

MEMORANDUM OF EXECUTIVE SESSION

Date of meeting: January 10, 2023

Time: 5:00 pm

Location: Roachdale Town Hall, 205 North Indiana Street, Roachdale, IN

Members of Governmental Body Present:

Holly Cook

Rick Miles

Katrina Asher

Members of Governmental Body Absent:

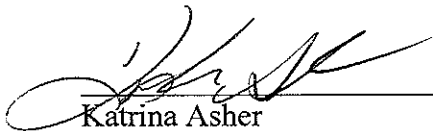
Others Present:

~~_____~~ Mark Ketchem

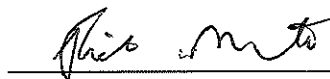
Benny Ault

Subject Matter of Session: pursuant to I.C. 5-14-1.5-6.1(b)(5) to receive information about and interview prospective employees.

Pursuant to I.C. 5-14-1.5-6.1(d), we board members hereby certify that no subject matter was discussed at this executive session other than the subject matter specified in the public notice given for it:


Katrina Asher


Holly Cook


Rick Miles Jr

MEMORANDUM OF EXECUTIVE SESSION

Date of meeting: January 13, 2023

Time: 4:00 pm

Location: Community Center, 204 North Indiana Street, Roachdale, IN

Members of Governmental Body Present:

Holly Cook

Rick Miles

Katrina Asher

Members of Governmental Body Absent:

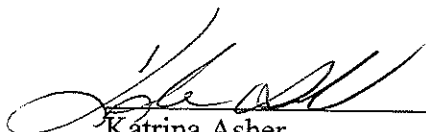
Others Present:


Sidney Johnson

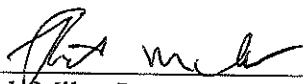
Charles Knuf

Subject Matter of Session: pursuant to I.C. 5-14-1.5-6.1(b)(5) to receive information about and interview prospective employees.

Pursuant to I.C. 5-14-1.5-6.1(d), we board members hereby certify that no subject matter was discussed at this executive session other than the subject matter specified in the public notice given for it:


Katrina Asher


Holly Cook


Rick Miles Jr

Town of Roachdale
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172
January 18, 2023 Town Council
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Wednesday, January 18, 2023 6:00 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, Rick Miles Jr, Katrina Asher

Council Members Absent: None

Clerk-Treasurer, Town Marshal, Town Utility Laborer, Town Attorney

Guests Present: Mike Kleinpeter, Rick Miles Sr, Brent Wireman, Belinda Wireman, Zach Bowers, Carolyn Wireman, Paul Wiremen, Anthony Wireman, Billy Watts Sr, Melissa Lepine, Derick Wiggins, Austin Wireman

- I. Election of Officers – Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to elect Rick Miles Jr as the Council President. President Rick Miles Jr presided over the remainder of the meeting.

- II. Establishment of Date, Time Place of Meeting – Motion by Katrina Asher, second by Holly Cook, vote unanimous, for the meetings to remain on the 3rd Wednesday of the month, 6:00 p.m. at the Roachdale Community Building located at 204 N Indiana Street, Roachdale, IN.

- III. Approval of Minutes – December 21, 2022 Regular Meeting Minutes. President Rick Miles Jr presented the December 21, 2022 Regular Meeting Minutes for approval. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve the December 21, 2022 Regular Meeting Minutes as presented.
Approval of Minutes – January 10, 2023 Memorandum of Executive Session. President Rick Miles Jr presented the January 10, 2023 Memorandum of Executive Session for approval. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve the January 10, 2023 Memorandum of Executive Session as presented.
Approval of Minutes – January 13, 2023 Memorandum of Executive Session. President Rick Miles Jr presented the January 13, 2023 Memorandum of Executive Session for approval. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve the January 13, 2023 Special Meeting Minutes as presented.

- IV. Approval of Claims 12/22/2022 – 1/18/2023. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve Claims 12/22/2022 – 1/18/2023 as presented.

Approval of Payroll 12/22/2022 – 1/18/2023. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve Payroll 12/22/2022 – 1/18/2023 as presented.

- V. Approval of December 2022 Bank Reconciliations and Financial Statements
President Rick Miles Jr presented the December 2022 Bank Reconciliations and Financial Statements as prepared by Suzy Bass, Local Government Services, as part of our Internal Control. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve the December 2022 Bank Reconciliations and Financial Statements as presented.
- VI. Public Comment Time
Brent Wireman asked who makes the decisions on streets being plowed when it snows and President Rick Miles Jr stated that the decision is based on the weather at the time of the event. Rick Miles Jr stated that the Utility Department pushes the snow and they make the judgment call on when to plow. Katrina Asher stated that typically the Town Superintendent makes the decision but the Council had provided input during the recent snow event since we do not currently have a Town Superintendent.
Zach Bowers asked about the trees that were cut down and laying on the sidewalk on East Railroad Street. Holly Cook asked whose responsibility it was to be sure the trees were not on the sidewalk, the Utility Department or is it considered a nuisance and Marshal Lepine would contact the owners. President Rick Miles Jr stated that he had already planned to have Marshal Lepine talk to the owners.
Debbie stated that Zach Bowers is now the new Franklin Township Trustee and Zach Bowers stated that he would have an office at 8 E Washington Street which would be by appointment only.
Marshal Adrian Lepine read a letter of apology concerning a non-job related personal situation and the Council determined unanimously that while they appreciated Marshal Lepine coming forward, it is a personal matter and has no bearing on his job or the Town of Roachdale. The Council also agreed that no disciplinary action would be taken against Marshal Lepine. Marshal Lepine asked to be dismissed from the meeting and the Council agreed.
- VII. Old Business
- A. Wastewater Treatment Grant Update - Mike Kleinpeter, Klienpeter Consulting Group and Derick Wiggins, Midwestern Engineers, gave an update on the status of the SRF and RD applications and stated that there will be no issue with submitting all information to RD by the end of the month. Mike Kleinpeter gave an update on what was being done to secure the funds and the timeline. Derick Wiggins provided information for the final design of the project. Katrina Asher stated that it is very important the project stays on task. Mike Kleinpeter stated that he and Debbie had also been working with Kristin Cleary on obtaining READI funds for the project and a zoom meeting was scheduled for tomorrow at 2:00 to further discuss the application that had been submitted. Mike Kleinpeter stated that he would present an engagement letter from Ice Miller to be the bond counsel for the project at the February 15, 2023 Town Council Meeting. President Rick Miles Jr asked that the Wastewater Treatment Grant Update be placed on the agenda for the Special Meeting that has been advertised for January 23, 2023 at 4:00 p.m.
- President Rick Miles Jr presented Amendment No. 1 to Owner-Engineer Agreement with Midwestern Engineers, Inc. for the Wastewater Treatment Project for approval. Motion

- by Holly Cook, second by Katrina Asher, vote unanimous, to approve Amendment No. 1 to Owner-Engineer Agreement with Midwestern Engineering, Inc. as presented.
- B. Property Cleanup Updates – Debbie stated that she had been contacted by Rick Adams regarding a letter he had received requesting an update on his properties and Rick Adams stated that 315 E Grove Street had been sold, he is working on the garage, 310 E Grove Street should be completed by June 2023 and then will be sold, he will begin work on the home on Forest Home Street in July and it should be finished by the end of the year. Attorney Peebles will send Rick Adams a follow up letter acknowledging the timeline and ask for periodic updates on the progress.
Attorney Peebles stated that he has filed on 209 E Washington Street and 600 N Indiana Street. The Bruce and Tammy Donaldson property was discussed and President Rick Miles Jr stated that he will have Marshal Lepine serve an ordinance violation notice to them. Mark Ketchem stated that there has been progress made on the Kristin Stein property. Holly Cook asked if the Shane and Jill Sessum property had been served and President Rick Miles Jr stated that he will check with Marshal Lepine. The grocery store was discussed and it was decided to decide what the next step will be at the January 23rd Special Meeting.
- C. Employee Handbook – Katrina Asher stated that her and Debbie had a zoom meeting on January 22nd with New Focus HR, LLC to answer questions they had regarding the handbook and they have begun the process.
- D. Town Website Update – Katrina Asher stated that Distinct has begun working on the website and getting everything updated.

VII. New Business

- A. Old Outstanding Checks Considered Void – President Rick Miles Jr presented and read the list of Old Outstanding Checks Considered Void totaling \$188.00 for check #31476 in the amount of \$168.00 and check #31477 in the amount of \$20.00. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve the Old Outstanding Checks Considered Void totaling \$188.00.
- B. UMAC Contract – President Rick Miles Jr presented the UMAC contract for approval and Attorney Peebles stated that he had reviewed the contract and found no issues. Troy Elless, UMAC was present and stated that the contract contained a 20% increase over the rates that the Town has paid since 2015. Motion by Holly Cook, second by Katrina Asher, vote unanimous, to approve the UMAC contract at the new rate retroactive to January 1, 2023.

VIII. Town Marshal Report and New Property Cleanups – Marshal Lepine was not present to give his monthly report.

IX. Utility Items – Utility Laborer Mark Ketchem presented a quote from Sutton Gardens for carbon dioxide and President Rick Miles Jr asked that the item be placed on the February 15th meeting agenda. Mark Ketchem reported that the lid at the north lift station has been cut and loaded. Mark Ketchem stated that Midwestern Engineering had begun work on the Water PER and had been on site gathering information. Mark Ketchem reported that Utility Supply will have new ERTS delivered by January 23rd and Debbie stated that she has asked them to give Mark additional training on the trimble that is used for meter reads. Mark Ketchem reported that Mike Martin, USDI has Mark certified for another year in gas.

Debbie stated that the Town employees will do online training as a group with USDI which will eliminate travel and overtime to attend their yearly meeting to receive the training, Debbie asked that she be allowed to order the employees lunch that day while they complete the training and the Council agreed. Debbie stated that the training is for herself, the Utility Department and the Police Department.

Troy Elless presented information regarding the new federal requirements for lead and copper and presented a quote from 120Water to complete the requirements. Troy Elless stating that there would be no ongoing fees once the requirements were met and he wanted to be sure it is done right from the beginning. President Rick Miles Jr requested that the quote be put on the February 15th agenda for further discussion.

- X. Clerk-Treasurer Items – Debbie presented adjustments totaling \$824.98 for approval. Debbie stated that these were adjustments were for water leaks that occurred during the recent below zero temperatures. Motion by Rick Miles Jr, second by Katrina Asher, vote unanimous, to approve the adjustments totaling \$824.98 as presented. Debbie stated she had contacted the Putnam County Sheriff's office to see if the jail trustees could wax the floors in the Community Building and they will bring a crew the first week of February to complete the work.

XI. Items from Town Council Members

President Rick Miles Jr – no items.

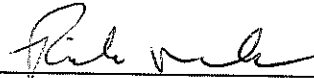
Katrina Asher – no items.

Holly Cook – Holly Cook asked Katrina Asher when the merchant billboard signs would be completed that were discussed at a prior meeting and Katrina Asher stated that the project is being completed by 4H members and she had to wait for them to start meeting again which they are now doing.

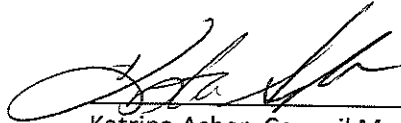
Debbie asked Holly Cook when the Park Board would meet since a member had been in inquiring and Holly Cook stated that they would meet when the weather warms up.

Motion by Holly Cook, second by Katrina Asher, vote unanimous, to adjourn the meeting at 7:24 p.m.

TOWN COUNCIL:



Rick Miles Jr, Council President

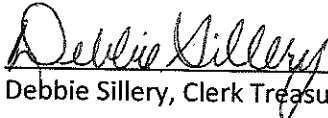


Katrina Asher, Council Member



Holly Cook, Council Member

Attest



Debbie Sillery, Clerk Treasurer

**TOWN OF ROACHDALE
SPECIAL MEETING MINUTES
January 23, 2023**

The Roachdale Town Council held a Special Meeting on Monday, January 23, 2023, 4:00 P.M. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, Indiana.

President Rick Miles Jr called the Special Meeting to order at 4:00 p.m. after recognizing that the agenda was posted pursuant to the Indiana Open Door Law and that a quorum was present.

Council Members Present: Rick Miles Jr, Katrina Asher, Holly Cook

Council Members Absent: None

Clerk-Treasurer, Town Attorney present

Guests Present: Mike Kleinpeter, Shawn Kleinpeter

1. Old Business

- A. Town Superintendent Position – A discussion was held on the dollar amount to pay a new Town Superintendent. Katrina Asher stated that the Council needs to give the new Town Superintendent a deadline to get certifications and then the Council could raise their pay based on certifications.

Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to offer the position of Town Superintendent to Benny Ault with a starting rate of \$30 per hour.

Motion by Holly Cook, second by Katrina Asher, vote unanimous, to authorize President Rick Miles Jr to offer Benny Ault up to \$32 per hour contingent upon obtaining certifications as soon as allowed by law.

Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to move the Utility Department's hours to 8:00 – 4:30 upon the Town Superintendent's first day of employment.

Motion by Katrina Asher, second by President Rick Miles Jr, vote unanimous, to move the Town Superintendent position to a salary position.


- B. Wastewater Treatment Plant Update – Mike Klienpeter, Klienpeter Consulting Group, gave an update of the funding process for the OCRA Grant and went over the status of where we are with the possibility of being funded by SRF or RD for our portion of the project. The need for an Asset Management Plan was discussed. Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, for President Rick Miles Jr to contact Jon Craig, Midwestern Engineering, stating that the project is still moving forward and they are to proceed with the Asset Management Plan. Debbie stated that her and Shawn Kleinpeter, Kleinpeter Financial Group, will be meeting with Hoosier Heartland State Bank and Tri-County Bank to see what loan options each can offer if the Town does not receive SRF or RD funds.
- C. Alamjeet Grewal Building – A discussion was held regarding the repairs needed at the building owned by Alamjet Greewal at 21 E Washington Street. Attorney Peebles stated that he has not been able to contact the owner and Debbie stated that her and Marshal Lepine have both tried to contact him as well with no response. Motion by President Rick Miles Jr, second by Katrina Asher, vote unanimous, to obtain the report from Putnam County Planning which declared the building an emergency safety issue and to review all concerns listed in the report.

It was discussed the possibility of Town employees performing the necessary work and then legal action would be filed against Alamjeet Grewal for expenses incurred for time and material.

- D. Snow Removal – It was decided that all of the Council should be in agreement on how snow removal would be handled and President Rick Miles Jr will help navigate the process.

Motion by President Rick Miles Jr, second by Holly Cook, vote unanimous, to adjourn the Special Meeting at 5:30 p.m.

TOWN COUNCIL:



Rick Miles Jr, Council President

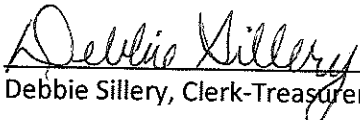


Katrina Asher, Council Member



Holly Cook, Council Member

Attest:



Debbie Sillery, Clerk-Treasurer