

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
July 20, 2022 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, July 20, 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 Superintendent

Guests Present: Jim Cromwell, Zach Bowers

- I. Approval of Minutes – President Holly Cook presented the June 15, 2022 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the June 15, 2022 Regular Meeting Minutes as presented.
Approval of Memorandums of Executive Sessions – President Holly Cook presented the June 22, 2022 Memorandum of Executive Session, the June 29, 2022 Memorandum of Executive Session, the July 6, 2022 Memorandum of Executive Session and the July 19, 2022 Memorandum of Executive Session for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the June 22, 2022 Memorandum of Executive Session, the June 29, 2022 Memorandum of Executive Session, the July 6, 2022 Memorandum of Executive Session and the July 19, 2022 Memorandum of Executive Session as presented.
Approval of Special Meeting Minutes – President Holly Cook presented the June 20, 2022 Special Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the July 19, 2022 Special Meeting Minutes as presented.
- II. Approval of Claims 06/16/2022 – 07/20/2022 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 06/16/2022 – 07/20/2022 as presented.

Approval of Payroll 06/16/2022 – 07/20/2022. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 06/16/2022 – 07/20/2022 as presented.
- III. Approval of June 2022 Bank Reconciliations and Financial Statements
President Holly Cook presented the June 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 June 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. Board of Zoning Appeals Update – President Holly Cook asked if Rick Miles Jr or Katrina Asher had any names of people they had contacted about being on the BZA. Rick Miles Jr stated that he had contacted a couple of people and they were not interested and Katrina Asher stated that she did not have anyone. President Holly Cook stated that the Council President can appoint 3 people and James Newcomer and Ronda Alexander have agreed to be on the BZA. President Holly Cook asked that the BZA be placed on the next meeting agenda.
- B. Employee Handbook – President Holly Cook stated that she had sent the other Council members an example of an employee handbook that Kevin Cook’s division had prepared. It was decided to budget \$6,000 in the 2023 budget for an employee handbook. Katrina Asher stated that a decision needs to be made and move forward.
- C. Town Website – Discussion was held regarding hiring a vendor to do the website. Town website tabled until August 17, 2022 Town Council meeting.
- D. Community Crossings Update – Superintendent Miller stated that the project punch list has been completed and Milestone did a good job. Rick Miles Jr asked about the valves that are covered and Superintendent Miller stated that they do not cause any problems and will be cleaned out by October when hydrants are flushed.

VI. New Business

There was no new business.

- VII. Town Marshal Report and Property Cleanups – Marshal Lepine presented his monthly report and asked for permission to allow Reserve Deputy Cameron Boller to attend Criminal Patrol/Interdiction training September 6th and 7th in Crawfordsville. The total cost of the training is \$295 for the 16 hours course. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to allow Cameron Boller to attend Criminal Patrol/Interdiction training September 6th and 7th for a total cost of \$295.
- VIII. Town Superintendent Items – Superintendent Miller stated that Troy Elless, UMAC had received a quote from Service Pump and Machine for a lid in the amount of \$1,290 for the north lift station. Motion by Rick Miles Jr, second by Holly Cook vote unanimous to purchase the lid from Service Pump and Machine for \$1,290. Superintendent Miller stated that the cost is for a lid only as he and Troy will be installing the lid. Superintendent Miller stated that delivery time would be 6-8 weeks. Superintendent Miller stated that he has printed the Town’s grease trap ordinance and will be meeting with the businesses that need to have grease traps installed. Superintendent Miller stated that he will give each business a copy of the ordinance and give them 30 days to install a grease trap. Superintendent Miller will meet with the businesses at the end of the 30 days to be sure the trap has been installed and will then start inspecting to be sure traps are cleaned on a regular basis. Superintendent Miller reported that he had contacted Duke Energy about the downtown lights on Washington Street and they told him they are having trouble getting the parts for the repair. Duke Energy has opened a new trouble ticket and Superintendent Miller will continue to follow-up. Superintendent Miller reported that the tree at 309 E Washington Street had a large portion come down two weeks ago and he has contacted

several vendors to get a quote and has had no response. Superintendent Miller stated that he fears the tree could end up on a power line or a hydrant. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to have the tree removed and stump ground at a cost not to exceed \$2,000 and if the cost exceeds that amount granting President Holly Cook authority to approve the additional amount. Superintendent Miller stated that he checked the sign that had been ordered for the Community Building and it was incorrect. Superintendent Miller found the email from when the sign was originally ordered with the correct information so a new sign is being made at no additional cost. Rick Miles Jr asked when the next Paser report would be done and Superintendent Miller stated the report is updated every two years and the current one was completed last year. President Holly Cook suggested that Superintendent Miller prepare a spreadsheet to remind him when items are due. Katrina Asher asked if there were any updates on the INDOT SR 236 project and Superintendent Miller gave an update from the INDOT meeting that was held on July 6th at which time they said the project would begin the end of July or beginning of August.

- IX. Clerk – Treasurer Items – Debbie presented adjustments total \$350.03 for approval. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the adjustments totaling \$350.03 as presented. Debbie stated that the Town will be receiving additional ARPA money and reminded the Council to be considering what they want to spend the money on so a plan can be developed. Debbie stated that she had looked into quotes to have the floors waxed at the Community Building and all of the quotes were very high. Superintendent Miller stated that he thinks that his department can wax them this winter.

President Holly Cook presented Ordinance 03-2022 Amended Salary Ordinance for 2022 effective with the pay that began July 5th to change to the pay for the General Laborer position to \$20 per hour, all other amounts remained the same. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Ordinance 03-2022 Amended Salary Ordinance for 2022 as presented.

- X. Items from Town Council Member

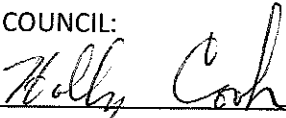
Katrina Asher – Katrina Asher stated that she thought the Council should look at suggestions on how the process for approving agenda items could be improved. The Council agreed that information needs to be sent out sooner and requested that with that other than claims it would be nice to get as much information as possible a week before the meeting. President Holly Cook stated that she will send updated quotes on the employee handbook and Katrina Asher stated that she would send her quote as well for the handbook so a decision can be made at the next meeting.

Rick Miles Jr – Rick Miles Jr asked if there was an update on the SRF and OCRA application and Debbie stated that the awards had not been made yet.

President Holly Cook – No items.

Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to adjourn the meeting at 6:48 p.m.

TOWN COUNCIL:



Holly Cook, Council President



Katrina Asher, Council Member



Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer