

Town of Roachdale
Town Hall Meeting Room; 205 N Indiana Street, Roachdale, IN 46172
May 10, 2016 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Tuesday, May 10, 2016, 7:00 P.M. at the Roachdale Town Hall Meeting Room, 205 N Indiana Street, Roachdale, Indiana.

President Zach Bowers called the 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: Zach Bowers, Holly Cook, Kevin Cook

Council Members Absent: None

Town Attorney, Clerk-Treasurer, Town Marshal, Town Employees present

Guests per sign-in sheet

- I. Approval of Minutes – April 12, 2016 Regular Board Meeting – Motion by Holly Cook, second by Kevin Cook, vote unanimous to approve April 12, 2016 Regular Board Meeting Minutes as presented. President Zach Bowers presented Memorandum of Executive Session for the Executive Session held at 6:30 p.m. tonight. Motion by President Zach Bowers, second by Holly Cook, vote unanimous, to approve the Memorandum of Executive Session for the Executive Session held at 6:30 p.m. tonight.
- II. Approval of Claims 4/13/2016 – 5/10/2016. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Claims 4/13/2016 – 5/10/2016 as presented.
Approval of Payroll 4/13/2016 – 5/10/2016. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Payroll 4/13/2016 – 5/10/2016 as presented.
- III. Public Comment
 - A. Joe Buser, Roachdale Revitalization Cooperative Alliance, presented information on the possibility of the town receiving a \$30,000.00 planning grant for a Downtown Revitalization Planning Study that would require a match of \$4,000.00. Mr. Buser requested Council approval to submit a Notice of Intent to Submit Planning Application to the Indiana Office of Community and Rural Affairs for a Downtown Revitalization Planning Study and stated that he felt he would be able to get most of the matching funds from contributions, but the town could be asked to contribute \$500.00 - \$1,000.00. Kristy Jerrell – Jerrell Consulting & Grant Administration Service, LLC was present to discuss the elements of the plan and presented a letter in anticipation of receiving assistance in developing our planning grant application. Ms. Jerrell also stated that the town could look into becoming a Small Stellar Community in the future. Holly Cook asked if the town would be out anything if they submitted the letter of intent and Ms. Jerrell stated that the town could not commit to anything until the grant was awarded. Kevin Cook stated that he would not know why the businesses would not be interested in the grant and Joe Buser said that the community input would be a big factor. Kevin Cook said that we may be able to get local businesses to donate toward the \$4,000.00

match. Ms. Jerrell said that the town would have to designate the areas included and stressed that it would be for businesses only and would not include homes. President Zach Bowers asked if there would be any types of businesses that would not be included and Ms. Jerrell stated that new buildings would not be included. President Zach Bowers asked if the library could be included and Ms. Jerrell responded that they could. After further discussion, motion by Kevin Cook, second by Holly Cook to submit the letter of intent. Vote Kevin Cook for, Holly Cook for, President Zach Bowers against, to submit the letter of intent. President Zach Bowers stated that he would have liked to have more time to research the information before voting. Ms. Jerrell advised Mr. Buser to begin working on the contributions for the match as soon as possible.

Ora Smith stated that he was interested in employment with the town and has submitted a resume. President Zach Bowers said that candidates will be contacted within the next week to let them know if an interview is being scheduled.

Tammy Eldridge questioned if anyone could help with property cleanup and Mike Mahoy stated that he has started the process. The possibility of having a community clean up day in the future was discussed.

IV. Old Business

- A. Sale of Surplus Municipal Property – 2009 Dodge Charger Police Interceptor Bid Opening – One bid was received from Bay Ridge Motors, Island Lake, IL, in the amount of \$3,500.00 which was below the minimum bid of \$9,000.00. Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to reject the bid submitted by Bay Ridge Motors.
- B. Roachdale Wastewater System Rehab Project Update – The construction permit is in the approval process and IDEM should be signing it soon.
- C. Roachdale Storm Water Grant Update – 95% of the engineering has been completed and Ken Smith hopes to have the rest of the engineering completed tomorrow.
- D. Zoning Ordinance Update – Zoning Ordinance was presented to the council for approval after the Plan Commission had their required public hearing. Town attorney David Peebles went over the procedure that needs to be followed for approval. Holly Cook stated that there are lots of rumors regarding zoning, it does not restrict homeowners and she feels that it protects the homeowners. Kevin Cook said that he thought zoning was positive for the town. President Zach Bowers stated that it would affect new construction forward and that everything else was grandfathered. Attorney David Peebles stated that unsafe buildings and nuisances would not be protected by zoning. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to accept Zoning Ordinance 06-2016 as presented for 1st reading.

V. New Business

- A. Roachdale Public Library Temporary Street Closing Request – Library Director Jennifer Stranger requested that Meridian Street be temporarily closed by the library north to the Pizza King from 7:00 a.m. – 11:00 a.m. on Wednesday, June 1st, for the Summer Reading Program Kick Off. Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to approve the temporary road closing.
- B. Ordinance 07-2016 – Employee Drug and Alcohol Policy – Clerk- Treasurer Debbie Sillery has completed the required training for Drug and Alcohol Suspicion. President Zach Bowers read the proposed ordinance. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to

- approve Ordinance 07-2016 – Employee Drug and Alcohol Policy as presented. President Zach Bowers presented a contract from Indiana Testing for them to do the required random drug and alcohol testing and stated that Indiana Testing will come here for the testing. Motion by President Zach Bowers, second by Holly Cook, vote unanimous, to approve the contract from Indiana Testing.
- C. Ordinance 08-2016 – Employee Handbook. President Zach Bowers suggested a July 1st effective date to allow time for the employees to review and ask questions. Kevin Cook commented that certain particular wording be reviewed because it could effect at will employment. He also has a few additional suggestions before the ordinance is adopted. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to accept Ordinance 08-2016 – Employee Handbook on 1st read as presented.
 - D. Building Permit – 107 E Railroad Street – President Zach Bowers stated that the Plan Commission voted unanimously to send the permit to full council for approval. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve the Plan Commission’s recommendation for Building Permit – 107 E Railroad Street. Building permit will be good for 90 days from today to begin construction.
 - E. Building Permit – 211 E Washington Street – President Zach Bowers stated that the Plan Commission voted unanimously to send the permit to full council for approval. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve the Plan Commission’s recommendation for Building Permit – 211 E Washington Street. Building permit will be good for 90 days from today to begin construction.
 - F. Building Permit – 100 N Main Street – President Zach Bowers stated that the Plan Commission voted unanimously to send the permit to full council for approval. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve the Plan Commission’s recommendation for Building Permit – 100 N Main Street. Building permit will be good for 90 days from today to begin construction.
 - G. Roachdale Park Advisory Board – President Zach Bowers stated that the current ordinance states that the appointments serve from 1/01 – 12/31. Of the previous appointments, Megan Rentfro is the only member still serving. President Zach Bowers stated that the council needs to appoint two new members and one council member. Potential Park Advisory Board members should submit a letter of interest and the council will appoint the new members at the June meeting.
- VI. Town Marshal Report – Marshal Mahoy stated that Canine Toby was recertified last week. He also stated that Reserve Deputy Ben Brown has been working with Deputy Levi McCloud and is progressing nicely. Marshal Mahoy advised that Reserve Deputy Adrian Lepine and Deputy Levi McCloud are taking a free Narcan training class on Friday. Marshal Mahoy stated that the interactive system will require each officer to have a token with a code and he will need to get two tokens at \$45.00 each.
- VII. Town Employee Items – Mike Mahoy stated that the dead end sign for the corner of Washington and East Street has had locates done and will be installed soon. Seth Campbell received his gas certification and Mike Mahoy asked if he would receive a pay raise. Mike Mahoy presented quotes for tablets to be used in the field and options were discussed as to what they could be used for. Mike Mahoy mentioned that grass cutting is an issue and that the current employees are having a hard time keeping up with the mowing in addition to their other duties. Troy Elless, UMAC, stated that the RAS pump at the WWTP Lift Station is currently functioning at 40%, the impellers are bad and the pump needs to be replaced. The pump is not part of the WWTP project. Troy will present quotes for the replacement pump at

the next meeting. Troy updated the council on the hydrant work that needs to be done on N Indiana Street and stated that he will coordinate with Duke Energy on the project.

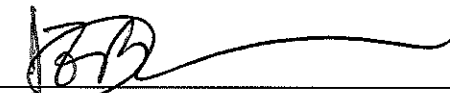
VIII. Clerk-Treasurer Items- Debbie Sillery requested permission to hire a Deputy Clerk at a rate of \$12.00 per hour, not to exceed 29 hours per week. Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to allow Clerk-Treasurer to hire a Deputy Clerk as requested.

IX. Items from Town Council Members


President Zach Bowers said that he felt Seth Campbell should receive a raise for his gas certification which covers emergency response and leaks. Seth Campbell stated that he would continue to work on getting his wastewater certification as well. President Zach Bowers stated that he felt the raise should be \$1.00 per hour and further stated that a matrix needed to be established for raises. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to give Seth Campbell a \$1.00 per hour raise beginning May 6, 2016. President Zach Bowers motioned that Levi McCloud be hired to mow for the town at a rate of \$13.00 per hour with a combined 30 hour per week total between mowing and Paid Deputy, motion seconded by Holly Cook, vote unanimous. President Zach Bowers stated that an Unsafe Building Notice was issued for 405 E Washington Street in July 2014. He stated that the previous council gave the property owners a 90 days extension at that time and no further action was taken by the Town. The foundation of the home is now gone, the home is unsafe, and has been abandoned for 3-4 years. Holly Cook questioned what the time frame is for completion after the letter has been issued; Attorney David Peebles explained that the property owner could request a hearing which would be the next step. Motion by President Zach Bowers, second by Holly Cook, vote unanimous, to issue an Unsafe Building Notice to the owner of record for 403 E Washington Street. Holly Cook motioned to send an Unsafe Building Notice to the owner of record requesting that the house on Central Avenue be raised and the trail on Central Avenue be repaired, second by President Zach Bowers, vote unanimous. President Zach Bowers requested that clean up notice be sent to Jack Simpson, 100 W Railroad Street, informing him that he has 30 days to clean up the weeds, trash, etc. from the property. Holly Cook said that a public forum would be held on May 11th at the North Meeting House to discuss the possibility of Roachdale establishing a National Register of Historic District which would also include homes that would be listed on a pamphlet for Historic Walking Tours in the community.

Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to adjourn the meeting at 8:26 p.m.

TOWN COUNCIL:

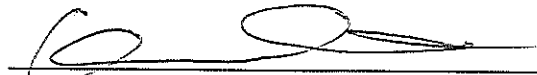


J. Zachary Bowers, Council President



Holly Cook, Council Member





Kevin Cook, Council Member

Attest



Debbie Sillery, Clerk Treasurer