

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
December 29, 2025
Town Council Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Monday, December 29, 2025 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Zach Bowers called the monthly meeting to order at 7:07 p.m. after recognizing that the agenda was posted pursuant to the Indiana Open Door Law and that a quorum was present. President Zach Bowers stated that the meeting is being recorded livestream and will be posted to the Town's website and YouTube per the Indiana Law.

Council Members Present: President Zach Bowers, Amanda Newcomer, Paul Wireman
Council Members Absent: None

Also Present: Clerk-Treasurer, Town Marshal, Town Attorney

Guests Present: Dossan Lamb, Jennifer Heldebrandt, Troy Elless, Bill Watts

I. Stormwater Issues

- A. Environmental Review Stormwater Professional Services Contract Dossan Lamb, Kleinpeter Consulting Group, stated that the Town is eligible for the full \$750,000 amount for an OCRA Grant for the potential project and stated they are starting to receive packets from engineers that they had sent RFQ's to.

Dossan Lamb presented the Environmental Review Stormwater Professional Services Contract for the Town of Roachdale and Kleinpeter Consulting Group, LLC in the amount of \$5,000 to be paid 30 days after completion.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the contract from Kleinpeter Consulting for the environmental review services for the Stormwater Project in the amount of \$5,000.

President Zach Bowers asked Maintenance Operations Coordinator Mark Ketchem if there was any standing water after the heavy rains on Sunday and he stated there was not.

Debbie stated Jeff Miller had been in and stated that he was unable to attend the meeting tonight since he was going to be out of town, but he wanted to know when the hole in his front yard would be filled in. President Zach Bowers asked Maintenance Coordinator Ketchem if Jeff Miller had called him and he stated that he has not.

It was decided to have Special Meetings on January 8th at 6:30 p.m. to select 3 engineering firms to interview, along with any other business, and on January 12th at 6:30 p.m. to interview the firms selected.

II. CCMG Update

President Zach Bowers stated that the CCMG is at a standstill and stated the PASER report has been submitted. President Zach Bowers asked Maintenance Coordinator Ketchem if he had heard anything from Grady Brothers recently and he has not.

III. Approval of Minutes

- A. November 24, 2025 Regular Meeting Minutes

- B. December 4, 2025 Special Meeting Minutes
- C. December 29, 2025 Memorandum of Executive Session
President Zach Bowers presented the November 24, 2025 Regular Meeting Minutes, the December 4, 2025 Special Meeting Minutes and the December 29, 2025 Memorandum of Executive Session for approval.
Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the November 24, 2025 Regular Meeting Minutes, the December 4, 2025 Special Meeting Minutes and the December 29, 2025 Memorandum of Executive Session as presented.

IV. Approval of Claims

- A. November 25, 2025 – December 29, 2025 Claims – President Zach Bowers presented claims for November 25, 2025 – December 29, 2025 for approval.
Motion by President Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve claims for November 25, 2025 – December 29, 2025 as presented.
- B. November 25, 2025 – December 29, 2025 Payroll - President Zach Bowers presented payroll for November 25, 2025 – December 29, 2025 for approval.
Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve payroll November 25, 2025 – December 29, 2025 as presented.

- V. November 2025 Bank Reconciliation – President Zach Bowers presented the November 2025 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control.
Motion by President Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the November 2025 Bank Reconciliation as presented.

VI. Public Comment Time

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

VII. Old Business

- A. Ordinance 06-2025 – An Ordinance Amending Ordinances Setting Reconnection and Other Utility Fees.
President Zach Bowers presented and read Ordinance 06-2025 which included the following:
Water Service Connection Fees \$100
Gas Service Connection Fees \$200
Water Reconnect Fees \$75
Gas Reconnect Fees \$75
Water Tap Fees \$200
Sewer Tap Fees \$500
Meter Inspection Fees – Costs incurred by Roachdale Utilities for inspection.
I/I Inspection Requirements for Property Assessments
Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve Ordinance 06-2025 – An Ordinance Amending Ordinances Setting Reconnection and Other Utility Fees with changes effective January 1, 2026.
- B. Ordinance 07-2025 – Town of Roachdale, Indiana Amendment to Salary Ordinance for 2025
President Zach Bowers presented Ordinance 07-2025 and read the changes to the 2025 Salary Ordinance.

Motion by Paul Wireman, second by Amanda Newcomer, Zach Bowers opposed, to approve first reading of Ordinance 07-2025 Town of Roachdale, Indiana Amendment to Salary Ordinance of 2025.

VIII. New Business

A. 2026 Salary Ordinance

After discussion, it was decided to keep the current salary ordinance as is and no 2026 Salary Ordinance was presented.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to consider bonuses for employees, including elected officials, in 2026 considering the state of finances.

B. Resolution 05-2025 A Resolution Authorizing Transfer of Appropriations

President Zach Bowers presented and read Resolution 05-2025. Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve Resolution 05-2025 A Resolution Authorizing Transfer of Appropriations.

C. Annual Certification of Elected Official to the Executive of the Town of Roachdale on Compliance with the Town of Roachdale's Nepotism Policy Involving Direct Line Supervision
Debbie presented her Annual Certification to President Zach Bowers and he read it on her behalf.

IX. Property Cleanups

Marshal Adrian Lepine reported that the Patsy Long home had already been barricaded, locked down and property secured by someone else when Maintenance Coordinator Ketchem went to do it.

Marshal Lepine stated that he had issued no new citations and President Zach Bowers stated that there are several citations that are overdue.

X. Town Marshal Report

Marshal Lepine stated that the Council has his report.

Marshal Lepine stated that he has purchased the voucher for the Axon course.

Marshal Lepine reported that Reserve Officer Mekhi Salako is still doing good and is in his final phase of training.

XI. Maintenance Operations Coordinator Report

Maintenance Coordinator Ketchem stated that new employee Cole Long is doing a fantastic job, he is great at plowing snow, he has completed his online gas training, and he is working out great.

Maintenance Coordinator Ketchem reported that the pump on the waste side for the station at the Community Building is burnt up and needs replaced.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to allow Maintenance Coordinator Ketchem to research and purchase a pump for the station at the Community Building at a price not to exceed \$5,000.

Maintenance Coordinator Ketchem stated they are trying to keep up with the snow and ice. Paul Wireman asked about the salt inventory and Maintenance Coordinator Ketchem stated we still have a little over half of our salt supply left.

Troy Elless, UMAC, reported that IDEM had recently been here for an inspection and the Town should be able to get off of the Agreed Order soon.

Troy Elless reported that the fine screen is not operating correctly and needs to be adjusted to run more often.

President Zach Bowers asked about the issue with the storm drain at 13 N Meridian Street and Maintenance Coordinator Ketchem stated that the material cost to fix it would be \$3600 and would take one week for him to replace it. President Zach Bowers asked if he knew how the storm drain was damaged and he stated he was unaware of how or when it became damaged. Maintenance Coordinator Ketchem stated that he told the owner of 13 N Meridian, Shannon McCollough, that if he proceeds with the storm drain repair the Town will not be financially responsible. President Zach Bowers asked about the status of the open trench on 404 E Columbia Street and Maintenance Coordinator Ketchem stated it is for the water line connection and he will have it filled by Wednesday.

XII. Clerk-Treasurer Items

Debbie presented adjustments totaling \$384.80 for approval.

Motion by Paul Wireman, second by Amanda Newcomer, President Zach Bowers abstain, motion passed, to approve adjustments totaling \$384.80.

Debbie reported that the blinds have been in for the new Town Office for six weeks and she is waiting for them to be installed.

Debbie reported that she is having computer and printer issues and TechRyan has been working to get the issues resolved.

Town Attorney Dave Peebles stated the BZA will need to meet in January.

President Zach Bowers stated that the Council will have a Special Meeting on January 8th at 6:30 p.m. for a loose end working meeting and their 2026 organizational meeting. The Council will have a Special Meeting on January 12th at 6:30 p.m. to interview engineers and the Council will have an Executive Session on January 15th at 6:30 p.m., followed by their monthly Council Meeting at 7:00 p.m.

XIII. Items from Town Council Members

Amanda Newcomer – No items.

Paul Wireman – Paul stated that he knew the Police Department had been receiving a lot of static from the bar recently and he wanted to thank Marshal Lepine and his Department for doing a good job.

President Zach Bowers – Zach stated that the Stormwater Ordinance increasing the fee to \$5 needs to be on the agenda for the 8th so we can get it passed.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to adjourn the meeting at 8:20 p.m.

TOWN COUNCIL:



J. Zachary Bowers, Council President




Amanda Newcomer, Council Member



Paul Wireman, Council Member

Attest



Debbie Sillery, Clerk/Treasurer