

Town of Roachdale
Town Hall Meeting Room; 205 N Indiana Street, Roachdale, IN 46172
January 8, 2020 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, January 8, 2020, 7:00 p.m. at the Roachdale Town Hall Meeting Room, 205 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.

Council Members Present: Katrina Asher, Holly Cook, Michael Mahoy

Council Members Absent: None

Clerk-Treasurer, Town Marshal, Town Superintendent, Town Attorney

Guests Present: Rick Miles, Ginny Gipson, Jim Cromwell Jack Simpson, Ronda Alexander, Zach Bowers, Brett Asher, Randy Asher

- I. Approval of Minutes – President Katrina Asher presented the following for approval: December 10, 2019 Memorandum of Executive Session, December 10, 2019 Regular Meeting Minutes, December 18, 2019 Memorandum of Executive Session, December 18, 2019 Special Meeting Minutes and January 2, 2020 Special Meeting Minutes. President Katrina Asher stated that she did not feel comfortable signing the December 10, 2019 Memorandum of Executive Session, December 18, 2019 Memorandum of Executive Session and December 18, 2019 Special Meeting Minutes since her and Mike Mahoy were not present at those meetings that were held by the previous Council. President Katrina Asher stated that her and Mike Mahoy were present at the December 10, 2019 Regular Meeting. Town Attorney Peebles stated that Holly Cook could sign those minutes and that Katrina Asher and Mike Mahoy could put Not Present above their names. Motion by Holly Cook to approve December 10, 2019 Memorandum of Executive Session, December 18, 2019 Executive Session and December 18, 2019 Special Meeting Minutes, as she was the only current Council member that was present for those meetings as they were held by the previous Council, Holly Cook signed those minutes and President Katrina Asher and Mike Mahoy signed as Not Present. Motion by Mike Mahoy, second by Holly Cook, vote unanimous, to approve the December 10, 2019 Regular Meeting Minutes and the January 2, 2020 Special Meeting Minutes as presented.
- II. Approval of Claims 12/11/2019 – 01/08/2020. Motion by Holly Cook, second by Mike Mahoy, vote unanimous, to approve Claims 12/11/2019 – 01/08/2020 as presented.
Approval of Payroll 12/11/2019 – 01/08/2020. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Payroll 12/11/2019 – 01/08/2020 as presented.
- III. November 2019 Bank Reconciliations and Financial Statements
President Katrina Asher presented the November 2019 Bank Reconciliations and Financial Statements as prepared by Char’s Accounting Services as part of our Internal Control. Motion by Mike Mahoy, second by Holly Cook, vote unanimous, to approve the November 2019 Bank Reconciliations and Financial Statements as presented.

IV. Public Comment

President Katrina Asher asked if the public would prefer public comment time at the beginning or end of the meeting. After discussion, it was agreed that public comment time will be provided at the end of the meeting and the public could also ask questions during the meeting

V. Old Business

A. Property Clean Ups – Marshal Lepine explained the procedure for notices and stated that when he receives a complaint on a property that he will look and see if it merits a cleanup notice. If the property is not cleaned up, the next step has been for the Council to decide the next step. President Katrina Asher asked Marshal Lepine if he drove around looking for properties that need cleaned or does he wait for complaints. Marshal Lepine stated that he does not drive around looking for properties that need addressed. President Katrina Asher asked if Marshal Lepine made one on one contact when serving notices and Marshal Lepine stated that he knocks on the door and discusses the complaint with the owner, however, he does not say who has made the complaint. Marshal Lepine explained what is cited on the notices and the number of days the owner is given to clean the property. President Katrina Asher stated that she did not want residents harassed about their properties and Marshal Lepine stated that he does not take further action unless directed to do so by the Town Council. President Katrina Asher asked how town residents know what the ordinances are and Marshal Lepine stated that he would like to get the ordinances codified. Mike Mahoy stated that it had been discussed in the past having the ordinances codified, however, it was very expensive to do so. President Katrina Asher will get information for the February 12, 2020 Regular Council Meeting on having the ordinances codified. Mike Mahoy stated that Marshal Lepine has to use his judgment on the initial clean up notices and asked if photos are taken of the complaint. Marshal Lepine stated that he takes photos and sends those to the Council. Mike Mahoy asked if most people are working with Marshal Lepine on the notices and Marshal Lepine stated that 75% are. Mike Mahoy stated that the Town can charge to clean up the property and place a lien on the property if the owner does not. President Katrina Asher stated that she was an advocate of trying to help people clean up their properties and getting the clean up ordinances in the hands of the residents. Marshal Lepine gave an update on abandoned vehicles and has those included on his monthly report. Marshal Lepine discussed the procedure for tagging vehicles and a plan was discussed on letting the customer know the reason it is being tagged and having Marshal Lepine let them know that if the vehicle has to be towed it is the owner's responsibility to pay those charges. Marshal Lepine will investigate what tow expenses are so he can let customers know when serving notice. President Katrina Asher asked if the Town has an Unsafe Building Act and stated that she has a concern about people making determination on unsafe buildings when they are not certified to do so. Attorney Peebles stated that the Town does have an Unsafe Building Act and that the definition of unsafe is pretty wide open. Attorney Peebles stated that the Town's Unsafe Building Act is a state law adopted by local government as an ordinance. The past procedure has been for the Council to decide what it wants done to the

property and what action is to be taken. Attorney Peebles stated that the Town could contract with an engineer or someone to do the inspection, however, that would be an additional expense. Attorney Peebles stated that traditionally the Town serves a notice on the property and that by the time it gets to him for action it has been discussed numerous times. The date for response on the letter Attorney Peebles prepares is set out past the next Council Meeting date in order to give residents a chance to respond since the Town Council can only act one time a month. President Katrina Asher asked if action had to take place during a meeting and Attorney Peebles stated that was correct. Attorney Peebles stated that the Town Council President serves as the Executive of the Town since we do not have a mayor. Attorney Peebles will email the Town Council the Unsafe Building Act prior to the next meeting.

- B. PEPL Rate Case Intervention Update – Holly Cook and Debbie explained that Panhandle Eastern Pipeline is proposing an increase of 400% for the transportation of natural gas. Debbie stated that gas suppliers across the United States have banded together to intervene and Ron Ragan, Utility Gas Management, has reported that the filing to intervene in the case was approved by the presiding judge today. It is expected that IPEP will issue a settlement offer tomorrow, however, Ron Ragan does not think that it will be a reasonable offer and will keep us updated.
- C. Brett Asher – Eagle Scout Project Update. Brett Asher reported that he had completed his Eagle Scout project at the park and presented pictures of the benches that he built, and also reported on the new landscaping he completed around the flagpole and the painting of the picnic tables. Debbie pointed out that the Town supplied the paint for the picnic tables and Brett explained that the rest of the project which was \$711.00 was funded from his Boy Scout Account. Debbie, Holly Cook and Mike Mahoy signed off on the project.

VI. New Business

- A. Resolution 01-2020 – A Resolution of the Roachdale Town Council Authorizing Transfer of Certain Retainage Funds. Debbie explained the resolution and explained it was to transfer the Lykins Saving Account to the water fund. Motion by Mike Mahoy, second by Holly Cook, vote unanimous, to approve Resolution 01-2020 – A Resolution of the Roachdale Town Council Authorizing Transfer of Certain Retainage Funds as presented.
Ginny Gipson asked questions on what the procedure was for the Town to apply for grants. Debbie and former Council Member Zach Bowers explained the types of grants and the procedures and timelines for applying. Ginny Gipson asked about the stormwater fee and where her stormwater goes since she does not have a drain on her property. The fee and process was explained.
- B. Jerrell Consulting & Grant Administration Services, LLC – Invoice 2. Debbie explained the invoice and stated that it was final payment to Jerrell Consulting & Grant Administration Services, LLC for their services on the Community Building.
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where her stormwater goes since she does not have a drain on her property. The fee and process was explained.

C. Curry & Associates, Inc. – Invoice 00004. Debbie explained the invoice and stated that it was final payment to Curry & Associates, Inc. for their services on the Community Building.

VII. Town Marshal Report – Marshal Lepine presented his monthly report and explained the format. Attorney Peebles stated the Marshal Lepine serves ordinance violations as a civil complaint and criminal cases are filed based upon the State of Indiana and the Prosecutor. President Katrina Asher asked if the Police Department logs on with dispatch and Marshal Lepine stated that they did. Marshal Lepine stated that he also logs on whether he is on duty or on call and explained that he logs on for normal duty and also logs on if he is dispatched while on call. Marshal Lepine gave an overview of the Police Department's 2019 activity and presented his Policing Priority Model which is an overview of how Marshal Lepine runs the Department. President Katrina Asher asked if there is a schedule for the officers and Marshal Lepine stated not really, the Reserve Officers work weekends and the Part Time Deputy works during the week. Marshal Lepine stated that he typically works during the day, does call outs and works occasional weekends. Marshal Lepine stated that 55% of the time he is on call or the Reserve Officers are picking up extra hours. President Katrina Asher asked who was on the Department and Marshal Lepine stated that Scott Ducker is the paid Part Time Deputy and Owen Richardson, Roger Tonna and Jay Thompson as unpaid Reserves. Marshal Lepine stated that the Reserves are really good at going above their required sixteen hours per month. President Katrina Asher asked Marshal Lepine how he knew who would be on if there is no schedule. Marshal Lepine stated that he knows who is on schedule, there is just a range of time that there are on since he does not want anyone knowing a set day and time that an officer is on duty. President Katrina Asher asked how often an officer does not report for duty when they are suppose to. Marshal Lepine stated rarely and if so, it is addressed quickly. Marshal Lepine reported that the Roachdale Police Department covered 96% of the calls received with a Putnam County Unit only having to respond to the other 4%. Marshal Lepine reported that the new taser has been received. Marshal Lepine stated that a new website has been rolled out and the ip address is www.roachdalepd.org. Marshal Lepine stated that pictures will be added to the site as well as additional information. President Katrina Asher stated that a lot of people like the pictures that Deputy Marshal Scott Ducker has been posting on the Roachdale Police Department facebook page. President Katrina Asher stated that there is a link on the Town of Roachdale website for the Police Department website. Marshal Lepine stated that he sent a link to the Council Members for policies and forms for the Police Department. President Katrina Asher asked who was contacted on major things going on with the department and Marshal Lepine said if it is a hazard to the public a Reach Alert is sent out, it is posted on the department's website and posted on Facebook. If it is a serious situation, Marshal Lepine would also reach out to the Town Council.

VIII. Town Superintendent Items – Superintendent Miller stated that USDI has stated the upgrade to the gas odorant station will be done after April and that he has suggested holding off until May

or June. Superintendent Miller reported that his department had spent a couple of days cleaning out storm drains in advance of the predicted heavy rain. It was reported that cameras and alarms had been installed in the Community Building to prevent unauthorized access. Superintendent Miller stated that the backhoe is in poor shape and he has been working on repairs to the backhoe. A Pre Bid Conference call will take place on Monday, January 20th at 2:00 p.m. for the Community Crossings Grant and the Council was told the roads the project will cover. Debbie stated that the bids for the Community Crossings Grant will be opened at the February 12, 2020 Town Council Meeting. Mike Mahoy stated that Superintendent Miller had started in 2018 and questioned if during his time here if anyone from UMAC had shown him how to do testing for water and wastewater. Superintendent Miller reported that they had not, however, Superintendent Miller will start shadowing UMAC and has been told that there may be a wastewater class in late Spring and a water system class in July and August. Superintendent Miller has been looking into the process of being certified for him and Utility Laborer Levi Chinn. President Katrina Asher asked when the trash cans downtown are emptied and Superintendent Miller replied that they are emptied on Thursday morning unless they are full sooner. It was reported that bags of trash that are set out by the trash cans downtown are from the Roachdale Hardware and the Roachdale Public Library as part of their own trash service. President Katrina Asher asked about the Welcome to Roachdale sign that was down on the east end of 236 and Superintendent Miller stated that it had been repaired. President Katrina Asher asked if Superintendent Miller drives the town every day and he responded that he does. President Katrina Asher stated that she would like to make the downtown a priority in keeping walks and the streets clean and Superintendent Miller explained that the downtown area is like a wind tunnel and he is trying to stay on top of it. Superintendent Miller asked that Council members let him know if they see anything that he has missed. Jack Simpson asked if he could get a No Dumping sign installed on the easement to the west of his property at 110 W Railroad Street since someone has been dumping tires. Jack Simpson stated that he would also clean his property if he is given a list of items that need to be removed. Jack Simpson stated that he has been to court several times for cleanup of his property and wanted to state that he does run a business from the location and that some of the vehicles are vehicles that are being repaired. Jack Simpson also asked if he could have additional time to clean up his property and stated that he will be plating and insuring vehicles and repairing a shed on the property. Jack Simpson stated that he could have everything done by mid March/April. President Katrina Asher asked if the vehicles that he is titling and insuring could be done now and he stated that they could. He will come back in the spring with his game plan for cleanup of the property and stated that it will take time to get it cleaned up. Jack Simpson stated that he had Mike Mahoy put his water meter up higher when Mike was a utility department employee and he needs gravel to put around it. Mike Mahoy stated that Superintendent Miller can look at it and state that the meter had a riser put on it due to settling. Superintendent Miller will meet with Jack Simpson tomorrow on the No Dumping sign and the requested gravel.

IX. Clerk – Treasurer Items – Debbie reported that she had received notification from Jerrell Consulting that Evan & Ryan has now submitted all of their necessary paperwork for their final invoices and that those claims could now be paid. Debbie presented Resolution 02-2020 A Resolution to Encumber Funds from the 2019 Budget but not Disbursed until 2020. Debbie explained the resolution and stated that it would cover all final expenditures from Evan & Ryan, Curry & Associates and Jerrell Consulting for the Community Building. Motion by Holly Cook, second by Mike Mahoy, vote unanimous, to approve Resolution 02-2020 A Resolution to Encumber Funds from the 2019 Budget but not Disbursed until 2020 as presented. Debbie asked the Town Council to authorize President Katrina Asher as the signatory for the required documents for Invoice Cloud. Motion by Holly Cook, second by Mike Mahoy, authorizing President Katrina Asher as the signatory for the Invoice Cloud documents. Debbie gave an update on the Congregate Meals Program and stated that she is getting a good response. Debbie stated that she is collecting trash bags at the office for a group that will turn the bags into mats for the homeless. Jim Cromwell stated at the November 2019 Council Meeting, when the rates were brought up for the Community Building that Holly Cook had brought up that non profits could meet for free. Holly Cook stated that she did not, that the rate structure was based on information presented by Debbie.

X. Items from Town Council Members

Mike Mahoy – Mike requested that Debbie contact Ryan Gruenholz, Tech Ryan for a quote to see what it would cost to install what was needed to record meetings. Debbie stated that she would contact him and ask that he be present at the February 12, 2020 Council Meeting. Attorney Peebles stated that there would be no legal issues with recording the meetings, just technical issues that needed to be addressed.

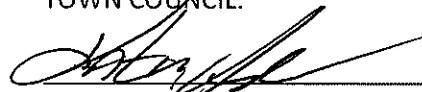
Holly Cook – No items

President Katrina Asher – President Katrina Asher stated that she will be meeting with Endeavor next week to discuss their internet options. Gavilon Grain is switching to Endeavor and Endeavor currently has fiber optics installed in Barnard. Debbie asked if a meeting is planned with the community if we could also invite Bainbridge and Russellville residents to attend. President Katrina Asher stated that she had had a long discussion with the Putnam County Planning Department and he is sending information that she will present information at the February 12, 2020 Council Meeting for discussion. President Katrina Asher asked about the possibility of switching the street lights to LED and form Council member Zach Bowers stated that he had investigated it before and it was very expensive. Mike Mahoy will investigate with Duke Energy further and report back at the February 12, 2020 Town Council Meeting. President Katrina Asher presented the Town of Roachdale Public Awareness Plan for the Council to review. Mike Mahoy stated that it is a requirement of the IURC that the plan be in place. Debbie and Superintendent Miller explained that USDI will send Paradigm mailings twice a year for gas public awareness. Debbie stressed that it is important that customers complete the survey cards included in the mailings and return them. In the future, she will send a Reach Alert instructing customers on what to do when they receive the mailing. President Katrina Asher stated that she

will be meeting with USDI representative Andrew Brittenham on January 17th for him to educate her on the gas utility. President Katrina Asher stated that the Council will continue to work on bringing issues forward. President Katrina Asher asked if the Council wanted Debbie to continue requested that Debbie contact Ryan Gruenholz, Tech Ryan, for a quote on I pads. Holly Cook asked that Debbie continue to print the documents for the Council to sign even if I pads are used and Debbie stated that she would be required to do so.

Motion by Mike Mahoy, second by Holly Cook, vote unanimous, to adjourn the meeting at 9:04 p.m.

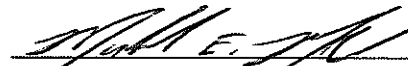
TOWN COUNCIL:



Katrina Asher, Council President




Holly Cook, Council Member



Michael Mahoy, Council Member

Attest



Debbie Sillery, Clerk Treasurer