

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
December 29, 2020 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Tuesday, December 29, 2020, 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Katrina Asher 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. President Katrina Asher stated that the meeting had been rescheduled from December 16, 2020 and all postings and notification to the Banner Graphic had been done pursuant to the Indiana Open Door Law.

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

Council Members Absent: None

Clerk-Treasurer, Town Marshal, Town Superintendent

Guests Present: Rick Miles Sr, Zach Bowers, Jim Cromwell, Troy Elless

- I. Approval of Minutes – President Katrina Asher presented the November 30, 2020 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve the November 30, 2020 Regular Meeting Minutes as presented. President Katrina Asher presented the December 9, 2020 Memorandum of Executive Session for approval. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve the December 9, 2020 Memorandum of Executive Session as presented. President Katrina Asher presented the December 28, 2020 Memorandum of Executive Session for approval. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve the December 28, 2020 Memorandum of Executive Session as presented.
- II. Approval of Claims 11/19/2020 – 12/29/2020. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve Claims 11/19/2020 – 12/29/2020 as presented.
- III. Approval of Payroll 11/19/2020 – 12/29/2020. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve Payroll 11/19/2020 – 12/29/2020 as presented.
- IV. Approval of Bank Reconciliations and Financial Statements
President Katrina Asher presented the October 2020 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 Holly Cook, vote unanimous, to approve the October 2020 Bank Reconciliations and Financial Statements as presented.
President Katrina Asher presented the November 2020 Bank Reconciliations and Financial Statements as prepared by Suzy Bass, Local Government Services, as part of our Internal Control. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous

V. Old Business

- A. COVID-19 Grant – President Katrina Asher gave an update on the COVID-19 Grant and reported that Gleaners would be doing a food distribution beginning the 3rd Thursday in January for the residents of Roachdale. The food distribution will be for the next 10 months and will cover \$50,000.00 of the \$75,000.00 grant. The Roachdale Christian Church will receive \$25,000.00 for reimbursement of expenses and a commercial refrigerator and freezer for their food pantry as outlined in the grant.
- B. CARES Act – Debbie stated that the check for \$28,874.00 has been mailed to the Town, however, it has not been received yet.
- C. Proposed Water/Wastewater Project and IDEM Agreed Order – President Katrina Asher stated that Jon Craig, Midwestern Engineers was to prepared the update and she has emailed him asking about the status of the update.
- D. Endeavor Communications Update – Debbie stated that she has reached out to Endeavor Communications numerous times requesting updated information and they have not responded.
- E. Town Website – No update.
- E. Ordinance Codification Update – President Katrina Asher stated that American Legal Publishing is working on the update.
- F. Gas Odorant Station Building – Superintendent Miller presented a detailed quote from Roachdale Building Supply as requested at the last Council Meeting. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to accept the \$3,400.00 quote from Roachdale Building Supply.
- G. Community Crossings Update – President Katrina Asher presented the contract for INDOT for the Community Crossing Match Grant Fund 2020-2 in the amount of \$224,370.00. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to sign the contract with INDOT as presented.

VI. New Business

- A. Debbie presented and read the Annual Certification of Elected Official of Compliance with the Unit's Nepotism Policy Concerning Hiring and Supervision of Relatives. President Katrina Asher signed the certification acknowledging receipt of the certification as mandated by IC 36-1-20.2-16.
- B. President Katrina Asher presented Ordinance 02-2020 2021 Salary Ordinance and Debbie and President Katrina Asher stated that the Salary Ordinance is the same as the current Salary Ordinance with no changes having been made. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve Salary Ordinance 02-2020 2021 Salary Ordinance as presented.

- VII. Public Comment Time – Public Comment Time was provided, however, no comments were made.

- VIII. Town Marshal Report – Marshal Lepine presented his monthly report and gave an update on the hiring process for a Part Time Deputy and Unpaid Reserve Officers. The Town Council and Marshal Lepine will meet in Executive Session on January 13, 2021 to conduct interviews with Marshal Lepine’s top candidates for Part Time Deputy Marshal. President Katrina Asher stated that she would like Marshal Lepine to prepare a calendar showing who is on duty.
- IX. Town Superintendent Items – Superintendent Miller was not present at the meeting. President Katrina Asher stated that Superintendent had signed up for the wastewater certification class that will begin in January 2021 and wants to sign Town Laborer Levi Chinn up for the water certification class that will also begin in January 2021. Both certification classes are \$400.00 each. President Katrina Asher stated that Superintendent Miller told her that the classes will not overlap so an employee will be available while the other is doing their online class. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous to allow Superintendent Miller to enroll Town Laborer Brent Chinn in the water certification class at a cost of \$400.00.
- X. Clerk – Treasurer Items – Debbie stated that her office is ready to begin 2021 and that she will be working on the annual report in January 2021.
- XI. Items from Town Council Members

Holly Cook – No items.

Rick Miles Jr – No items.

President Katrina Asher – President Katrina Asher stated that the Council is working on a new employee handbook, she has started a Town of Roachdale Facebook page for information purposes and stated that only Town Council members can post to the page. The Council would like to post a newsletter stating accomplishments in 2020. Debbie suggested that the newsletter also be mailed since most of the older customers do not have Facebook. Debbie asked the newsletter could also contain information reminding citizens of the process for permits. President Katrina Asher stated that Rick Miles Jr is working on a strategic plan for the Town.

Troy Elless, UMAC was present at the meeting and reported that IDEM had conducted their three-year water inspection and he was told everything went well except the Town needs to fix the screen line on the wells.

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

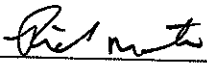
TOWN COUNCIL:



Katrina Asher, Council President

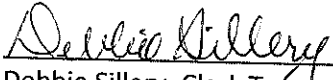


Holly Cook, Council Member



Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer