

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
June 15, 2022 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, June 15, 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 Attorney

Guests Present: Marty Greene, Derick Wiggins, Nicole Allee, Terry Tippin, Zach Bowers, Lisa Zeiner, Neil Brook

- I. Dr Nicole Allee – North Putnam Community School Corporation School Resource Officer. North Putnam Community School Corporation Superintendent Nicole Allee and Director of Operations Terry Tippin were present to discuss a potential Town of Roachdale and North Putnam Community School Corporation School Resource Officer agreement. Dr Terry Tippin explained that the corporation had had an agreement in place for the last 3 years with the Town of Bainbridge and would like to offer the Town of Roachdale the same opportunity. After extensive discussion, on motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, Council decided to not enter into a contract with School Corporation for a School Resource Officer at this time. The Council agreed that the School Resource Officer is needed, but Roachdale does not have the pool of employees at this time for the necessary coverage for the position.
- II. 2<sup>nd</sup> Public Hearing Town of Roachdale Wastewater Construction Grant – President Holly Cook opened the 2<sup>nd</sup> Public Hearing for the OCRA wastewater construction grant. Neil Brook, Kleinpeter Consulting Group was the facilitator for the public hearing and I have attached his minutes of the public hearing.  
President Holly Cook presented and read Resolution 07-2022 A Resolution Authorizing Application Submission and Local Match Commitment. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 07-2022 as read. The resolution states the Town of Roachdale commits the requisite local funds in the amount of \$2,100,00 in the form of \$2,034,000 in State Revolving Loan Funds and \$66,000 in Wastewater Operating Funds, as matching funds for said program, such commitment to be contingent upon receipt of WDW funding from the Indiana Office of Community and Rural Affairs.
- III. Lisa Ziener – Putnam County Comprehensive Plan and Zoning Ordinance. Lisa Ziener, Putnam County Planning and Building Plan Director, stated that the County Commissioners selected HWC Engineering to update the Putnam County Comprehensive Plan and Zoning Ordinance. A Component of the proposal includes an option to include Russellville, Roachdale,

Bainbridge, Fillmore and Cloverdale in the process. Lisa Ziener stated that there are 4 options. Option 1 is to keep everything as is with no participation. Option 2 participate but keep BZA & Plan Commission. Option 3 participate keep BZA but give up Plan Commission to County (Town would still have input) and Option 4 participate and give BZA and Plan Commission to county (Town would still have input). The cost for each town will be \$8,300 and will need to be budgeted for 2023. President Holly Cook stated that she thought Option 3 would be the way to go. Lisa Ziener stated that the County will need to know the intent of the Town by September. After discussion, it was agreed that the Town is willing to be move forward and keep their own BZA. Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to participate in the Putnam County Comprehensive Planning and Zoning Ordinance update with option 3 and to budget \$8,300 in the 2023 Budget to cover the expense.

IV. Approval of Minutes – President Holly Cook presented the May 18, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the May 18, 2022 Regular Meeting Minutes as presented.

V. Approval of Claims 05/19/2022 – 06/15/2022 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 05/19/2022 – 06/18/2022 as presented.

Approval of Payroll 05/19/2022 – 06/18/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 05/19/2022 – 06/18/2022 as presented.

VI. Approval of Bank Reconciliations and Financial Statements  
Debbie stated that she was unable to scan the May 2022 bank statements to Suzy Bass due to a scanner issue caused by Google so the approval of the May 2022 Bank Reconciliations and Financial Statements was tabled until the next meeting.

#### VII. Old Business

- A. Board of Zoning Appeals Update - tabled
- B. Utility Laborer Position – President Holly Cook stated that 3 additional applications have been received and the Council needs to set a time and date for interviews.
- C. Employee Handbook – President Holly Cook stated that Kevin Cook told her that he can do the employee handbook for \$500. President Holly Cook said that she would forward his email to everyone for any questions. Katrina Asher asked if Kevin Cook had provided an example of a handbook he had done and President Holly Cook stated that everyone should have an example of the one he did for Roachdale that was never approved. Katrina Asher stated that she had presented a proposal/agreement for services for HR Consulting Services from New Focus at the May 18<sup>th</sup> Council Meeting and that they specialize in HR. Rick Miles Jr stated that he is waiting on a quote from a company that he had reached out to and they specialize in HR as well. Katrina Asher stated that we need to wait until all quotes were received before a decision is made. No further action was taken.
- D. Lift Station and WWTP Pump Quotes – Troy Elless, UMAC presented quotes from Quality Repair Service \$15,072 and Service Pump and Machine \$23,513 for rehab of the north lift station. Troy Elless stated that the lift station currently only has one working pump and stated Service Pump and Machine will do more extensive work with a better rail system and

Quality Repair Service will rehab it as it currently is. Troy Elless stated that he felt the work needs to be done right since the last rehab only lasted 10 years. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the quote from Service Pump and Machine in the amount of \$23,513. Troy Elless stated that the lift station also needs a new lid which is not included in the quotes since it is cheaper for the Town to purchase and install it. Troy Elless stated that the quote he had received for alarms to add the blowers and clarifiers was \$7,200 which is very high and we could hold off purchasing the alarms since we do not have to have them.

- E. Community Crossings Update – Debbie stated that the sidewalks have been completed and paving will start next week. Katrina Asher stated that she has heard from downtown business owners that they are happy with the sidewalks and numerous people have commented that they are glad that the red square was still in place. Debbie stated that she has received the first pay app and has forwarded it to Derick Wiggins for review.

#### VIII. New Business

- A. Wa-Pe-Ke-Way Chapter, National Society Daughters of the American Revolution 2023 Military Banners Program – Debbie stated that there are lots of people that are wanting to do banners for next year and the Council agreed. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to partner with Wa-Pe-Ke-Way Chapter, National Society Daughters of the American Revolution for the 2023 Military Banners program.

#### IX. Public Comment

Marty Greene, 111 W Washington Street questioned why he received a cleanup notice for his property and stated that it was sheet rock in his yard, it decomposes and hardens and in 6-8 months it turns into rock. Katrina Asher stated that it looks bad and again Marty Greene stated that it is sheet rock and turns into rock that he is using to fill the ditch in his property. Marty Greene also stated that the Town is not an HOA and Attorney Peebles explained that the Town has ordinances and his property was in violation and it needs to be cleaned. Marty Greene then questioned why the violation ordinance he received listed other items and Rick Miles Jr stated that it is a boilerplate form that covers all of the ordinance. Katrina Asher stated that the Council does not want the town to look junky and Marty Greene questioned if she was being held accountable for her properties. Marshal Lepine stated that he explained the violation to Marty Greene when he was served and that he has it on his body cam. Marty Greene stated that he does agree with the unsafe building on his property and he will take care of it. Marshal Lepine stated that the property has been cleaned and stated that Marty Greene should not put sheet rock down again. After continued discussion regarding the sheet rock, Marty Greene stated that he was making sure we are not an HOA and he gets it.

- X. Town Marshal Report and Property Cleanups – Marshal Lepine presented his monthly report and gave an update on property cleanups. Marshal Lepine stated that most of the property have been taken care of or have made improvements. Marshal Lepine stated that he has been trying to serve a citation to Kristin Stein for 13 N Main and she refuses to answer the door. Marshal Lepine stated that the property is getting worse and worse. Marshal Lepine stated that we need to prepare for the next step on the property as he is sure the owner will not pay the citation when he serves it. Rick Miles Jr stated that he agrees it needs to be issues a citation and that the Town Council needs to do their part in taking the next step. Marshal Lepine stated that the

ordinance reads that the citation needs to be delivered in person or certified mail with a returned receipt. Attorney Peebles stated that the courts will acknowledge an attempt to serve. Attorney Peebles stated that the property needs to be fast tracked to court and Marshal Lepine stated that he will attempt to serve the citation again. Marshal Lepine stated that he served a notice to Amber and Bradley Brown at 207 N Meridian Street for vehicles and trash. They now have one truck gone, they are working on getting a new roof and on getting rid of the other vehicles. The property is no way near done but they are making progress. Katrina Asher stated that she has a list of properties that people have called her about and compiled. President Holly Cook asked that she give the list to Marshal Lepine. Rick Miles Jr stated that he can ride around with Marshal Lepine this weekend and look at properties. Katrina Asher stated that she will give Marshal Lepine her list after the meeting. Marshal Lepine stated that he had received a request from the Roachdale Christian Church asking to close Franklin Street from the corner of Walnut and Franklin to the end of the church property on Franklin Street for their VBS festival. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow the Roachdale Christian Church to close Franklin Street from the corner of Franklin and Walnut to the end of the church property on Franklin Street. Marshal Lepine presented quotes for cameras at the park from Phantom Pointe \$10,147.17, Hoosier Security \$3,820 and stated that John Bosnack took drone pictures with a layout and did not provide pricing. Marshal Lepine stated that Phantom Pointe's proposal will cover all of the work and Hoosier Security does not want to install the cameras the way the Town wants them done. President Holly Cook asked if cameras were necessary for all of the park and Marshal Lepine stated that they were. Katrina Asher stated that it is a lot of money for cameras and questioned if the prosecutor will prosecute anyone that is caught vandalizing the park. Rick Miles Jr asked how much is being spent on repairs as a result of vandalism and Marshal Lepine stated not a lot per incident but it adds up. Rick Miles Jr stated that the Town needs to do something. Attorney Peebles stated that the Town can do a civil suit and go after parents if the Prosecutor won't proceed. Marshal Lepine expressed concern that the service fee will not cover vandalism to our cameras and he has concerns about the placement of the cameras. President Holly Cook asked if the Phantom Pointe cameras were damaged if we would have to pay for the cameras and installation again and Marshal Lepine stated that the largest cost of the installation is in the beginning when the system is first installed due to the underground cables. Rick Miles Jr stated that he would like another quote. Marshal Lepine stated that he will contact John Bosnack to get an additional quote. Katrina Asher stated that that is a lot of money for cameras, she hates to spend the money and then have no action taken if kids are caught. Katrina Asher stated that she agrees that we need to get another quote. Marshal Lepine asked if we could trespass individuals from the park and Attorney Peebles stated that he will look into it. Katrina Asher asked if Deputy Marshal Hull had been checking the Park and Marshal Lepine stated that he check it 2-3 times a night. Marshal Lepine stated that he has received a letter of resignation from Deputy Marshal Hull with his last working day June 16<sup>th</sup>. President Holly Cook asked why Deputy Marshal Hull was leaving and Marsh Lepine stated that he has taken a job closer to home with higher pay and a take home car. Marshal Lepine stated that he does not think we need to hire another full time Deputy Marshal and that we do not offer enough pay to get another one. Katrina Asher questioned why Marshal Lepine does not want to hire another full time Deputy Marshal when he pushed to get the position filled. Katrina Asher stated that she does not think we need to go back to a part time Deputy Marshal. Rick Miles Jr stated that he agrees we need to pay more than \$17 per hour for a full time deputy and agrees with Katrina Asher that we do not need to a part time Deputy Marshal. Marshal Lepine stated that the disadvantages he with the position is the pay and no take home car when we are competing with other agencies. Katrina Asher stated that she agrees with an increase in the

hourly rate but not a take home car. Rick Miles Jr stated that he is not willing to go to the position being part time after all the effort to get a full time Deputy Marshal and we do not need to give up on the position being full time. Katrina Asher stated that Marshal Lepine should try to fill the position. President Holly Cook asked why the take home car was a problem and Rick Miles Jr stated the car would be gone when the reserve officers need it. Marshal Lepine stated that most agencies offer the take home car as a perk. Katrina Asher stated that she was against the full time position when it was originally voted on and at the time Marshal Lepine was not sure if he could get anyone and got 6 or 7 applications. Katrina Asher stated that we need to choose a new hourly rate and try again and Rick Miles Jr agreed. Katrina Asher stated that we should try \$20 an hour and if Marshal Lepine finds someone that is blowing it out of the water, he should approach the Council regarding hourly pay. Katrina Asher stated if we try \$20 an hour and there are no applicants, no interest, or no one accepts the job, Marshal Lepine can come back to the Council. Rick Miles Jr stated he agrees but if it doesn't work then the Council will have to raise the Deputy Marshal and Chief's pay. Motion by Rick Miles Jr, second Katrina Asher, vote unanimous, to advertise the full time Deputy Marshal position at \$20 per hour. Marshal Lepine stated that he would like to use vacation time June 20<sup>th</sup>-June 24<sup>th</sup>. President Holly Cook asked about coverage and Marshal Lepine stated that he will send out communication to let Putnam County Dispatch know that he will be on vacation during that time.

- XI. Town Superintendent Items – Superintendent Miller was not in attendance at the meeting. Debbie stated that she thought Superintendent Miller was doing a good job keeping up with everything.
- XII. Clerk – Treasurer Items – Debbie presented adjustments total \$417.28 for approval. Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to approve adjustments totaling \$417.28 as presented. Debbie stated that she had received a donation from Delta Theta Tau for \$500 for the Community Building. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to accept the \$500 donation from Delta Theta Tau for the Community Building. Debbie stated that she forgot to mention at the last meeting that she wanted approval to pay the full amount of Superintendent Miller's work boots since the allowance is \$150 and due to inflation, his work boots were \$189.99. Debbie stated that Superintendent Miller had stated that he would reimburse the difference and Debbie stated that she told him to wait until she discussed it with the Council. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to cover the full cost of \$189.99 for Superintendent Miller's work boots. Debbie stated that she had received the final URT rate reductions from Patrick Callahan for water and gas and the reduction is 1.4%. Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to approve the 1.4% water and gas rate reduction.
- XIII. Items from Town Council Member  
Katrina Asher – Katrina Asher stated that for information only she had been contacted by Vic Reffett that he was upset because there is no parking per ordinance on the west side of Walnut Street. Vic Reffett lives on the west side of Walnut Street and feels that him and his neighbor Kristie Cox should get handicapped signs for in front of their homes or that the no parking signs need to be moved to the east side of Walnut Street. Katrina Asher stated that she explained to him that the ordinance was done and signs were in place and he would need to come to the meeting to request a change. Vic Reffett was not in attendance at the meeting. Debbie stated

that Kristie Cox had told her that she did not need a handicapped sign in front of her house since she does not park in the front.

Rick Miles Jr – No items.

President Holly Cook – President Holly Cook suggested doing interviews for the Utility Laborer Position on June 22<sup>nd</sup> beginning at 6:00 p.m. and the quarterly employee reviews on June 29<sup>th</sup> at 6:00 p.m. Katrina Asher and Rick Miles Jr were in agreement with the dates and times. Attorney Peebles will prepare the legal notices which Debbie will get to the Banner Graphic and post in 3 public places within the required posting time.


Attorney Peebles asked if the Council would consider pushing the public comment time earlier in the meeting and it was agreed to have public comment after the approval of bank reconciliations.

Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to adjourn the meeting at 8:39 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

**PUBLIC HEARING**  
**Town of Roachdale**  
**Wastewater Construction Grant**

1. Date: 6/15/22
2. Call to Order: Holly Cook, Town Council President
3. Facilitator: Neil Brook of Kleinpeter Consulting Group
4. Discussion: Wastewater Construction Grant

Town Council President Holly Cook opened the meeting at 6:30 PM at the Community Center located at 204 N. Indian St. The purpose of the public hearing was to discuss the town application for grant funding from the Indiana Office of Rural Affairs. Town Council president introduced Neil Brook with Kleinpeter Consulting Group.

Neil Brook noted that there was a sign-in sheet being passed around. The Town is applying specifically for a Wastewater grant in the amount of \$700,000 dollars and will be contributing \$2,100,000 which will come from \$66,000 in Wastewater Operating Funds, and \$2,034,000 in State Revolving Loan Funds.

A proposal was submitted to OCRA on April 29th. OCRA did a site visit on June 1st where OCRA came out and talked with Debbie, Troy, Derick, and Mike.

We want to make sure the citizens are fully informed and have the opportunity to voice any concerns or support for the project and ask any questions they may have. Funds available for water/wastewater program through OCRA are limited and applications are very competitive. The application is due on July 1, 2022.

After all applications are submitted, OCRA scores the applications and ranks them from highest score to lowest score. They then start distributing that round of grant funding and award all grant money until they run out of grant funding. If the Town is successful with their application, award announcements will be on August 25, 2022. A copy of the preliminary engineering report is located at Town Hall.

Neil turned the hearing over to Derick Wiggins with Midwestern Engineering who is assisting the town with this project.

The town is on an IDEM agreed order for their wastewater system. The town was put on the IDEM agreed order in 2017. The towns wastewater system has inflow and infiltration into their wastewater system. This is causing the wastewater treatment plant to run greater than capacity. The system was constructed in 1970 and consist of about 38,845 LF of 10", 8" and 6" pipe. In a preliminary study the wastewater collection system was televised. The findings were 83% of the system is vitrified clay pipe while 17% of the system is previous cured in place pipe or PCV. The town has one main lift station that pumps to the wastewater treatment plant and a lift station on the north side of town.

The town has 113 manhole lids in the system. Manhole lids are important because if they aren't sealed properly, it allows stormwater to enter the wastewater system. 101 of the 113 need to be raised or lowered to prevent water from getting into them.

During the televising process it was determined that 11 spots where the sewer line re-pointing would need to be redone prior the CIPP lining. The televising identified 600 LF of 8" and 10,000 linear feet of 10" that need relined.

Improvements will be made at the wastewater treatment plant. In 2017 the channel grinder at the headworks upgraded to a vertical mechanical screen and duplex main lift stations with new influent meters, two new blowers and variable frequency drives. The design average flow of the wastewater treatment plant is 0.16 MGD. The actual flows in 2020 were 0.10, which is under the designated limit. This is good. The design peak flow is 0.48 MGD. This is a problem with the system. The peak flows are higher than what the plant can handle.

This project also includes improvement such as an equalization basin of about 350 gallons. This will allow the basin to catch the excess flows to hold until the plant has capacity and then control release to the plant.

Additional improvements at the plant include the replacement of a beam at the wastewater treatment plant. If the beam were to collapse the wastewater treatment plant would become inoperable. The beam sits above the air header which provided the wastewater treatment plant with oxygen to keep the plant alive. If the beam falls through it will break the air header. The beam is currently bowing and has holes in it because it is past its useful life.

The project will include everything discussed including manhole rehabilitation, sewer line point repairs, CIPP sewer lining, installation of an equalization basin and support beam replacement at the plant. These are the top four priorities which has a total cost of \$2,800,000.

The floor was then opened for comments and questions.

A participant asked if the utility rates would increase. Derrick indicated that they are not sure how much money the town is receiving from SRF. SRF has grants and loans available. The hope is that the town receives additional funds to buy down the rates but at this time to we don't know so the town is assuming they are borrowing all the funds.

Another participant asked how do we know the project cost? Has the project been bid out? Derrick indicated that the cost at this point is just an estimate. The project can't be bid out until after grant award.

The council stated that this project is something we have been working on for years and is our highest priority. We need this as IDEM is going to require us to fix these issues.

There were no more questions or comments, and the hearing was adjourned.



Neil Brook  
Kleinpeter Consulting Group, LLC