

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
October 20, 2021 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, September 15, 2021 7:00 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, Katrina Asher, Rick Miles Jr

Council Members Absent: None

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

Guests Present: Nik Miles, Aaron Miles, Jeremiah Miles, Sandra Miles, Eric Freeman, Jim Cromwell, Kellen Cesarone, Thomas Brelage, Maddie Perry, Zach Bowers

- I. Approval of Minutes – President Holly Cook presented the September 15, 2021 Regular Meeting Minutes for approval. Motion by Rick Miles Jr, second by Katrina Asher, President Holly Cook abstain, motion passed, to approve the September 15, 2021 Regular Meeting Minutes as presented.

October 13, 2021 Memorandum of Executive Session – President Holly Cook presented the October 13, 2021 Memorandum of Executive Session for approval. Motion by Katrina Asher, second by President Holly Cook, Rick Miles Jr abstained, motion passed, to approve the October 13, 2021 Memorandum of Executive Session as presented.

- II. Approval of Claims 09/16/2021 – 10/20/2021 Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Claims 09/16/2021 – 10/20/2021 as presented.

Approval of Payroll 09/16/2021 – 10/20/2021. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Payroll 09/16/2021 – 10/20/2021 as presented.

- III. Approval of Bank Reconciliations and Financial Statements

President Holly Cook presented the September 2021 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 September 2021 Bank Reconciliations and Financial Statements as presented.

President Holly Cook introduced Eric Freeman, Executive Director of the Putnam County Visitors Bureau and President of the Putnam County Park Board. Eric Freeman gave the background of the Putnam County Park Board that was founded in July 2021 by the Putnam County Council. Eric Freeman stated that the Putnam County Park Board wants the public's insight as it creates a five year Parks Master Plan. Eric Freeman gave the link for the survey and stated that the survey information results will be anonymous, information gathered is confidential, and no survey information will be used for anything

other than park planning. Katrina Asher stated that she has been sharing the survey information on Facebook and Debbie stated that she will send out a Reach Alert with the information. Eric Freeman stated that on January 15, 2022 the first draft of the Master Plan will be submitted to the DNR for review and then by April 15, 2022 the Master Plan will be completed. The Putnam County Park Board was required to have a Master Plan in order to be eligible for grants.

#### IV. Old Business

- A. Proposed Water/Wastewater Project – Rick Miles Jr stated that there was nothing new to report.
- B. Board of Zoning Appeals – President Holly Cook stated that she will be meeting with former Council member Zach Bowers on Friday to discuss the requirements for the Board of Zoning Appeals.
- C. Town Marshal's Contract – Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to table the Town Marshal's contract.
- D. Community Crossing Update – Debbie stated that awards will be announced before November 7<sup>th</sup>.

#### V. New Business

- A. COVID Ordinance – President Holly Cook presented a draft of COVID Ordinance and asked that the Council review it for discussion at the November 17, 2021 Town Council Meeting.
- B. Surplus Property – President Holly Cook stated that the Town would be declaring the 2016 Dodge Charger AWD V8 police car, the 1997 Ford F-350 truck, and the 1993 Chevy Cheyenne truck as surplus. Rick Miles Jr asked if the police car would be sold to individuals and he and Katrina Asher both stated that they thought the police cars should be sold to another Police Department. Katrina Asher stated that she thought it would be good if another community could use the cars and asked how it worked on setting the price for the vehicles. Attorney Peebles explained the process and Katrina Asher asked if there would be a minimum bid and Attorney Peebles explained that the Council will look at the bids and then decide to award or reject the bids received. Rick Miles Jr asked about the procedure for the trucks and Attorney Peebles stated that the same procedure would be followed. Superintendent Miller stated that neither of the trucks run and the Town won't get much out of them. Debbie asked if the trucks could be declared worthless property and scrapped if we do not receive any bids and Attorney Peebles stated that they could. Marshal Lepine stated that he would like to have one of the trucks to use for training and the Council agreed that he could have the 1997 Ford F-350 for training purposes. It was agreed that the vehicles would be ran as separate ads. President Holly Cook read Resolution 3-2021 A Resolution of the Roachdale Town Council Declaring Certain Property Surplus and Directing Disposal Thereof. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve Resolution 03 - 2021 A Resolution of the Roachdale Town Council Declaring Certain Property Surplus and Directing Disposal Thereof as read.

#### VI. Public Comment

Public Comment time was provided; however, no comments were made.

#### VII. Town Marshal Report – Marshal Lepine presented his monthly report and reported that he had

attached a progress report of property cleanups. Marshal Lepine stated that he was going to hit new property cleanups hard on Monday but he ran into issues with his mobile CAD that he uses to make notes as the notices are served. Marshal Lepine stated that the mobile CAD will be up and running tomorrow so he will do property cleanups then. Marshal Lepine stated that he had served a notice earlier today to Barbara Wilson at 203 E Forest Home Street giving notice that the camper on the property that someone has been living in has to be removed. Attorney Peebles stated that it will become a civil claim if the camper is not removed by the date on the notice. Marshal Lepine stated that the company that has previously taken cars that the Town has impounded is no longer doing so since they can no longer make money off of the vehicle by scrapping it and they now have to bear the cost of disposing of the vehicles themselves. President Holly Cook asked how many vehicles are impounded and Marshal Lepine stated that he has impounded half a dozen since he has been her. Katrina Asher stated that the race car on E Washington is an issue and needs to be dealt with. Katrina Asher stated that there are issues with properties and vehicles but feels that the Council's hands are constantly being tied when they try to deal with things. Rick Miles Jr stated that he is concerned with liens being placed on properties that need cleaned up or have abandoned vehicles if they are renters. President Holly Cook questioned if we could go after income tax returns if fines are not paid and Attorney Peebles stated that it is for state tax returns only and not federal tax returns. Attorney Peebles stated that he does not have any of the other towns that he represents that are going after tax refunds for unpaid fines. Katrina Asher stated that most people realize nothing is being done about unpaid fines and that is why they are not paying them. Rick Miles Jr stated that he thinks the fee structure should be changed. Fees were discussed and Attorney Peebles explained the process for court proceedings for unpaid fines. Rick Miles Jr stated that the fines need further discussion and Marshal Lepine stated that he agreed that we need to hit harder with fines. Katrina Asher stated that we need to look into it further and research. Marshal Lepine stated that the search for a full-time Deputy Marshal is not going anywhere and that he does not have a candidate. Katrina Asher asked if the position has been relisted and Marshal Lepine stated that he has not done so yet. Rick Miles Jr stated that he thought he should relist the position and stated that he would try to come up with a solution. Katrina Asher stated that Marshal Lepine had discussed that the pay rate was not high enough and not enough incentives. Katrina Asher stated that she did know that the issue with finding someone was because of the pay and lack of take home car and feels that there is a problem everywhere with finding employees. Rick Miles Jr stated that he does not disagree. Katrina Asher stated that her and Debbie had had a discussion about possibly getting a candidate from the Police Academy graduates and Marshal Lepine stated that they already have jobs because they have to have a sponsor in order to attend the academy.

- VIII. Town Superintendent Items – Superintendent Miller stated that there are lots of poles for banners and that he had counted 29 just on the roads that were discussed at the last meeting. Superintendent Miller reported that the hydrants had all been flushed and there were no issues. Superintendent Miller stated the new street signs are in, they are four signs short and he has contacted Stello to let them know. Katrina Asher asked when the signs would be put up and Superintendent Miller stated when he gets the brackets. Katrina Asher asked how long it would take and Superintendent Miller stated that he was not sure. Debbie asked if this was a project the Putnam County Jail Trustees could help with and Superintendent Miller stated that they could but it would be a good winter project for him and Levi. Superintendent Miller asked for

permission to send Utility Laborer Levi Chinn to the 811 Damage Prevention Conference November 11- 12 in French Lick. The conference will include classroom time, networking and presentations by the IURC. Superintendent Miller stated the cost for the conference is \$265.00 plus \$119.00 for a one night hotel stay, one meal since the conference includes the other meals and mileage expense. Katrina Asher asked what he would learn at the conference and Superintendent Miller stated that it is for underground work damage prevention which includes ditch safety, 811 requirements in the field which are things that Superintendent Miller has done and Levi has not had a lot of experience with. Rick Miles Jr stated that he likes training. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to send Levi to the 811 Damage Prevention Conference November 11-12 at a cost not to exceed \$700.00. Superintendent Miller stated that he had been approached about a tree issue in the area behind the home at 03 N Main Street which after investigation of the plat maps it is not located in the alley and he is pretty confident that it is located on the property located at 306 E Forest Home Street and is not the Town's responsibility. Marshal Lepine stated that there is an issue with some of the semis on Railroad Street parking lengthwise now instead of backing in as they have always done on the lot causing a parking issue for Off the Rails when they have an event. Katrina Asher asked if the semi drivers had been contacted and Marshal Lepine stated that he does not know how to contact them. Superintendent Miller stated that the problem is that they are parking personal vehicles there too when they are out in their semis. Katrina Asher suggested that Marshal Lepine try to contact the semi owners and then take it from there. Marshal Lepine stated that he will do a letter. Katrina Asher stated that people are complaining about parking at the corner of Washington and Walnut Street where there are no parking signs and Marshal Lepine stated that he will take care of it.

IX. Clerk – Treasurer Items – Debbie presented adjustments totaling \$243.86 for approval. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to approve the adjustments totaling \$294.85 as presented. Debbie stated that she had received the PEFA rebate in the amount of \$2,320.20 for the period August 2020 - July 2021. Debbie stated that she hired Logan Vansickle back as Deputy Clerk with hours beginning October 15<sup>th</sup> and she would like to make the position a full-time position of 35 hours per week due to the increased work load at the office. Debbie stated that she had contacted PERF and the Town will need to do an enlargement to their PERF coverage in order to add Logan to PERF. Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to increase the Deputy Clerk from part time to full time at 35 hours per week at a rate of \$15.00 per hour with benefits per the employee handbook effective with hours that began October 15<sup>th</sup>. Debbie suggested that the Council work on updating the employee handbook.

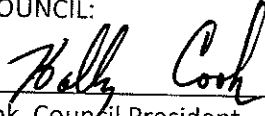
X. Items from Town Council Member  
President Holly Cook – No items  
Katrina Asher – No items.  
Rick Miles Jr – No items.

Flag banners were discussed for Indiana Street, Washington Street and Forest Home Street. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to purchase a total of 15

flag banners.

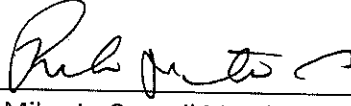
Motion by Rick Miles Jr, second by Holly Cook, vote unanimous, to adjourn the meeting at 8:27 p.m.

TOWN COUNCIL:



\_\_\_\_\_  
Holly Cook, Council President

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Katrina Asher, Council Member



\_\_\_\_\_  
Rick Miles Jr, Council Member

Attest



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Debbie Sillery, Clerk Treasurer