

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
August 17, 2022 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, August 17, 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, Town Attorney

Guests Present: Sarah Froderman, Homer McCloud, Jim Cromwell, Michael Rogers, Brent Wireman, Mark Ketchem

2023 Budget Hearing – President Holly Cook opened the 2023 Budget Hearing. Debbie explained the proposed 2023 Budget. President Holly Cook asked if there were any public comments and there were none. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to close the 2023 Budget Hearing at 6:02 p.m.

Sarah Froderman, Main Street West Central Community Liaison – Sarah Froderman was present and explained the benefits of having the Main Street designation and the process for doing so. President Holly Cook stated that the RRCA had obtained the Main Street certification for the Town and had let it lapse during COVID. Sarah Froderman said it would be easy to reestablish the certification at no cost to the Town of Roachdale.

- I. Approval of Minutes – President Holly Cook presented the July 20, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the July 20, 2022 Regular Meeting Minutes as presented.  
Approval of Memorandums of Executive Sessions – President Holly Cook presented the August 10, 2022 Memorandum of Executive Session for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the August 10, 2022 Memorandum of Executive Session as presented.

- II. Approval of Claims 07/21/2022 – 08/17/2022 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 07/21/2022 – 08/17/2022 as presented.

Approval of Payroll 07/21/2022 – 08/17/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 07/21/2022 – 08/17/2022 as presented.

- III. Approval of July 2022 Bank Reconciliations and Financial Statements  
President Holly Cook presented the July 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 July 2022 Bank Reconciliations and Financial Statements as presented.

IV. Public Comment Time

Homer McCloud – Homer McCloud asked if something could be done about people walking in the road instead of the sidewalk especially at night. Homer McCloud also questioned why the tornado siren was sounded a few weeks ago when there was tornado siting in our area, he was instructed to contact Putnam County Emergency Management since they control the siren. Michael Rogers stated that he purchased the former Kara's Country Cottage building and wants to put a restaurant in the front part of the building and an apartment in the back and wanted to get a variance for the apartment. President Holly Cook stated that the Council is working on getting a BZA in place and he will need to go through the process with them.

V. Old Business

- A. Board of Zoning Appeals Update – Rick Miles Jr stated that he had contacted someone about being on the BZA but has not heard back from him. Katrina Asher stated that we also need a Plan Commission and suggested getting information out to see if anyone would be interested in being a member. Town Attorney Peebles stated that the Council appoints one member and then President appoints two members. After discussion, motion by Rick Miles Jr, second by Katrina Asher, vote unanimous that the Town Council appointment to the BZA be Kyle Crooks. President Holly Cook will appoint the two additional BZA members and get Debbie the information. The Plan Commission is still needed to handle large zoning items.
- B. Employee Handbook – President Holly Cook stated that Gowen, the insurance company Kevin Cook owns can do the employee handbook for \$500. Katrina Asher stated that she had an estimate for \$5,000 from New Focus HR who only does employee handbooks. Rick Miles Jr stated that he is fine with either. Motion by Rick Miles Jr, second by President Holly Cook, Katrina Asher abstained, to allow Gowen to do an employee handbook at a cost not to exceed \$500. Motion passed.
- C. Town Website – Discussion was held regarding hiring a vendor to do the website. Town website tabled until September 21, 2022 Town Council meeting.
- D. Community Crossings Update – Superintendent Miller stated that the project punch list has been completed and Milestone did a good job. Rick Miles Jr asked about the valves that are covered and Superintendent Miller stated that they do not cause any problems and will be cleaned out by October when hydrants are flushed.

VI. New Business

- A. Resolution 08-2022 – A Town Council Resolution Authorizing Transfers to the Local Road and Bridge Matching Grant Fund. President Holly Cook presented and read Resolution 08-2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 08-2022 – A Town Council Resolution Authorizing Transfers to the Local Road and Bridge Matching Grant Fund as read and presented.


- B. Fall Community Cleanup Days – Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to get 12 30 yd. dumpsters for Fall Community Cleanup Days September 16<sup>th</sup> – 18<sup>th</sup>.
  - C. Halloween – Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to set Halloween trick-or-treat times for Monday, October 31<sup>st</sup> 6p-8p.
  - D. 2022-2 Community Crossings Matching Grant Application Approval – Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to submit the 2022-2 Community Crossings Grant application for \$276,063 with grant funds of \$207,572 and a Town match of \$69,129.75.
- VII. Town Marshal Report and Property Cleanups – Marshal Lepine presented his monthly report. Marshal Lepine asked permission to hire a full time paid Deputy Marshal. President Holly Cook stated that 4 candidates had been interviewed and President Holly Cook and Rick Miles Jr both stated that Marshal Lepine had done a good job of selecting candidates to be interviewed. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to hire David McIntosh as the full time Deputy Marshal at a rate of \$20 per hours with a starting date on or after August 19<sup>th</sup>. Marshal Lepine asked permission to enroll David McIntosh in the Tier 2 Academy with a target date of September 12<sup>th</sup>- October 13<sup>th</sup> in person and the following 2 weeks of online training. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to send David McIntosh to the Tier 2 Academy at the next available session. Rick Miles Jr asked for a list of letters that have been sent in the past year for property cleanups so he can follow up on them.
- VIII. Town Superintendent Items – Superintendent Miller presented a quote from USDI for an EZRA GIS system which will be \$1250 for the first year and then a \$750 per year annual fee. Superintendent Miller explained what the GIS system could be used for. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the quote from USDI for the EZRA GIS. In the amount of \$1250 for the first year and then \$750 annually. Superintendent Miller presented 2 quotes for a side by side which will replace 2 pieces of equipment, the John Deere tractor and the golf cart. Superintendent Miller stated that the golf cart does not currently work even though they have tried to repair it. Superintendent Miller stated that the John Deere is only used to plow snow and it sometimes work and sometimes doesn't. Superintendent Miller stated that John Deere will take trade ins but Indy Powersport does not., however, the trade in still would not beat the price quoted by Indy Powersports. Superintendent Miller stated that the quotes include a plow, closed heated cab and a manual dump bed and that a salt spread could be added later for areas he is unable to reach with the truck. The quote from John Deere is \$31,298.96 and the quote from Indy Powersports is \$24,555.19. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the purchase of the Polaris side by side from Indy Powersports at a cost of \$24,555.19. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to declare the John Deere and golf cart as surplus property to be advertised after delivery of the new side by side is obtained. Troy Elless, UMAC stated that there had been issues with the blowers at the wastewater treatment plant and they are now fixed. Troy Elless presented quotes for new pumps at the wastewater treatment plant and stated that the current pumps are getting weaker and will not be able to keep up much longer. The Council asked that the pumps be put on the agenda for the Town Council meeting on September 21<sup>st</sup>. Rick Miles Jr stated that he will update and send the capital list which is to be used as a tool for planning of proposed future expenses. Rick Miles Jr also asked if something similar to the PASER

report that is done for roads could be done for sidewalks and Superintendent Miller stated that he will prepare one.


- IX. Clerk – Treasurer Items – Debbie presented adjustments total \$224.39 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the adjustments totaling \$224.39 as presented. Debbie stated she thought it would be a good idea for the Council to send a Fall newsletter to the customers and the Council said they thought that would be a good idea.
- X. Items from Town Council Member  
Katrina Asher – No items.  
Rick Miles Jr – No items.  
President Holly Cook – No items.

Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to adjourn the meeting at 7:35 p.m.

TOWN COUNCIL:

  
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Holly Cook, Council President

  
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Katrina Asher, Council Member

  
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Rick Miles Jr, Council Member

Attest

  
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Debbie Sillery, Clerk Treasurer