

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
May 19, 2021 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, May 19, 2021 7:00 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: President Holly Cook, Katrina Asher, Rick Miles Jr

Council Members Absent: None

Clerk-Treasurer, Town Marshal, Town Employee Levi Chinn, Town Attorney

Guests Present: Rick Miles Sr, Mike Kleinpeter, Jim Cromwell, Kris Krueger, Rachel Coe, Zach Bowers, Jon McCormack, Dave Witicher, John Bowers

- I. Approval of Minutes – President Holly Cook presented the April 21, 2021 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, Rick Miles Jr, vote unanimous, to approve the April 21, 2021 Regular Meeting Minutes as presented.
- II. Approval of Claims 04/22/2021 – 05/19/2021 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 04/22/2021 – 05/19/2021 as presented.  
  
Approval of Payroll 04/22/2021 – 05/19/2021. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 04/22/2021 – 05/19/2021 as presented.
- III. Approval of Bank Reconciliations and Financial Statements  
President Holly Cook presented the April 2021 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 April 2021 Bank Reconciliations and Financial Statements as presented.
- IV. Old Business
  - A. COVID-19 Grant – Mike Kleinpeter, Kleinpeter Consulting, stated that the Town received \$75,000 for the grant in March 2020 and the grant money was awarded on April 29, 2020 with a project completion date of May 2021. Mike Kleinpeter said that a conference call was held with OCRA, Debbie, Katrina Asher and himself requesting permission for an extension on the contract to spend the remaining funds. Mike Kleinpeter stated that he presented two options with timelines for each option to OCRA and Adam Moeschell then sent an email stating that the Town could proceed with Option 2 that requested an extension to use the funds through October 2021. Mike Kleinpeter was notified this week that OCRA denied the request, which came as a surprise, and stated that the COVID -19 Grant needed to be

came as a surprise, and stated that the COVID -19 Grant needed to be wrapped up and closed. OCRA did allow an extension past their May 15, 2021 deadline in order to let the Town have until today to submit all requests for payment that were unpaid. Mike Kleinpeter stated that when he spoke to OCRA they felt that the Town was not spending the grant money fast enough. Katrina Asher stated that the Town was going forward with the extension that was approved and thought they had until October 2021 to spend all of the funds. Mike Kleinpeter stated that the Town will need to have a Public Hearing for the COVID-19 Grant closing. President Holly Cook stated that it is what it is, there is no need for the Town to fight with OCRA and that no one with the Town or Mike Kleinpeter were to blame. Katrina Asher stated that she attempted to call OCRA but they did not return her calls. President Holly Cook stated that the grant money used did provide quite a bit of food for the Town and the Roachdale Christian Church food pantry, as well as providing their pantry a commercial refrigerator and freezer. Mike Kleinpeter stated that the amount the Town was awarded for the COVID-19 Grant was \$75,000.00, the Town spent \$37,230.31 and OCRA was de-obligating the remaining \$37,767.69 that had not been spent. Rick Miles Jr asked if Mike Kleinpeter had reached out to OCRA and he replied that he had and was told to wrap the project up. OCRA is contacting everyone that has unspent money and did not meet the original completion deadline and instructing them to be wrap up their projects and notifying them that remaining funds will be de-obligated. President Holly Cook stated that we want to be sure we do not risk any future OCRA grants. Debbie asked if the issue was because we had been told in March 2020 that we had been awarded the money and waited until January 2021 to begin spending funds.

- B. Proposed Water/Wastewater Project and IDEM Agreed Order – Rick Miles Jr gave an update from Superintendent Miller who was unable to attend the meeting tonight. Eco Solutions stated that the approved amount for camera and cleaning of \$50,000.00 completed almost all of the town and they have done all of the priorities almost through #7 on the list. Rick Miles Jr asked for Superintendent Miller to see what it would cost to have the camera and cleaning completed for the rest of the town in order to put together a comprehensive plan. President Holly Cook stated that we could spend our American Rescue Act money in the amount of \$180,000.00 that we will be receiving. Debbie stated that it was stated yesterday during the Clerk-Treasurers Annual Schooling that cities and towns should be cautious on how the money will be spent and that a plan must be in place before spending it.
- C. Town Website – Katrina Asher stated that she has starting working on the website and has someone helping her. Debbie has sent her pdf copies of all signed minutes and she will be adding those and updating other items which she believes will go quickly. Katrina Asher stated she spoke to Marshal Lepine and he prefers to keep the Police Department's website separate as it currently is.
- D. American Legal Publishing Update – Katrina Asher stated that she has received a draft of the Code of Ordinances prepared by American Legal Publishing and is in the process of reviewing it and then will have Debbie review it as well. Debbie stated that there is a claim on the docket tonight for half of the cost of the total project. Debbie asked if it is possible to get a digital copy of the draft version of the Code of Ordinances so the rest of the Council and

Attorney Peebles could review it as well. Katrina Asher stated that she will contact American Legal Publishing and ask them.

- E. Building Permits – Rick Miles Jr and Debbie stated that they thought the permit procedure with Putnam County Planning and Zoning is going better and they have received notification of several new permits recently. Katrina Asher asked if all of the Council could receive copies of the permits that are being issued in case someone questions if someone has received a permit. Rick Miles Jr stated that he will forward them to Holly Cook and Katrina Asher.

V. New Business

- A. Ordinance 2021-01 An Ordinance to Establish a Fund for American Rescue Plan Act Special Distributions. President Holly Cook presented and read Ordinance 2021-01. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to waive rules on 2<sup>nd</sup> and 3<sup>rd</sup> readings and to adopt Ordinance 2021-01 as presented and read.
- B. Resolution 02-2021 A Resolution Approving the Transfer of Funds Between Funds – President Holly Cook presented and read Resolution 02-2021 and Debbie explained that it is to transfer \$46,422.50, the 25% matching funds for the Community Crossing Grant. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 02-2021 as presented and read.

VI. Public Comment

Kristine Krueger, Thrive West Central Community Grant Specialist, introduced herself and briefly told what services they provide as grant administrators and other services. President Holly Cook stated that she had recently seen that the State is looking for regionalization of projects.

John Bowers stated that the sidewalks downtown in front of Dr Carroll's office, J & J Liquor and Roachdale Laundromat are in very bad condition and asked when they would be replaced.

Rick Miles Jr stated that that area is on the radar for our next Community Crossing Grant and Debbie explained that the Community Crossing Grant can include sidewalks if the street they are located on are part of the project.

Dave Witicher and Jon McCormack stated that they had gone to the BZA office in Greencastle regarding plans for Jon McCormack to build a new home where his previous home that was destroyed by fire was located on 205 W Washington Street. Dave Witicher stated that the new home will be an L shaped home and the BZA office stated that it would not meet the Town of Roachdale's setback requirements due to an alley located in the middle of the property. Jon McCormack stated that he owns the property on both sides of the alley and he wanted to know what steps would need to be taken to vacate the alley. Attorney Peebles asked if there are utilities located in the alley and Debbie stated that her and Superintendent Miller, who was not present at the meeting, had discussed the property and she thought he had said we did not have any utilities in the alley. Rick Miles Jr asked if the Town wanted to vacate the alley and Katrina Asher asked if it could be approved tonight. Attorney Peebles stated the Council could make a temporary motion to vacate provisionally. Rick Miles Jr asked what the timetable was for the construction of the new home and Jon McCormack stated that they planned to do the foundation within the next 2 -3 weeks. Motion by Rick Miles Jr, second by Katrina Asher, vote

unanimous to vacate the alley at 205 W Washington Street pursuant to Superintendent Miller verifying that no utilities are located in the alley.

- VII. Town Marshal Report – Marshal Lepine presented his monthly report and reported that he had attached the progress list for cleanup notices. Marshal Lepine noted that the property at 202 W Railroad Street has grass over a foot tall, a building that is falling down, and the backdoor of the trailer is off. The home is on the list for the Putnam County Sheriff's Sales for June 2<sup>nd</sup>. Motion by Rick Miles Jr, second by Holly Cook, to allow Superintendent Miller to hire bushhogging done at the property as soon as possible at an amount not to exceed \$1,000.00. Marshal Lepine reported that he has completed the Taser Institute Course. Marshal Lepine stated that he wants to pursue the USDA Grant to purchase new police vehicles. Marshal Lepine stated that he is starting to have issues with the current vehicles and would like to purchase two new vehicles and then sell the Charger. Marshal Lepine would like to have a total of three vehicles in his fleet so if one vehicle goes out of service there will still be vehicles available for use. Marshal Lepine stated that he would like to purchase SUV's this time instead of cars. Debbie explained that the grant will pay 55% of the cost of each vehicle and that the Town has the funds to pay the remainder. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, for Marshal Lepine to pursue the USDA grant for the purchase of two vehicles. Marshal Lepine stated that he will need to get three quotes for every component of the vehicles. Rick Miles Jr stated once quotes are received the Town Council can decide if they want to proceed with purchasing the vehicles. Marshal Lepine informed the Council that the current Motorola radios are being phased out after July and he will not be able to have them reprogrammed or serviced after that. Marshal Lepine stated that Kenwood radios can be purchased at a fraction of the cost of new Motorolas and are good radios. Marshal Lepine stated that all of the radios will not have to be purchased at the same time and said the purchases could be made over a three year timeframe if needed. Holly Cook asked Marshal Lepine to see if the two car radios could be included in the quotes for the USDA grant for the new vehicles. Marshal Lepine stated that he still has two open Reserve spots and he would like to bring Cameron Boller on as a new Reserve. Marshal Lepine stated that Cameron Boller was one of his top picks in the last interviews but he did not have his 40 hour Pre Basic Course at the time and has now completed it. Katrina Asher stated that she felt this was opposite from what Marshal Lepine had stated last month about bringing on more Reserves and asked how close the current Reserves are to being done with their training since that was the issue Marshal Lepine was concerned about at the last meeting. Marshal Lepine stated that Deputy Marshal Coe and Reserve Magnuson are now working on their own and he is continuing to work with Reserve Swindle. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to allow Marshal Lepine to hire Cameron Boller as the new Reserve. Rick Miles Jr stated that he thought Marshal Lepine and the Department are doing a good job.
- VIII. Town Superintendent Items – Superintendent Miller was unable to attend the meeting and had Town employee Levi Chinn give his report in his absence. It was reported that locates for the INDOT project on Highway 236 have been completed. There has been no word from Milestone on when they will start the paving for the Community Crossing project. Levi Chinn stated that

hydrant, gas meters, street signs and lines downtown have been painted. New street signs have been ordered for those that need replaced and the bird repellent has been installed in the shelter house at the Park. Levi Chinn stated that the IURC gas audit will be done on Thursday and Friday. Troy Elless, UMAC discussed changing the way sludge removal is currently being handled at the Wastewater Treatment Plant and Rick Miles Jr asked how soon he would like to begin the process and Troy replied that it could wait until October. Rick Miles Jr will contact Jon Craig, Midwestern Engineers to see if it can be included when we apply for a grant later this year. Troy Elless reported that North Salem will have their water filtration system installed in July if any Council Members are interested in seeing it for a possible future project in Roachdale.

IX. Clerk – Treasurer Items – Debbie stated that she had been notified that Frank Phillips will be covering Council meetings for the Banner Graphic beginning the June 16<sup>th</sup> meeting. Debbie stated that she felt we had a good response to the Community Clean Up Days and that all ten dumpsters were filled and more dumpsters would have been filled if they were available. Debbie stated that the Town had received a \$300.00 donation from the Delta Theta Tau to be used for new benches at the Community Building. Debbie said that she would like the Council to consider getting new flags for poles throughout town and will bring cost estimates and options to the June 16<sup>th</sup> Council meeting. Debbie reported that everything is ready for the June 5<sup>th</sup> Kickoff to Safe Summer event at the Park and said the Putnam County Jail trustees and Town employees have most of the equipment and benches at the Park painted.

X. Items from Town Council Members

Katrina Asher – Katrina Asher stated that the only item she had was already covered and that was an inventory of signs and replacement of signs that are faded or missing.

Rick Miles Jr – No items.

Holly Cook – No items.

Motion by President Holly Cook, second by Rick Miles Jr, vote unanimous, to adjourn the meeting at 8:48 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