

**Town of Roachdale**  
Roachdale Community Building; 204 N Indiana Street, Roachdale, IN 46172  
July 18, 2024 Town Council  
Regular Meeting Minutes

The Roachdale Town Council held their regularly scheduled monthly meeting on Thursday, July 18, 2024 7:00 p.m. at the Roachdale Community Building, 204 N Indiana Street, Roachdale, IN.

President Zach Bowers 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: President Zach Bowers, Paul Wireman, Amanda Newcomer

Council Members Absent: None

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

Guests Present: Larry Kersey, Carole Cloncs, Jim Cromwell, David Ruark, Lauren Ruark, Scott Siple, Mike Kleinpeter, Kole Williams

- I. Ordinance 04-2024 An Ordinance Establishing Rules of Conduct for Meetings of the Roachdale Town Council – President Zach Bowers presented and read Ordinance 4-2024.  
Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve Ordinance 04-2024 on 1st reading.  
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to waive 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 04-2024.  
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve Ordinance 04-2024 An Ordinance Establishing Rules of Conduct for Meetings of the Roachdale Town Council after waiving 2<sup>nd</sup> and 3<sup>rd</sup> readings.
- II. Wastewater Project Update – Scott Siple, Midwestern Engineering, gave an update on the project and stated that all lining, point repairs and televising has been completed. Scott Siple stated that the manhole rehabilitation will be completed by the end of August. Scott Siple presented flash drives that contained videos of pre and post lining of the system. Scott Siple stated that Division II of the project which is for upgrades at the Wastewater Treatment Plant has been battling with locating utilities at the plant and reported that Midwestern Engineering will enter all utility locates into GPS and will also include them in the final set of plans for the project.
  - A. Pay Applications  
Mike Kleinpeter, Kleinpeter Consulting Group, presented pay application #14 from Midwestern Engineers in the amount of \$21,708 to be paid from SFR funds and pay application #15 from Mitchell & Stark in the amount of \$155,066 to be paid with \$55,066 from SRF funds and the remaining \$100,000 from READI funds.  
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve pay application #14 from Midwestern Engineers in the amount of \$21,708 to be paid from SRF funds.

Motion by President Zach Bowers, second by Pau; Wireman, vote unanimous, to approve pay application #15 from Mitchell & Stark in the amount of \$155,066 to be paid with \$100,00 from READI funds and the remaining \$55,066 SRF funds.

- III. 2024 Community Crossings Matching Grant Update – Scott Siple stated that he had finalized the scope of the project after walking the area to be included with Maintenance Operations Coordinator Mark Ketchem and discussing the total cost with Debbie. Scott Siple stated that the total cost of the project would be \$330,652.30 with the Town’s match being \$83,913.09. Scott Siple stated that the project would also include tree and stump removal where needed. Scott Siple stated that the award announcements will be made November – December and then the Town will have four months to bid the project if awarded.
- IV. Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to accept the proposed 2024-2 Community Crossings Matching Grant project as presented and to commit to the Town’s 25% match of the project (\$83,913.09) and to authorize President Zach Bowers to sign any documents related to the project.
- V. Approval of Minutes
  - A. June 20, 2024 Regular Meeting Minutes
  - B. July 9, 2024 Memorandum of Executive Session
  - C. July 10, 2024 Memorandum of Executive Session

President Zach Bowers presented the June 20, 2024 Regular Meeting Minutes, the July 9, 2024 Memorandum of Executive Session, and the July 10, 2024 Memorandum of Executive Session Minutes for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the minutes as presented.

- VI. Approval of Claims 06/21/2024 – 07/18/2024. President Zach Bowers presented claims for 06/21/2024 -07/18/2024 for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve claims 06/21/2024 – 07/18/2024 as presented.

Approval of Payroll – 06/21/2024 – 07/18/2024. President Zach Bowers presented payroll for 06/21/2024 – 07/18/2024 for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve payroll 06/21/2024 – 07/18/2024 as presented.

- VII. June 2024 Bank Reconciliation – President Zach Bowers presented the June 2024 Bank Reconciliation for approval as prepared by Suzy Bass, Local Government Services, as part of our internal control.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the June Bank Reconciliation as presented.

- VIII. Public Comment Time  
David Ruark – David Ruark stated that a massive storm dumped 1 ½” of rain and left 3-4” of standing water in his front yard at 205 E Forest Home Street. David Ruark stated that he was told that his property is not on stormwater and asked if they town could verify if it was not. David Ruark stated that former Town employee Nick Smith had told him in the spring that the drain is just a

drainage pit and is not connected to the Town's stormwater. David Ruark stated that he would like to be reimbursed for being charged for stormwater services and to no longer be charged the fee. Maintenance Operations Coordinator Mark Ketchem stated that he will investigate the issue and he believes it has been covered up with asphalt and needs to be jetted out.

IX. Old Business

- A. Town Signs – Maintenance Operations Coordinator Ketchem presented a proposed rendition of new welcome signs from JaLarr & Co. The cost per sign is \$320 each (4 signs total) plus the cutting of each sign, which is proposed to be approximately \$100 extra. Mark was waiting on the final amount from the sign company as they were waiting on the company that does the cutting for them but provided the \$100 cost as an estimate.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve purchase of the signs not to exceed \$2,000 for all four signs.

- B. Town Office Parking Lot – Maintenance Operations Coordinator Ketchem stated that he cannot get quotes on the Town Office parking lot. Maintenance Operations Coordinator Ketchem stated that one person came out and looked at it and wanted \$17,000 with Maintenance Operations Coordinator Ketchem removing the asphalt and grading it. Maintenance Operations Coordinator Ketchem stated another person quoted it over the phone and quoted \$18,200 for paving 3" thick. Paul Wireman asked if we can tear it out and do a gravel lot and Maintenance Operations Coordinator Ketchem stated than he can pull it up and replace it with one axle of gravel in a day.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to remove the existing asphalt and replace it with size 8 crushed stone.

- C. Community Building and Town Office ADA Compliance – Mike Kleinpeter, Kleinpeter Consulting Group, introduced himself and spoke about grant opportunities. Mike Kleinpeter presented the requirements for OCRA grants and stated grants for public facilities fund up to \$500,000 and require at least a 10% match. A timeline for project construction was presented and Mike Kleinpeter stated that a town can have two grants open at a time while applying for a third. Mike Kleinpeter stated the Town would have to prioritize what is most important because the Town could go through all of the steps and not get funded. Mike Kleinpeter stated we would be competing against fire stations and libraries for grant money and OCRA hadn't funded ADA projects in a long time.

The water project that had been proposed to the previous council was discussed and Mike Kleinpeter stated that the project would be between \$1.8 million and \$2 million for construction and non- construction costs. President Zach Bowers stated that the Council will need to look at the project and see what could be trimmed.

- D. Corrected Natural Gas Agreement Between Utility Gas Management and Town of Roachdale Indiana – President Zach Bowers presented a corrected agreement and stated that last month there were issues with the agreement that was passed and those issues have been fixed. The management fee discrepancy has been corrected to reflect .09 in words and the dollar figure.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to adopt the corrected agreement between Utility Gas Management and Town of Roachdale Indiana.

- E. Wastewater Treatment Plant Swing Gate – Maintenance Operations Coordinator Ketchem presented updated information on the swing gate. Paul Wireman asked what a Knox box is and Maintenance Operations Coordinator Ketchem replied that it is to allow the fire department access in the event of an emergency. Paul Wireman asked if the current gate is a manual gate and if it stays open all day. Maintenance Operations Coordinator Ketchem

stated that it is a manual gate and does stay open unless it is manually closed. President Zach Bowers stated that it is a security concern especially if the gate would be left open at night and he is surprised that IDEM has not commented about the manual gate. President Zach Bowers asked if we would be able to track who is coming and going with the new swing gate and Maintenance Operations Coordinator Mark Ketchem stated that we can and we can also change the codes if needed.

Motion by Paul Wireman, second by Amanda Newcomer, to award the contract to Gatekeepers Service, LLC as stated in their proposal for \$12,675.

- F. Town Office Sewage Repairs – President Zach Bowers stated that we have 3 options for repairs at the Town Office and stated that the sewer lines will be open for the repair so the employees will not be able to be in the building during that time. Debbie stated that there have been no issues for several months and suggested waiting until after the first of the year when the office will be moved to the Community Building.  
Town Office Sewage Repairs was tabled.
- G. Speed Limit Signs – Maintenance Operations Coordinator Ketchem stated that he cannot find anything that says how many signs are needed and on the spacing of the signs. Maintenance Operations Coordinator Ketchem stated that he thought signs could be placed at every other intersection facing both directions. President Zach Bowers stated that he would leave that up to Maintenance Operations Coordinator Ketchem. Maintenance Operations Coordinator Ketchem stated that he will get a count and get the signs ordered.

#### IX. New Business

- A. Ordinance 05-2024 – An Ordinance Amending Fines for Violation of the Ordinances of the Town of Roachdale – President Zach Bowers presented and read Ordinance 05-2024.  
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve Ordinance 05-2024 on 1<sup>st</sup> reading.  
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings of Ordinance 05-2024.  
Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to approve Ordinance 05-2024 An Ordinance Amending Fines for Violation of the Ordinance of the Town of Roachdale as read and written.  
President Zach Bowers stated that the ordinance will need to be published in the paper so it will be effective 30 days after it is published.

#### X. Property Cleanups

Town Attorney Peebles stated that he had attended court with President Zach Bowers July 15th for the case with AKG for 21 and 23 E Washington Street and no one appeared for them. Town Attorney Peebles stated that the Town will have a court order that gives them authority to do certain things at the building, that they may but not shall have to do. The Town will have the authority but is not obligated. Town Attorney Peebles stated that once the Town receives the signed order then they can secure the area between the Post Office and the store, will secure the store with their own key and that key will be kept at the Town Office. Once these items have been completed the Town will go back to court and place a lien on the property for any expenses they have incurred. Town Attorney Peebles stated the order will allow the awning to come down

and a safety inspection will be done of the apartment to make sure they have an exit in the event of a fire. President Zach Bowers stated that the Town does not want to evict the apartment tenant at this time and the inspection will occur before serving the building. Maintenance Operations Coordinator Ketchem stated that once the awning is removed the siding on the building will probably come down as well.

Unsafe Building Orders were discussed. Town Attorney Peebles stated that he did not get the Unsafe Building Orders to Interim Marshal Bryson Tash for the Robert Williams trailers on South Street. Town Attorney Peebles gave the Unsafe Building Orders to Interim Marshal Tash and he will hand deliver them to Robert Williams and then return signed copies to the Town Office for their file.

Town Attorney Peebles stated that he had mailed Mitch and Barbara Scott their Unsafe Building Order for their garage at 5 E Forest Home. Debbie stated that Barb Scott was in and she stated that her garage will be down the weekend of July 22<sup>nd</sup>. President Zach Bowers stated that the deadline for the garage to be down is August 1<sup>st</sup>.

Town Attorney Peebles stated that the court date for Kristin Stein, 13 N Main Street, is scheduled for August 5<sup>th</sup> at 11:00. President Zach Bowers stated that Interim Marshal Tash will need to attend.

Town Attorney Peebles stated that he will upload and file a new lawsuit against Charles and Grace Ring, 205 N Walnut Street, before he goes on vacation.

Interim Marshal Tash reported that Scott Griffin's property at 7 S Main Street has been cleaned and he will pay his fine the first week of August.

President Zach Bowers stated that the Council had received an email from Amanda Procenti the homeowner of the property adjacent to 209 E Washington and she wanted the Council to have the property cleaned. President Zach Bowers stated that his concern is that she is trying to sell her home, has never approached the Council previously with concerns, and now wants the Council to do something right now because she is selling her home. Town Attorney Peebles stated that the Town has a pending lawsuit on the property at 209 E Washington Street owned by Patsy Long Bradley.

Town Attorney Peebles stated that the Town will need to have a decision on how they want to clean the properties and go after owners. President Zach Bowers stated that the issues is there are not people willing to testify in court about the properties that need cleaned up. President Zach Bowers requested that Interim Marshal Tash take good pictures of the entire property at 209 E Washington Street since he does not feel comfortable using pictures that were taken by a neighbor.

Town Attorney Peebles asked if the Council wanted to set aside money from the General Fund for property cleanups for the 2025 Budget. Debbie asked what would happen if the Town cleaned a property and then the owner trashes the property again. No further discussion was held

- XI. Interim Town Marshal Report – Interim Marshal Tash presented his monthly report. Interim Marshal Tash stated that he had reached out to five shops for quotes on the graphics for the Taurus and had received a quote from Shadow Graphix. President Zach Bowers asked if he

had artwork on the quotes and Interim Marshal Tash stated that he does not yet but he will get the artwork.

President Zach Bowers asked about the warnings that were served at 08 and 09 S Walnut Street for barking dogs and Interim Marshal Tash stated that it was for continuous barking. Interim Marshal Tash stated that he had had a previous verbal conversation with 8 S Walnut. President Zach Bowers stated that Interim Marshal Tash needs to let owners know when the dog barking is occurring.

XII. Maintenance Operations Coordinator Report

Maintenance Operations Coordinator Ketchem reported that construction will be starting on the east end of town where the new building is going and everything seems fine.

Maintenance Operations Coordinator Ketchem reported that there has been lots of work done at the park, the edger blew up so they are waiting on a new one and then will finish the park.

Maintenance Operations Coordinator Ketchem stated that his department has been busy working with the contractors on the wastewater project.

Maintenance Operations Coordinator Ketchem stated that the curbs have been cleaned downtown and out buildings will be addressed the middle of next week.

President Zach Bowers asked if the new business that will be going in on the east end of town will have all town utilities and Maintenance Operations Coordinator Ketchem reported that they would and all meters will be outside.

Paul Wireman stated that he has received lots of compliments on how good the town looks, that it is the first time his curb has been scraped in front of his home since he has lived there and the town is looking better.

XIII. Clerk-Treasurer Items

Debbie presented adjustments totaling \$1,245.30 for approval.

Motion by Paul Wireman, second by Amanda Newcomer, vote unanimous, to approve the adjustments totaling \$1,245.30 as presented.

Debbie stated that the Town received another check from Panhandle Eastern Pipeline for the PEFA lawsuit totaling \$32,043.95 and this will be figured into the gas tracker which will help keep gas costs for the customers lower.

XIV. Items from Town Council Members

Amanda Newcomer – No items.

Paul Wireman- No items.

President Zach Bowers – President Zach Bowers stated that we need to explore passing an ordinance that all meters for new construction and any meters for repairs for water or gas need to be located outside buildings. President Zach Bowers stated all existing meters that are inside buildings need to be replaced and moved outside. President Zach Bowers stated that each building also needs to be metered separately. President Zach Bowers questioned who would be responsible for the cost on the existing meters to be relocated outside.

Debbie questioned what would happen if water is on because Town employees cannot access the meter to shut it off, the gas is off, the line freezes and it causes a leak. Town Attorney Peebles

stated that the building owner would be responsible since the Town did not have access to the meter to turn it off.

President Zach Bowers asked what the correct name is for Church/Lonake Street since it is not consistent. The Town and the Baptist Church refer to it as Lonake Street and others refer to it as Church Street. Town Attorney Peebles stated that Town could do an ordinance and decide if they want it to be Church Street or Lonake Street and get the name to the appropriate people when the ordinance is passed.

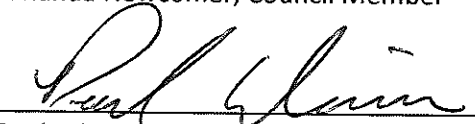
President Zach Bowers stated that at one point many years ago there were plans to extend Walnut Street south of South Street to the new addition behind Roachdale Elementary which will never happen. We do not maintain it and there is only one home located in that stretch of road. President Zach Bowers asked if it was included in the Paser report and Maintenance Operations Coordinator Ketchem stated that it was. President Zach Bowers asked if we could vacate it and Maintenance Operations Coordinator Ketchem stated that we have a water easement in that stretch of road. Town Attorney Peebles will check with Robbie at the Putnam County Plat Office and will report back to the Council.

Motion by President Zach Bowers, second by Paul Wireman, vote unanimous, to adjourn the meeting at 9:34 p.m.

TOWN COUNCIL:

  
\_\_\_\_\_  
J Zachary Bowers, Council President

  
\_\_\_\_\_  
Amanda Newcomer, Council Member

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

Attest

  
\_\_\_\_\_  
Debbie Sillery, Clerk Treasurer