

Town of Roachdale
Town Hall Meeting Room; 205 N Indiana Street, Roachdale, IN 46172
February 9, 2016 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Tuesday, February 9, 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 Superintendent, Town Marshal and Town Employees present

Guests per sign-in sheet

- I. Roachdale Wastewater System Rehab Project Bid Opening
President Zach Bowers read and opened the bids and the results are as follows:

ROACHDALE WASTEWATER IMPROVEMENTS BID TAB FEBRUARY 9th 2016

BID ITEM	GRAVES	ATLAS	CROSBY	SCHOMBURG
Lift Station	\$290,958.00	\$294,375.00	\$352,000.00	\$310,899.03
6" Mag Flow Meter	\$12,200.00	\$26,000.00	\$15,000.00	\$12,834.70
Electrical Switch Gear	\$105,420.00	\$108,900.00	\$110,000.00	\$162,148.80
Mech blowers	\$62,108.00	\$78,000.00	\$45,000.00	\$67,477.25
Tank Improvements	\$23,840.00	\$13,910.00	\$25,000.00	\$28,415.47
Grading	\$2,000.00	\$750.00	\$6,000.00	\$31,211.68
Dewatering	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Total Base Bid	\$526,526.00	\$551,935.00	\$583,000.00	\$642,986.93
ALTERNATES				
Alt 1 Lift station at invert 808	(\$12,121.00)	(\$1,900.00)	(\$9,300.00)	(\$63,100.56)
Alt 2 Fine screen with square	\$118,118.00	\$122,300.00	\$93,000.00	\$91,412.98
Alt 3 Fine screen with manhole	\$114,411.00	\$112,800.00	\$89,000.00	\$84,217.83
Alt 4 Fine screen existing wetwell	\$94,949.00	\$96,900.00	\$68,000.00	\$8,469.23

Alt 5 Third Blower,	\$41,414.00	\$43,800.00	\$43,000.00	\$37,941.20
Alt 6 Tank Repair new beams	NO CHANGE	\$50,000.00	\$13,000.00	\$3,250.49
Alt 7 4" Magnetic Flow meter	(\$444.00)	(\$255.00)	NO CHANGE	(\$490.00)
Alt 8 Lab Improvements	\$13,131.00	\$13,800.00	\$11,000.00	\$10,226.08
Alt 9 Lift Stat Build Improv.	\$4,444.00	\$7,500.00	\$3,500.00	\$3,871.28
Alt 10 Wet Well Lining	\$32,323.00	\$28,035.00	\$30,000.00	\$29,370.00

- II. Approval of Minutes – January 12, 2016 Regular Board Meeting – Motion by Kevin Cook, second by Holly Cook, vote unanimous to approve January 12, 2016 Regular Board Meeting Minutes as presented.
- III. Approval of Claims 1/13/2016 – 2/09/2016 Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Claims 1/13/16 – 2/09/16 as presented.
- IV. Public Comment
Public Comment time was provided, however, there were no comments from the public.
- V. Old Business
 - A. Malcolm Stewart Sewer Reimbursement Request - Malcolm and Barbara Stewart were present to inquire if a decision had been made on their reimbursement request of \$5,769.93 for sewer bills that were paid while they were not connected to sewer. President Bowers asked for a motion to present the request to the Town Attorney David Peebles for his review and opinion. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to submit the request to the Town Attorney David Peebles for review and investigation.
 - B. Proposed Employee Uniform Policy – After discussion on the current Aramark contract, motion by President Zach Bowers, second by Holly Cook, vote unanimous, to enforce the Uniform Policy as presented at the January 12, 2016 Regular Meeting, effective March 1, 2016.
 - C. Ruby Bell Property Update – President Zach Bowers stated that as of February 9, 2016 no progress had been made on the property. President Zach Bowers noted that the extension that was granted expires February 23 and that everything is to be completed by that date.
- VI. New Business
 - A. Resolution 02-2016 – Resolution Stating Town Council President’s Duties – President Zach Bowers read the proposed resolution. Motion by Holly Cook, second by Kevin Cook, vote

- unanimous, to approve Resolution 02-2016 – Resolution Stating Town Council President’s Duties.
- B. Resolution 03-2016 – Resolution Approving Utility Write-Offs – Clerk Treasurer Debbie Sillery requested that the resolution be tabled at this time. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to table Resolution 03-2016 – Resolution Approving Utility Write Offs.
 - C. Resolution 04-2016 – Materiality Resolution – President Zach Bowers read the proposed resolution. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Resolution 04-2016 – Materiality Resolution.
 - D. Resolution 5-2016 – Approval of Expenditure Dollar Limit Without Prior Approval – President Zach Bowers read the proposed resolution. Motion by President Zach Bowers to insert \$1,000.00 as the dollar limit and then approve Resolution 5-2016 – Approval of Expenditure Dollar Limit Without Prior Approval , second by Kevin Cook, vote unanimous.
 - E. Conflict of Interest Disclosure – Uniform Conflict of Interest Disclosure Statements were presented for Debbie Sillery and Kevin Cook for Utility Management and Construction, LLC. Motion by President Zach Bowers, second by Holly Cook, Kevin Cook abstained, motion passed, to approve the Uniform Conflict of Interest Disclosure Statements as presented.
- VII. Town Marshal Report – Marshal Mahoy presented information on the Putnam County Humane Society’s spay and neutering program and stated that citizens could pick up forms at Rescued Treasures in Greencastle. Marshal Mahoy requested permission for his department to attend the Indiana Marshal Association Spring Conference April 15 – April 16. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve Marshal Mahoy’s request to attend the Indiana Marshal Association Spring Conference April 15 – April 16. Marshal Mahoy also requested permission for his department to attend the AMPDWDA Conference in April. Motion by Holly Cook, second by Kevin Cook, vote unanimous to approve Marshal Mahoy’s request to attend the AMPDWDA Conference in April. Marshal Mahoy introduced Adrian Lepine and requested that he be approved as an unpaid Reserve Deputy. Motion by President Zach Bowers, second by Holly Cook, vote unanimous to approve Adrian Lepine as an unpaid Reserve Deputy. Marshal Mahoy asked for permission to pursue the purchase of a loaded 2014 used squad car from New Richmond. He stated that the 2009 Charger could be sold for \$4,000.00 - \$5,000.00 and that we could possibly purchase the car from New Richmond for \$16,000.00. Holly Cook questioned the need for three squad cars and Marshal Mahoy explained that the Tahoe was a gift from the Putnam County Sheriff’s Department, the old Explorer was purchased when a squad car was replaced and has been parked at this time. Since the Tahoe will never be replaced the Explorer will be put to use when the Tahoe is no longer used. Marshal Mahoy requested permission to move Levi McCloud from unpaid Reserve Deputy to paid Part Time Deputy to replace Jason Woodall who has resigned after serving with the department since 2007. Levi would have one year to go the Police Academy for training. Motion by Zach Bowers, second by Holly Cook, vote unanimous, to approve Levi McCloud as a paid Part Time Deputy for twenty hours per week. Marshal Mahoy requested approval of a quote from Taser International for continued software support for evidence at a cost of \$795.00. Motion by President Zach Bowers, second by Holly Cook, vote unanimous, to approve the Taser International quote as presented.
- VIII. Town Employee Items – Town Superintendent Jason Woodall stated that the CGI gas detector that is currently being used is outdated and needs replaced. The cost for a new CGI detector is \$2,200.00 and will detect four different gases and carbon monoxide. The current detector will only detect one gas. The cost of the new detector will also include a printer and calibration.

Motion by President Zach Bowers, second by Holly Cook, vote unanimous, to purchase the requested CGI gas detector. Superintendent Woodall recommended a pay increase for part time utility employee Mike Mahoy since he has received his gas certification. Kevin Cook asked if we had a standard matrix that was used for pay raises and President Zach Bowers stated that we do not. Holly Cook asked if a pay matrix could be established in the future and President Zach Bowers stated that he would research it. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to give Mike Mahoy a \$1.50 per hour raise for his gas certification. Superintendent Woodall also noted that he will be on vacation the week of February 22nd and that Mike Mahoy will be covering gas related issues during that time.

Troy Elless, Utility Management and Construction LLC, updated the Council on a recent complaint that had been made to IDEM regarding unreported sewer overflows. Troy spoke to the IDEM Inspector and notified them that all overflows have been reported that they have been aware of. IDEM Inspector indicated that they had received no documentation to support the claim. Troy requested that if anyone is aware of an overflow to please report it to the Town Office or Jason Woodall as soon as possible.

- IX. Clerk-Treasurer Items- - Clerk Treasurer Debbie Sillery presented a quote from Cardinal Copier Solutions to replace the current copier with a new machine that will copy, scan and fax. It was noted that the current machine is 10 years old and is very outdated. In addition, the fax machine does not work as it should either. The proposal was for a lease option at a cost of \$64.34 per month with a yearly maintenance fee of \$240.00. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve the Cardinal Copier Solutions quote as presented. Clerk Treasurer Debbie Sillery stated that Superintendent Jason Woodall had recently met with IURC and had been informed that the phone system for the Town did not meet IURC standards and needed to be updated to include an auto attendant feature. After discussions with TDS Telecom, a quote has been received to update the current telephone system to include the addition of two lines in the office, fax to email for the Police Department and an auto attendant feature at a new monthly cost of \$491.40 compared to the current cost of \$281.76 per month. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve the TDS Telecom quote as presented. A quote was presented from Keystone for the budget billing option at a cost of \$2,000.00. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve the Keystone quote as presented. Clerk- Treasurer Debbie Sillery presented a request that was prepared for the January 12, 2016 Board Meeting to approve the consolidation of bank accounts and explained that doing so would not in any way consolidate inappropriate funds balances. Clerk Treasurer Sillery stated that she had neglected to get the Council signatures at the January 12, 2016 Council Meeting and based on the recommendation of Town Attorney David Peebles had proceeded with the consolidation of funds in order to not delay the process. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve the consolidation of bank accounts.

- X. Items from Town Council Members

Kevin Cook had no items.

Holly Cook had not items.

President Zach Bowers requested that an Executive Session be held at 6:30 p.m. on March 8, 2016 to discuss possible litigation. Holly Cook and Kevin Cook stated that they would be available to meet at that time.

Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to adjourn the meeting at 8:02 p.m.


TOWN COUNCIL:



J. Zachary Bowers, Council President



Holly Cook, Council Member



Kevin Cook, Council Member

Attest



Debbie Sillery, Clerk/Treasurer