

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
December 20, 2023 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, December 20, 2023 6:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Rick Miles Jr 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, Holly Cook

Council Members Absent: none

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

Guests Present: Shawn Kleinpeter, Mike Kleinpeter, Zach Bowers, Larry Kersey, Leslie Herrick, Derick Wiggins, Lisa Zeiner, Bill Watts, Troy Elless, Paul Wireman

- I. Sewer Rate Hearing - President Rick Miles Jr opened the meeting with the public hearing on the proposed sewer rate ordinance, which had been advertised for this date and time. He stated that the increase is 43.75% over the current rates and explained the project and need for the increase in rates. He then opened the floor for public comment.

Zach Bowers asked what the current sewer rates are, and President Miles stated the current rates and read what the new rates will be. Leslie Herrick asked when the new rates will go into effect, and Shawn Kleinpeter stated that the SRF closing will be on December 27<sup>th</sup> and the ordinance reads that rates will be reflected in the bills as soon as practicable following passage of the rate ordinance. As there were no further comments, President Rick Miles Jr closed the hearing and resumed regular council business.

- II. Ordinance 10-2023 An Ordinance of the Town of Roachdale Amending Rates and Charges Relating to the Sewage Works of the Town. President Rick Miles Jr presented and read Ordinance 10-2023, An Ordinance of the Town of Roachdale Amending Rates and Charges Relating to the Sewage Works of the Town. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve Ordinance 10-2023 as read on 1<sup>st</sup> reading. Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to suspend the rules and vote on all three readings of Ordinance 10-2023 at tonight's meeting. Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to approve Ordinance 10-2023 on second reading, vote unanimous. Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to approve Ordinance 10-2023 on third reading and so adopt, vote unanimous.

Mike Kleinpeter, Kleinpeter Consulting, stated that the SRF loan closing will be on December 27<sup>th</sup> and he will then send everything to OCRA for release of funds, and then contracts will need to be signed.

Motion by Holly Cook, second by Katrina Asher, vote unanimous, to have President Rick Miles Jr sign all contracts and documents relating to the SRF Release of Funds for the Sewage Works for the Town of Roachdale.

Motion by Holly Cook, second by President Rick Miles Jr, vote unanimous, to have Council Member Katrina Asher act as authorized proxy in the event President Rick Miles is unavailable to sign contracts and documents relating to the SRF Release of Funds for the Sewage Works for the Town of Roachdale.

- III. Putnam County Planning and Zoning – Ordinance 12-2023 Putnam County Unified Development Ordinance and Adoption of Area Plan Law. President Rick Miles Jr opened the Public Hearing for Ordinance 12-2023 and opened the floor for public comments. Incoming Council Member Zach Bowers stated that he had no questions but would appreciate it if the new council would be allowed an opportunity to review the ordinance and vote on it after the first of the year. Lisa Ziener, Putnam County Planning and Zoning explained the ordinance and process. President Rick Miles Jr stated that the Town Council would still have control and any issues would still come before our BZA. Rezoning would also require approval of the Town Council. President Rick Miles Jr stated that he would be willing to serve on the BZA after his term ends. Zach Bowers had questions on mobile homes, and Lisa Ziener explained the zoning requirements for mobile homes. President Rick Miles Jr closed the hearing and reconvened the council meeting. President Rick Miles Jr introduced and read Ordinance 12-2023 and stated the new council will vote on it at the next council meeting in January 2024. Lisa Ziener asked when the January meeting would be and was told the new council will decide. Lisa Ziener stated there will be a three day training in January and she will send Debbie the dates so she can forward it to the new council. There is no charge for the training as Putnam County will pay for it. Lisa Ziener stated the meetings will also be available as zoom meetings.
- IV. Wastewater Project Update – Derick Wiggins, Midwestern Engineering, stated that he delivered copies of contracts to the Town Office tonight that will need to be signed after the SRF closing. Derick Wiggins presented an amendment for additional engineering costs in the amount of \$5,500 and stated that that amount is already covered in the SRF financing. Debbie stated that the town will receive a refund of \$19,100 from SRF that was spent on engineering fees. Mike Kleinpeter presented a proposal for his firm in the amount of \$4,800 to prepare SRF disbursement forms for the project and to also do the required quarterly READI reporting. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve that contract in the amount of \$4,800 with Kleinpeter Consulting Group, LLC. Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to sign the Midwestern Engineering amendment for additional engineering costs as presented.
- V. Approval of Minutes – November 15, 2023 Regular Meeting Minutes. President Rick Miles Jr presented the November 15, 2023 Regular Meeting Minutes for approval. Motion by President Rick Miles Jr, second by Katrina Asher, Holly Cook abstained since she had not read the minutes, motion passed to approve the November 15, 2023 Regular Meeting Minutes as presented. Approval of December 13, 2023 Memorandum of Executive Session. President Rick Miles Jr presented the December 13, 2023 Memorandum of Executive Session for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the December 13, 2023 Memorandum of Executive Session as presented.

- VI. Approval of Claims 11/16/2023- 12/20/2023. President Rick Miles Jr presented claims for 11/16/2023 – 12/20/2023 for approval. Motion by Katrina Asher, second by President Rick Miles Jr, Holly Cook abstained since she had not reviewed the claims, motion passed, to approve claims 10/19/2023 – 11/15/2023 as presented.

Approval of Payroll 11/16/2023 – 12/20/2023. President Rick Miles Jr presented payroll for 11/16/2023 – 12/20/2023 for approval. Motion by Katrina Asher, second by President Rick Miles Jr, Holly Cook abstained since she had not reviewed the payroll, motion passed, to approve payroll 11/16/2023 – 12/20/2023 as presented.

- VII. November 2023 Bank Reconciliation – President Rick Miles Jr presented the November 2023 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control. Motion by President Rick Miles Jr, second by Katrina Asher, Holly Cook abstained since she had not reviewed the bank reconciliation, motion passed, to approve the November 2023 Bank Reconciliation as presented.

- VIII. Public Comment Time  
Public comment time was provided, however, no comments were made.

IX. New Business

- A. Ordinance 13-2023 Salary Ordinance for 2024. President Rick Miles Jr presented the 2024 Salary Ordinance for approval. Motion by President Rick Miles Jr to suspend the rules for three separate readings and to do all three readings together at this meeting, second by Holly Cook, vote unanimous as to suspending the rules only, motion passed.  
Motion by President Rick Miles Jr, second by Holly Cook, Katrina Asher against, to approve Ordinance 13-2023, the 2024 Salary Ordinance, as presented, on all three readings at this meeting and so adopt; motion passed 2-1, and ordinance adopted.
- B. Local Government Resources, LLC Services Contract – President Rick Miles Jr presented the Local Government Resources, LLC services contract for approval. Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to approve the contract for Local Government Resources, LLC services as presented.
- C. Resolution 03-2023 A Resolution Authorizing Transfer of Appropriations. Debbie explained the resolution. Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to approve Resolution 03-2023 as presented.
- D. Introduction of Utility Penalty Ordinance – President Rick Miles Jr read and introduced the Utility Penalty Ordinance. No action was taken on the ordinance and it will be on the January meeting agenda.

X. Town Marshal Report

Marshal Virgil Lanning presented his monthly report.

Marshal Lanning stated that the Taurus is still at Stone's and they are waiting on a part needed for the repair and it should be done within ten days once it is received.

Marshal Lanning reported that he has reviewed all SOP's and they seem to be in line with other departments. He will present those and an additional SOP that is being written for evidence to the new council for their approval.

Marshal Lanning stated that he has completed an audit of records and open cases.

Marshal Lanning stated he is working on a department inventory and Katrina Asher stated that she thought Deputy Marshal Tash had completed an inventory and Deputy Marshal Tash stated that he had inventoried equipment. Marshal Lanning stated that he had been told that a previous employee had given away some of the inventory and he is working to get those items back.

Marshal Lanning gave an update on required training classes for the department., Marshal Lanning stated that Reserve Kole Williams has completed the academy with high marks and has returned to duty with our department.

Katrina Asher stated that it would be nice to see the reserves working again and Marshal Lanning stated that he is working on it.

Katrina Asher asked for an update on property cleanups and Deputy Marshal Tash stated that there was a concern on the matrix and they were not sure what to follow. President Rick Miles Jr stated that he did not have an issue on who was cited in September. President Rick Miles Jr suggested that the new council review the property cleanups and decide what the next steps will be.

XI. Town Superintendent Items

Superintendent Smith presented his monthly report.

Paul Wireman asked what the status was on the old grocery store and Debbie stated that an offer has been made on the building and Town Attorney Peebles stated that the lawsuit is still in place.

XII. Clerk-Treasurer Items

Debbie thanked the Town employees and the Putnam County Jail Trustees for putting up the Christmas lights.

Debbie stated that the old street signs are now apart and cleaned. Debbie stated she had discussed the sale of the old street signs with the State Board of Accounts during her recent a audit and will be selling those for \$25 after the first of the year.

Debbie thanked the outgoing council members for their years of service and dedication to the town.

XIII. Items from Town Council Members

Katrina Asher – Thankful for her four years on the council and stated that it was different than what she thought before getting on the council. Katrina Asher stated that she wants to continue to provide services to the town and would appreciate any opportunity to do so.

Holly Cook – No items.


President Rick Miles Jr – President Rick Miles Jr stated that he will send items to the new council that he has created. President Rick Miles Jr asked if Marshal Lanning is in ACADIS and Deputy Marshal Tash stated that he is waiting on the academy. Marshal Lanning is able to


mark on and off with dispatch. President Rick Miles Jr recommended that a proposal for in car radios and body cams be presented to the new council at their meeting in January. President Rick Miles Jr stated that it was a steep learning curve being on the council and that he enjoyed it. President Rick Miles Jr thanked Debbie for her work that she does for the town and recognized UMAC for their work and stated it was a good decision to hire them.

Zach Bowers asked if the new employee handbook had been adopted and Katrina Asher stated that it had not and she had just received updates and the council needs to meet and pass the handbook.

Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to adjourn the meeting at 7:23 p.m.

TOWN COUNCIL:

  
\_\_\_\_\_  
J Zachary Bowers, Council President

  
\_\_\_\_\_  
Mark Ketchem, Council Member

  
\_\_\_\_\_  
Paul Wireman, Council Member

Attest

  
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Debbie Sillery, Clerk Treasurer