

December 16, 2025

## Roanoke Town Council Meeting Minutes

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, December 16, 2025, at 6:00 P.M. in accordance with Council's rules, appropriate notices, and applicable laws. Those present from the Council were President Amanda Sands, Vice President Nick Scheer, Councilman Brian Humphries, Councilwoman Tinisha Weigelt and Councilwoman Terri Edmiston. Also present were Town Marshal Jim Wood, Deputy Marshal Grant Baumgartner, Superintendent Aaron Popplewell and Clerk Treasurer Sarah Milton.

President Sands moved to approve the December 2, 2025, Council meeting minutes as written, Vice President Scheer seconded, and the motion passed unanimously.

Council discussed the Roanoke Volunteer Fire Department Contract for 2026. The RVFD requested a cap be put on the maximum out of pocket for facilities repair and maintenance. After some discussion, President Sands made a motion to approve the Roanoke Volunteer Fire Department Contract for 2026 including a \$3,500.00 cap on the maximum out of pocket for facilities repair and maintenance, Councilwoman Weigelt seconded and the motion passed unanimously.

Town Marshal Wood stated that he had only received two applications for Deputy Marshal mentioning he is accepting applications until 1/15/2026. Councilwoman Weigelt suggested that Town Marshal Wood advertise outside of the Town's Facebook page. After some discussion, Councilman Humphries made a motion to approved to increase the advertisement for pay to \$45,000 - \$55,000 for a new Deputy Marshal, President Sands seconded and the motion passed unanimously.

Superintendent of Operations Popplewell updated Council on matters regarding meeting with IDEM stating they are receptive to leaving the debris pile at Lagoon #2 when closing, the lift station in that the control panel is in as well as the Community Crossing Matching Grant as he was instructed to bid out the project in case there are unclaimed funds.

Councilwoman Weigelt stated that although she appreciated the County Commissioners for putting together a meeting to discuss the pedestrian bridge removal driven by the Drainage Board, she encouraged all those interested in keeping the pedestrian bridge at the Roanoke Park to attend the Public Hearing on Thursday, December 18, 2025 at 9:45am at the Huntington County Courthouse, Room 206. She also stated that with no explanation with actual hydraulics or analysis, something scientific driven by someone who is licensed, or where the DNR requires it to be raised, she does not support removal of the bridge. The Council will decide what course of action to take next after the results of the Public Hearing.

After President Sands introduced the salary ordinances for 2026, Vice President Scheer made a motion to pass Ordinance 2025-09 Salary (Elected Officials) Ordinance for 2026, President Sands seconded, and the motion passed unanimously. Vice President Scheer made a motion to pass Ordinance 2025-08 Salary (Employee) Ordinance for 2026, Councilwoman Weigelt seconded, and the motion passed unanimously. President Sands then introduced the new Employee Handbook effective 1/1/2026. After there were no concerns, President Sands made a motion to approve the new Employee Handbook as written, Councilman Humphries seconded and the motion passed unanimously. Lastly, President Sands made a motion to approve the quote for \$150.00/annually to NewFocus HR to keep the new employee handbook up to date with federal and state laws. This cost would also include any changes approved by Council to the employee handbook. Councilwoman Edmiston seconded and the motion passed unanimously.

Clerk-Treasurer Milton provided Council with potential meeting dates for 2026, the first Tuesday of each month and the first and third Tuesday in December. Vice President Scheer made a motion to approve the Town Council meeting dates for 2026, Councilman Humphries seconded, and motion passed unanimously. Clerk Treasurer Milton asked permission to transfer budgeted monies within the appropriation report to get accounts out of the red for 2025. President Sands made a motion to allow funds to be transferred with the appropriation report to get accounts out of the red for 2025, Vice President Scheer seconded, and the motion passed unanimously. Clerk Treasurer Milton asked for a motion to sign the annual TRECS registration form allowing our attorney to collect from delinquent utility accounts. Vice President Scheer made a motion to approve the signing of the annual TRECS registration form, Councilman Humphries seconded, and the motion passed unanimously. Clerk Treasurer Milton requested the Council sign the Annual Certification of Elected Official to The Execution of the Town of Roanoke on Compliance with Municipal Nepotism Policy form. Clerk Treasurer Milton stated that she renewed the three Certificate of Deposits at Bippus State Bank for 4.25% after receiving an offer of 3.65% from First Federal Savings Bank and 4.25% from Bippus State Bank. Clerk Treasurer Milton also stated that she will be working on an Investment Ordinance to be approved in January. Lastly, Clerk-Treasurer Milton provided the balance of \$24,580.10 from the Park Lighting Project that will not be completed and paid until 2026. After she asked to encumber this amount to 2026, Councilwoman Weigelt made a motion to encumber \$24,580.10 for the Park Lighting Project, Councilman Humphries seconded and the motion passed unanimously.

Last on the agenda was the presentation of bills for payment. President Sands made a motion to pay the bills as listed on the allowance of claims payable voucher of \$151,041.16 and utility adjustments of \$18.87, Vice President Scheer seconded, and the motion passed unanimously.

President Sands moved to adjourn the meeting, Vice President Scheer seconded, and the motion was duly adopted.

(signatures on 3<sup>rd</sup> page)

*Note: These minutes are a summary of actions taken at the Town of Roanoke Council meeting. The full video archive of the meeting is available for viewing at <https://www.youtube.com/@TownofRoanoke> for as long as this media is supported.*

Respectfully submitted,

Sarah Milton, Clerk Treasurer

Council Approve:

Amanda D Sands

dkl81

Terri L Edington

Bruce Schugel