

Town of Roachdale
Town Hall Meeting Room; 205 N Indiana Street, Roachdale, IN 46172
April 12, 2016 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Tuesday, April 12, 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, Town Employees present

Guests per sign-in sheet

- I. Approval of Minutes – March 8, 2016 Regular Board Meeting – Motion by Kevin Cook, second by Holly Cook, vote unanimous to approve March 8, 2016 Regular Board Meeting Minutes as presented. Approval of Minutes – March 22, 2016 Special Board Meeting- Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve March 22, 2016 Special Board Meeting Minutes as presented. President Zach Bowers presented Memorandum of Executive Session for the Executive Session held at 6:00 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 6:00 p.m. tonight.
- II. Approval of Claims 3/09-2016 – 4/12/2016. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Claims 3/09/2016 – 4/12/2016 as presented. Approval of Payroll 3/09/2016 – 4/12/2016. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve Payroll 3/09/2016 – 4/12/2016 as presented.
- III. Public Comment
 - A. Roachdale Park Advisory Board member Megan Rentfro presented a proposed mural design and requested permission for it to be painted on the west side of the restrooms at the park. The design was drawn by Roachdale resident and North Putnam High School student, Laney Willis. The North Putnam High School Key Club, a volunteer service group, will assist in the painting of the mural. Megan stated that she hopes to have the mural started before the end of the school year. Megan further stated that she was working with local businesses to get the materials donated for the mural and that she hoped she could get more people involved in the park. Holly Cook asked who would be supervising the students and Megan stated that it would be her and the Key Club sponsor, if they are unable to be there, she will assure that an adult is present at all times. Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to proceed with the mural as presented. Holly Cook questioned if there was any money left in the Roachdale Park Advisory Board bank account, Megan stated that she did not think there was any money left in the account and that she

preferred to use donations for work at the park. President Zach Bowers stated that he would put the Park Advisory Board on the May 10, 2016 agenda.

- B. Josh Higgins asked if the Dead End signs had been ordered for Washington and East Street and Marshal Mahoy replied that two have been ordered. Josh wanted to know if there was an update on the two properties located to the west of his property and President Zach Bowers stated that he did not have an update. Josh stated that he was interested in any open positions with the town and he was instructed by President Zach Bowers to submit a resume.

IV. Old Business

- A. Roachdale Wastewater Sewer Rehab Project – Motion by Holly Cook, second by Kevin Cook, vote unanimous, to allow President Zach Bowers authority to sign contracts related to the project on behalf of the town.
- B. Ruby Bell Property Update – Town Attorney David Peebles stated that a hearing has been scheduled for Tuesday, May 24, 2016 at 3:00 p.m. in Putnam Superior Court.
- C. Zoning Ordinance Update – Plan Commission finalized the Zoning Ordinance at their April meeting and a Public Hearing has been scheduled for May 4, 2016 at 6:30 p.m. President Zach Bowers stated that the Zoning Ordinance would be advertised in the Banner Graphic and copies of the ordinance will be available at the Town Office for review or copies could be made for .20 cents per page.

V. New Business

- A. Smoke Testing- Smoke testing was completed in November 2015 in an effort to find sources of rain water in the sanitary sewers. As a result of the testing, sixty issues were identified and letters will be mailed later this week to notify owners of what they need to do to fix the identified problems. IDEM wants to have the problems fixed fairly soon to help resolve issues at the Wastewater Treatment Plant.
- B. Ordinance 03-2016 – Sewer Adjustments – President Zach Bowers read the main requirements of the proposed ordinance and stated that the adjustments would apply to sewer only and not water. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve Ordinance 03-2016 – Sewer Adjustments on all three readings.
- C. Ordinance 06-2016 – No Tobacco Use Policy – President Zach Bowers read the proposed ordinance and stated that there are no current tobacco users employed by the town and that this is not a punitive issue with the town. President Zach Bowers stated that signs will be posted at the park and that the fines will be included on the signs. The ordinance will be published in the Banner Graphic and fines will be imposed thirty days after the publication. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Ordinance 06-2016 – No Tobacco Use Policy on all three readings.
- D. Amendment to Policy 01-2016 – Employee Uniform Policy – President Zach Bowers read the change to the policy which now includes a \$150.00 maximum reimbursement for employee work boots. Kevin Cook requested that steel toed work boots be purchased. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve Amendment to Policy 01-2016 – Employee Uniform Policy with the work boots to be steel toed.
- E. Building Permit – 407 E Washington Street – President Zach Bowers stated that the Plan Commission voted unanimously to send the permit to the full council for approval with the stipulation that the property owner, Josh Higgins, would be responsible for any utilities that

would need to be moved to get to the main. Josh Higgins stated that nothing should have to be moved. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve the Plan Commission's recommendation for Building Permit – 407 E Washington Street. Building permit will be good for 90 days from today to begin construction.


- F. Building Permit – 7 N Indiana 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 – 7 N Indian Street. Building permit will be good for 90 days from today to begin construction.
 - G. Utility Safety and Design, Inc. (USDI) Gas Utility Contract – President Zach Bowers stated that the Town is required to provide gas coverage and that with the recent resignation of Town Superintendent Jason Woodall that part time employee Mike Mahoy is the only employee certified in gas. Mike is able to cover most items, but in the event he is unavailable or the items are outside of his certification, USDI will be immediately contacted. The Indiana Utility Regulatory Commission is in favor of the proposal and USDI would provide the services for a cost of \$2,100 per month. The contract has a 30 day opt out in the event that the Town hires a certified gas operator in the future. Motion by Kevin Cook, second by Holly Cook, vote unanimous, to approve the USDI Gas Utility Contract as presented.
- VI. Town Marshal Report – Marshal Mahoy reminded the Council that he would be at a conference in Lafayette the coming weekend and that the Putnam County Sheriff's Department would be responding to calls during this time. Marshal Mahoy requested approval for Ben Brown as an unpaid Reserve Deputy and stated that Ben had already completed his 40 hour basic class. Motion by Holly Cook, second by Kevin Cook, vote unanimous, to approve Ben Brown as unpaid Reserve Deputy. Marshal Mahoy stated that all items have now been removed from the 2009 Dodge Charger Police Interceptor and that it is now ready to be sold. President Zach Bowers motioned that the 2009 Dodge Charger Police Interceptor be advertised as Surplus Municipal Property with a minimum bid of \$9,000.00 with the bid opening May 10, 2016 at the Regular Town Council Meeting, second by Holly Cook, vote unanimous.
- VII. Town Employee Items – Mike Mahoy presented work orders that had been completed since April 1, 2016 and stated that the Vac Machine needs to be serviced. The Town has a Golden Service Contract and it will be picked up and serviced and the Town would have to pay for any parts if needed. President Zach Bowers requested that prior notification be given before any repairs are done. Mike Mahoy stated that all trucks and mowers have been serviced. The storm tile located on South Walnut, south of Grove Street, needs repaired. President Zach Bowers told Mike Mahoy to contact Ken Smith to see if the storm tile is included as part of the storm water project. UMAC was contacted to provide a quote to repair the hydrant on North Indiana. Troy Elless stated they have looked at the hydrant and are unsure of what all may be involved and proposed doing the job for \$130.00 per hour with a maximum of 8 hours. Troy Elless said that the hydrant needs to be repaired before water lines are flushed. Troy Elless suggested that a valve be installed in front of the hydrant for ease of future repairs. The north end of town will be shut down when the repair is done, customers will be notified in advance and a boil order will be done after the repair is completed. Motion by Zach Bowers, second by Holly Cook, vote unanimous, to proceed with the repair and the addition of the valve at a cost of \$130.00 per hour with a maximum of 8 hours.

VIII. Clerk-Treasurer Items- No items from Clerk-Treasurer.


IX. Items from Town Council Members – No items from any Town Council Members.

Motion by President Zach Bowers, second by Kevin Cook, vote unanimous, to adjourn the meeting at 7:41 p.m.


TOWN COUNCIL:



J. Zachary Bowers, Council President



Holly Cook, Council Member



Kevin Cook, Council Member

Attest



Debbie Sillery, Clerk Treasurer