

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
October 21, 2020 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, October 21, 2020, 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

2021 Budget Adoption – Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to adopt the 2021 Budget as presented.

COVID- 19 Public Hearing – President Katrina Asher opened the floor for comments on the COVID -19 Grant and explained what the money could be used for. There were no public comments. Mike Kleinpeter, Kleinpeter Consulting Group, LLC read Resolution 7-2020 A Resolution of the Town of Roachdale, Indiana, Approving the Application of the Town of Roachdale for a Community Development Block Grant Funds for the COVID-19 Response Program from the Office of Community and Rural Affairs. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve Resolution 7-2020 as read.

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, Rick Miles Jr

Council Members Absent: None

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

Guests Present: Jim Cromwell, Mike Kleinpeter, Zach Bowers, Kimberly Crooks, Vincent Aguirre, Shannon Detro

- I. Approval of Minutes – President Katrina Asher presented the September 16, 2020 Regular Meeting Minutes and the September 30, 2020 Memorandum of Executive Session for approval. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve the September 16 Regular Meeting Minutes and the September 30, 2020 Memorandum of Executive Session as presented.
- II. Approval of Claims 9/17/2020 – 10/21/2020. Motion by Holly Cook, second by President Katrina Asher, vote unanimous, to approve Claims 9/17/2020 – 10/21/2020 as presented.
- III. Approval of Payroll 9/17/2020 – 10/21/2020. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve Payroll 9/17/2020 – 10/21/2020 as presented.
- IV. Old Business

- A. Grant Administrator Selection – President Katrina Asher stated that she and Debbie had interviewed two potential Grant Administrators and had decided on Kleinpeter Consulting Group, LLC. Mike Kleinpeter, President of Kleinpeter Consulting Group, LLC introduced himself and gave his background and a background of his staff. Mike Kleinpeter explained Planning and Construction Grants and gave a timeline for applying for both.
- B. Proposed Water/Wastewater Projects Update – Jon Craig, Midwestern Engineers, Inc. gave an update on costs for self-funding the engineering costs for the proposed wastewater project and to have lines televised. Jon Craig also recommended reviewing the last smoke testing results. Jon Craig presented a short form agreement between the Town of Roachdale and Midwestern Engineers, Inc. to employ Midwestern Engineers, Inc. to provide engineering services for a Wastewater Preliminary Engineering Report for a lump sum fee of \$19,500.00. Mike Kleinpeter stated that OCRA will honor the Preliminary Engineering Report for 18 months. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to self- fund the Preliminary Engineering Report and to enter into an agreement with Midwestern Engineers, Inc. for \$19,500.00.
- C. COVID-19 Grant – President Katrina Asher recommended that Kleinpeter Consulting Group, LLC be used to manage the COVID-19 Grant for a fee of \$2,000.00. Motion by Holly Cook, second by President Katrina Asher, vote unanimous, to engage Kleinpeter Consulting Group, LLC to manage the COVID-19 Grant for a fee of \$2,000.00.
- D. Community Crossings Update – Jon Craig stated that he and Debbie have submitted the paperwork for the Community Crossings Grant and that the award date will be in November.
- E. Ordinance Codification Update – President Katrina Asher stated that she had received a list of what was needed for the update and she will forward that to Debbie.
- F. Town Website Management – President Katrina Asher introduced Vincent Aguirre and Shannon Detro from Distinct Design in Greencastle. Vincent Aguirre gave a presentation on services offered and what their fees would be. Holly Cook stated that she thinks we should receive additional quotes. No action was taken on the website.
- G. Endeavor Communications Update – No update.
- H Zoning – Plan Commission and Board of Appeals – Interlocal Agreement – Rick Miles Jr stated that he had checked with Jim Ensley and Putnam County will follow our current zoning ordinance but the Town will need to have their own Board of Zoning Appeals. The Town will be notified of all permits that are issued. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to sign the Interlocal Agreement with Putnam County Zoning.
- I. Park Shelter Quotes– Superintendent Miller presented quotes for updates to the Park Shelter. Holly Cook reported that the Park Board is researching different materials to be used for the bird issue at the shelter house. Motion by President Katrina Asher, second by Holly Cook, to table Park Shelter updates.
- J. Gas Building Quotes – Superintendent Nick Miller presented quotes for a shelter over the tank at the odorant station and explained that when the sun beats on the tank it causes the gas pressure to go high and release too much odorant. Superintendent Miller presented several quotes, with the quote from Roachdale Building Supply being the lowest. Superintendent Miller was instructed to get more details on the quote from Roachdale

Building Supplies to present at the November 18th Town Council Meeting. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to table the quote until the November 18th Town Council Meeting to allow Superintendent Miller to get more details on the quote.

- K. CARES Act – Holly Cook asked if the Town had signed the required paperwork for the CARES Act and Attorney Peebles stated that the Town should apply and can use the funds for reimbursement of salaries for the Police Department. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to authorize President Katrina Asher to sign updated CARES Act Funding Reimbursement request.

V. New Business

There was no new business discussed.

- VI. Public Comment Time – Public Comment Time was provided, however, no comments were made.

- VII. Town Marshal Report – Marshal Lepine presented his monthly report and reported that he had not served any property cleanup notices because he was waiting on the new forms which he now has. Marshal Lepine stated that he has been working with Superintendent Miller on ordering and installing security cameras at the Town Park. Marshal Lepine thanked the Council for sending him to the recent Desert Snow training and stated that he will share the information he learned with his officers. President Katrina Asher asked for an updated calendar for the Police Department and Marshal Lepine stated that he will update it and send it to the Council. President Katrina Asher asked about Reserve Office Shelby Gilbert and Marshal Lepine stated that her work schedule has changed and she can only train with Marshal Lepine and their hours have not been matching for the training.

- VIII. Town Superintendent Items – Superintendent Miller reported that he has been looking and has not found any classes scheduled for wastewater training. Superintendent Miller stated that they are currently doing leaf removal along the street curbs and drains when it is dry enough. Superintendent Miller stated that he has been working with Duke Energy on getting lights updated at the Park and that there are two poles that are completely out and the bulbs are obsolete so Duke Energy has stated that the Town will need to replace those lights at their cost. Debbie questioned why the Town should have to pay Duke to replace lights on their poles that are obsolete. The matter will be investigated further.

- IX. Clerk – Treasurer Items – Debbie presented adjustments totaling \$466.50 for approval. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve the adjustments as presented. Debbie updated the Council on recent issues with office phones and computers and said that she thinks everything is close to being resolved. Debbie stated that she thought that Superintendent Miller, Levi, and the Jail Trustees had done a good job with the creekbank at the Park.

X. Items from Town Council Members


Holly Cook – Holly gave an update on the Park Board meeting and talked about suggested improvements to the Park as well as possible future uses.

Rick Miles Jr – Rick stated that parking stripes and the Park look good.

President Katrina Asher – President Katrina Asher gave an update on Halloween events in town and said that she would reach out to the merchants to see if they would be interested in a Merchants Association so they could help to get new businesses to town. Rick Miles Jr suggested reaching out to Putnam County Development for their assistance.

Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to adjourn the meeting at 8:53 p.m.

TOWN COUNCIL:



Katrina Asher, Council President



Holly Cook, Council Member



Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer