

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
November 16, 2022 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, November 16, 2022 6:00 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: Holly Cook, Rick Miles Jr, Katrina Asher

Council Members Absent: None

Clerk-Treasurer, Town Marshal, Town Utility Laborer, Town Attorney

Guests Present: Zach Bowers, Lisa Zeiner, Jim Cromwell

President Holly Cook introduced Lisa Zeiner, Director Putnam County Planning & Building who discussed the Putnam County Flood Ordinance and the Putnam County Multi-Hazard Mitigation Plan. Lisa Ziener explained that Putnam County has to have an ordinance for the flood plan and a small section of Roachdale is included in the plan. Lisa Ziener stated that the Town has to participate in the flood insurance program for new construction and any homes with improvements being made. Lisa Ziener presented the Putnam County Flood Plan Ordinance. Motion by Rick Miles Jr, second by President Holly Cook, Katrina Asher abstained, motion passed, to adopt the Putnam County Flood Plan Ordinance as approved by the Putnam County Commissioners and presented by Lisa Ziener, wave all 3 readings and to adopt as presented.

Lisa Ziener stated that Putnam County EMA is updating the Putnam County Multi-Hazard Mitigation Plan and presented paperwork that the Town will need to have completed by December 9th. Lisa Ziener explained that it is a 5 year plan and will expire in February 2023.

President Holly Cook asked Lisa Ziener if everything for BZA is filtered through her office for Bainbridge and Lisa Ziener stated that she handles all paperwork, collects the fees and puts all of the information together for their Council with a recommendation to approve or deny. Lisa Ziener states that the County would receive the fees of \$150. Attorney Peebles stated that the Council could authorize him to prepare an interlocal agreement for the County to serve as the BZA, could also add unsafe building orders and the Town could use the County's guidelines. Lisa Ziener would do all legwork and then the Council would make the final decision. Rick Miles Jr stated that Attorney Peebles could do an addendum to the interlocal agreement to include the County's fee structure.

- I. Approval of Minutes – President Holly Cook presented the October 19, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the October 19, 2022 Regular Meeting Minutes as presented.
Approval of Minutes October 29, 2022 Special Meeting – President Holly Cook presented the October 29, 2022 Special Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the October 29, 2022 Special Meeting Minutes as presented.

Approval of Minutes – November 10, 2022 Special Meeting. President Holly Cook presented the November 10, 2022 Special Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the November 10, 2022 Special Meeting Minutes as presented.

- II. Approval of Claims 10/20/2022 – 11/16/2022 Motion by Rick Miles Jr, second Katrina Asher, vote unanimous, to approve Claims 10/20/2022 – 11/16/2022 as presented.

Approval of Payroll 10/20/2022 – 11/16/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 10/20/2022 – 11/16/2022 as presented.

- III. Approval of October 2022 Bank Reconciliations and Financial Statements
President Holly Cook presented the October 2022 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 October 2022 Bank Reconciliations and Financial Statements as presented.

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

V. Old Business

- A. BZA Update – Attorney Peebles stated he would send an update to the BZA members.
- B. Wastewater Treatment Grant Update – An update was given on the OCRA timeline and the project will be discussed further at the November 21st Special Meeting.
- C. Therber Brock & Associates, LLP – Engagement Letter for financial Advisory & Municipal Advisory Services. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the Engagement Letter from Therber Brock and Associates, LLP as presented and to have the Council sign the Engagement Letter.
- D. Community Crossings Update – Debbie stated that they anticipate awards will be announced on December 6th.
- E. Review of Ordinance 91-02 – Rick Miles Jr stated that Ordinance 91-02 and 91-03 are in conflict since 91-03 stated no animals and 91-02 allows animals within 200'. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to repeal Ordinance 91-02, waive all 3 readings with paperwork to catch up.
- F. Property Cleanup Updates – Attorney Peebles gave updates and stated that he has filed a lawsuit against Kristen Stein at 13 N Main for her property. Attorney Peebles stated that he had sent a letter to 3B2G Properties, LLC regarding the property they own at 600 N Indiana Street. The frame of the home Jonathan McCormick is building at 205 W Washington Street was discussed and it was decided to give him until the December 21st Town Council meeting to see if progress had been made. Attorney Peebles stated that he had sent a letter today to the LLC that owns the old grocery store since it is not owned by Alameet Greewal. Rick Miles Jr asked what the next step would be and Attorney Peebles stated that the Town would have to decide if they are going to pay to fix the issue, lien the property and go to court. It was decided to

discuss it further at the December 21st Town Council meeting. Attorney Peebles will send Rick Adams a letter asking for updates on his properties. Rick Miles Jr asked for an update on the Sanford Horn property and Marshal Lepine stated that all of the items in the front yard have been moved to the backyard behind the privacy fence. Marshal Lepine stated that the issue is that the ordinance stated that it has to be able to be viewed by the public to be a violation and it cannot be viewed behind the fence. Rick Miles Jr stated that the issue is the number of cars make it a salvage yard. Attorney Peebles stated that it is a nuisance a violation of land use. Attorney Peebles stated that he has no idea what the judge would decide on the property. Katrina Asher asked if Sanford Horn had been cited and Marshal Lepine stated that he had not since he had abated the nuisance. President Holly Cook asked what constitutes a salvage yard and Katrina Asher asked what the Town could legally do since it is now all behind a fence. Attorney Peebles stated that the Town could leave it to the judge to decide. Katrina Asher stated that the Town needs to stick with their decisions on properties.

- G. Town Website – Katrina Asher stated that Distinct Design will do the website for \$99 per month unlimited but if we need new pages or sections created that would be extra. Katrina Asher will bring the information from them to the November 21st Special Meeting for further discussion.
- H. Employee Handbook – President Holly Cook stated that Kevin Cook had not responded to emails regarding the employee handbook and that she had called him and told them that the Town will now need to go with the other quote they had received. Katrina Asher stated that she had contacted New Focus HR and they will still do it for \$5,000. Rick Miles Jr stated that Gowan and Kevin Cook have not been responding after they had been told to proceed and we now need to move forward with New Focus HR. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to go with New Focus HR for the employee handbook at a cost of \$5,000. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, authorizing President Holly Cook to sign the contract with New Focus HR.

VII. New Business

- A. Wessler Engineering, Inc Wellhead Protection Services Contract – Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the Wessler Engineering, Inc Wellhead Protection Services contract as presented.

- VIII. Town Marshal Report and New Property Cleanups – Marshal Lepine presented his monthly report. Marshal Lepine stated that he thinks that the ordinance fines need to be reevaluated and Attorney Peebles stated he can review what other towns are charging. Katrina Asher stated the fines could be reviewed after the first of the year. A discussion was held on the Burning Ordinance and it was decided to place the item on the December 21st agenda. A discussion was held regarding the purchase of a drone and dash cameras for the Police Department. A discussion was also held regarding the radios for the police cars that had been previously approved and Marshal Lepine stated that we cannot get the in car radios since they are not in stock with any of the suppliers. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to no longer purchase in car radios at this time

and to use the money that was set aside to purchase 2 dash cameras at a total cost of \$5,490. Rick Miles Jr asked that the drone be placed on the December 21st agenda and Katrina Asher stated that she does not think the Fire Department and Police Department both need drones. Katrina Asher stated that she had been told the Fire Department is definitely buying a drone and would let the Police Department use it when needed since Marshal Lepine would be the operator for both departments. President Holly Cook asked if all 6 properties that the Council wanted legal action for property cleanups had been cited and Marshal Lepine stated that they had not. Marshal Lepine stated that he still cannot get addresses for Jonathan McCormick or Alameet Greewal to send citations to. Marshal Lepine stated that Adam Moore has not been cited for the rabbits and Rick Miles Jr stated that he had not had a conversation with him as had been discussed. Rick Miles Jr stated that Adam Moore could not meet the 200' requirement upon review. Attorney Peebles stated if an exception is made then it would start everyone wanting exceptions regarding animals.

- IX. Town Superintendent Items – Utility Laborer Mark Ketchem attended the meeting since Superintendent Miller is on vacation and reported that everything is in for the water valve project on Railroad Street and they are waiting to get on UMAC's schedule for them to do the repair. Mark Ketchem reported that the roof has been replaced at the Wastewater Treatment Plant Lift Station and that the North Lift Station will be repaired when UMAC has it on their schedule. Mark Ketchem also reported that Superintendent Miller is continuing to look at grease traps.
- X. Clerk – Treasurer Items – Debbie presented adjustments totaling \$254.83 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the adjustments totaling \$254.83 as presented. Debbie stated that Deputy David McIntosh will be completing and graduating from the Tier II Academy the first week of December.

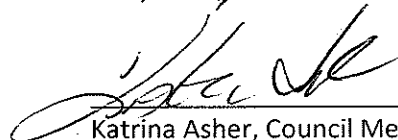
- XI. Items from Town Council Members
President Holly Cook – no items.
Rick Miles Jr – no items.
Katrina Asher – no items.

Motion by Rick Miles Jr, second by President Holly Cook, vote unanimous, to adjourn the meeting at 8:03 p.m.


TOWN COUNCIL:



Holly Cook, Council President



Katrina Asher, Council Member



Rick Miles Jr, Council Member

Attest

Debbie Sillery
Debbie Sillery, Clerk Treasurer