

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
January 18, 2024 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Thursday, January 18, 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.

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

Council Members Absent: none

Also Present: Clerk-Treasurer, Deputy Marshal, Town Superintendent, Town Attorney

Guests Present: Larry Kersey, Ben Kesterson, Jim Cromwell, Adam Peaper, Leslie Herrick, Brent Wireman, Bill Watts, Lisa Ziener, Troy Elless

- I. Appointment of Town Attorney - Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to retain David Peebles as town attorney and to approve his contract as presented which has no changes from last year's contract.

- II. Putnam County Planning and Zoning – Ordinance 12-2023 Putnam County Unified Development Ordinance and Adoption of Area Plan Law

Adam Peaper, HWC Engineering, explained the Putnam County Comprehensive Plan and the purpose of the Unified Development Ordinance and Adoption of Area Plan Law. It was explained that the previous plan was adopted in the early 1990's and had not changed. The Comprehensive Plan is a community guide that was created for consistency across the county. The UDO will take zoning and subdivision control and combines it into one to create a unified plan, update the zoning map, have a sense of consistency, combine the subdivision ordinance and to make the process user friendly with one document required.

Lisa Ziener, Putnam County Planning and Zoning, stated that the previous Town Council adopted the Putnam County Comprehensive Plan and our current zoning ordinance does not have subdivision controls while the UDO would have subdivision controls. We would also have a say on what goes on in the entire county by having a representative on the Putnam County Area Plan Commission.

President Zach Bowers asked about upstairs apartments downtown since we currently have apartments downtown and they are an issue and part of why we started zoning.

President Zach Bowers stated that he was not opposed to upstairs apartments but he has concerns with parking. Lisa Ziener stated that regulations on parking are included and special exceptions would still be governed by the BZA and they would have the final say. Lisa Ziener explained that the Council can disagree with the BZA but it would go to court only if fault was found since the Council does not approve or disapprove BZA decisions.

Lisa Ziener stated that rezones would be initially handled by the Putnam County Area Plan Commission who would forward a recommendation to the Town Council for their approval or denial.

President Zach Bowers asked when the zoning map would be online and Lisa Ziener stated it would be online once the County has all of the information to complete the map.

President Zach Bowers asked about the current Interlocal Agreement between the Town and County and Lisa Ziener stated that it only dissolves when the County or the Town dissolves it. Lisa Ziener stated without a Plan Commission the Town has no one to enforce their zoning ordinance.

A discussion was held regarding the current BZA and what the requirements are.

Town Attorney Peebles asked what the timing was to approve the UDO and Lisa Ziener stated that we are the only community that has not passed the UDO.

Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve Ordinance 12-2023 Putnam County Unified Development Ordinance and Adoption of Area Plan Law as written on 2nd and 3rd readings. The Town's Plan Commission appointee will be determined at the February 15, 2023 Town Council Meeting.

President Zach Bowers asked Lisa Ziener why there was a pause on the Family Dollar and Lisa Ziener stated that they had not submitted all of the necessary documents to approve the permit.

- III. Wastewater Project Update – Superintendent Nick Smith stated that a pre con meeting was held on January 16th and gave a brief overview of what was discussed. Scott Siple, Midwestern Engineer, will attend the February 15th Council Meeting and give an update on the timeline for the project.

- IV. Approval of Minutes – December 20, 2023 Regular Meeting Minutes, January 4, 2024 Organizational Meeting and January 11, 2024 Memorandum of Executive Session – President Zach Bowers stated that after consulting with Town Attorney Peebles, the current Council can sign the December 20, 2023 Regular Meeting Minutes since Paul Wireman and himself were both present at the meeting.
Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve all minutes as presented.

- V. Approval of Claims 12/21/2023- 01/18/2024. President Zach Bowers presented claims for 12/21/2023 – 01/18/2024 for approval. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve claims 12/21/2023 – 01/18/2024 as presented.

Approval of Payroll – 12/21/2023 – 01/18/2024. President Zach Bowers presented payroll for 12/21/2023 – 01/18/2024 for approval. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve payroll 12/21/2023 – 01/18/2024 as presented.

- VI. December 2023 Bank Reconciliation – President Zach Bowers presented the December 2023 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 December 2023 Bank Reconciliation as presented.

- VII. Public Comment Time
Larry Kersey welcomed the new council and said lots of prayers are going out. Larry Kersey stated that he appreciated the change in time and hopefully more of the community will attend the meetings.

Jim Cromwell asked for an update on property cleanups and President Zach Bowers stated that it will be addressed later in the meeting.

VIII. Old Business

- A. Ordinance 14 -2023 An Ordinance Setting a Dishonored Check Fee and Delinquent Payment Penalties – President Zach Bowers presented and read Ordinance 14-2023 that was read and introduced at the December 20, 2023 Town Council Meeting. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve Ordinance 14-2023 An Ordinance Setting a Dishonored Check Fee and Delinquent Payment Penalties on 2rd and 3rd readings.

IX. New Business

- A. Town Website – President Zach Bowers stated that Debbie had received an invoice from Distinct in the amount of \$1,100 for 2024 website maintenance. President Zach Bowers stated that he thought that was a lot of money for something he can do. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to terminate services with Distinct and relinquish the website to President Zach Bowers.
- B. 2024 Holiday Schedule – President Zach Bowers stated that the Town does not follow the federal holiday schedule and he thinks those holidays should be added. Motion by Mark Ketchem, second by President Zach Bowers, vote unanimous, to add Presidents Day to the current holiday schedule. President Zach Bowers stated the remainder of the federal holidays will be presented at the February 15, 2024 Town Council Meeting.
- C. Ordinance 01-2024 – Town of Roachdale, Indiana Electronic Meetings Policy. President Zach Bowers presented and read Ordinance 01-2024. Motion by Paul Wireman, second by Mark Ketchem, vote unanimous, to adopt Ordinance 01-2024 Town of Roachdale, Indiana Electronic Meetings Policy on 1st reading. Motion by President Zach Bowers, second by Mark Ketchem, vote unanimous, to suspend rules and adopt Ordinance 01-2024 Town of Roachdale, Indiana, Electronic Meetings Policy on 2nd and 3rd readings.
- D. Generators – President Zach Bowers stated that the Town Office/Police Department building and the Community Building do not have generators and the Community Building could be approved by the EMA to be used as a shelter in place during an emergency if we had a generator. President Zach Bowers asked Superintendent Smith to research and get quotes for both buildings and to email the quotes to the Council and Debbie to review prior to the next meeting.
- E. Town Office Remodeling – Debbie stated that she would like to have a large sliding door installed in the office that she can close when she is preparing checks or doing conference calls to cut down on distractions. President Zach Bowers asked Town Superintendent Smith to get with Debbie to come up with a door that can be installed.

X. Property Cleanups

Deputy Marshal Bryson Tash presented updated photos on properties that have had citations issued in the past.

Jim Cromwell asked if the citation fees would be increasing and President Zach Bowers stated that would be discussed at the February meeting.

Debbie suggested that each Council member present a list of properties that they would like to have considered for cleanup notices at the February meeting.

XI. Town Marshal Report

Deputy Marshal Tash presented the report in the absence of Marshal Virgil Lanning who was not in attendance due to illness.

Deputy Marshal Tash reported that he will check on the hours worked by the reserve officers and report back to the Council at the next meeting.

Deputy Marshal Tash stated that Marshal Lanning has completed the department inventory.

Deputy Marshal Tash presented quotes for new equipment which included in car radios, tasers and body cams.

Deputy Marshal Tash stated that the quotes for the radios would be to install radios in all three vehicles and Mark Ketchem asked if we needed radios in all vehicles. Deputy Tash stated we do not currently have radios in all of the vehicles and it would enhance communication with Putnam County Dispatch. Deputy Tash stated that Putnam County Dispatch will be updating soon and then the radio in the Taurus will no longer be compatible. Debbie stated that we have the funds to purchase the radios. Motion by Mark Ketchem, second by Paul Wireman, vote unanimous, to approve the purchase of in car radios for all three vehicles from Motorola Solutions for a total of \$12,170.55 and to have JTN Services, Inc. install the radios in all three vehicles for a total cost of \$622.50.

President Zach Bowers requested that Deputy Marshal Tash get updated quotes for three body cams and tasers and they will be discussed at the February meeting.

XII. Utility Superintendent Items

Superintendent Smith reported that the north lift station is back up and running.

Superintendent Smith stated that the caps on the Community Building roof have been replaced and the ceiling tiles that were damaged due to the leak have also been replaced.

Superintendent Smith stated that he is working with Marshal Lanning on the replacement cost and labor for the damaged street sign that was caused by a driver at the corner of Walnut and South Street.

Superintendent Smith and Troy Elless, UMAC reported that there is work that needs to be done to the wall at the WWTP lift station and stated that it will be cheaper for the Town to do the repairs.

Superintendent Smith reported that the screens at the wastewater treatment plant will be cleaned when weather allows.

XIII. Clerk-Treasurer Items

Debbie reported that W2s and 1099s have been completed and mailed.

Debbie stated that she is currently working on all required year end reports.

Debbie explained the refund from PEFA, INC from the lawsuit that was filed along with a large group of other cities and towns several years ago and stated that since the large gas bills at the time were divided over two years instead of charging the customers large amounts all at once, that the refund will be divided over two years to the customers as well. Debbie stated that she has been working with Patrick Callahan and he had prepared the new tracker and it was reflected on the bills that were mailed January 10th.


XIV. Items from Town Council Members

Paul Wireman – no items.

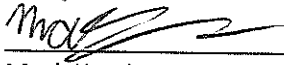
Mark Ketchem – no items.
President Zach Bowers – no items.

Motion by Zach Bowers, second by Paul Wireman, vote unanimous, to adjourn the meeting at 8:57 p.m.

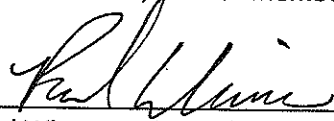
TOWN COUNCIL:



J Zachary Bowers, Council President

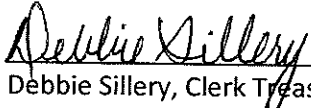


Mark Ketchem, Council Member



Paul Wireman, Council Member

Attest



Debbie Sillery, Clerk Treasurer