

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
December 21, 2022 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, December 21, 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 Deputy Marshal, Town Utility Laborer, Town Attorney

Guests Present: Zach Bowers, Lisa Zeiner, Troy Elless, Shawn Kleinpeter, Rick Miles Sr, Adam Moore

- I. Approval of Minutes – November 16, 2022 Regular Meeting. President Holly Cook presented the November 16, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the November 16, 2022 Regular Meeting Minutes as presented.
Approval of Minutes November 21, 2022 Special Meeting – President Holly Cook presented the November 21, 2022 Special Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the November 21, 2022 Special Meeting Minutes as presented.
Approval of Minutes – November 21, 2022 Memorandum of Executive Session. President Holly Cook presented the November 21, 2022 Memorandum of Executive Session for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the November 21, 2022 Memorandum of Executive Session as presented.
Approval of Minutes – December 7, 2022 Special Meeting. President Holly Cook presented the December 7, 2022 Special Meeting Minutes for Approval. Motion by Katrina Asher, second by President Holly Cook, Rick Miles Jr abstained, motion passed, to approve the December 7, 2022 Special Meeting Minutes as presented.
- II. Approval of Claims 11/17/2022 – 12/21/2022 Motion by Rick Miles Jr, second Katrina Asher, vote unanimous, to approve Claims 11/17/2022 – 12/21/2022 as presented.

Approval of Payroll 11/17/2022 – 12/21/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 11/17/2022 – 12/21/2022 as presented.
- III. Approval of November 2022 Bank Reconciliations and Financial Statements
President Holly Cook presented the November 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 November 2022 Bank Reconciliations and Financial Statements as presented.

IV. Public Comment Time

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

V. Old Business

A. Putnam County Comprehensive Plan and Unified Development Ordinance Approval.

Lisa Ziener, Putnam County Building and Planning Department Plan Director presented and reviewed what was read and discussed at the November 16, 2022 Town Council Meeting. Lisa Ziener presented a statement of intent to be signed by the Council President indicating the level of participation the Council wishes to have. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow President Holly Cook to sign the Statement of Intent Comprehensive Plan and UDO with option 2 for the Comprehensive Plan and Option 1 for the Unified Development Ordinance. The total cost to the town for their share of the new comprehensive plan will be \$8,300.

Lisa Ziener also presented and read the Zoning Administration Interlocal Agreement Between the Town of Roachdale and Putnam County to allow the County to administer the Town's Zoning Code and to serve as the Town's Zoning Administrator. It was explained that the Roachdale Board of Zoning Appeals and the Roachdale Town Council would remain the hearing and appeal bodies concerning decisions of the Zoning Administrator. The Roachdale Plan Commission will also remain the body responsible for plan, review, subdivision, rezoning and any and all of the statutory duties. The County will be responsible for collecting all fees set out in the Town's Zoning Ordinance and will be entitled to keep all those fees for their services under the agreement. Motion by Rick Miles Jr, second by Katrina Asher vote unanimous, to approve the Zoning Administration Interlocal Agreement between Town of Roachdale and Putnam County as presented.

Lisa Ziener stated that she had been contact by Pamela Brighton, 9 N Meridian Street, requesting a land use variance to construct a fence in the Town's right of way. Motion by Rick Miles Jr, second by Katrina Asher, President Holly Cook abstained, motion passed, to deny Pamela Brighton's requested land use variance.

B. Wastewater Treatment Grant Update – Shawn Kleinpeter, Kleinpeter Financial Group, gave an update on the RD application and OCRA timeline. Shawn Kleinpeter stated that the Town could also possibly receive \$100,000 in READI money for the project. Shawn Kleinpeter stated that we will need to have Bond Counsel in place for the project and will need to do a bond ordinance at the January or February 2023 Council Meetings. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to use ICE Miller as the bond counsel for the project.

Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow President Holly Cook to sign a letter requesting \$100,000 from the READI Grant which will help reduce the post project wastewater fees paid by residents. The letter outlines the Town's financial commitment to provide funding in the following amounts: SRF Loan \$1,701,248, ARPA Funds \$198,752, Wastewater Utility Operating Funds \$100,000 and OCRA Wastewater Grant \$700,000.

- C. Kleinpeter Financial Group, LLC Contract for Asset Management Plan for State Revolving Loan Fund – Shawn Kleinpeter presented the contract for the Asset Management Plan that is required for SRF. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the contact from Kleinpeter Financial Group, LLC for the Asset Management Plan for SRF in the amount of \$15,000.
- D. Midwestern Engineering Final Design Cost for Wastewater Treatment Project – Derik Wiggins, Midwestern Engineering was not present at the meeting. The item will be placed on the agenda for the January 18, 2023 Town Council Meeting.
- E. Property Cleanup Updates – Marshal Lepine stated that Jonathan McCormick’s new home is now moving forward with construction. Attorney Peebles stated that he is still trying to contact Almjeet Grewal regarding the grocery store. Attorney Peebles stated the Kristen Stein court hearing for her property ordinance violation is scheduled for February 1, 2023 at 1:30 p.m. Marshal Lepine stated that he has served ordinance violations and letters to John Long for 209 E Washington Street and no progress has been made. The Council stated that they would like Attorney Peebles to take the next step with the property. The Council also stated that they need to make a decision at the January 18th meeting on what is going to be done with the property located at 600 N Indiana Street. Attorney Peebles will send a letter to Rick Adams requesting a status update on his properties.
- F. Employee Handbook – Katrina Asher stated that her and Debbie have a zoom meeting scheduled for January 4, 2023 with New Focus HR, LLC to answer questions they have regarding the handbook so the project can begin.
- G. Burning Ordinance – The Council agreed to make no changes to the current ordinance.
- H. Drone – Katrina Asher stated that she did not think it was necessary for the Town to purchase a drone since they would have access to the drone that the Fire Department recently purchased. The Council decided that they could revisit purchasing a drone at a later date.

VII. New Business

- A. 2023 Salary Ordinance – Debbie presented the 2023 Salary Ordinance. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the 2023 Salary Ordinance on all 3 readings.
- B. Snow Removal – President Holly Cook asked how snow removal would be handled with the predicted blizzard since Mark Ketchem is the only utility employee at this time and Mark Ketchem stated that he will put salt down as it switches from rain to snow and that will create a barrier. The Council agreed that Mark Ketchem will need to communicate with the Council during the storm as it will not do any good to plow if there are strong winds. Mark Ketchem stated that he has a business that does snow plowing and wanted to know what the grace time would be for him to work on town streets since he has contracts with his customers that he will need to take care of. Katrina Asher stated that with him currently being our only utility employee the Town should be his first priority. Katrina Asher stated that she had contacted Russell Keck who has a business that does snow plowing and he can help if needed for \$125 per hour. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow

President Holly Cook to call Russell Keck for assistance if needed at a cost of \$125 per hour.

- C. Water Plant Furnace Quote – Troy Elless, UMAC stated that the furnace had gone out at the Water Plant and Muse Heating and Cooling were able to repair it but stated that the furnace needs to be replaced due to corrosion. Troy Elless presented a quote from Muse Heating and Cooling for a new furnace and installation in the amount of \$1,724. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the quote from Muse Heating and Cooling for a new furnace at the Water Plant in the amount of \$1,724.
 - D. W.W. Williams Generator Quote – Troy Elless presented 2 quotes from W.W. Williams. The first quote was to replace the battery and low engine temperature indicator light which he does not recommend having W.W. Williams do because the Town can do the work themselves and it will be cheaper than the quote to do so. Troy Elless stated that the second quote is for major repairs to the generator that is used for the Wastewater Treatment Plant and the main lift station and will need to be done by W.W. Williams. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve quote 475 in the amount of \$4,265.47.
 - E. Town Attorney's Contract – Attorney Peebles presented the contract for attorney services with Henthorn, Harris & Weliever, PC. effective January 1, 2023. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the contract for attorney services with Henthorn, Harris & Weliever, P.C. as presented.
 - F. Resolution 10-22 A Resolution Authorizing Transfer of Appropriations – Debbie read and explained Resolution 10-22. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 10-22 A Resolution Authorizing Transfer of Appropriations as presented and read.
 - G. Utility Safety & Design, Inc. Contract – President Holly Cook presented a new contract for Utility Safety & Design, Inc. which will increase the monthly retainer fee from \$2,100 per month to \$2,300 per month effective January 1, 2023. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the Utility Safety & Design, Inc. contract as presented.
- VIII. Town Marshal Report and New Property Cleanups – Marshal Lepine presented his monthly report. Marshal Lepine stated that he would like to recognize Deputy Marshal David McIntosh for recently graduating from the Tier II Academy. Marshal Lepine stated that he would also like to recognize Deputy Marshal McIntosh for a large drug seizure in town.
- Deputy David McIntosh presented information requesting a single purpose canine for the Police Department. After discussion, it was decided to table the proposal at this time.
- IX. Utility Items – No new items.
 - X. Clerk-Treasurer Items – Debbie presented adjustments totaling \$173.11 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the adjustments totaling \$173.11 as presented.
- Debbie asked for permission to allow Mark Ketchem and David McIntosh to carryover their remaining 2022 personal time to be used by March 1, 2023. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow Mark Ketchem and David McIntosh to carryover their remaining 2022 personal time to be used by March 1, 2023.

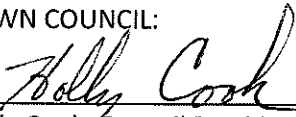
Debbie asked for permission to write payroll checks on Thursday, December 22nd, due to the predicted blizzard. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow Debbie to write payroll checks on Thursday, December 22nd.

Debbie presented and read her Annual Certification of Elected Official of Compliance with the Unit's Nepotism Policy Concerning Hiring and Supervision of Relatives.

- XI. Items from Town Council Members
President Holly Cook – no items.
Rick Miles Jr – no items.
Katrina Asher – no items.

Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to adjourn the meeting at 7:30 p.m.

TOWN COUNCIL:



Holly Cook, Council President



Katrina Asher, Council Member



Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer