

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
October 18, 2023 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, October 18, 2023 6:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Rick Miles Jr and 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: Rick Miles Jr, Katrina Asher

Council Members Absent: Holly Cook

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

Guests Present: Lisa Zeiner, Adam Peaper, Jim Cromwell, Zach Bowers, Paul Wireman, Darlene Daniels

Adam Peaper, HWC explained the purpose of the Putnam County Comprehensive Plan.

President Rick Miles Jr opened the public hearing and asked if there were any public comments and there were none.

President Rick Miles Jr closed the public hearing for the comprehensive plan.

President Rick Miles Jr presented and read Resolution 03-2023 A Resolution Approving and Adopting a Comprehensive Plan for the Town of Roachdale.

Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 03-2023 as presented and read.

Wastewater Project Update – President Rick Miles Jr presented Notice of Award documents for approval for Division I – Collection System Rehab for Miller Pipeline, LLC. In the amount of \$986,356.25 and for Division II – Wastewater Treatment Plant Improvements for Mitchell & Stark Construction Co., Inc in the amount of \$1,345,000.

Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the Notice of Award for Miller Pipeline, LLC in the amount of \$986,356.25 for Division I and for Mitchell & Stark Construction Co., Inc in the amount of \$1,345,000 for Division II contingent upon receiving approval of the bids and closing of a loan for the project financing with the State Revolving Fund (SRF) and Indiana Office of Community & Rural Affairs (INOCRA).

President Rick Miles Jr introduced and read proposed Ordinance 10-2023 An Ordinance of the Town of Roachdale Amending the Rates and Charges Relating to the Sewage Works of the Town. Town Attorney Dave Peebles stated that a public hearing will be held at the November 15, 2023 Town Council Meeting to adopt the proposed ordinance. Attorney Peebles stated that ICE Miller will be prepare and send the notice to the Banner Graphic newspaper for the public hearing.

- I. Approval of Minutes – September 20, 2023 Regular Meeting Minutes. President Rick Miles Jr presented the September 20, 2023 Regular Meeting Minutes for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the September 20, 2023 Regular Meeting Minutes as presented.

President Rick Miles Jr presented the September 28, 2023 Bid Opening Meeting Minutes for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the September 28, 2023 Bid Opening Meeting Minutes as presented.

President Rick Miles Jr presented the September 29, 2023 Special Meeting Minutes for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the September 29, 2023 Special Meeting Minutes as presented.

October 9, 2023 Memorandum of Executive Session – President Rick Miles Jr presented the October 9, 2023 Memorandum of Executive Session for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the October 9, 2023 Memorandum of Executive Session as presented.

October 16, 2023 Memorandum of Executive Session – President Rick Miles Jr presented the October 16, 2023 Memorandum of Executive Session for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the October 16, 2023 Memorandum of Executive Session as presented.

October 17, 2023 Memorandum of Executive Session – President Rick Miles Jr presented the October 17, 2023 Memorandum of Executive Session for approval. Motion by Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve the October 17, 2023 Memorandum of Executive Session as presented.

- II. Approval of Claims 09/21/2023- 10/18/2023. President Rick Miles Jr presented claims for 09/21/2023 – 10/18/2023 for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve claims 09/21/2023 – 10/18/2023 as presented.

Approval of Payroll 09/21/2023 – 10/18/2023. President Rick Miles Jr presented payroll for 09/21/2023 – 10/18/2023 for approval. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve payroll 09/21/2023 – 10/18/2023 as presented.

- III. September 2023 Bank Reconciliation – President Rick Miles Jr presented the September 2023 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services as part of our internal control. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the September 2023 Bank Reconciliation as presented.

- IV. State Board of Accounts Audit Report – President Rick Miles Jr stated that the audit has been completed and no issues were noted. President Rick Miles Jr stated that since it did not take as long as anticipated for the State Board of Accounts to complete the audit the Town will see a savings of around \$9,000.

- V. Public Comment Time

Zach Bowers complimented Debbie on the recent audit and the savings to the Town.

Zach Bowers stated that the council had recently held a work session on the employee handbook and asked what the status was. Katrina Asher stated that the new handbook has not been published and stated that she has not submitted the updates the council wants made. Zach Bowers stated that \$5,125 had been spent on the handbook and he would like to see it resolved. Zach Bowers stated that the street sign at the corner of Rush and Washington is facing the wrong way and the sign at the corner of Franklin and Walnut has still not been replaced. Superintendent Smith stated that he has ordered the sign for Franklin and Walnut but has not received it.

Darlene Daniels stated there is an issue with four wheelers on West Washington Street and stated they are rutting up yards and areas that are not theirs as well as constant burnouts. Deputy Marshal Tash stated that she needs to contact Putnam County Dispatch to report it as it is occurring and Darlene Daniels stated that by the time the police get there they are gone. Darlene Daniels stated that she has an area at her home on 202 W Washington Street that needs gravel on the town's side where they have rutted it out. Superintendent Smith stated he will look at it and see if gravel needs to be added.

VI. Old Business

- A. Property Cleanup Updates – Deputy Marshal Tash reported that officers have served a total of 22 notices. Debbie stated that she has received numerous complaints on the trailers owned by Robert Williams on South Street and on the properties on North Walnut owned by Robert Buchanan and Charles and Grace Ring.
- B. Ordinance Violation Fines – A discussion was held on raising the fines for ordinance violations. Katrina Asher stated that we need to increase the fees on major issues and be sure procedures are followed. A public hearing will be held at the November 15, 2023 Town Council Meeting for an increase of ordinance violation fines.
- C. Unsafe Building Order 21 E Washington Street. Town Attorney Peebles went over the procedures for filing an unsafe building order against AKG, LLC the owners of the property at 21 E Washington Street and stated that an ad will need to be ran in the Banner Graphic and notice issued where the tax statement is mailed. President Rick Miles Jr stated that the publication of summons needs to be done so the issue can be resolved. Attorney Peebles stated that the unsafe building order can be done as a warrant and we need to keep the item on the agenda until it is resolved.

VII. New Business

- A. Greencastle/Putnam County Development Center Pledge – Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve a pledge in the amount of \$1,000 to the Greencastle/Putnam County Development Center.

VIII. Deputy Town Marshal Report

Deputy Marshal Tash presented his monthly report. Deputy Marshal Tash presented a request for Reserve Anthony Taylor to attend duty to intervene training in Seymour on October 26th for a cost of \$125. Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the training for Reserve Anthony Taylor. Deputy Marshal Tash stated that the body cam trial period has been extended for one month.

IX. Town Superintendent Items

Superintendent Smith presented his monthly report. Superintendent Smith presented quotes for a new roof on the salt barn and shop at the wastewater plant. President Rick Miles Jr asked Superintendent Smith to check and see if there would be a way to repair the roofs instead of new roofs to allow us to build more money up in the wastewater fund.

Katrina Asher and President Rick Miles Jr congratulated Superintendent Smith on obtaining his gas certification.

- X. Clerk-Treasurer Items – Debbie presented adjustments totaling \$189.73 for approval. Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve adjustments totaling \$189.73 as presented.

XI. Items from Town Council Members

Katrina Asher – Katrina Asher stated that the council had conducted interviews for the utility laborer position and the town marshal position. Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to make an offer to candidate B for the utility laborer position.

Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to offer candidate B a starting rate of \$22 per hour.

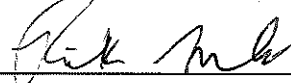
President Rick Miles Jr stated that a special meeting will be called do the hiring of candidate B if he accepts the offer.

President Rick Miles Jr stated that no offer is being at this time for town marshal.

President Rick Miles Jr – no other items.

Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to adjourn the meeting at 7:05 p.m.

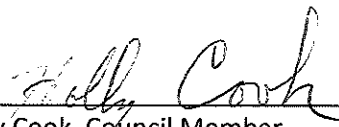
TOWN COUNCIL:



Rick Miles Jr, Council President



Katrina Asher, Council Member



Holly Cook, Council Member

Attest



Debbie Sillery, Clerk Treasurer