

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
January 23, 2025 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Thursday, January 23, 2025 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: President Zach Bowers, Paul Wireman

Council Members Absent: Amanda Newcomer

Also Present: Clerk-Treasurer, Town Marshal, Maintenance Operations Coordinator, Deputy Marshal

Guests Present: Scott Siple, Derick Wiggins, Jacob Hoffman, Carole Cloncs, Jim Cromwell, Tonya Bowers

- I. Election of Officers – President Zach Bowers turned the meeting over to Clerk-Treasurer Debbie Sillery for the election of officers. Debbie opened the floor for nominations for Town Council President.
Motion by Paul Wireman, second by Zach Bowers, vote unanimous, to elect Zach Bowers as Council President.
Debbie turned the meeting over to the newly elected president Zach Bowers.
Motion by Zach Bowers, second by Paul Wireman, vote unanimous, to elect Paul Wireman as Council Vice President.
- II. Appointment of Town Attorney – Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to appoint David Peebles as town attorney with the same contract as his current contract.
- III. Wastewater Project Update – Scott Siple, Midwestern Engineers, gave an update on the project and stated that Division I is complete with the exception of a few items on the punch list. Paul Wireman asked if the mystery water line behind the school had been resolved and Maintenance Operations Coordinator Mark Ketchem stated that it had not, but it was still off.
Scott Siple stated that the Division II contractors are still working but they have been off due to the cold weather and holidays. President Zach Bowers asked if the substantial completion date is still January 31st and Scott Siple stated that was correct. Scott Siple stated that the issue at the EQ basin is still trying to be resolved, and the contractors think everything else will be completed within the next week or two. President Zach Bowers asked if we will be able to get an OCRA extension and Scott Siple stated that Mike Kleinpeter stated that he had contacted OCRA, and they are not giving us an extension.
Scott Siple presented Change Order 04 for Division I for a decrease in the amount of \$77,802.88 for quantity adjustments.
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve Change Order 04 for Division I for a decrease of \$77,802.88 for quantity adjustments.
 - A. Pay Applications

Scott Siple presented pay application #25 in the amount of \$75,038 from Miller Pipeline to be paid from SRF funds.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve pay application #25 in the amount of \$75,038 from Miller Pipeline to be paid from SRF funds as presented.

Scott Siple presented an invoice from Kleinpeter Consulting Group, LLC in the amount of \$5,500 for grant administration and labor standards to be paid from local match.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the invoice from Kleinpeter Consulting Group, LLC in the amount of \$5,500 to be paid from local match.

IV. Community Crossings Update – Scott Siple stated the advertisement dates were the 14th and 21st, there are currently 7 plan holders, bids will be opened on February 13th and bids will be taken under consideration at a Special Meeting on February 13th.

V. Potential Water Project – Derick Wiggins, Midwestern Engineers stated the PER was completed in September of 2023 and costs will need to be revisited and the PER will need to be updated as needed. Derick Wiggins stated that an Asset Management Plan will need to be done, and the project will need to be submitted by April 1st if the Town is going to apply for SRF funds. President Zach Bowers asked for an explanation of the Asset Management Plan and Derick Wiggins stated that it includes a technical section and that the inventory and condition of the water assets takes the most labor and time since our mapping is very limited. Derick Wiggins stated there is also a managerial section and a financial section to be completed. President Zach Bowers stated that the Town has entered into an agreement with Kleinpeter Financial Group for assistance with the financial section. Derick Wiggins stated that we are under a very tight timeline with the project.

Derick Wiggins presented an agreement for Midwest Engineers to prepare the Asset Management Plan Technical and Managerial Sections in accordance with Indiana State Revolving Fund requirements for the Town of Roachdale's Potable Water System in the amount of \$35,000 for approval.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the agreement with Midwestern Engineers to prepare the Asset Management Plan Technical and Managerial Sections in the amount of \$35,000.

VI. Approval of Minutes

- A. December 19, 2024 Regular Meeting Minutes
- B. December 30, 2024 Memorandum of Executive Session
- C. December 30, 2024 Special Meeting Minutes

President Zach Bowers presented the December 19, 2024 Regular Meeting Minutes, the December 30, 2024 Memorandum of Executive Session, and the December 30, 2024 Special Meeting Minutes for approval.

Motion by Paul Wireman, second by President Zach Bowers, vote unanimous, to approve the minutes as presented.

VII. Approval of Claims 12/20/2024 – 01/23/2025. President Zach Bowers presented claims for 12/20/2024 -01/23/2025 for approval.

Motion by Paul Wireman, second by President Zach Bowers, vote unanimous, to approve claims 12/20/2024 – 01/23/2025 as presented.

Approval of Payroll – 12/20/2024 – 01/23/2025. President Zach Bowers presented payroll for 12/20/2024 – 01/23/2025 for approval.

Motion by Paul Wireman, second by President Zach Bowers, vote unanimous, to approve payroll 12/20/2024 – 01/23/2025 as presented.

- VIII. December 2024 Bank Reconciliation – President Zach Bowers presented the December Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control.
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the December 2024 Bank Reconciliation as presented.
- IX. Public Comment Time – Jim Cromwell asked about the speed limit signs for Railroad Street and Maintenance Operations Coordinator Ketchem stated they are in and he is waiting for the weather to break to put them in.
- X. Old Business
- A. K9 Policy – President Zach Bowers stated that the K9 policy is almost completed, he has talked at length with Town Attorney Dave Peebles and there are items he would like in the policy. President Zach Bowers stated he will include those items in the policy and then get it to Marshal Lepine and K9 Handler Tash for their review.
- B. Memorandum of Understanding Between Town of Roachdale and North Putnam School Corporation – President Zach Bowers reminded everyone of the issue at the park where the school and park connect and stated that per the memorandum the Town shall at their expense relocate the park restrooms sewer lateral in the affected area into the Town’s sewer main and not into the School’s sewer lateral. The School at their expense shall install a kitchen grease trap within 30 days of approval of the memorandum, disconnect any stormwater/rainwater downspouts that are currently hooked to or empty into the Town’s wastewater system and ensure that no stormwater runoff is directed into the Town’s wastewater system from the School’s catch basins, with the work to be mitigated by the Town and School by May 31, 2025. Motion by Paul Wireman, second by President Zach Bowers, vote unanimous to approve the Memorandum of Understanding between the Town of Roachdale and North Putnam School Corporation for Municipal Sewer Service at Roachdale Elementary School as presented.
- C. Plan Commission Appointment – President Zach Bowers stated that Plan Director Lisa Ziener contacted him and stated the Russellville Town Council met last night and had zero interest in having anyone represent them on the Plan Commission and had made a motion for Zach Bowers to represent both Roachdale and Russellville on the Plan Commission.
Motion by Paul Wireman, second by President Zach Bowers, vote unanimous, to appoint Zach Bowers as the Putnam County Plan Commission appointment to represent both Roachdale and Russellville.
- XI. New Business
- A. Oak Street Parking – President Zach Bowers stated that he had received a request from Marshal Lepine and Maintenance Coordinator Ketchem to discuss the parking on Oak Street. Marshal Lepine stated that he noticed the issue during the recent snowstorm since more people are using street parking on Oak Street since the area has been developed more. Marshal Lepine stated the street parking causes an issue with snow plowing and he is also concerned with access for emergency vehicles. Marshal Lepine asked if parking could be restricted to one side. Maintenance Operations Coordinator Ketchem stated he could not fit through the area

with the plow and had to turn around. President Zach Bowers asked what Marshal Lepine recommends and Marshal Lepine stated that he recommends no parking on both sides of the street. President Zach Bowers stated that process is not able to be done overnight as there are steps. President Zach Bowers stated that he thinks Maple Street is wide enough and agrees Oak Street could be a problem. President Zach Bowers asked if Maintenance Coordinator Ketchem has had a friendly discussion with the people parking in the area and Maintenance Coordinator Ketchem stated that he has tried. Debbie asked if we have an ordinance in place for snow plowing and President Zach Bowers stated only for the downtown area, and we have to give a day's notice. Paul Wireman stated that Marshal Lepine's concern is more of a safety concern and Marshal Lepine stated that it is. President Zach Bowers stated if the Fire Department has a concern, they need to send a representative other than Marshal Lepine to the meeting to address the concern. President Zach Bowers stated we can have Town Attorney Peebles work on a draft ordinance to consider due to the curves and it will have to be from address to address.

XII. Property Cleanups

President Zach Bowers asked if there are any updates and stated that there has been no court activity. President Zach Bowers asked if any warnings had been issued and Deputy Marshal Tash stated that he did not have the forms to serve them. President Zach Bowers asked if Deputy Marshal Tash has looked at the Forest Home property that he asked him to look at or talked to them and Deputy Marshal Tash stated that he has been waiting for the forms. Marshal Lepine asked where we are at with the forms and President Zach Bowers stated that the form has to be redone. Marshal Lepine stated they usually have documentation to back up the conversation. Marshal Lepine stated if they do not have the form then they have nothing to back them up. President Zach Bowers stated they do not have to have a form, they can take a copy of the ordinance, pull a report number, put notes on saying they gave them a copy of the ordinance and where it can be tracked. Marshal Lepine stated in past years a form has been issued. President Zach Bowers stated you do not need a form to have a conversation. President Zach Bowers stated that since Mahoy and the other marshals have been here, they have all had an issue with talking to people about these issues. Marshal Lepine stated that there was an issue with him not having the backing of the Council. President Zach Bowers stated he knows where he stands, and Marshal Lepine stated he would like to know President Zach Bowers' concerns and that he wants to be on the same page as the Council. President Zach Bowers stated that he knows weather plays a factor, but people need to know that people are paying attention to their property. President Zach Bowers stated he has noticed we are starting to get a lot of abandoned vehicles in town, Marshal Lepine stated that as long as he knows he has the Councils' backing there is no problem. Marshal Lepine stated since we now have e-tickets he wanted clarity on how long they have to pay, how do they contest, President Zach Bowers said they contest to the Council and if they do not like their answer then they contest to the Superior Court but he will check with Town Attorney Peebles to be sure. Marshal Lepine asked if they have 60 days to pay the fine and Paul Wireman stated he thought it was in the ordinance. President Zach Bowers stated they need to be given enough time to appear before the Council and he believed the schedule was 45 days, but he will check with Town Attorney Peebles. Marshal Lepine asked if there was a specified time to issue the ticket and President Zach Bowers stated he thinks it is a minimum of 10-14 days, and he thinks Marshal Lepine can use discretion, but he doesn't want him to give a warning and not follow-up.

XIII. Town Marshal Report

Marshal Lepine presented the monthly report and asked if the Council had any questions on the format or wanted any additional information. President Zach Bowers stated that nothing currently pops up and he needed to look at it closer. Marshal Lepine stated that he is going to post the activity side of the report on the website and President Zach Bowers stated that he would put the service call part only. Marshal Lepine stated that he is going to put the types of calls and stats because he thinks it will keep the department in check.

Marshal Lepine stated that he had tried to share the Department's calendar and wanted to know if the Council was able to access it and they responded that they were.

Marshal Lepine presented a purchase request for badges and wallets from Symbol Arts in the amount of \$1,051. President Zach Bowers asked if that was the only place Marshal Lepine had requested a quote from and Marshal Lepine stated that is where he had the badge design built when he was previously the marshal. President Zach Bowers stated he doesn't like having a quote from only one place. Debbie asked if the sergeant leaves if we will always have a sergeant and President Zach Bowers stated he was going to ask the same question. Marshal Lepine stated he is looking to the future and one reserve will be in charge of the other reserves. President Zach Bowers stated that he thinks the Deputy Marshal should be in charge of the reserves and lead the reserves, and it can be a good way for the Deputy Marshal to get good supervisory responsibilities. President Zach Bowers stated that it is not fair to the Deputy Marshal to not give them an opportunity to expand their responsibilities. President Zach Bowers asked if we order 6 badges if we get a quantity discount and Marshal Lepine stated that he is not sure since we didn't get one in the past. Marshal Lepine stated that it will take 10-12 weeks for the badges to arrive once the order is placed.

President Zach Bowers stated that he thinks it is reasonable to order more badges because we could use more reserves to cover the weekend and Paul Wireman agreed. President Zach Bowers stated that he would like to see Marshal Lepine come back to the next meeting with a quote and more badges and extra wallets and 2 more deputy badges.

Debbie reminded everyone that we need to not make any unnecessary large purchases since we are trying to finance a water project.

Marshal Lepine stated that both Tahoes have been purchased, and Deputy Marshal Tash's vehicle has been upfitted and is waiting on the kennel cage to be installed. Marshal Lepine reported that JTN is waiting on parts for his Tahoe and is looking at Marshal for his vehicle to be upfitted and the kennel cage to be installed in Deputy Marshal Tash's vehicle. Marshal Lepine stated the decals are scheduled to be installed on both vehicles on the 28th. President Zach Bowers asked if had received the quote from JTN for Marshal Lepine's vehicle and stated we need the official quote. Marshal Lepine stated he will email Johnny tomorrow. President Zach Bowers stated Deputy Marshal Tash's quote come in lower because the spotlight and some other things were removed.

Marshal Lepine stated he wants to be clear on the K9 Program. Marshal Lepine asked if President Zach Bowers will send the policy to be approved at the next meeting and President Zach Bowers stated that hopefully it will be. Marshal Lepine asked if the Town has ownership of Teeko and President Zach Bowers stated that yes, they do, and that the Town had to take ownership to get insurance. President Zach Bowers stated that it has to be signed since the Council just got it today. Marshal Lepine asked if Teeko can be on duty and President Zach Bowers stated that Teeko cannot roam free, the vehicle has to be labeled as K9, Teeko has to be secure in the vehicle and we have to be sure that we are not negligent. We have to be responsible and provide safe transportation for Teeko. President Zach Bowers is sure Teeko will stay warm enough, but we have to be sure he is also transported safely. The Sheriff's Department has a portable cage they use, we have a cage we can strap down until JTN can install the kennel cage. JTN had originally told K9 Handler Tash the kennel cage would be installed in 8-12 weeks in November, but it has taken longer than they anticipated. K9 Handler Tash stated in the Durango Teeko was anchored by his harness and

President Zach Bowers stated that is not safe and he is not a fan of it. Marshal Lepine asked if the cage would work, and President Zach Bowers stated he is not opposed to it as long as it is secure. K9 Handler Tash stated that he is concerned with Teeko being out of service and it is important to keep him in service. President Zach Bowers stated we should have thought about all of this before we did what we did, knows he voted against things, not against the program and he wished everything would have been ironed out. President Zach Bowers stated we should have had everything worked out first and then got the dog. President Zach Bowers asked if we have talked to the PIE Coalition about a donation and Marshal Lepine stated that we have not. President Zach Bowers stated that we need to get help to cover Teeko's expenses. President Zach Bowers stated that he knew that K9 Handler Tash had recently received a grant for training items for Teeko and stated we need to watch what grants we are pursuing so we do not jeopardize grants the Town is pursuing for their projects. President Zach Bowers stated that we need to be sure all information for Teeko is being kept in a file. Debbie stated that she had met with Marshal Lepine regarding the donations that were originally received to purchase a K9 and requested that he be sure that the donors are okay with those donations now going toward expenses for Teeko since he was donated. President Zach Bowers stated that he had re-read the original proposal K9 Handler Tash had prepared and it stated he would take care of food, toys, etc. and President Zach Bowers stated there is nothing wrong if he occasionally wants to do, but he doesn't need to. President Zach Bowers stated that he noticed Teeko has one vet for care and shots and one for emergencies and President Zach Bowers stated that he thinks there needs to be one vet for everything so that vet is well-versed with Teeko and his recommendation is it makes more sense for Teeko to have one vet. K9 Handler Tash stated the vet in Crawfordsville does not have an emergency clinic. K9 Handler Tash stated that Hendricks County Sheriff and Police use Hendricks and President Zach Bowers stated we need to use one that is used to K9's and it is easier to use one vendor and to maintain records. Paul Wireman asked if we could secure our kennel and K9 Handler Tash stated once we have our kennel installed it will be better. President Zach Bowers stated we are looking at the liability of how we are transporting Teeko.

Marshal Lepine stated that the conference room and office are a disaster and asked if it would be alright if he worked in plain clothes for the next 2 weeks in on call state with dispatch to get everything cleaned up. President Zach Bowers stated Marshal Lepine does not need to be at the school every day but does need to be a presence. Paul Wireman stated it is not a problem and there is merit in getting everything back in shape and Marshal Lepine would still be available if needed. President Zach Bowers stated Marshal Lepine has a department to run as he sees fit if there are issues he can bring them forward. Paul Wireman stated he agrees that it is not a job where he has a list to check off every day. Paul Wireman stated it is not the Council's intent to micromanage Marshal Lepine.

XIV. Maintenance Operations Coordinator Report

Maintenance Operations Coordinator Ketchem stated that he attended two free Damage Prevention training classes. It was reported that the salt barn has been installed, and the salt has been moved and is out of the way. President Zach Bowers asked if we are okay with salt for the season and Maintenance Operation Coordinator Ketchem stated we should be and stated the salt we are currently using is better since it is good up to -30, reactivates and is cheaper. Maintenance Operations Coordinator Ketchem stated that he is trying to keep up with the maintenance on the equipment with the salt spreader and sprayer as well as trying to battle everything freezing at the Plant during the cold temperatures. President Zach Bowers asked if we have snow piles on storm drains and Maintenance Operations Coordinator Ketchem stated that most are not but will be

removed if they are. Paul Wireman stated they had done a good job on snow removal and he had received lots of positive comments.

President Zach Bowers stated the Welcome to Roachdale sign on the east end of town is about to fall over.

Maintenance Operations Coordinator Ketchem asked if we will need to get permission for signs that are not on our property to put the new signs up. President Zach Bowers stated we will have conversations.

Debbie asked if the surveys have been done and Maintenance Operations Coordinator Ketchem stated he will check.

President Zach Bowers asked if the speed limit sign has been fixed that was removed and Maintenance Operations Coordinator Ketchem stated 2 signs have been installed but he is not sure where they came from since he did not install them.

President Zach Bowers asked about the radar sign and Marshal Lepine stated that he thinks the battery may be dead.

XV. Clerk-Treasurer Items

Debbie presented adjustments totaling \$413.80 for approval. Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve the adjustments total \$413.80 as presented. Debbie stated that she plans on moving the Town Office to the Community Building this year since the Town has finally met the timeline set by OCRA when we received the grant.

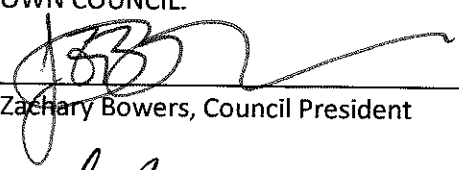
XVI. Items from Town Council Members

Paul Wireman – No items.


President Zach Bowers – President Zach Bowers stated that cats are becoming an issue and that we need people to stop feeding stray cats. President Zach Bowers asked if Robert Williams had been served for his property on South Street and Deputy Marshal Tash stated the Sheriff's Department have him in process to be served. President Zach Bowers asked Deputy Marshal Tash to follow up to be sure he is served.

Motion by President Zach Bowers, second by President Paul Wireman, vote unanimous, to adjourn the meeting at 9:31 p.m.

TOWN COUNCIL:



J Zachary Bowers, Council President

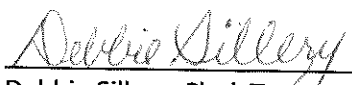


Amanda Newcomer, Council Member



Paul Wireman, Council Member

Attest



Debbie Sillery, Clerk Treasurer