



www.jamestownin.com

WELCOME

The Town Council welcomes you on behalf of the residents of Jamestown. We hope you find this a friendly, safe, and prosperous community in which to live and work.

The following information is provided to familiarize you with some of the features and services of the town. If you need any additional information, please contact the Clerk-Treasurer's office at 765-676-6331 or by email at clerk@jamestownin.com or any Town Council member.

TOWN COUNCIL

A three-member Town Council governs Jamestown. Council members are elected at large from each of three wards and serve a four-year term. The Council meets the first Tuesday of the month at 7PM in the Municipal Building, 421 East Main Street. Meetings are open to the public. Council members are:

Chassity Hawkins
Dave Phelps
Carole Leake

council1@jamestownin.com
council2@jamestownin.com
council3@jamestownin.com

Additionally, Jamestown has a seven-member Plan Commission, five-member Board of Zoning Appeals, 5 member Redevelopment Commission and 4 member Parks Board comprised of citizen volunteers appointed by the Town Council President. If you are interested in participating in one of these groups, contact any Town Council member.

CLERK-TREASURER

The Clerk-Treasurer is Lori Hieston and she is an elected official serving a four-year term. Lori is the chief fiscal officer of the town. Her office is located in the Municipal Building at 421 East Main Street. She can be reached by phone a (765) 676-6331. The Deputy Clerk-Treasurer is Pam Liebowitz. Office hours are 8:30AM to 5PM, Monday through Friday. The Clerk's office may also be contacted to inquire about local ordinances, file claims for services rendered to the town and town business in general.

UTILITIES

For Utility Emergency 24 hours service number (765) 676-6331.

If you are new to the area and need to set up new utility service, please [CLICK HERE](#) to get started. You will need to bring your application to the Municipal Building along with a valid state issues I.D.

Utility bills, (lights, water, sewage, and trash), may be paid during normal office hours from the 1st through the 15th of the month, regardless of what day the 15th falls on. A night deposit box is located at the front of the building for your convenience. Bills paid after the 15th will include a late charge of 10% of the amount of the bill. A past due notice is sent advising the disconnect date of the 25th. Accounts not paid after the 25th will have their utilities disconnected. **There are no exceptions. If services are disconnected for non-payment, you will need to bring your account current, and in addition, pay a reconnect fee of \$50.00. (Regardless if you rent or own)**

Make sure you give your correct mailing address to the town clerk upon making your deposit. Utility bills are mailed to residents the 1st of each month.

The Jamestown Municipal Utilities purchases electricity through the Indiana Municipal Power Association (IMPA) and maintains its own poles, transformers, and power lines within the town limits. Our electric utility is community-owned, locally controlled, and not-for-profit. Contact the Municipal Building to arrange for electrical service. You may leave a message on voice mail at (765) 676-6331 for emergency call out. As the town relies upon power from outside sources through IMPA, outages in places other than inside the city limits can affect the town.

Jamestown owns and operates its own water and sewage treatment facilities. While the town has an adequate supply of fresh water, residents are urged to practice conservation and avoid waste. Again, the Clerk-Treasurer's office should be contacted to arrange for water and sewage service.

The utility office is located in the Municipal Building. The utility department can be reached at (765) 676-6331. This department is responsible for electrical, water, street repair, and maintenance. Josh Hawkins is our Utility Superintendent. Josh has years of utility experience and is a journeyman lineman. Josh's office is located in the Jamestown Municipal Utilities Building. He can be reached at (765) 676-6331. You may also call the Clerk-Treasurer, or any Council member, in the event of an emergency.

TOWN ADMINISTRATION

Dax Norton of ms Consultants is contracted to fulfill duties as an Administration Operations Advisor. Dax is responsible for assisting in obtaining grants, writing ordinances, meeting with prospective business owners, fielding resident concerns, and a myriad of other duties which frees up other department heads to focus on operations. Dax brings vast public administration experience to the table. He is available in the office at least once a week if not more and is available via email at administration@jamestownin.com.

BUILDING PERMITS

Chuck Coonce is the town's contracted Building Inspector and may be contacted by calling the (317) 209-4035. Chuck is employed by Sims-Durkin. His office hours are Monday through Friday from 8:00 AM to 5:00 PM.

Building permits are needed for all major, (and some minor), remodeling or building projects, including swimming pools, mini-barns, fencing, etc. If in doubt, contact the Clerk-Treasurer's office. Be sure to obtain the proper permit before starting a project. Lack of a permit means construction may be halted. Please email jamestowninspections@sim-durkin.com for any permitting questions or visit the [Building Permits and Inspections](#) page on the town website.

POLICE DEPARTMENT



Aaron Clapp is the full-time Town Marshal of the Jamestown Police Department and Clint Jackson serves as his full-time Deputy Marshal. Several part-time Reserve Deputies serve the town and provide law enforcement services. The Police Department is located at the Municipal Building. The Boone County Sheriff's Office as well as the Indiana State Police assist in law enforcement coverage when our officers are not available. Marshal Clapp is a graduate of Vincennes University, is an ILETB-certified Town Marshal, a certified ILEA instructor, and has over 16 years of small-town law enforcement experience. He can be reached at (765) 676-9484 or townmarshal@jamestownin.com.

Per Indiana Code 36-5-7-4:

“The marshal is the chief police officer of the town and has the powers of other law enforcement officers in executing the orders of the legislative body and enforcing laws. The marshal or his deputy:

- (1) shall serve all process directed to him by the town court or legislative body;*
- (2) shall arrest without process all persons who commit an offense within his view, take them before a court having jurisdiction, and detain them in custody until the cause of the arrest has been investigated;*
- (3) shall suppress breaches of the peace;*

*(4) may, if necessary, call the power of the town to his aid;
(5) may execute search warrants and arrest warrants; and
(6) may pursue and jail persons who commit an offense.”*

For non-emergencies call the Boone County Sheriffs Dept. at 765-482-1412, #8. Jamestown is unique in that parts of the city proper are in Hendricks County as well as Boone County. If you reside inside Hendricks County, contact their dispatch at 317-839-8700. The county line is roughly from the end of east Lowry Street, to Wilson Way, and West out 234. Generally, anything south of Lowry, Wilson Way, and 234 is inside Hendricks County.

If it's an **EMERGENCY DIAL 9-11.**

In addition to enforcing State and Federal laws, the Marshal and deputies enforce town ordinances. Town ordinances exist in order to protect public health and safety and otherwise preserve property values. Things like abandoned/junk/disrepair vehicles, excessive grass and weeds growth, rubbish and trash, excessive or loud noise, animals at large, and noxious burning, are all things that the Marshal will address should the need arise. Please refer to the “Good Neighbor” laws referenced below and avoid any issues down the road.

FIRE

Jamestown's Volunteer Fire Department is located at 450 W. Main Street. **TO REPORT A FIRE, CALL 911.** In addition to fire protection, our Fire Department includes EMT (Emergency Medical Technician) services. We are very proud of the high quality of our firemen and EMT's, many of which serve full-time and part-time on professional paid departments. They comprise an active, well-trained volunteer organization. Sean Mitchell is the Fire Chief and James Hieston II is Assistant Chief, both full-time firefighters with years of experience. The fire department is contracted to serve half of Jackson Township as well and is also a part of various mutual aid agreements with other communities.

TORNADO WARNING

In the event of a tornado warning or tornado emergency, the Boone County Sheriff's Office Communications Center will tone the three sirens in the town limits. When this occurs the Police Department will be notified and take appropriate action if need be. The County does monthly siren testing on the 3rd Friday of each month at noon.

PUBLIC SAFETY PHONE NUMBERS

Jamestown Fire Department.....911 or (765) 482-1412

Jamestown Police Department.....911 or (765) 482-1412

Boone County Sheriff Department.....911 or (765) 482-1412

Boone County EMS.....911 or (765) 482-2233

Hendricks County Dispatch.....(317) 839-8700

TELEPHONE

CenturyLink, PO Box 660068, Dallas, TX 75266-0068, provides telephone service. To request service, call 1(800) 257-3212.

TRASH PICK-UP

The Town of Jamestown bills for Trash Collection on monthly utility bills, in the amount of \$10.40 per month for each single family home within the Town of Jamestown. (Apartment complexes, doubles, town houses, or these types of housing are not considered a single family home and are not included in the trash service)

Unless otherwise ordered, the collection of residential trash by Smith Trash Service, (765) 436-2399, shall not commence before 6AM. Collections shall be made on **Fridays**, except when Friday is a legal holiday.

All trash to be collected shall be placed for collection by residents in watertight covered receptacles, not exceeding thirty (30) gallons in capacity and also placed in no larger than a thirty (30) gallon plastic bag or equivalent disposable container. Said receptacles shall be placed conveniently for collection within five feet (5') of the curb, street pavement, or designated collection point. Plastic bags 112 MIL strength may be substituted for receptacles. There shall be a five (5) 30 gallon bag limit per residence per week. Residents must provide their own receptacles, at their expense, although Contractor may sell, lease, or rent receptacles to residents. Receptacles or substitute receptacles shall not be placed for collection more than twelve (12) hours prior to the scheduled collection time.

CHURCHES - CIVIC GROUPS

Jamestown has many fine churches and a number of civic and social organizations. These groups are always anxious to add members, so don't hesitate to join in and be an active part of your community. Ask at the Municipal building or check with your neighbor if you are interested in a particular club.

Churches

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|-----------------------------------|----------------|
| Jamestown Christian Church | (765) 676-5182 |
| Jamestown United Methodist Church | (765) 676-6221 |
| Church of God of Prophecy Church | (765) 676-9042 |
| Harvestime Fellowship | (765) 676-5911 |
| Jamestown Church of Christ | (765) 676-6404 |
| Old Union Church | (765) 676-5608 |
| New Hope Baptist Church | (765) 676-6303 |

Jamestown American Legion meets the 1st & 3rd Thursdays of each month at 7:30PM and they provide Bingo every Wednesday at 7:00PM September through April.

Jamestown American Legion Auxiliary meets the 2nd Monday of each month at 7PM.

Jamestown Community Partnership meets the 1st Monday of each month in the Community Room, behind the Jackson Township Historical Society. Everyone is welcome.

Lions Club meets the 2nd & 4th Thursdays of each month at 7:30PM in the Community Room.

Masonic Lodge meets the 1st Wednesday of each month at 7:30PM on the 2nd floor of the Jackson Township Historical Society.

Christian Church Giving Tree food and clothing pantry is open Tuesdays and Thursdays twice per month, 676-5415.

Jackson Township Historical Society, Inc.

41 West Main Street,
PO Box 297
Jamestown, IN 46147
Website address: www.countyhistory.com/jhs/

They meet the last Tuesday of each month at 7:00PM at the Jackson Township Historical Society.

LIBRARY

The Tri-Area Library located downtown at 2 West Main Street does not rely on tax-dollars. Family memberships may be purchased annually. The library is staffed by volunteers and would welcome any assistance you could provide. Special events are planned for youngsters during the summer months. All residents are encouraged to support the library and use their resources. Their phone number is 676-6190.

Hours for the Library are:

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|-----------|-------------|
| Monday | 3PM – 6PM |
| Tuesday | 1PM - 8PM |
| Wednesday | 9AM - 6PM |
| Thursday | 1PM - 8PM |
| Friday | 1PM - 5PM |
| Saturday | 10AM - Noon |

Children's Story and Craft Time are on Saturdays, from 10:30AM to 11:30AM. You can also visit their website at www.bccn.boone.in.us/tri/index.htm

POST OFFICE

A Village Post Office serves Jamestown citizens at the Jamestown Town Hall. Hours vary by season and are as posted. For full-service postal assistance, the Brownsburg Post Office is assigned to assist in those matters.

MEDICAL CARE

Witham Health Services are medical providers in the community. A doctor's office is located at 1000 N. Lebanon Street, Jamestown. In addition to the general practice, Boone County EMS maintains a staffed ambulance with one medic and one EMT 24 hours a day.

NATURE PARK

The Pleasant Acres Nature Park is located at 833 East Main Street. The hours are from Sunrise to Sunset year round, except for special activities authorized by the Jamestown Town Council. We hope you will enjoy the park and observe the posted rules.

Rules are:

Only foot traffic and wheelchairs for the disabled will be allowed in the park, except for maintenance and emergency vehicles. This specifically excludes all other motorized vehicles, horses, mules, asses, bicycles, skates, skateboards and roller blades.

No hunting or trapping. No bow and arrows, hunting knives, and air or pellet guns are allowed in the park or parking area. No alcoholic beverages or drugs, as defined in the Indiana code, shall be allowed in the park or parking area. Dogs will be allowed on leash only.

GOLF CARTS

- 1) Registration is due annually. Registration fees are \$25.00 annually.
- 2) Registration to include:
 - a) Owner's Name, address, and phone number
 - b) Make, Model, serial number, and color of golf cart
 - c) Proof of Insurance
- 3) Hours of operation are limited to daylight hours - 6AM to 8PM.
- 4) Golf Carts must have working brakes.
- 5) Golf Carts must display a slow moving vehicle sign.
- 6) Golf Carts must be operated by person 18 years of age or older.
- 7) Operation is only allowed on Town streets, not on State Highways.
- 8) Golf Carts must obey all traffic laws.

“GOOD NEIGHBOR” LAWS

Town ordinances regulate many activities which might affect one's neighbors. These local regulations were created for the benefit of all residents and we seek your cooperation in abiding by them. They are available for your review at the Clerk-Treasurer's office and the library as well as the town's website. Failure to adhere to the town's ordinances will result in a visit from the Marshal or his deputies and may result in a fine.

A few of the more relevant ordinances are summarized below:

- Trash burning is prohibited between 6PM in the evening and 8AM the next morning due to smoke and hazard presented. Violators may be fined \$50.00 for a first offense. Please be considerate of your neighbors.
- Dogs must be licensed and are not permitted to run at large or create a nuisance by constant barking. Cats also must be licensed and are not to be permitted to run at large. Violators may be fined from \$10 to \$500. Licenses must be renewed annually. Licenses expire 12/31 of each year. The Town Marshal is authorized to take dogs/cats running at large into custody. Dog and Cat tags are \$5.00 and may be purchased at the Town Building. In 2018, the Town adopted the Boone County Animal Control ordinance which allows the Boone County Sheriff Animal Control Division to issue citations and impound animals. Deputy Hannah Fisher serves as the Animal Control Officer. She is a certified police officer in the state of Indiana and has the power to effect arrests, conduct investigations, issue citations, and serve court orders. She can be reached at 765-482-1412 Ext. 8, or, you may email her at animalcontrol@co.boone.in.us.
- Junk vehicles (**inoperable, unlicensed, junked, wrecked, or abandoned**) are prohibited due to the danger to health and safety, in addition to being an eyesore. Violators may be fined up to \$50/day per occurrence. This means that vehicles left out in the open without proper registration, or which are not running, are crashed, or abandoned, *parked on public or private property* are subject to notice, fine, and tow by the police department.
- Property owners, renters, and business owners are required to maintain their property. Weeds and grass must be cut and trimmed on a regular basis and collections of garbage, junk, and refuse are prohibited. The Town Marshal will give notice to violators of the need to comply. Again, fines may be assessed and if necessary, the town will pay to have the problem remediated, and a lien placed on the offending property. If there are any questions about the ordinances, please contact the Town Marshal before a problem occurs. Again, these ordinances exist in order to keep Jamestown a safe, beautiful, and clean place to live!

Again, we welcome you to our community and trust this information will assist you in settling into your new home.

JAMESTOWN TOWN COUNCIL

Carole Leake
Dave Phelps
Chassity Hawkins

Town of Jamestown

Residents,

We understand the importance of communicating with you and ensuring that we keep you in the loop regarding events affecting the Town of Jamestown. As a result, we are pleased to announce that we are initiating a new notification service called REACH Alert.

This new service will allow us to immediately share important information regarding a number of items, including waterline breaks/boil water advisories, road closures/delays due to construction or accidents, hazmat situations, AMBER/Silver alerts, police actions, and civic events.

As good as this service is, if you don't register, we can't share important information with you. You decide if you want a text message, voice call, or an email. Each household can register up to 4 phone numbers and 4 email addresses. All you need to do is:

1. Go to www.reachalert.com and click on MY ACCOUNT.
2. Select CREATE ACCOUNT.
3. Follow the prompts and enter your preferred contact information.
4. Network Name: type **Jamestown** (click on our name when it appears).
5. Select resident
6. Enter your address and click on it when it appears in the drop-down list.

If you opted to receive text alerts, Reach Alert will send a text message to your cell phone immediately upon completion of your registration. Please enter the 4-digit number on the registration screen and then click the word VALIDATE. If you do not receive this message, please call Reach Alert.

If you do not have access to a computer or if you experience any difficulty registering, please contact REACH Alert at (877) 307-9313.

If you don't register, you won't receive our messages.

INTERNET INQUIRY

SAFE, SECURE, SPEEDY ONLINE BILL PAYMENTS

Jamestown Utilities now offers Internet Inquiry. Here, you can check current and past history of your account and pay your bill online. You will need a 4-digit pin to login to your account. Pins are pre-set to the last 4-digits of your phone number on file. If you do not have a phone number on file, you will not have a pin number to access your Internet Inquiry. Your email address, if provided, will allow you to retrieve your pin number if forgotten. If you would like to set a pin number, change your existing pin number, provide an email address, or if you have any other questions, please contact the town building. The link to our Internet Inquiry is listed below.

PAY ONLINE AT:

<https://www.drfrey.biz/49584/customerlogin.html>