

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
March 16, 2022 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, March 16, 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 Superintendent

Guests Present: Jim Cromwell, Zac Hazzard, Rick Miles Sr, Diane Hubbard

- I. Approval of Minutes – President Holly Cook presented the February 16, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the February 16, 2022 Regular Meeting Minutes as presented.

Approval of Special Minutes – President Holly Cook presented the February 23, 2022 Special Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the February 23, 2022 Special Meeting Minutes as presented.

- II. Approval of Claims 02/17/2022 – 03/16/2022 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 02/17/2022 – 03/16/2022 as presented.

Approval of Payroll 02/17/2022 – 03/16/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 02/17/2022 – 03/16/2022 as presented.

- III. Approval of Bank Reconciliations and Financial Statements
President Holly Cook presented the January 2022 and February 2022 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 Katrina Asher, vote unanimous, to approve the January 2022 and February 2022 Bank Reconciliations and Financial Statements as presented.

IV. Old Business

- A. Board of Zoning Appeals Update – President Holly Cook stated that her and Katrina Asher had recently attended a discussion meeting with Putnam County Planning and Zoning and reported that they are currently working on a new planning and zoning ordinance for Putnam County which will take one year to complete. President Holly Cook stated that the Town needs to have their own BZA in place and stated that she had received the contact

information for the current members and will be contacting them to see if they are still willing to be on the BZA. President Holly Cook asked how it worked to do appointments for the vacant spots on the BZA and Debbie suggested that she talk to Town Attorney Dave Peebles and he could assist her. Debbie stated that the BZA only meets when needed.

- B. COVID Ordinance Update – President Holly Cook stated that a proposed COVID ordinance prepared by Rick Miles Jr was presented at the last meeting and asked if he had any updates to the ordinance. Rick Miles Jr stated that he did not and thought that the current policy for available time off would cover COVID leave. Katrina Asher stated that she agreed especially since cases of COVID have slowed down. President Holly Cook stated that the initial concern was what would happen if an employee had used all of their days and would need to go without pay. Rick Miles Jr stated if an incident like that occurred the Council could address it at that time. It was decided not to pursue a COVID ordinance.
 - C. Employee Handbook – President Holly Cook stated that Kevin Cook works for a company that does employee handbooks and had started working on one when he was on the Council. President Holly Cook stated that the one that Katrina Asher had presented was good but she felt it was too large for a small town to use. President Holly Cook stated that Debbie had suggested that she contact AIM to see if they could be of assistance and she had not had time to do so. Katrina Asher stated that the Council definitely needs to follow up on and an employee handbook and definitely do research on what is needed. Rick Miles Jr asked if we currently have an employee handbook and Debbie stated that we have a personnel policy.
 - D. Resolution 04-2022 A Resolution of the Roachdale Town Council Authorizing the Purchase of Police Radios from the Proceeds of the Sale of the 2016 Police Car. President Holly Cook presented and read Resolution 04-2022, Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 04-22 as read.
 - E. Drinking Water Fluoride – President Holly Cook stated that she had researched fluoride in drinking water and there are minor benefits to having it included. Rick Miles Jr stated that he had checked several sites and that all of the major medical organizations recommend adding fluoride to drinking water. Katrina Asher stated that she thought we should continue to add fluoride. Superintendent Miller stated that if we continue to add fluoride, we will need to get a new water softener and stated that he does not have any quotes for a new one. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to table the new water softener until Superintendent Miller receives quotes. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to continue adding fluoride to the drinking water.
- V. New Business
- A. Spring Community Cleanup – President Holly Cook stated that Debbie had asked about doing a community wide cleanup again in the Spring and asked Debbie what days she had in mind, Debbie stated that she thought the weekend of May 13th-15th would be a good time to have it. Superintendent Miller asked if the Town pickup day would be on the Friday again in order to avoid overtime and it was agreed that it would be. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to have Spring Community Cleanup days May 13th – 15th with the number of dumpsters to be determined at the next meeting.

- B. Resolution 05-2022 Authorized Representative Resolution for Wastewater Project – President Holly Cook presented and read Resolution 05-2022. Motion by Rick Miles Jr Second by Katrina Asher, vote unanimous, to approve Resolution 05-2022 as read.

VI. Public Comment

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

- VII. Town Superintendent Items – Superintendent Miller presented quotes for a new water softener for the Water Plant and stated that the quotes were to install a new on demand water softener and to dispose of the old water softener. Superintendent Miller presented quotes from Duo Water for \$1,238 and from Culligan for \$1,395. President Holly Cook asked if the new softener was for fluoride and Superintendent Miller stated that fluoride can be done again with the new water softener. Motion by Rick Miles Jr, second Katrina Asher, vote unanimous, to approve the quote from Duo Water to install a new water softener and to remove the old water softer for \$1,238. Superintendent Miller presented a blower maintenance contract from BL Anderson in the amount of \$1,695.22. The annual service is for 2 blowers and includes belts, filters, oil change, general checkout and travel to site. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the BL Anderson quote for blower maintenance for \$1,695.22. Superintendent Miller stated that he spoke to Rhonda Beck regarding the military banners and she stated that the town will receive 29 banners and they may not be done by May as originally planner and she will send an email to update everyone once she knows the status. Debbie said that Rhonda had told her earlier in the day that we will probably receive our military banners in July due to the late order and the fact that there are five towns in front of us. Superintendent Miller stated that when he checked on the hardware to hang the military banners that if we ordered them thru the DAR the cost would be \$195.00 per bracket and if we ordered them from Amazon the cost would be \$30.00 per bracket. Debbie suggested checking with other towns that already have their banners. Superintendent Miller stated that there is also the option of having double banners on one pole and Katrina Asher asked where we would do those and Superintendent Miller said he would look at the poles to see where we could do them. Katrina Asher stated that we should also investigate if we could do the banners and Christmas lights on the same pole since Rhonda Beck had expressed concerns about our downtown Christmas lights on poles with banners. Katrina Asher stated that Superintendent should get the information together and stated that she thought the banners would be more visible on Indiana Street. Superintendent Miller stated that Rhonda Beck told him that we could change the banners to a smaller size and Katrina Asher stated that we should not do that since that is not what we advertised when banner orders were placed. Superintendent stated that we are still having issues with the backhoe even after it was repaired by Bane Welker and stated that they had not fixed it correctly. Superintendent Miller stated that he has contacted his Bane Welker rep to see if they can refund part of the repair cost since it was not done correctly and then apply the refund toward the correct repair. Superintendent Miller stated that the correct part will be \$1,200. Superintendent Miller stated that he would also like to check with a Case dealer on the price of the part. Rick Miles Jr asked if the repair could wait until the next meeting and Superintendent Miller stated that it could. Debbie requested that she receive any quotes in advance of the meetings. Superintendent Miller stated that he had started his water certification class last week. Katrina Asher asked what had been done about uniforms and Superintendent Miller stated that Debbie had Cintas bring in polos for him to look at and they have been ordered. President Holly Cook stated that Superintendent Miller should make sure employees are wearing their uniforms and he said that he would. Superintendent Miller stated

that he and Debbie would be meeting with Cintas on March 25th to discuss the uniforms further. Superintendent Miller stated that he had a discussion with Debbie regarding the dumpster and back of the Community Building and they both decided it would be a good idea to put security cameras on the back of the building due to recent vandalism and people using the Community Building dumpster to dispose of their personal trash. Superintendent Miller presented quotes for 2 cameras that would also include an inside unit that would be based in the Town Office. Superintendent Miller stated that Debbie could then communicate with people if she saw them at the Community Building again. The price of the ARLO unit is \$239 and the price of the Blink unit is \$179. Katrina Asher stated that a lot of people use the Blink security cameras and are pleased with them. Marshal Lepine stated that both cameras activate when motion is detected and they have rechargeable batteries. Superintendent Miller stated that there is a solar option for the security cameras and the Arlo would be an additional \$60 and the Blink would be an additional \$83. Katrina Asher asked if Superintendent Miller had looked on Amazon for reviews of both cameras and stated that she knows Blink is good and she has not heard of Arlo. Superintendent Miller stated that he did not need to do the security cameras immediately. Katrina Asher stated that we do not need to do solar because we can swap out the batteries. Rick Miles Jr stated that we would not need to do solar right away and stated that he would like to have a comparison of the two cameras to make sure they have the same features. Superintendent Miller researched the information on his phone and provided the information. Superintendent Miller stated that he prefers the Arlo security camera. Katrina Asher asked if we should get an extra battery. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to purchase the Arlo security camera and a backup battery for an amount not to exceed \$400.

- VIII. Town Marshal Items - Marshal Lepine presented his monthly report and stated that he was recognizing Reserve Jay Thompson as the Reserve of the month. Marshal Lepine reported that Reserve Thompson had worked over the required hours, had 5 traffic stops and on one stop had located meth. Marshal Lepine also recognized Reserve Cameron Boller who was recently featured in the Journal Review for his role in his employment in the Montgomery County Jail as well as the Roachdale Police Department. Rick Miles Jr stated that he sees officers out all of the time now and appreciates the extra coverage that the Department now has. Katrina Asher stated that the coverage is a lot better and asked if Deputy Marshal had started working nights yet. Marshal Lepine stated that he is currently working an evening night schedule because he wants it to be a slow transition. Katrina Asher asked why and Marshal Lepine stated that he wants him to be prepared before he does all nights. Marshal Lepine stated that the in car radios have been order and he was told by the rep that the company is currently struggling to get radios in due to a shortage and there are several large orders in front of ours. Marshal Lepine stated that we should have our radios by May, we are not in an emergency situation and if they have not received them by May he will readdress the radios. Marshal Lepine stated that the rep that he is working with is very good and he will do his best to get the radios. Marshal Lepine asked for permission to send himself, Deputy Anthony Hull and Reserves Cameron Boller and Brad Magnuson to the Marshal Conference April 8th and 9th at a cost of \$85 per person for a total of \$340. Marshal Lepine also requested that the Town cover lunch on the first day of the conference for the officers attending since it will not be included. Katrina Asher asked about parking expenses and Marshal Lepine stated there is no charge for parking. Marshal Lepine gave an overview of what would be covered at the conference and stated that it will take care of all of the mandated training required for the year. Debbie stated that the cost of the conference can come out of continuing education. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to allow the officers to attend the April 8th and 9th Marshal Conference and to pay

for the meal on the first day at a cost not to exceed \$450.00. Marshal Lepine asked for permission to attend the STOPS Instructor Course June 13th- 16th for a total cost of \$550. Marshal Lepine stated that upon completion of the course he would be a certified trainer. Katrina Asher asked who he would train and Marshal Lepine stated that he would train our officers and other agencies. Katrina Asher asked if anyone else in our area was training and Marshal Lepine stated that the Putnam County Sheriff's Department may have someone trained. President Holly Cook stated that she liked that we would have a trained officer to train our officers. Marshal Lepine stated that he likes to be able to do certified trainings. Rick Miles Jr asked how long the certification is good for and Marshal Lepine stated that he thinks it is good for 3 years. Rick Miles Jr stated that he thinks training is a good thing. Katrina Asher stated that she likes training too but wants to be sure that it benefits our town. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to allow Marshal Lepine to attend the STOPS course June 13th-16th for \$550. Marshal Lepine stated that he would like to start doing movie nights for the community and he needs to have a copyright license in order to show movies in the Community Building. Marshal Lepine stated that the license can either be purchased for each event, per movie, per number of people attending or we could get a MPLC umbrella license which is what Roachdale Elementary has. Marshal Lepine stated that the MPLC umbrella license would cover movies shown in the Community Building for as many people and as many events we want in a year for a yearly fee of \$689. Katrina Asher stated that she had dealt with the same issue when she was involved in Girl Scouts and the information provided is correct and that if you are caught showing movies without a copyright license the fees are astronomical. Katrina Asher asked if we could lump sites together and Marshal Lepine stated that we have to pay per site. Marshal Lepine stated that he did check with Swank on a copyright license and their fee is \$430 per day compared to the \$689 MPLC yearly license. Katrina Asher asked how many movies would be shown per year and Marshal Lepine stated that he will be doing them every couple of months. Katrina Asher stated it would be nice to have the license so any group using the Community Building could also show movies. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to purchase the MCPL umbrella license for \$698 per year. Marshal Lepine stated that he had received an email from ILEA regarding in.gov emails that will offer more storage and is a secured email. The cost of the in.gov email is \$5.50 per user. Katrina Asher asked if everyone needed an in.gov email and Marshal Lepine stated that he did not think so. President Holly Cook asked if Debbie also needed it and Debbie stated that she would like to switch to the in.gov email also and Katrina Asher stated that she is okay with Marshal Lepine and Debbie both getting it. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to do an in.gov email for Marshal Lepine and Debbie. Katrina Asher asked Marshal Lepine if he had any updates on the Roachdale Police Department Facebook page that was hacked and Marshal Lepine stated that he had not been successful in getting it removed. Katrina Asher asked how the Putnam County Sheriffs Department was able to get theirs removed and Marshal Lepine stated that Scott Ducker was able to get Channel 59 involved and got it removed. Marshal Lepine stated that he has contacted Scott Ducker to have him help him get it removed and has contacted to Facebook and has been told that they cannot delete it. Katrina Asher stated that Scott Ducker had reached out to the Facebook Fraud Department and Marshal Lepine stated that he has also and has had no luck. Marshal Lepine stated that he now has a new page and has a link to it on the Roachdale PD website. Katrina Asher stated that Marshal Lepine should pursue it and try to get the issue resolved. Marshal Lepine stated that he would investigate. Diane Hubbard, Community Liaison for Congressmen Jim Baird stated that she would reach out to her contacts and see if there is anyone that can help resolve the issue.

IX. Clerk – Treasurer Items – Debbie presented adjustments totaling \$208.95 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve adjustments totaling \$208.95 as presented. Debbie stated that Zach Bowers told her that he still has not received the minutes for the website. Rick Miles Jr motioned to have all minute on the website as signed PDF copies, second by Katrina Asher, vote unanimous. Debbie will work on getting all of the signed minutes scanned.

X. Items from Town Council Member
President Holly Cook – No items.

Katrina Asher – Katrina Asher stated that Roachdale In A.C.T.I.O.N. and the VFW have the Easter Egg Hunt every year at Roachdale Elementary and they have changed their use policy and now require a \$1M liability policy which neither group has. The Easter Egg Hunt is tentatively scheduled for April 16th at 1:00 at the school depending on the cost. Katrina Asher has reached out to a local insurance agent to see if they can help and stated that the VFW is unable to help since they are struggling. Superintendent Miller suggested having the Easter Egg Hunt at the Park and Debbie suggesting contact the Roachdale Baptist Church to see if they would allow their empty field to be used. Rick Miles Jr asked that Kathy let the Council know if it is more than they can handle and they can help. Katrina Asher stated that she has been working with Steve Hibler and he would like to do a Meet and Greet event at the Community Building for the candidates running for Putnam County Sheriff. Katrina Sher stated that she is working with the League of Women Voters on details.

Rick Miles Jr – No items.

Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to adjourn the meeting at 7:20 p.m.

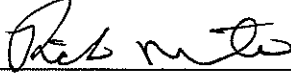
TOWN COUNCIL:



Holly Cook, Council President



Katrina Asher, Council Member



Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer