

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
April 20, 2022 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, April 20, 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, Town Attorney

Guests Present: Jim Cromwell, Zac Hazzard, Rick Miles Sr, Zach Bowers

- I. Approval of Minutes – President Holly Cook presented the March 16, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the March 16, 2022 Regular Meeting Minutes as presented.

Approval of Special Minutes – President Holly Cook presented the March 30, 2022 Special Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the March 30, 2022 Special Meeting Minutes as presented.

Approval of Memorandum of Executive Session – President Holly Cook presented the Memorandum of Executive Session for April 13, 2022 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the April 13, 2022 Memorandum of Executive Session as presented.

- II. Approval of Claims 03/17/2022 – 04/20/2022 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 03/17/2022 – 04/20/2022 as presented.

Approval of Payroll 03/17/2022 – 04/20/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 03/17/2022 – 04/20/2022 as presented.

- III. Approval of Bank Reconciliations and Financial Statements  
President Holly Cook presented the March 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 March 2022 Bank Reconciliations and Financial Statements as presented.
- IV. Chris Flegal – Putnam County Mural Project. Chris Flegal was unable to attend the meeting due to illness and asked that he be put on the agenda for the May 16, 2022 Town Council meeting.

## V. Old Business

- A. Board of Zoning Appeals Update – President Holly Cook read the requirements for members of the Board of Zoning Appeals. Attorney Peebles stated that we do not have a Municipal Plan Commission since Putnam County handles the permits for the Town of Roachdale. Attorney Peebles stated the requirements for the Board of Zoning Appeals. President Holly Cook stated that Putnam County is working on a county wide plan for zoning and stated that we could have Putnam County serve as the BZA for Roachdale. Attorney Peebles stated that we should have local people serve on the BZA. President Holly Cook stated that she had contacted some of the people that had served on the BZA but had not contacted all of them yet. President Holly Cook stated that it could take up to 18 months for the County to approve the new County wide zoning ordinance. Rick Miles Jr asked if we could change our ordinance on BZA requirements and Attorney Peebles stated that we could. Attorney Peebles stated that the BZA can function with 3 members and that State statute states the requirements for a BZA. Katrina Asher asked if there was an issue now and Debbie stated that we have a homeowner that tried to get a permit for a fence and they were denied by Putnam County Planning and Zoning and told that they need a variance for the Town of Roachdale. The requirements of a variance were discussed and it was discussed having a Special Meeting to decide on BZA appointments, then the BZA could elect officers and meet to discuss the variance. Katrina Asher suggested moving forward as soon as possible to get the BZA in place.
- B. Spring Community Cleanup Dumpsters – A discussion was held on the number of dumpsters to get for Spring Community Cleanup Days May 13<sup>th</sup> – 15<sup>th</sup>. Motion by President Holly Cook, second by Rick Miles Jr, vote unanimous, to get 12 dumpsters for Community Cleanup Days May 13 -15<sup>th</sup>. Debbie suggested contacting the Putnam County Sheriff's office to see if jail trustees would be available to assist on May 13<sup>th</sup> when Superintendent Miller will be picking up items that our customers have by the side of the road. Superintendent Miller stated that he does not go on private property to get items and would not allow jail trustees to do so either.
- C. Employee Handbook – Katrina Asher suggested contacting companies for a cost to see what it would be to do a professional employee handbook. President Holly Cook stated that she will contact AIM to see if they have any assistance, they offer on employee handbooks. Katrina Asher stated that she thinks we need to have the employee handbook handled professionally. Rick Miles Jr stated that he had checked with AIM in the past and their employee handbook format is similar to the ones that former Council member Kevin Cook and Katrina Asher had both presented for consideration.

## VI. New Business

- A. Ordinance 01-2022 – An Ordinance Adjusting Water Rates Due to Repeal of the Utility Receipts Tax. Attorney Peebles explained the URT tax and stated that it had been repealed. Attorney Peebles stated that the Town makes no money off of the URT tax and that it will no longer exist after July 1, 2022. Attorney Peebles stated that the Town is required to give 2 notices that they will reduce the rates of the water and gas by 1.38% on July 1, 2022. Debbie

stated that she will mail a notice to customers twice and will also post the notice in 3 public places. President Holly Cook presented Ordinance 01-2022 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Ordinance 01-2022 An Ordinance Adjusting Water Rates Due to Repeal of the Utility Receipts Tax as presented on all 3 readings.

- B. Ordinance 02-2022 – An Ordinance Adjusting Gas Rates due to Repeal of the Utility Receipts Tax. President Holly Cook presented Ordinance 02-2022 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Ordinance 02-2022 An Ordinance Adjusting Gas Rates due to Repeal of the Utility Receipts Tax as presented on all 3 readings.
- C. Summer Mowing – President Holly Cook stated that she thought we need to either hire a company to do the mowing or get a part time summer employee to do mowing. Katrina Asher asked what would be the difference in having a second employee now versus when the mowing was handled by two employees before. Superintendent Miller stated that the difference is that he will have to train a new employee, Katrina Asher stated that she did not have an issue getting someone for mowing in the beginning and then ending it when a new employee is found. Rick Miles Jr stated that he agreed that it could end after a new employee is trained. Katrina Asher asked how long the training for a new employee is and Superintendent Miller stated that the biggest issue is the gas training. Katrina Asher asked if we could possibly find someone that is already certified. Katrina Asher stated that she thought help with the summer mowing would be good as a temporary fix. Rick Miles Jr agreed and stated that the Town employees could take it back over when they are on their own after training. Katrina Asher stated that before it is voted on Superintendent Miller needs to investigate mowing services. Superintendent Miller stated that there is a lot to mow and it usually takes 8 hours a week to complete the mowing. Rick Miles Jr stated that Superintendent Miller should get quotes and then the Council could have a Special Meeting if necessary to decide. Superintendent Miller asked that the Council give him 2 weeks to see if he is able to keep up with the mowing before a decision is made on moving forward. Superintendent Miller stated that he will still get quotes in the meantime.
- D. Merchants' Signs – Katrina Asher stated that the signs on the west and east side of town look bad and have not been updated. Katrina Asher stated that the 4H Club could do new signs as a service project to involve all of the kids. Debbie suggested making the signs community signs to also include the Library, Community Center and Town Park. Katrina Asher stated that the signs are not on town property so the signs are not the Council's decision. Zach Bowers stated that the Merchants Association handles the signs in the past and that the State would not allow the signs to be placed in the right of way. Zach Bowers stated that the 4H Club may have to get a new permit for the signs. Katrina Asher stated that the church signs need to be moved off of the town signs and President Holly Cook agreed.

VII. Public Comment

Public Comment time was provided, however, no comments were made.

- VIII. Town Marshal Report and Property Cleanups – Marshal Lepine stated that he did not have anything to report since he had covered his report in his quarterly review. Katrina Asher asked about property cleanups and asked if it was possible that one of the Council members ride along with Marshal Lepine to look at properties. Marshal Lepine stated that he will be serving notices the week before the Spring Cleanup Days May 13<sup>th</sup>-15<sup>th</sup> and will give them a copy of the flyer telling them what can be disposed on May 13<sup>th</sup>-15<sup>th</sup>. Katrina Asher asked what the white bag at

the old gas station is and Superintendent Miller said he thinks it is a sand bag for the signs for the INDOT project. Debbie stated that the Police Department's movie night was a success with over 70 people attending. Rick Miles Jr stated that he had heard lots of positive feedback. Debbie stated that several businesses have contacted her about donating refreshments for future events.

- IX. Town Superintendent Items – Troy Elless, UMAC presented a budgetary quote of \$15,072.00 from Quality Repair Service for a retrofit to the North Lift Station. Troy Elless said that the lift station needs several repairs but it is not an emergency situation and he can get additional quotes. Troy Elless reported that the lift station is down to one pump. Rick Miles Jr stated that we needed to replace the pump that is out if we are down to just one pump and Katrina Asher asked what would happen if that pump would also go down. Troy Elless explained the procedure that would take place if both pumps are down. Rick Miles Jr requested another quote and asked for a comparison on what the price will be if the work is not done now versus if it has to be done as an emergency repair. Troy Elless presented a budgetary quote for upgrading pumps and components. Katrina Asher asked what fund the money would come out of and Debbie stated that it would come from the wastewater account. Superintendent Miller recommended replacing both rails at the lift station when the work is done. Troy Elless stated that he will get the requested information for the next meeting. Troy Elless stated that in 2019 Service Pump and Machine had sent a quote for a new pump but the work was put off at the time. The pump has now slowed down and is not pumping as fast. Troy Elless stated that the revised quote he had received from Service Pump and Machine is \$4,980.00 for one pump and Rick Miles Jr asked if what the difference was from the last quote he had received from them and Troy Elless responded that there is not much difference and said that the quote was for the pump and installation. Troy Elless stated at this time he was wanting to let the Council know possible future expenses. Troy Elless stated that he would also recommend getting an Omni Site alarm at the wastewater treatment plant that will alarm if anything trips at the plant so issues can be caught sooner. Troy Elless stated that he can get prices and it can also be discussed at the next meeting. Troy Elless stated that everything has been completed for the renewal of the NPDES permit and stated that he will need to send a \$50.00 permit renewal fee with the application. Superintendent Miller presented 2 quotes, one from J & D Tree Surgery in the amount of \$1,375 and the other from Russell's Lawn & Tree LLC in the amount of \$1,825.00, to have a tree removed and its stump ground at 14 N Main Street and to have a stump ground at 6 N Main Street. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the quote from J & D Tree Surgery in the total amount of \$1,375.00 to do the tree removal and to have both stumps ground. Superintendent Miller stated that he had contacted North Salem to see what brackets they had used to hang the veteran banners and the ones they bought were \$50.00 - \$80.00 per bracket. Superintendent Miller stated that he had looked at some on Amazon today and he can purchase them for \$52.00 per pair. Superintendent Miller stated that we will be receiving a total of 29 of the banners and that he has plenty of time to figure out where to put them. Superintendent Miller stated the easiest way to display them would be straight down Hwy 236 and we have enough poles to do so. Debbie stated that we will also need to get brackets for the flag banners that were purchased earlier. Katrina Asher stated that she thought it would be nice to hang the veteran banners on Hwy 236 so they are more visible. Superintendent Miller stated that he could double up one some of the banners and he would not hang banners in areas that would not be seen due to trees. Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to purchase the banner brackets at an amount not to exceed \$2,000.00. Superintendent Miller stated that he had checked with USDI and they will be

available for gas coverage if needed. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow President Holly Cook to sign any necessary documents with USDI for gas coverage if needed.

- X. Clerk – Treasurer Items – Debbie presented adjustments totaling \$156.03 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve adjustments totaling \$156.03 as presented. Debbie gave an update on the number of customers that have qualified for energy assistance and Katrina Asher stated that she appreciates Debbie going the extra mile to assist customers in getting assistance with their utility bills. Debbie gave an update on activities at the Community Building and stated that use has increased.

Superintendent Miller stated that hydrants will be flushed on Thursday and Friday of this week and stated he had sent a Reach Alert to customers and Debbie had put the information on the billing cards. Superintendent Miller stated that the water tower tank cleaning will begin on Monday and Tory Elless explained the process. Superintendent Miller stated that he hopes to have the water tower back online by next Friday.

- XI. Items from Town Council Member

President Holly Cook – No items.

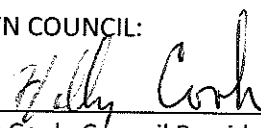
Katrina Asher – Katrina Asher asked if we had received any more applications for the Utility Laborer job opening and Debbie stated that we had not although she had had a couple of Inquiries.

Rick Miles Jr – No items.

It was decided by the Council to have a Special Meeting on May 4, 2022 at 6:00 p.m. to discuss the Board of Zoning Appeals, summer mowing, quotes Troy Elless is obtaining for work at the Wastewater Treatment Plant and North Lift Station and any other business to come before the Council.

Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to adjourn the meeting at 7:18 p.m.

TOWN COUNCIL:

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

  
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Katrina Asher, Council Member

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

Attest

*Debbie Sillery*  
Debbie Sillery, Clerk Treasurer