

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
May 20, 2020 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, May 20, 2020, 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Katrina Asher 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: Katrina Asher, Rick Miles Jr

Council Members Absent: Holly Cook

Clerk-Treasurer, Town Marshal, Town Superintendent

Guests Present: Shelby Gilbert, Jon Craig, Derick Wiggins, Owen Richardson, Levi Chinn, Zach Bowers, Ronda Alexander, Terry House and Barry Tharp

- I. Approval of Minutes – President Katrina Asher presented the March 11, 2020 Regular Meeting Minutes for approval. Motion by President Katrina Asher, second by President Rick Miles Jr, vote unanimous, to approve the March 11, 2020 Regular Meeting Minutes as presented. President Katrina Asher stated that there are no April 08, 2020 Regular Meeting Minutes for approval since the meeting was cancelled due to COVID-19 and no meetings were held in April.
- II. Approval of Claims 3/12/2020 – 4/08/2020. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve Claims 3/12/2020 – 4/08/2020 claims as presented. Approval of Claims 4/09/2020 – 5/20/2020. Motion by Rick Miles Jr, second by President Katrina Asher, vote unanimous, to approve Claims 4/09/2020 – 5/20/2020 as presented.
- III. Approval of Payroll 3/12/2020 – 4/08-2020. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve Payroll 3/12/2020 – 4/08/2020 as presented. Approval of Payroll 4/09/2020 – 5/20/2020. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve payroll 4/09/2020 – 5/20/2020 as presented.
- IV. January – March 2020 Bank Reconciliations and Financial Statements
President Katrina Asher presented the January – March 2020 Bank Reconciliations and Financial Statements as prepared by Char’s Accounting Services as part of our Internal Control. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve the January – March 2020 Bank Reconciliations and Financial Statements as presented.
- IV. Old Business
 - A. Proposed Water/Wastewater Projects – Jon Craig and Derek Wiggins, Midwestern Engineers, Inc. Troy Elless, UMAC asked if the Town was going to do a planning grant and President Katrina Asher asked if we wanted to move forward on water/wastewater projects stating

that when discussions had previously taken place, OCRA Grants had been put on hold, however, due to COVID-19 there may be OCRA Grants available in July or August. If the Town decides to self fund planning, it will cost the Town around \$20,000.00. Do we want to move forward or wait on the possibility of funding from OCRA. The Town needs to give IDEM an update in June on our current Agreed Order. Jon Craig cautioned on whether funds would become available and President Katrina Asher stated that Eric Ogle, OCRA had told her money should be available in July or August along with funds for PPE equipment. Jon Craig stated that there are pros and cons on moving forward and stressed that Midwestern Engineers was not trying to push the Town to move forward. Jon Craig said that the advantage on self funding is that anything the Town pays for will count as credit toward a matching grant and it would be an advantage to have a shovel ready project to submit when money becomes available. The Town has not taken any substantial steps on our Agreed Order since 2019, IDEM understands that there has been a change in the Town Council and that we are now dealing with COVID-19 as well. Troy Elless, UMAC stated that for wastewater, the Town needs to look at the collection system and I & I which is identified as a problem in the IDEM Agreed Order. The Town needs to address what was identified as contributing factors to I & I since we have completed smoke testing and flow monitoring. The plan would look at the system to also identify what other items at the Wastewater Treatment Plant need to be looked at for the IDEM Agreed Order. Rick Miles Jr asked what steps would need to be completed for a planning grant. Jon Craig responded that we would need to have a Grant Administrator and an Engineer if grant funds, however, if we self fund we do not have to go through that process. If grant funds are used, we must use a Grant Administrator and Engineer, if self funded, the Grant Administrator and Engineer fees would go toward our matching funds and all grant money toward construction. Jon Craig explained the process and advantage of self funding and stated that it would be a cost savings to the Town. Troy Elless asked if the completed plan would be eligible for SRF funding and Derick Wiggins, Midwestern Engineers, stated that the plan could be updated for an additional \$10,000.00. Rick Miles Jr asked if the Town self funded if it would take four months to complete the plan. Derick Wiggins stated if we waited and did not self fund we would miss the window during the dry season for smoke testing that needs to be completed. Rick Miles Jr asked if IDEM would have an issue with our time frame and Jon Craig stated that if the Town showed that they are working toward getting a grant in place IDEM would understand. Jon Craig also stated that the IDEM Agreed Order update would identify that there is a new council and also address the delay due to COVID-19. Rick Miles Jr stated that he is concerned if we wait too long to move forward it will become an issue with IDEM. Jon Craig stated that he does think that some OCRA money will become available. Troy Elless stated that the OCRA grants do not cover much and the Town will need to decide if they want to do a small OCRA project or get SRF funds to fund a larger project. President Katrina Asher stated that the Town needs to do something to prove to IDEM that we are moving forward on the IDEM Agreed Order. Rick Miles Jr. stated that he is in favor of not self funding right now and to wait and see if funds become available. President Katrina Asher agreed and stated that we need to wait to receive more the latest information on funding. Rick Miles Jr stated that he did not feel that

we had enough information to move forward. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to table until the June 10, 2020 Town Council Meeting in order to gather more information and to talk to OCRA again. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to have Midwestern Engineers move forward with the next response letter to IDEM.

- B. Community Crossings Project Update – Jon Craig, Midwestern Engineers, Inc. stated that the new round for Community Crossings Grant applications would be coming in July. Jon reported that the MVH July distribution will be the lowest the Town has received due to COVID-19. The new Community Crossings Grants that are awarded will be bid in October 2020, however, work would not begin until Spring 2021. Town Superintendent Nick Miller presented a list of streets that need repaired in priority order. Debbie mentioned the advantage of doing Washington Street in the downtown area since we could include the sidewalks as well. Superintendent Miller asked if the storm drain in front of Indonesian Interiors could be included in the project and Jon Craig stated that it could. Superintendent Miller stated that the list was the best that he could come up with and Rick Miles Jr asked if the list had changed since the last streets were submitted and Superintendent Miller responded that they had not. Debbie stated that the advantage of doing the Community Crossings Grants was that the town could have work done and only have to contribute 25% of the total costs. Motion by Rick Miles Jr, second by President Katrina Asher to move forward with the next round of Community Crossings Grants. Jon presented a proposed agreement between the Town of Roachdale and Midwestern Engineers, Inc. to provide engineering services for assisting with the submittal of the application to INDOT for the Community Crossings Grant Program and bidding assistance for the potential award. The fee for Project Development will be \$4,000.00, Grant Award/Bidding Assistance \$3,500.00 and for Asset Management Plan Update \$400.00 for a total lump sum of \$7,900.00. Jon will send a clean copy of the proposal for review and President Katrina Asher stated that Town Attorney David Peebles will need to review the proposal. Barry Tharp asked why the road on E Maple Street had deteriorated and Superintendent Miller stated that a heavy trailer had dropped and caused the road to deteriorate. Zach Bowers stated that the substantial completion date for the current project is August 1, 2020.
- C. Ordinance Codification – President Katrina Asher stated that American Legal Publishing had not started work on the ordinance codification due to the Town Office being closed due to COVID-19.
- D. Grant Administration Selection – President Katrina Asher stated that there are issues with our current Grant Administrator and that the Town needs to interview for a new one. OCRA sent President Katrina Asher a list of registered Grant Administrator and President Katrina Asher stated that we do not have to use the same Grant Administrator for all projects. Rick Miles Jr stated that he understood the concerns with our current Grant Administrator after reading that COVID-19 grant that she had submitted to OCRA. A discussion was held on who should select the new Grant Administrator and Rick Miles Jr stated that he felt the Town Council should do the interviews. President Katrina Asher stated that the Town Council will need to come up with dates to conduct interviews.

E. Zoning – Plan Commission and Board of Appeals – Rick Miles Jr asked when the last Plan Commission was held and was told it was last Fall. President Katrina Asher stated that currently permit requests are being sent to Putnam County Planning, Rick Miles Jr asked what would prevent them from doing all permits in the future and Zach Bowers stated that they do not want to handle our permits and do not want to have to follow two separate sets of permit rules. Rick Miles Jr questioned if we wanted to have our own rules if we had to have our own Plan Commission. Zach Bowers stated that the Town would still need to have a Board of Zoning Appeals even if Putnam County Planning handled our permits. Ronda Alexander asked why the Town doesn't follow the Putnam County Planning rules and Rick Miles stated that that was a good question and he will contact them to get more information. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to have Rick Miles Jr. reach out to Putnam County Planning for more information and to bring that information to the June 10, 2020 Town Council Meeting.

F. Property Clean Ups and Spring Clean Up Day – Debbie asked if we could bring in eight dumpsters for Community Clean Up Day and schedule it for June 13th.

Marshal Lepine gave an update on Property Clean Up Notices that had been served. Marshal Lepine stated that he had been given a written complaint for 203 N Rush Street, however, there is no such address. Marshal Lepine reported that there was significant improvement being made at 110 W Railroad, however, it is starting to accumulate again and there are abandoned cars there again as well. Marshal Lepine will reach out to the owner again.

Marshal Lepine stated that the properties at 102/104 W Railroad it started to accumulate a lot of rubbish on the property again. The Town already has a lien on the property from the last time they had to clean it and the owners are now deceased and Marshal Lepine is unsure who is responsible for the property. Marshal Lepine will try to find out who the current owners are so he can start the process again. Marshal Lepine reported that he had received a written complaint for the abandoned trailer at 13 N Meridian and reported that the trailer has since been removed. Marshal Lepine stated that 111 E Washington had been cited for two abandoned vehicles, one has been removed and the other is still in the back yard.

Marshal Lepine stated that everyone that received an abandoned vehicle notice is given 20 days to abate. Marshal Lepine stated that he needs Council permission to remove vehicles from private property and he wants to be sure that he has the support of the Council.

President Katrina Asher stated that he should go back to the owners and let them know the Council supports the past due and give them a 72 hour tag and if is not removed it will be towed. Marshal Lepine reported that he had received a written complaint for abandoned trailers at 203 and 205 W Railroad and President Katrina Asher stated that one trailer was set to go down and she was not sure about the others. Marshal Lepine reported that he has also received a written complaint for an abandoned home at 203 E Grove Street and it appears to have someone remodeling the home. President Katrina Asher stated that she felt like it was a personal vendetta against her since the properties that Marshal Lepine stated he had received written complaints on belonged to her and her husband. Ronda Alexander, who filed the complaints, asked why she thought it was a personal vendetta, President Katrina Asher responded that there were worse properties than hers and they were not chosen.

Ronda Alexander stated that some of the properties she filed complaints against were next to hers and that was why she filed the complaints. President Katrina Asher stated that she was not going to discuss it further with Ronda Alexander during the public meeting, but she would be glad to discuss it with her outside of the meeting. Marshal Lepine reported that 13 N Main has rubbish throughout the property. It appears that the owner is running a business from the home and has antiques and junk on the property. President Katrina Asher stated that the property looks bad. Rick Miles Jr asked if the owner has antiques on the property that they want to sell and Marshal Lepine responded that there were. Rick Miles Jr asked what the rules were for running a business out of a residential property and Marshal Lepine stated that the Town would have to prove that she is running a business there. It was discussed as to what the next steps would be if the property is not cleaned up after ten days. President Katrina Asher stated that Marshal Lepine would give them a citation and give them until the next Council Meeting to have the property cleaned or be issued another citation. Marshal Lepine reported that 7 S Main has rubbish throughout the property and abandoned vehicles and there has been no change. Marshal Lepine stated that 310/317 E Grove has abandoned buildings, abandoned vehicles, rubbish and tall grass, the grass has been mowed and no other changes. Marshal Lepine stated that 107 W Railroad has rubbish throughout the property and an abandoned vehicle and no progress has been made. Marshal Lepine has also served notice on 109 E Oak Street for tall grass and 304 E Columbia for 5 abandoned vehicles. President Katrina Asher asked about the property located at the corner of Meridian and Railroad and Marshal Lepine stated that he would serve them a notice.

- G. Endeavor Communications Update – President Katrina Asher stated that COVID-19 has slowed the process, she would still like to see it happened, however, it is not a quick solution, Superintendent Miller reported that Bill Bonfacious, TDS had told him that TDS will have fiber installed in Roachdale this Fall.

V. New Business

- A. OCRA COVID-19 \$75,000.00 Grant Award – President Katrina Asher explained the process for the grant and stated that even though we had been awarded the money the Town has not received the funds yet. President Katrina Asher stated that the money could be used for local food pantries, funding the meals for the senior citizens, supply food to residents at the low income apartments (Westwind Apartments) and having Gleaner’s come out to do several food distribution days for the residents of the Town of Roachdale. President Katrina Asher reported that the generator was not approved, however, that is something that the Town should look into in the future so it could be used at the Community Building in case we would need to use the building as a shelter during a natural disaster.
- B. Census Packets – President Katrina Asher stated the Roachdale Post Office had returned all of the census forms since they had street addresses on them and not box numbers. Debbie was contacted by the Census Bureau asking why Roachdale had had such a low response and Debbie explained the issue to them. The Census Bureau will be addressing the issue further when COVID-19 restrictions are lifted and Census workers can go door to door to gather information.

- D. Town Website Management – President Katrina Asher stated that our website needs work and she does not have time to maintain it as it should be. Rick Miles Jr stated that he does not have any experience with websites. President Katrina Asher stated that Zach Bowers maintained the website when he was on the Council. Zach Bowers stated that he could show Debbie how to upload documents into the website and President Katrina Asher stated that Debbie does not want to take on maintaining the website. President Katrina Asher asked Zach Bowers if he would be willing to show her how to do it and he stated that he would prefer not to. President Katrina Asher stated that she would see if Holly Cook would be willing to take over maintaining the website.
- E. Park Board – President Katrina Asher stated that she would like to see the Park Board active again and stated that we need to get new members for the Park Board. Zach Bowers stated that it is an Advisory Park Board and that there is an ordinance that outlines their duties. Debbie asked about the landscaping at the park around the flag pole and President Katrina Asher stated that Brett Asher will complete it as part of his Eagle Scout project.
- F. Farmer’s Market – President Katrina Asher stated that several people had inquired about a Farmer’s Market. Debbie stated that the RRCA usually has one on Saturdays and President Katrina Asher stated that it is hard to get vendors for a Saturday Farmer’s Market since most vendors are already participating in other Farmer’s Markets then. President Katrina Asher suggested having it during the week and stated we could possibly have it on Railroad Street where RibFest is held. Debbie suggested having it at the park and stated that this might be something the Park Board could be involved with. President Katrina Asher stated that we could reach out to local farmers to see if they would be interested and Rick Miles Jr said he would contact Crystal Strotman to see what vendors she uses for the Bainbridge Farmer’s Market.
- G. Resolution 5-2020 A Resolution Regarding the Town of Roachdale. Debbie read Resolution 5-2020 and explained that it was to transfer money from the MVH fund to the Community Crossings Grant to meet the requirements of the current grant. Motion by Rick Miles Jr, second by President Katrina Asher, vote unanimous, to approve Resolution 5-2020 as read.
- VI. Public Comment Time – Zach Bowers stated that his question had been addressed. There were no further comments from anyone else that was present at the meeting.
- VII. Town Marshal Report – Marshal Lepine presented his monthly report. Marshal Lepine asked for clarification on documents that the Town Council had emailed him stated that we request the following documentation. Rick Miles Jr stated that he did not have access to Google calendars and Marshal Lepine stated that he would add him. Marshal Lepine stated that the Council can look up the information and that it is a waste of paper to print. The request asked for March/April/May time cards and Marshal Lepine stated that he always gives the Council his time logs in his monthly report and that he felt it was redundant to print off the information to give the Council again. The request asked for six days at 24 hours each of GPS tracking states and Marshal Lepine asked why and if there were any complaints on those days. President Katrina Asher responded that those were random days that were picked. Marshal Lepine stated that he

was concerned that President Katrina Asher was double checking his hours worked and she stated that there were concerns about not enough coverage. Marshal Lepine asked if these were personal complaints or complaints from people and stated that he would like to be included on the complaints so he could address the people. President Katrina Asher stated that the trackers were purchased to keep track of the police cars. Marshal Lepine responded that he presents the tracker info in his report and President Katrina Asher responded that the report does not give much info. Zach Bowers asked who had requested the information and President Katrina Asher stated that the Council did. Zach Bowers asked when the meeting was held requesting the information and Rick Miles Jr responded that it was not a we request. Marshal Lepine stated that he thought the request was insulting. President Katrina Asher stated that she continues to receive complaints from people that they only see the squad cars parked at Casey's and there are lots of days with no coverage. Reserve Deputy Owen Richardson asked what the human expectations of the Marshal are and paid Deputy Marshal and President Katrina Asher stated that the department also has volunteer Reserve Deputies. Rick Miles Jr asked what the department has and Marshal Lepine stated that there is the Town Marshal, Deputy Marshal who can only work twenty hours a week and three unpaid Reserve Deputies. Marshal Lepine stated that Roachdale has coverage 51% of the total hours in a month and that he always gives the department's stats to the Council in his monthly report. Marshal Lepine stated that the Reserve Deputies work over their required 16 hours per month and that the coverage is spread out. Marshal Lepine stated that he would like the complainers to ride with him to see what he does while on duty. Marshal Lepine stated that the job is more than making traffic stops and that his department handles lots of other calls as well. President Katrina Asher stated that she is sorry if Marshal Lepine felt insulted and that people were worried about speeders. Marshal Lepine stated that he is patrolling unless he is doing paperwork and that he is not just sitting doing nothing. Marsh Lepine stated that the chief training that he was going to attend has been postponed due to COVID - 19. Marshal Lepine stated that there is an open spot for an unpaid Reserve Deputy and he would like to bring on Shelby Gilbert who is a current Reserve Deputy at Cloverdale and a 911 dispatcher. Marshal Lepine stated that he felt it would be good to have a female officer on the department. Marshal Lepine said that the Town supplies the uniform and gear for a total cost of \$2,000.00 and that the department currently has some of the supplies needed in stock. President Katrina Asher asked if we have the money in the budget and Debbie responded that we do. Shelby Gilbert would work 16 hours per month and will have to do field training and work not work on her own until released to do so which typically takes a year. Marshal Lepine stated that with her prior experience she could be released earlier and do six months of training and six months of probation. Shelby Gilbert introduce herself and gave her background. Rick Miles Jr agreed that it would be a good idea to have a female officer and President Katrina Asher stated that she had no problem with it. Motion by President Katrina Asher, second by Rick Miles Jr, to appoint Shelby Gilbert as unpaid Part Time Reserve Deputy.

- VIII. Town Superintendent Items – Superintendent Miller presented quotes from King Kong roofing \$2,950.00 for a metal roof, \$1,347.05 for a shingled roof, from Jackson Contracting \$3,100.00 for a metal roof, and TJD \$2,683.00 for a metal or shingled roof, to repair the roof at the well

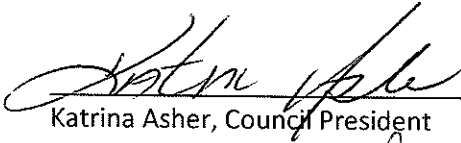
house in the old police station. Superintendent Miller stated that he preferred a metal roof and stated that the quote from JTD Roofing was the same for metal and shingle. President Katrina Asher asked when they could start on the roof and Superintendent Miller stated that he was told quickly when they gave him the quote. President Katrina Asher asked if Superintendent Miller had worked with JTD Roofing before and he stated that he had. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve the quote from JTD Roofing for \$2,683.00 for a metal roof. Superintendent Miller reported that hydrants were flushed today and they will finish tomorrow. Superintendent Miller also reported that they have been busy mowing and weed eating all of the Town properties and that the park benches have been installed at the park and that he plans to redo the old ones over the winter. Superintendent Miller stated that he has a meeting in the morning with USDI and Hendricks Power to discuss the odorant station updates. Superintendent Miller stated that Andrew is no longer with USDI and that his replacement is trying to get on track with everything.. Superintendent Miller stated that he and Levi have been doing in house gas training, however, there is no testing at this time due to COVID-19. Superintendent Miller stated that they have up to six months after completing a module to take the test. Superintendent Miller stated that the water and wastewater training they have been doing with UMAC has been put on hold due to COVID-19 and that they hope to pick it back up in June. Superintendent Miller reported that there are three water meters left to install and that Grady Brothers has started road construction for the current Community Crossing Project

- IX. Clerk – Treasurer Items – Debbie presented adjustments totaling \$120.31 for approval. Motion by Rick Miles Jr, second by President Katrina Asher, vote unanimous, to approve the adjustments as presented. Debbie stated that the Governor still has a moratorium in place until July 1 preventing disconnection of past due utility bills. Debbie stated that she has attempted to contact all of the past due customers to provide them with contact numbers for assistance and most have not answered and have not returned her calls when she has left messages. Debbie stated that she is concerned as most are rental properties and have not paid their landlords either. Debbie explained that the Town has an extra belt clip that he used with our meter reader and asked for permission to sell the extra belt clip to New Richmond for \$2,500.00 which is what the Town purchased it for. Motion by Rick Miles Jr, second by President Katrina Asher, vote unanimous, to sell the additional belt clip to New Richmond for \$2,500.00.

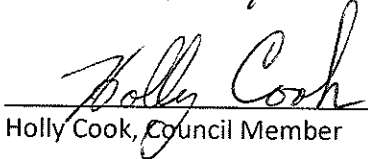
- X. Items from Town Council Members
President Katrina Asher – no items
Rick Miles Jr – no items

Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to adjourn the meeting at 9:14 p.m.

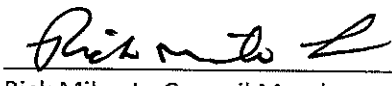
TOWN COUNCIL:



Katrina Asher, Council President



Holly Cook, Council Member



Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer