

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
February 22, 2024 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Thursday, February 22, 2024 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Zach Bowers 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 Zach Bowers stated that the meeting was held a week later due to a lack of quorum being available for the February 15, 2024 monthly meeting. Debbie stated that notice of the change of meeting date had been sent to the Banner Graphic, posted pursuant to the Indiana Open Door Law and a Reach Alert had been sent out.

Council Members Present: Zach Bowers, Mark Ketchem, Paul Wireman

Council Members Absent: none

Also Present: Clerk-Treasurer, Town Marshal, Deputy Marshal, Town Utility Laborer, Town Attorney

Guests Present: Larry Kersey, Ronald Moore, Troy Elless, Lauren Ruark, David Ruark, Carole Cloncs, Jim Cromwell, Leslie Herrick, Tonya Bowers, Andy Beck, Ben Kesterson, Scott Siple, Michael Rogers, Wendy Rogers, Bill Watts, Roberta Albright, Andrew Herrick

- I. Wastewater Project Update – Scott Siple, Midwestern Engineers, reported that the cleaning and televising crew has been here 2 weeks and has approximately 30% of the project left to complete and then point repairs will be started with the Plant side of the project to be started late spring. Bryce Carter was introduced and will be the onsite inspector and field contact.

Scott Siple stated that Roachdale is eligible for the INDOT Community Crossings Matching Grant program which has two funding cycles per year and President Zach Bowers asked that it be put on the March agenda for discussion.

Debbie stated that we need to continue to address our concerns with Milestone over the downtown sidewalks that were done as part of our last project while they are still covered by warranty.

- II. Approval of Minutes – January 18, 2024 Meeting Minutes. President Zach Bowers presented the January 18, 2024 Meeting Minutes for approval. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve the January 18, 2024 Meeting Minutes as presented.
- III. Approval of Claims 01/19/2024 – 02/22/2024. President Zach Bowers presented claims for 01/19/2024 – 02/22/2024 for approval. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve claims 01/19/2024 – 02/22/2024 as presented.

Approval of Payroll – 01/19/2024 – 02/22/2024. President Zach Bowers presented payroll for 01/19/2024 – 02/22/2024 for approval. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve payroll 01/19/2024 – 02/22/2024 as presented.

- IV. January 2024 Bank Reconciliation – President Zach Bowers presented the January 2024 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve the January 2024 Bank Reconciliation as presented.
- V. Public Comment Time  
Larry Kersey stated that he is a member of the Roachdale Volunteer Fire Department and they would like to inquire about using the pad at the park where the tennis court was located to be used as a landing spot for emergency helicopters if needed. The council stated that they would not have an issue with the area being used in the event of an emergency.  
Larry Kersey also asked if the town utility employee would push gravel at the fire station where there is a hole with the snow plow and the council stated that they preferred that the gravel be moved with the skid steer instead.  
Andy Beck stated that he was at the meeting to introduce himself and stated that he is running for Putnam County Commissioner on the May ballot.  
Michael Rogers asked what the status was of the BZA and President Zach Bowers stated that it is an agenda item for tonight’s meeting.
- VI. Old Business
- A. Town’s Putnam County Plan Commission Appointment – Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to appoint Brent Wireman as the Town’s Appointment to the Putnam County Plan Commission.
- B. Generators – President Zach Bowers stated that former Superintendent Nick Smith had received quotes from R & M for generator for the Office in the amount of \$71,700 and the Community Building in the amount of \$101,825. Debbie will get additional quotes and stated that she will also look into possible grants as well.
- C. Tasers – Marshal Virgil Lanning and Deputy Marshal Bryson Tash presented quotes for 3 tasers from Axon Enterprises, Inc. for a total cost of \$14,023.80 to be paid over a 5 year contract and includes training, warranties, support and updates. Deputy Marshal Tash stated that our present tasers are over 15 years old. Debbie stated that she had checked with Axon and there was no savings to pay for the tasers in full upon purchase.  
Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to approve the purchase of 3 tasers for a total of \$14,023.93 to be paid over 5 year contract with the last payment to be made April 2028.
- D. Body Cameras – Marshal Lanning and Deputy Marshal Tash presented quotes for 3 body cameras from Axon Enterprises Inc. for a total cost of \$21,896.30 to be paid over a 5 year contract. Deputy Tash stated that the body cameras would be updated every 3 years. Debbie stated that she had checked with Axon and there was no savings to pay for the body cameras in full upon purchase.  
Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to approve the purchase of 3 body cameras for a total of \$21,896.30 to be paid over a 5 year contract with the first payment being \$7,455.72.

- E. Amendment of 2016 Employee Policy for 2024 Holiday Schedule Ordinance – President Zach Bowers presented the amended Personnel Policy for Employees with highlighted changes and the updated paid holidays for consideration. President Zach Bowers presented and read Ordinance 2-2024 An Ordinance of the Town of Roachdale, Indiana Approving a Town Personnel Policy. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve Ordinance 2-2024 An Ordinance of the Town of Roachdale, Indiana Approving a Town Personnel Policy as presented and read effective February 22, 2024.
- VII. New Business
- A. Town Office Sewer Repairs – President Zach Bowers presented quotes from Justin Dorsey Plumbing and ARS/Rescue Rooter for sewer line repairs at the Town Office. Debbie will try to get an additional quote for the repair. Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to approve the sewer line repairs at the Town Office at a cost not to exceed \$11,200 due to it being an emergency repair and both plumbers being unsure of what the repair will be when the work begins.
  - B. Utility Superintendent Hiring Process – President Zach Bowers stated that Nick Smith had resigned as Utility Superintendent effective February 16<sup>th</sup>. President Zach Bowers stated that he does not think utility superintendent is the best title for the position and suggested that the title be changed to maintenance operations coordinator. Paul Wireman stated that he thinks the position is more than utilities and thinks maintenance operations coordinator fits better. A discussion was held on the job description and President Zach Bowers presented a proposed hiring notice.  
Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve the hiring notice as presented by President Zach Bowers for Maintenance Operations Coordinator.
- VIII. Property Cleanups
- Deputy Marshal Tash stated that they will start to hand out warnings and notices next week. President Zach Bowers asked if we had filed unsafe building orders on 209 South Street and 5 E Forest Home Street, and Town Attorney Dave Peebles stated that he has not yet done so. Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to begin proceedings on 209 South Street and 5 E Forest Home Street.
- Deputy Marshal Tash asked if there was an ordinance violation increase and President Zach Bowers stated that the Council still needs to have that discussion.
- President Zach Bowers stated that the Ring, Stein and Horn properties need to be looked at and updated pictures presented at the March meeting.
- President Zach Bowers stated that the Council is not telling the officers who to serve notices to they are to use their own judgment. Deputy Marshal Tash stated that he had been waiting to see if there had been an ordinance violation increase before serving new notices.
- IX. Town Marshal Report
- Marshal Lanning reported that reserves Kole Williams and Anthony Taylor can now work on their own after completing FTO. President Zach Bowers asked how many of the reserves can work on

their own and Marshal Lanning stated Kole William, Hunter Swindle, and Anthony Taylor can and Nick Smith cannot.

Marshal Lanning reported that the ROPD 2 Durango is in for repair so Deputy Marshal Tash is currently driving the Taurus.

President Zach Bowers stated that he would like to see graphics on the Taurus and asked that Marshal Lanning get quotes for the next meeting.

Mark Ketchem asked if Marshal Lanning can do school coverage and Marshal Lanning states that he does it every day.

X. Utility Department Items

Troy Elless, UMAC stated that repairs to the North Lift Station have been completed and he will let IDEM know that they have been finished on the next quarterly progress update report.

Troy reported that ECO Solutions had cleaned out the Main Lift Station and the cost had been split with Bainbridge since they had work for them to do while they were in the area.

Troy stated that he hopes to have the hydrants flushed before the lining works begins since the work being done by the jetting and vac crew is stirring up the water and causing some dirty water issues.

President Zach Bowers asked if the screens were ever done and Troy stated that they were not because they were never cleaned.

President Zach Bowers asked about the recent issue at the school and Troy stated that the problem was the connection at the park restroom and it will be dug up so the park is not on the school lateral. A discussion was held regarding the bill from ECO Infrastructure for jetting and cleaning the lateral line and Debbie stated that the previous Superintendent Nick Smith had told her it was the Town's responsibility, however, the Council and Troy feel that the responsibility is shared between the Town and the school corporation so Debbie will contact the assistant superintendent regarding the invoice.

Utility laborer Chris Holder reported that street signs are in and he will be installing new ones that need to be done.

Chris stated that he is on call 24/7 and he if he can rotate on call with USDI until another employee is hired and the Council agreed that he can do so.

XI. Clerk-Treasurer Items

Debbie presented adjustments totaling \$1,948.83 for approval. Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to approve adjustments totaling \$1,948.83 as presented.

Debbie presented a receipt showing old outstanding checks totaling \$518.30 that had been voided per State Board of Accounts requirements on January 31, 2024.

Debbie stated that as a matter of record she did want the current Council to know that she presented former President Rick Miles Jr her Annual Certification of Elected Official of Compliance With the Unit's Nepotism Policy Concerning Hiring and Supervision of Relatives on December 28, 2023.

XII. Items from Town Council Members

Paul Wireman – Paul Wireman presented a Uniform Conflict of Interest Disclosure Statement for the Roachdale Hardware and stated that it is owned by his son and daughter-in-law. Debbie will be sure the paperwork is filed with the proper authorities.

Mark Ketchem – Mark Ketchem asked about volunteering to do snow removal. Town Attorney Peebles stated that Mark could do snow removal, but due to lack of insurance coverage it could be very costly to him personally if anything would happen while he was plowing.

Mark asked if the part- time summer person that does mowing could be added to snow plowing and it was agreed that he is part-time summer help only.

Chris Holder asked about the part-time summer employee being gas certified and the Council agreed that it is part-time summer help with specific job responsibilities not including gas certification.

President Zach Bowers – President Zach Bowers stated that the website issues have been taken care of and the new emails will be taken care of next week.

President Zach Bowers stated that Kyle Crooks wants to stay on the BZA, Joe Buser and James Newcomer no longer want to be on the BZA.

President Zach Bowers stated that he will be appointing 2 members to the BZA and presented Executive Order 1-2024 appointing Ricky Miles Jr and Wendy Robinson.

Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to appoint Kyle Crooks as the Town Council appointment to the BZA.


President Zach Bowers stated that he will be unable to attend the March 21<sup>st</sup> Council Meeting and the Council needs to appoint a member to serve as Vice President to preside over the meeting and stated that Debbie can break a tie if needed on a motion.

Motion by Mark Ketchem, second by President Zach Bowers, vote unanimous, to appoint Paul Wireman as Town Council Vice President.

Motion by Zach Bowers, second by Paul Wireman, vote unanimous, to adjourn the meeting at 8:49 p.m.

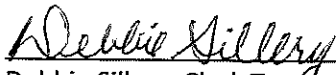
TOWN COUNCIL:

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J Zachary Bowers, Council President

  
\_\_\_\_\_  
Mark Ketchem, Council Member

  
\_\_\_\_\_  
Paul Wireman, Council Member

Attest

  
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Debbie Sillery, Clerk Treasurer