

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
January 22, 2026  
Town Council Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Thursday, January 22, 2026 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Amanda Newcomer called the monthly meeting to order at 7:07 p.m. after recognizing that the agenda was posted pursuant to the Indiana Open Door Law and that a quorum was present. President Amanda Newcomer stated that the meeting is being recorded livestream and will be posted to the Town's website and YouTube per the Indiana Law.

Council Members Present: President Amanda Newcomer, Zach Bowers, Paul Wireman  
Council Members Absent: None

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

Guests Present: Brent Clark, Jim Cromwell, Carol Cloncs, Bill Watts

I. Stormwater Project

- A. President Amanda Newcomer stated the Council had interviewed Wessler Engineering, Midwestern Engineers and HWC Engineering and asked for a motion for approval of an engineering firm for the Stormwater Project.  
Motion by Zach Bowers, second by Paul Wireman, vote unanimous, to hire HWC Engineering for the Stormwater Project.

II. CCMG Update

President Amanda Newcomer stated that she had received an email from Grady Brothers regarding their retainage and after numerous emails, she had Town Attorney Dave Peebles send them an email stating the decision of the council that retainage is not being released until the restoration is completed.

III. Approval of Minutes

- A. December 29, 2025 Regular Minutes  
B. January 8, 2026 Special Meeting Minutes  
C. January 12, 2026 Special Meeting Minutes  
D. January 22, 2026 Memorandum of Executive Session

President Amanda Newcomer presented the December 29, 2025 Regular Meeting Minutes, the January 8, 2026 Special Meeting Minutes, January 12, 2026 Special Meeting Minutes and the January 22, 2026 Memorandum of Executive Session for approval.

Motion by Paul Wireman, second by Zach Bowers, vote unanimous, to approve the December 29, 2025 Regular Meeting Minutes, the January 8, 2026 Special Meeting Minutes, January 12, 2026, and the January 22, 2026 Memorandum of Executive Session as presented.

IV. Approval of Claims

- A. December 30, 2025 – January 22, 2026 Claims – President Amanda Newcomer presented claims for December 30, 2025 – January 22, 2026 for approval.  
Motion by Paul Wireman, second by Zach Bowers, vote unanimous, to approve claims for December 30, 2025 – January 22, 2026 as presented.
  - B. December 30, 2025 – January 22, 2026 Payroll - President Amanda Newcomer presented payroll for December 30, 2025 – January 22, 2025 for approval.  
Motion by Paul Wireman, second by Zach Bowers, vote unanimous, to approve payroll December 30, 2025 – January 22, 2026 as presented.
- V. December 2025 Bank Reconciliation – President Amanda Newcomer presented the December 2025 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control.  
Motion by Zach Bowers, second by Paul Wireman, vote unanimous, to approve the December 2025 Bank Reconciliation as presented.

President Amanda Newcomer presented adjustments prepared by Debbie totaling \$1,144.57.  
Motion by Paul Wireman, second by Zach Bowers, vote unanimous, to approve adjustments totaling \$1,144.57.

- VI. Public Comment Time  
Public comment time was provided, however, no comments were made.

VII. Old Business

- A. Employee Handbook – President Amanda Newcomer stated that the Employee Handbook has been worked on for quite a while by the previous and current Council and she would like to have opinions on any changes to the proposed handbook from Council members before the February 19<sup>th</sup> Council Meeting.
- B. Employee Quarterly Reviews – President Amanda Newcomer stated that she would like the Council to start doing employee quarterly reviews. President Amanda Newcomer stated that she thinks the reviews would be based on performance, input from community members, Debbie, and the Council. President Amanda Newcomer stated that these reviews would also affect the employee’s raises and bonuses.  
Zach Bowers stated that he doesn’t think the Council needs to do quarterly reviews and most reviews are done yearly. Zack Bowers stated if something needs to be said to an employee that he says it and he thinks quarterly reviews are micromanaging.  
Paul Wireman stated that he prefers doing reviews annually and he thinks that employee reviews need to be put in the proposed handbook.
- C. “Maintain X” Electronic Work Order System – President Amanda Newcomer stated that she has discussed Maintain X before. It is a work order system that is free for the Town and can be used to request work that needs to be done by the Utility Department. Debbie stated that we will need to continue to track our billing information as we currently are.  
Zach Bowers asked if there was a way to retain the information and President Amanda Newcomer stated that she will research further and report back at the February Council Meeting.  
No decision was made on the “Maintain X” Electronic Work Order System.

VIII. New Business

There was no new business discussed.

IX. Property Cleanups  
Marshal Adrian Lepine reported that no new citations or clean up notices had been issued. Town Attorney Dave Peebles stated that a sewer lien had been placed on 207 N Walnut Street and asked Marshal Lepine to send him and Debbie pictures of the house and yard.

X. Town Marshal Report  
Marshal Lepine stated that the Council has his report and stated that he had updated the citation report.

Marshal Lepine reported that Reserve Officer Mekhi Salako has been moved to probation status and is doing well. Zach Bowers stated that he has been hearing good things about him.

President Amanda Newcomer asked Town Attorney Peebles what can be done about unpaid citations. Town Attorney Peebles stated that he can write a letter, the Town can sue and they can intercept their state tax refund. Zach Bowers stated we need to pass a TRECES ordinance in order to go after their state tax refund.

Marshal Lepine requested that he and Deputy Marshal Bryson Tash be given permission to attend the IDEA training in Indianapolis, February 18-20, 2026 at a cost of \$425 per person. Zach Bowers asked Debbie if we had the funds in the LECE fund or another fund to cover it. She stated that there are funds available to cover the cost.

Motion by President Amanda Newcomer, second by Paul Wireman, vote unanimous, for Marshal Lepine and Deputy Marshal Tash to attend the IDEA training at a cost of \$425 per person.

Marshal Lepine stated that \$517.85 has already been paid for 3D Tire to do repairs to the Taurus and it still needs to have a water pump and timing chain. Zach Bowers stated that is a lot of money for repairs and President Amanda Newcomer agreed. Marshal Lepine stated he keeps the Taurus as a backup vehicle and the Reserves can drive his vehicle when they are on duty. Brent Clark asked if you could just do the water pump and not the timing chain and Marshal Lepine said the mechanic said the timing chain would go out soon. Marshal Lepine will get another opinion on the Taurus.

XI. Maintenance Operations Coordinator Report

Maintenance Coordinator Ketchem stated that he doesn't have much to report since the last meeting. The grinder pump for the Community Building sewer will be here tomorrow, and the total cost was \$2,010.29. It will be installed aft the cold weather.

Maintenance Coordinator Ketchem reported they are getting ready for the potential snow this weekend.

President Amanda Newcomer stated that Debbie had received an invoice from JS McCullough Excavating LLC for repairing the storm drain at 13 N Meridian Street and Maintenance Coordinator Ketchem stated that he did not give the owner permission to proceed. President Amanda Newcomer asked if we have documentation and Maintenance Coordinator Ketchem stated that we do. President Amanda Newcomer asked Town Attorney Peebles what we do with the invoice and he said we sit on it.

Maintenance Coordinator Ketchem stated that he had been approached by someone about repairing the curb line between N Walnut and the Funeral Home on the south side and that they mentioned both sides were damaged.

President Amanda Newcomer said to let them know the Council is aware.

Zach Bowers asked about the No Parking signs for the south side of Oak Street and Maintenance Coordinator Ketchem said that there are in but have not been installed.

XII. Clerk-Treasurer Items

Debbie stated that she enrolled Mark Ketchem and Cole Long in the IWEA Construction Observation Course for February 24<sup>th</sup> – 26<sup>th</sup> in Indianapolis.

Debbie stated that she is currently working on the annual reports.

Debbie reported that she is continuing to have computer issues.

Debbie gave an update on businesses in town and potential businesses that are being discussed.

Debbie also stated that the library broke ground for their new expansion.

XIII. Items from Town Council Members

Paul Wireman – No items.

Zach Bowers – No items.

President Amanda Newcomer – President Amanda Newcomer stated that she had received an email from the Putnam County Chamber of Commerce inviting town leaders to give a 5 minute update on their town on local industry, tourism and development goals. After discussion, President Amanda Newcomer will represent the Town.

Motion by President Amanda Newcomer, second by Paul Wireman, vote unanimous, to adjourn the meeting at 7:10 p.m.

TOWN COUNCIL:

  
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J. Zachary Bowers, Council ~~President~~ Member <sup>MS</sup>

  
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Amanda Newcomer, Council ~~Member~~ President <sup>MS</sup>

  
\_\_\_\_\_  
Paul Wireman, Council Member

Attest

  
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Debbie Sillery, Clerk/Treasurer