ceremony" which could be seen as favoring one religion.
- Safety & Building Codes: A rule requiring a 3-foot clear space around fire hydrants was questioned. The policy on false alarms allows for three (3) incidents before action is taken. A conflict was identified regarding who must be notified before testing a fire alarm system. The use of different titles like "Fire Chief" and "Fire Marshall" was noted as an inconsistency.
- Suggestions for future additions:
 - Require tornado sirens for new commercial business park developments
 - Mandate external video cameras on large buildings to help verify alarms
 - Require an English-speaking contact to be on-site during construction projects.

Jarod Baker asked that we table this until our October meeting.

NEW BUSINESS:

Additional Appropriation – Move EDIT Money to Next Level Trails Fund:

- President Jarod Baker read **Resolution 2025-12 Providing for Additional Appropriations** allowing for an additional appropriation to move \$200,000 from the EDIT Fund to the Next Level Trails Fund for trail construction contributions. Jarod Baker made the motion to approve Resolution 2025-12, Bill Majeske seconded the motion. All ayes, motion carried 5-0.

Resolution and Petition to Appeal for an Increase Above the Maximum Levy:

- President Jarod Baker read **Resolution 2025-13 Petition to Appeal for an Increase Above the Maximum Levy**. Jarod reminded everyone that this excess property tax levy appeal will support the Parks Department, Town operations and our Police Department. Jarod asked if there were any questions or comments. There being none, Jarod made the motion to approve Resolution 2025-13 as written, Randy Price seconded. All ayes, motion carried 5-0.

Water Rate Ordinance – Introduction:

- President Jarod Baker read **Ordinance 2025-11 Repealing, Replacing and Restating in its Entirety Title V, Chapter 55 of the Code of Ordinances of the Town of Pittsboro**. Jarod reminded everyone that this is based on a rate study done by Financial Solutions Group (FSG) on August 14, 2025. Summary of changes:
 - The ordinance restates Title V, Chapter 55, establishing new rates and fees
 - Section 55.01 outlines new availability and tap fees for various meter sizes
 - Section 55.02 introduces new tiered metered rates for water consumption
 - The ordinance also addresses the extension of water mains (55.03) and procedures for water rationing (55.10)
 - Next Steps:
 - This was the first reading of the ordinance
 - A Public Hearing will be held during the November meeting to allow sufficient time to notify all property owners, including vacant properties via mail.

PUBLIC COMMENT:

- Jay Thompson, 7722 Quail Creek Trace, commented on the following:
 - His wife, Linda, sent a request to Jim Buddenbaum regarding the status of a board member serving on four (4) different boards; the issue was previously discussed but remains unresolved.
 - Moving pipelines to make land available to build a new police station and town hall
 - Clarification was provided on the golf cart ordinance: only a Pittsboro resident can operate a golf cart on Town streets, but a non-resident with a valid driver's license can operate the cart.

COUNCIL COMMENT:

ATTORNEY ITEMS:

Jim Buddenbaum had nothing to report.

DRAFTS & CLAIMS:

- President Jarod Baker read the dollar amounts from the Drafts & Claims for September 16th as follows: Town (\$609,757.93), Sewer (\$101,613.17) and GO Bond (\$6,984.00) APVs. Bill Majeske made the motion to approve the drafts and claims as presented, Terry Northern seconded. All ayes, motion carried 5-0.

ADJOURNMENT:

- President Jarod Baker reminded everyone there will not be a meeting on October 7th. The next meeting will be on October 21st. Jarod Baker made a motion to adjourn, Larry Compton 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