

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
May 18, 2022 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, May 18, 2022 6:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Holly Cook called the monthly meeting to order after recognizing that the agenda was posted pursuant to the Indiana Open Door Law and that a quorum was present.

Council Members Present: Holly Cook, Rick Miles Jr, Katrina Asher

Council Members Absent: None

Clerk-Treasurer, Town Marshal, Town Superintendent

Guests Present: Zac Hazzard, Chris Flegal

- I. Approval of Minutes – President Holly Cook presented the April 20, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the April 20, 2022 Regular Meeting Minutes as presented.

Approval of Special Minutes – President Holly Cook presented the May 4, 2022 Special Meeting Minutes for approval. Motion by Katrina Asher, second by President Holly Cook, Rick Miles Jr abstained, motion passed, to approve the May 4, 2022 Special Meeting Minutes as presented.

Approval of Memorandum of Executive Session – President Holly Cook presented the Memorandum of Executive Session for May 11, 2022 for approval. Motion by Rick Miles Jr, second by President Holly Cook, Katrina Asher abstained, motion passed, to approve the May 11, 2022 Memorandum of Executive Session as presented.

- II. Approval of Claims 04/21/2022 – 05/18/2022 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 04/21/2022 – 05/18/2022 as presented.

Approval of Payroll 04/21/2022 – 05/18/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 04/21/2022 – 05/18/2022 as presented.

- III. Approval of Bank Reconciliations and Financial Statements  
President Holly Cook presented the April 2022 Bank Reconciliations and Financial Statements as prepared by Suzy Bass, Local Government Services, as part of our Internal Control. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the April 2022 Bank Reconciliations and Financial Statements as presented.

- IV. Chris Flegal – Putnam County Mural Project. Chris Flegal explained that the Putnam County Mural Project members are a group of volunteers and that their first project was in 2019 when murals were painted on the silos at the S&W Feed Center in Greencastle. Chris Flegal stated

that there will be a Putnam County Mural Festival September 11<sup>th</sup>-24<sup>th</sup> and 5 building walls in Putnam County have been selected for murals. The walls selected are at the Putnam County Visitor's Bureau and Banner-Graphic in Greencastle, Tom's Cookies in Fillmore, and Off the Rails and the storage building at the park in Roachdale. The Putnam County Mural Project requests a signed agreement stating that the mural will be in place for 5 years with the Putnam County Mural Project being responsible for all maintenance to the mural. Debbie stated that the Town Council could give permission for the mural on Town letterhead. Chris Flegal requested that the alley by Off the Rails be closed to vehicles on June 24<sup>th</sup> from noon-3:00 p.m. for their wall to be scraped, power washed and painted. Chris Flegal also stated that they need a buy in from donors to help with their matching funds for their project grant and requested a \$1,000.00 commitment from the Town. Debbie will check on the donation. Katrina Asher asked if the mural at the park will be all around the building and Chris Flegal Stated that it will wrap around  $\frac{3}{4}$  of the building. Katrina Asher asked if there is a design and if it is based on the community the mural is being done in. Chris Flegal stated that they will ask for input. Karina Asher asked if they will be working on all 5 murals at the same time and Chris Flegal stated that artists are being selected for each mural. Chris Flegal stated that President Holly Cook had been part of the Putnam County Mural Project process. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to all of the Putnam County Mural Project to do a mural on the maintenance building at the park. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to donate \$1,000.00 pursuant to approval of the State Board of Accounts. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow the alley at Off the Rails to be closed on June 24<sup>th</sup> from noon-3:00 p.m. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to have a letter prepared on Town letterhead stating that the mural will not be touched for 5 years.

- V. Lisa Ziener and Jim Ensley – Putnam County Comprehensive Plan and Zoning Ordinance. Lisa Ziener and Jim Ensley had asked to be placed on the agenda but were not in attendance. President Holly Cook will contact them to see if they want to be on the June 15, 2022 Town Council Meeting agenda.

VI. Old Business

- A. Board of Zoning Appeals Update – President Holly Cook stated that she is still working on members for the Board of Zoning Appeals and currently Elizabeth Keene and James Newcomer have agreed to serve. President Holly Cook asked if Rick Miles Jr or Katrina Asher have anyone to serve and they both stated that they do not. President Holly Cook asked that they bring recommendations to the June 15, 2022 Town Council meeting.
- B. Utility Laborer position – President Holly Cook stated that the position needs to be opened back and that the employment ad needs to state the starting wage and that the wage is commiserate on skills. Katrina Asher stated that she had heard from someone that they were told that the pay would be \$17.00 per hour and questioned why they were told that when that had not been decided on by the Council. President Holly Cook stated that she had told people the pay would start at \$17.00 per hour. Katrina Asher asked why we would not have a larger pay rate and President Holly Cook agreed that it needs to be a higher rate. Superintendent Miller stated that gas certification was part of Levi's pay when he was employed by the Town. President Holly Cook stated she did not tell anyone it would be \$17.00 per hour. Katrina Asher stated that she tried to look at the pay rate in other towns

and it was hard to determine and that wages are all over the place. President Holly Cook stated that she thinks we should try hiring someone at \$20.00 per hour and Rick Miles Jr stated that he thought it was a good starting point and we could increase the pay more based on experience. Katrina Asher stated that she thinks a grid needs to be prepared for the wages. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to reopen the position with a starting pay of \$20.00 an hour with a line stating commiserate with experience. Katrina Asher stated that she noticed that we can place employment ads with AIM as well and Debbie stated that she will get the ad to them, the Banner-Graphic and the Journal Review. Katrina Asher stated that we should run the employment ad until June 10<sup>th</sup>. Superintendent Miller stated that would be 2 more weeks and Rick Miles Jr stated that if Superintendent Miller is burdened with the workload, he should let the Council know and also call for help from UMAC and USDI.

- C. Employee Handbook – Katrina Asher stated that she had contacted New Focus HR to get a proposal for HR consulting services. Katrina Asher presented a packet from New Focus HR to each Council member and Debbie and gave a brief background of their services and stated the packet included references. President Holly Cook stated that several years ago former Council member Kevin Cook had presented a handbook for consideration that follows AIM guidelines. Katrina Asher stated that the employee handbook should be prepared by someone that has done it professionally. President Holly Cook stated that we need another quote and Katrina Asher stated that she thought the other Council members were getting quotes as well. Rick Miles Jr stated that he will get a quote for the next meeting. Debbie asked if New Focus HR could update the employee handbook every year and Katrina Asher stated that they could.
- D. Lift Station and WWTP Pump Quotes – Superintendent Miller stated that one of the companies Troy Elless, UMAC has contacted wants to look closer at the project before quoting. Rick Miles Jr stated that he has concerns about what will happen if the pumps go down and Debbie stated that a bypass pump could be brought in if needed.
- E. Summer Mowing – President Holly Cook asked how long it takes Superintendent Miller to complete the mowing and Rick Miles Jr stated that it takes 4 days. Superintendent Miller stated that it does not take a solid 4 days and that he only spends a couple of hours mowing some days. Superintendent Miller stated that some spots have been too wet to mow due to the recent rains. Superintendent Miller stated that it is up to the Council on whether they hire someone to mow. President Holly Cook asked what is not being done and Superintendent Miller stated painting the Community Building and painting hydrants and meters. Superintendent Miller stated that he can take care of the meter reads and Debbie agreed that there has been no issue with reads. President Holly Cook stated that the quotes have a breakdown of mowing per area and asked if a vendor could be hired to mow only certain areas. Katrina Asher question if they would want to do that instead of mowing everything that was quoted. Debbie asked if the Putnam County Jail trustees could help with painting and Katrina Asher stated that she thought that was a good idea. Superintendent Miller stated that he spoke to their supervisor when they were here last week and he stated that they may have time in the next month or so to help. Superintendent Miller stated that

he will contact him again. Superintendent Miller stated that he can mow everything in 8 hours if there is no weed eating. Superintendent Miller stated that he currently has the weeds under control and that it only took him 2 hours to weed eat. President Holly Cook stated that she wanted to be sure Superintendent Miller is okay with getting everything done without being overwhelmed and Rick Miles Jr stated that he can get help if needed.

- F. Grant Administration Fees – OCRA Wastewater Grant. President Holly Cook presented the options for paying for the grant administration fees. Option 1: pay grant administration fees out of wastewater operating funds. This would make the final numbers \$700,000 grant, \$66,000 wastewater operating, SRF loan \$2,034,000. This is Mike Kleinpeter's recommendation. Option 2: pay grant administration fees out of federal CDBG grant funds. This would make the final numbers \$700,000 grant and \$2,100,000 in an SRF loan. Option 2 would require a lot of additional work by Debbie and the Council. Debbie stated that Mike Kleinpeter's contract for grant administration fees would be contingent upon getting a grant award. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous to approve Mike Kleinpeter's recommendation for Option 1 to pay for grant administration fees. Katrina Asher stated that Mike Kleinpeter has asked that we start collecting residential letters supporting the OCRA application and stated that she will write a letter of support as well.
- G. Community Crossings Update – Superintendent Miller stated that the sidewalks on the west side of Washington Street are almost done and they will be starting on the east side of Washington Street this week. President Holly Cook asked if business owners had been notified and Debbie stated that the contractor had met with business owners prior to the start of the project. Superintendent Miller stated that there is a plan in place to work with the businesses during the project and that he had reminded the contractor to do a better job of communicating with businesses prior to the start of work in front of their business. Rick Miles Jr asked when the project was slated to be finished and Superintendent Miller stated that it will take 4-6 weeks for the sidewalks to be completed and then 4-5 days for the paving.

Debbie gave an update on the Veterans' banners and stated that they are to be delivered on May 20<sup>th</sup> and Raymond McCloud has volunteered to bring his bucket truck and help Superintendent Miller hang the banners.

- VI. New Business  
There was no new business to discuss.
- VII. Public Comment  
Public Comment time was provided, however, no comments were made.
- VIII. Town Marshal Report and Property Cleanups – Marshal Lepine presented his monthly report and stated that President Holly Cook had rode along with him to look at properties that needed to be served prior to the recent community cleanup days. Marshal Lepine stated that Kristen Stein's property at 13 N Main Street will be an issue since the property owner had been cleaning the property but then took several loads out of the dumpsters during the community cleanup

and took those items to the property. Marshal Lepine reported that he had served Marty Greene at 111 W Washington Street and that he was upset that he received a notice and stated that he does not live in an HOA, it was not rubbish or trash on his property, the drywall on the side of the property is biodegradable and will turn into rock and that the Town has no authority to do ordinances. Marshal Lepine stated that Marty Greene had also told him that if he did not like it, he could put blinders on and keep driving. Marshal Lepine stated that he gave Marty Greene a copy of the ordinance and explained the process. Katrina Asher asked how long he has to clean his property and Marshal Lepine stated 10 days and then he will be given a citation and then it will be up to the Council on the next step. Marshal Lepine stated that he will serve both properties a ticket on the 26<sup>th</sup> if their properties have not been cleaned and have Town attorney Dave Peebles prepared a letter for the next meeting. Katrina Asher stated that we need to hit property owners hard and follow up to be sure properties have been cleaned. Katrina Asher stated that she was surprised the list was so short. President Holly Cook stated that she had prepared a list with Marshal Lepine that he will work on. Katrina Asher asked what was being done about abandoned vehicles and Marshal Lepine stated that he is working on them. Katrina Asher stated that we need to see what steps will be taken if we go to a county wide ordinance. Rick Miles Jr stated that he agrees that we need to get aggressive and stated that it is not a matter of can't do, it is won't do when it comes to property cleanups. Rick Miles Jr stated that it is hard for him to ride along with Marshal Lepine during the week to look at properties but he could do 30 minutes on a Saturday. Katrina Asher stated that all Council members would be willing to ride along with Marshal Lepine. President Holly Cook stated that she would be willing to look at properties on a quarterly basis and Katrina Asher stated that Marshal Lepine needs to look at them all the time. Katrina Asher and Rick Miles Jr both stated again that we need to get aggressive about getting properties cleaned up. Katrina Asher asked that Marshal Lepine make it a priority to serve notices on properties and abandoned vehicles. Rick Miles Jr asked the status of Rick Adams' properties and an update was given. Katrina Asher asked about recent vandalism at the park and Marshal Lepine reported that he had been looking at security camera companies with Debbie and Superintendent Miller and they are getting quotes. Katrina Asher asked when the vandalism is happening and Superintendent Miller stated that he is not sure of the time. Katrina Asher asked if officers could do a walking patrol of the park. Rick Miles Jr stated that he is all for getting security cameras installed. Katrina Asher stated that we need to prosecute individuals that are doing vandalism and Marshal Lepine stated that he will hit it hard, he just needs to catch them. Marshal Lepine reported that the next movie night will be May 20<sup>th</sup> at 7:00 p.m. at the Community Building. Marshal Lepine stated that he had sent President Holly Cook an email regarding the in.gov email accounts and that she needs to send them a letter on Town letterhead approving accounts for Marshal Lepine and Debbie. Marshal Lepine stated that he had sent an email about clarification of carryover of vacation time. It was decided to have a Special Meeting on May 26<sup>th</sup> at 6:00 p.m. to discuss vacation time. Katrina Asher asked if Marshal Lepine would be having his Safe Summer event and Marshal Lepine stated that he is not since he does not have time to get it together. Katrina Asher asked Marshal Lepine what the status was of him attending the approved police academy and Marshal Lepine stated that he was not concerned about going at this time since it would be difficult to attend the academy for 3 months and still filter things out for the department on the weekends.

- IX. Town Superintendent Items – Superintendent Miller stated that he would not be available on Saturday, May 21<sup>st</sup> since he has a day of family responsibilities. Superintendent Miller stated that he has contacted UMAC and USDI and they will be on call if needed. Katrina Asher asked

about the Community Cleanup Days and Superintendent Miler stated that all 12 dumpsters were filled. Superintendent Miller stated that he is concerned with how the dumpsters are policed and does not think that everyone that uses them resides within the town limits. Marshal Lepine suggested that officers be on duty during that time to check who is dumping. Katrina Asher asked what the difference would be. Debbie stated that we would have to check on how officers would be paid since we cannot pay reserve officers. No decision was made on the suggestion.

X. Clerk – Treasurer Items – No items.

XI. Items from Town Council Member  
President Holly Cook – No items.

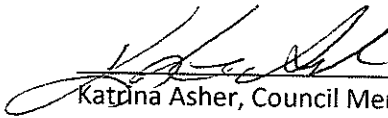
Katrina Asher – Katrina Asher stated that she had received an email from a website company about doing the Town website for \$99 per month. President Holly Cook stated that she will get a quote from the company that does the website for the Town of Bainbridge. Katrina Asher stated that our website is still not up to date. President Holly Cook requested that the website be put on the agenda for the next meeting.

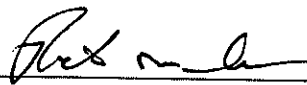
Rick Miles Jr – No items.

Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to adjourn the meeting at 7:28 p.m.

TOWN COUNCIL:

  
\_\_\_\_\_  
Holly Cook, Council President

  
\_\_\_\_\_  
Katrina Asher, Council Member

  
\_\_\_\_\_  
Rick Miles Jr, Council Member

Attest

  
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Debbie Sillery, Clerk Treasurer