

December 5, 2023

Roanoke Town Council Meeting Minutes

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, December 5, 2023, at 6:00 P.M. in accordance with this Council's rules, appropriate notices, and applicable laws. Those present from the Council were President Amanda Sands, Vice President Dave Meitzler, Councilwoman Joan Abbott, Councilman Nick Scheer, and Councilman Brian Humphries. Also present were Town Marshal Jim Wood, Deputy Town Marshal Grant Baumgartner, Superintendent Aaron Popplewell and Clerk Treasurer Sarah Milton.

Vice President moved to approve the regular meeting minutes of November 7, 2023, as written. Councilman Scheer seconded, and the motion passed unanimously.

Huntington County Economic Development Corporation Executive Director, Mark Wickersham presented the contract for 2024 in the amount of \$3,000.00. Vice President Meitzler made a motion to sign the contract for \$3,000.00 as written, Councilwoman Abbott seconded, and the motion passed unanimously. Council appointed Superintendent of Operations Aaron Popplewell to serve on the HCEDC board for 2024.

Council discussed the solid waste and recycling bids that were received at the previous Council meeting from Republic Service and GFL Environmental. Councilman Scheer mentioned that the issue of whether GFL Environmental was a responsive bidder had been resolved. Councilman Scheer made a motion to approve the bid from GFL Environmental for trash and recycling, Vice President Meitzler seconded, and the motion passed unanimously.

President Sands closed the regular meeting and opened the Adoption Hearing for the revised 2024 Town of Roanoke Budget. The budget had been completed and approved before the DLGF received information from the Huntington County Auditor regarding the annexation of Cardinal Creek. The new General levy would be \$303,000 with a tax rate of 0.4319 and Park levy would be \$162,664 with a tax rate of 0.2319. President Sands made a motion to rescind the previous adoption of Ordinance 2023-08 2024 Town of Roanoke Budget and re-adopt Ordinance 2023-13 as the revised 2024 Town of Roanoke Budget; Councilman Scheer seconded, and the motion was approved with Vice President Meitzler abstaining. President Sands closed the Adoption Hearing and reopened the regular meeting.

Councilman Humphries introduced the Roanoke Volunteer Fire Department Contract for 2024 and asked Council if they had any questions or concerns. With no questions, the Roanoke Volunteer Fire Department Contract for 2024 will be voted on at the next meeting on December 19, 2023. Councilman Humphries mentioned that the generator at the RVFD, which the fire department had serviced, needed to be added to the Town's asset inventory and serviced with the other generators the Town owns.

Vice President Meitzler presented a quote from Midstates Recreation for playground equipment at the Roanoke Park in the amount of \$257,070.30. Vice

President Meitzler stated that the playground equipment project would be funded by donations and \$30,000.00 from CEDIT. President Sands made a motion to approve the quote from Midstates Recreation in the amount of \$257,070.30, Councilwoman Abbott seconded, and the motion passed unanimously. Vice President Meitzler then presented quotes from Nevco \$9,223.50 and Varsity Scoreboards \$10,530.00 for new scoreboards at the Roanoke Park. No reply from BLN Scoreboards. Vice President Meitzler stated that the scoreboards would be funded by a donation from Bippus State Bank. President Sands made a motion to approve the quote from Nevco for \$9,223.50, Councilwoman Abbott seconded, and the motion passed unanimously. Bippus State Bank will donate the check to the Town and the Town will pay Nevco.

Superintendent of Operation Popplewell requested a motion to approve a change order from Wayne Asphalt to reduce the amount of the Main & Vine parking lot project by \$39,411.88. This was due to the Town ordering & installing lights and the sign separately. Councilman Scheer made a motion to approve the change order by (\$39,411.88), Vice President Meitzler seconded, and the motion was passed unanimously. The parking lot sign will be discussed at the December 19, 2023 Council meeting. Superintendent Popplewell also mentioned that INDOT stated that the repairs to the Cow Creek bridge are to start on June 2, 2024.

Council discussed paid holidays for employees by stating the Christmas Eve paid holiday will be recognized on Friday, December 22, 2023.

Councilman Humphries followed up from the November 7, 2023 meeting stating he had researched on whether the Town of Roanoke would be able to obtain a historical liquor license and his findings was that this would not be possible.

Homeowner Connie Baumgardner updated Council regarding the Continuous Enforcement Order which gave the homeowners at 184 W. Second Street an additional 30 days for the siding and roof to be completed. She stated that all had been completed except for a small section of siding. Council discussed and Councilman Sheer made a motion to give the homeowners until the January 2, 2024 Council meeting to complete the siding and to submit documentation to Council from the Huntington County DCD office that they are in compliance. Councilman Humphries seconded, and the motion passed unanimously.

President Sands made a motion to approve the lease for the front half of 126 N Main Street to Magnolia & Moss & Snickle & Fritz Candy Co for 2024, Councilwoman Abbott seconded, and the motion passed unanimously.

President Sands made a motion to re-appoint Dennis Boyer to the Library Board for a 4-year term, Vice President Meitzler seconded, and the motion passed unanimously. Vice President Meitzler made a motion to re-appoint John Stoeckley to the Library Board for a 4-year term, President Sands seconded, and the motion passed unanimously. President Sands made a motion to appoint citizen Breann McCourt to the Roanoke Board of Zoning Appeals Board for a 4-year appointment, Vice President Meitzler seconded, and the motion passed unanimously. President Sands made a motion to appoint Brandon Kitt, Roanoke Plan Commission Member from the ETJ for a 2-year appointment to the Roanoke Board of Zoning Appeals Board, Councilwoman Abbott seconded, and the motion passed unanimously.

Council next considered employee wage increases for 2024. President Sands recommended changes be a 3% increase for the Utility department, Park employee range of \$13.50 - \$15.50, and Deputy Clerk-Treasurer increase of \$1.00/hour. Councilman Scheer recommended a 1.5% increase for the Town Marshal and an annual amount of \$50,000 - \$51,000 or \$24.52/hr for the Deputy Marshal. Councilman Scheer asked Clerk-Treasurer Milton to go over the budget with the Town Marshal and confirm the funds are available. President Sands asked Clerk-Treasurer Milton to prepare the Salary Ordinances for 2024.

Council also asked Clerk-Treasurer Milton to update the Employee Handbook to include the addition of two paid holidays: Presidents Day and Columbus Day. The updated handbook to be approved at the next Council meeting.

Clerk Treasurer Milton asked Council for any questions or comments regarding the Projected CEDIT Funds Usage for 2024 prior to her submitting it to the Huntington County Auditor. There were none. Clerk Treasurer Milton requested to write off the uncollectible accounts receivable in the amount of \$521.33. Councilman Humphries made a motion to write off the uncollectible accounts for 2024 in the amount of \$521.33, Councilwoman Abbott seconded, and the motion passed unanimously. Clerk Treasurer Milton requested to use TM Wells to complete the 2023 Capital Asset inventory. The annual update quote is not to exceed \$2,750.00. Vice President Meitzler made a motion to accept the quote from TM Wells quote of not to exceed \$2,750.00, Councilwoman Abbott seconded, and the motion passed unanimously. Clerk-Treasurer Milton requested to pay Wayne Asphalt the final payment for the Main & Vine parking lot in the amount of \$15,070.92 as soon as the final \$10,000.00 is received from the Huntington County Commissioners on December 27, 2023. Councilman Scheer made a motion to allow the payment to Wayne Asphalt on December 27, 2023 in the amount of \$15,070.92, Councilwoman Abbott seconded, and the motion passed unanimously. Clerk-Treasurer Milton then presented a quote from American Legal for \$2,060.00 - \$3,040.00 to codify ordinances from June 2022 through November 2023. President Sands made a motion to pay American Legal for codification for ordinances from June 2022 through December 2023 of not to exceed \$3300.00, Vice President Meitzler seconded and the motion passed unanimously.

After Clerk Treasurer Milton introduced Ordinance 2023-11 Authorizing Purchasing Agents to Make Advanced Payments on Contracts, President Sands made a motion to pass Ordinance 2023-11 Authorizing Purchasing Agents to Make Advance Payments on Contracts on the same day as introduction, Vice President Meitzler seconded and the motion passed unanimously.

Last on the agenda was the presentation of bills for payment. Councilwoman Abbott moved to pay the bills as listed on the allowance of claims payable voucher of \$611,807.31 and utility adjustments of \$768.74. President Sands seconded, and the motion was approved unanimously.

Councilwoman Abbott then moved to adjourn the meeting. Vice President Meitzler seconded, and the motion was duly adopted.

(signatures on page 4)

Respectfully submitted,

Sarah Milton, CT
Sarah Milton, Clerk-Treasurer

Council Approve:

Amanda R Sands

Dave Metten

Jean Abbott

Brian S. [Signature]
