

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
June 17, 2020 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, June 17, 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, Holly Cook, Rick Miles Jr

Council Members Absent: none

Clerk-Treasurer, Town Marshal, Town Superintendent, Town Attorney

Guests Present: Herb Carey, Levi Chinn, Walter Hardesty, Jim Cromwell, Owen Richardson, Jay Thompson, Zach Bowers

- I. Approval of Minutes – President Katrina Asher presented the May 20, 2020 Regular Meeting Minutes for approval. Holly Cook did not want the minutes changed, but wanted to go on record that she was not involved in the request for documents from Marshal Lepine that was discussed at the meeting. Motion by President Katrina Asher, second by Holly Cook, vote unanimous, to approve the May 20, 2020 Regular Meeting Minutes as presented.
- II. Approval of Claims 5/21/2020 – 6/17/2020. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve Claims 5/21/2020 – 6/17/2020 claims as presented. Debbie noted that the claims did include the final payment on the gas loan for the line that was ran to Gaviion.
- III. Approval of Payroll 5/21/2020 – 6/17/2020. Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to approve Payroll 5/21/2020 – 6/17/2020 as presented.
- IV. April - May 2020 Bank Reconciliations and Financial Statements
President Katrina Asher presented the April - May 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 April – May 2020 Bank Reconciliations and Financial Statements as presented.
- IV. Old Business
 - A. Proposed Water/Wastewater Projects – President Katrina Asher stated that Jon Craig, Midwestern Engineers, Inc. was unable to attend the meeting and gave an update stating that Planning Grants will open back up in September. President Katrina Asher reported that Jon Craig and Troy Elless are working on the follow up letter to IDEM on the Agreed Order.
 - B. Community Crossings Project Update – Jon Craig presented a proposed agreement between the Town of Roachdale and Midwestern Engineers, Inc. at the May 20, 2020 to provide

engineering services for assistance 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. President Katrina Asher had Town Attorney David Peebles review the contract and he stated there were no issues and President Katrina Asher signed the contract. Debbie requested that the Council approve the payment to Grady Brothers once the damage at Boilermasters has been repaired. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to allow Debbie to pay Grady Brothers after final completion of the project.

- 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. She will notify them that to contact Debbie to begin the work.
- D. Grant Administration Selection – President Katrina Asher reported that no progress has been made on the selection of a new Grant Administrator. President Katrina Asher will call three or four candidates from the list of potential Grant Administrators that she received from OCRA and Jon Craig. After discussion, it was decided not to interview our current Grant Administrator Kristy Jerrell, Jerrell Consulting and Grant Administration Services, LLC.
- E. Zoning – Plan Commission and Board of Appeals – Rick Miles Jr reported that he had contacted Putnam County Building & Planning and they said that they currently do Bainbridge and are in the process of doing Cloverdale as well. Rick Miles Jr will take them the 2019 building permits that were issued and they will take that information to the Putnam County Commissioners to see if they will approve the Putnam County Building & Planning taking over the issuance of our permits. Rick Miles Jr stated that he will update the Council at the next meeting.
- F. Endeavor Communications Update – President Katrina Asher stated that she had not received any updated information from Endeavor Communications, however, she had been notified that TDS is working on getting fiber optics to Roachdale.
- G. 12 Point Technology – Debbie stated that she had a new quote from 12 Point Technology and stated that their first quote did not include labor and installation and the new quote also includes an increase in the computers and server prices due to prices being raised because of COVID-19. Holly Cook stated that she did not like them using COVID-19 as an excuse for the increase in the prices. Debbie will get another quote and will present it at the next meeting.
- H. OCRA COVID-19 Grant Award Update – President Katrina Asher stated that her, Debbie and Attorney Peebles have been sending OCRA the requested information on the grant and at this time no money has been released.
- I. Town Website Management – Holly Cook suggested hiring someone for \$10.00 per hire to manage the website. No action was taken on the suggestion.
- J. Census Packets Update – Census workers will be going door to door to gather information once COVID-19 restrictions are lifted. Residents have received a post card in the mail with instructions on where to call or go online to complete their census.
- K. Park Board – No updates on the Park Board.

- L. Farmer's Market – Rick Miles Jr stated that he had contacted Crystal Strotman and she is no longer in charge of the Bainbridge Farmer's Market and that it has been turned over to Mindy Duckett, Purdue Extension Community Wellness Coordinator, to be in charge of it. Holly Cook questioned if the Town manages the Farmer's Market if they would require vendors to get permits, show proof of insurance, etc. Rick Miles Jr stated that he is continuing to speak with Mindy Duckett regarding the Farmer's Market.
- V. New Business
 - A. Re-establish Date and Time of Council Meeting – President Katrina Asher stated that Debbie had requested that the meetings be moved to the third Wednesday of the month at 7:00 p.m. in the Community Building in order to give her more time to prepare for the meeting since the second week of the month is very busy. Motion by, Holly Cook, second by President Katrina Asher, vote unanimous, to move the Town Council Meetings to the third Wednesday of the month at 7:00 p.m. in the Community Building. Debbie will post the necessary legal notices and notify the Banner Graphic of the changes.
 - B. Town Attorney's Contract – Attorney Peebles presented a new contract to the Council for approval. After discussion, motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve Attorney Peebles' contract as presented.
- VI. Public Comment Time – Public comment time was provided, however, there were no comments.
- VII. Town Marshal Report – Marshal Lepine presented his monthly report and gave an update on property cleanups. Holly Cook asked if the Council discussed the suggestions she had emailed for property cleanups and Rick Miles Jr stated that the suggestions were sent after the June Council Meeting so they were not discussed outside of the meeting. Holly Cook asked that her suggestions be reviewed before the July 15th Council Meeting so they could be discussed. A discussion was held on how to proceed with property cleanups and if the Town should consider putting money in the budget to cover expenses for the Town to cleanup properties when the owners refused to. President Katrina Asher stated that she and Debbie had discussed sending the cleanup ordinance to all customers, however, the ordinance was too large. Debbie reported that she mailed a notice of the Town Cleanup Days to all customers with their bill, but most of the customers that needed to clean their properties did not do so. President Katrina Asher tabled the discussion and said that it will be discussed further at the July 15th Town Council Meeting. Marshal Lepine reported that the properties at 310/317 E Gove Street owned by Rick Adams have dangerous buildings, abandoned vehicles and lots of activity takes place on the properties in the evening. Marshal Lepine stated that it is a massive cleanup and would not be something Town employees would be able to do. After discussion, motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to have Attorney Peebles issue Unsafe Building Orders on the properties at 310 and 317 E Grove Street. The Ruby Bell property was discussed and Superintendent Miller reported that it was worse now and that the home is ready to fall in. No action was taken on the property since the owners of record are deceased. Holly Cook stated

that she did not think it was necessary for Marshal Lepine to discuss every vehicle on the abandoned vehicle list unless there was a problem. Marshal Lepine stated that he can impound vehicles at 310 and 317 E Grove Street and President Katrina Asher stated that if he does, the owner may cleanup other items as well. Marshal Lepine did not have any new business.

- VIII. Town Superintendent Items – Holly Cook stated that the Duke Energy can do an Energy Audit for the Town and Debbie stated that they had already contacted her office and will be in to do the audit. Superintendent Miller presented a quote from Quality Service for repairs to the North Lift Station. Superintendent Miller stated that they do not anticipate a problem with the concrete in the lift station, the pump is not pumping out and they are not sure what they will find when they do the repair. Holly Cook questioned why there was only one quote and Superintendent Miller stated that it is an emergency situation and he does not have time to wait on additional quotes. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve the emergency quote from Quality Repair in the amount of \$7,541.00 which includes two service calls to the lift station. Superintendent Miller stated that the Community Cleanup Days were a huge success. Superintendent Miller presented three quotes to remove a diseased tree at East Street. Motion by President Katrina Asher, second by Holly Cook, vote unanimous, to approve the quote from Lumberjax in the amount of \$1,105.00 if they provide the proper Certificate of Insurance, if they are not insured the quote from J & D Tree Surgery is approved. Superintendent Miller gave an update of certifications and stated that the water and wastewater training will begin again soon and that he will take his gas module tests in July.
- IX. Clerk – Treasurer Items – Debbie presented adjustments totaling \$361.39 for approval. Motion by Holly Cook, second by Rick Miles Jr, vote unanimous, to approve the adjustments as presented. Debbie stated that her office will be reopening to the public as soon as the shield is installed, hopefully this week.
- X. Items from Town Council Members
President Katrina Asher – no items
Holly Cook – Holly Cook stated that when the GPS was purchased for the police vehicles it was done as a tool for Marshal Lepine, not for the Council to have access and she feels that the Council should not have access to the GPS. Holly Cook said that she would like to discuss the GPS at the July 15th Town Council Meeting. Holly Cook stated that she felt the work environment culture is as important as salary and if employees receive good feedback and have a good work culture, it will help employees to do a better job. Holly Cook stated that she felt the Town Council should support the employees and if a person has complaints that they need to come to Town Council meetings. Holly said that the Town Council needs to develop a better working culture for the employees. President Katrina Asher stated that the Town Council is the voice of the people. Holly said that she felt the Council should not always look at the negatives and people should be told to come to the meetings if they have complaints. President Katrina Asher stated that whether people come or not, does not determine if their complaints are valid or not. Rick Miles Jr stated that he had received complaints of no coverage, he researched the


information on Google Drive and couldn't find any reason to back the complaints that were made. Rick Miles Jr stated that one person complains constantly and Town employees are doing what they should be doing. President Katrina Asher stated that there needs to be officers out and patrolling should be a priority. President Katrina Asher said that we do not always have coverage on Fridays and Saturdays, and Marshal Lepine stated that he cannot be expected to work every Friday and Saturday. Marshal Lepine stated that he is on call on the weekends if deputies are not on duty. Holly Cook stated that the culture needs to improve and that she feels we have a good team doing a great job. Marshal Lepine invited the Council to ride along with him and stated that his role is more than just doing traffic stops. Rick Miles Jr stated that he agrees if there is a problem it should be addressed and information checked. Marshal Lepine stated that he tries to justify his actions by providing the Council the necessary data. Marshal Lepine stated that he is thankful that he has some of the best officers in his department and that they make him look good. Holly Cook stated that for a small town, the coverage is amazing. Rick Miles Jr – Rick Miles Jr wanted to know how our new Reserve Deputy Shelby is doing and Marshal Lepine stated that he felt she would do a great job and he has received positive feedback from the community that thought it was good to have a female officer.

Motion by President Katrina Asher, second by Rick Miles Jr, vote unanimous, to adjourn the meeting at 8:41 p.m.

TOWN COUNCIL:



Katrina Asher, Council President



Holly Cook, Council Member

Rick Miles Jr, Council Member

Attest



Debbie Sillery, Clerk Treasurer