

**December 2, 2025**

## **Roanoke Town Council Meeting Minutes**

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, December 2, 2025, at 6:00 P.M. in accordance with Council's rules, appropriate notices, and applicable laws. Those present from the Council were, Vice President Nick Scheer, Councilman Brian Humphries, Councilwoman Tinisha Weigelt and Councilwoman Terri Edmiston. President Amanda Sands was absent. Also present were Town Marshal Jim Wood, Deputy Marshal Grant Baumgartner, Superintendent Aaron Popplewell and Clerk Treasurer Sarah Milton.

Councilwoman Weigelt moved to approve the November 2, 2025, Council meeting minutes as written, Councilman Humphries seconded, and the motion passed unanimously. Councilwoman Weigelt moved to approve the November 19, 2025, Executive Council meeting minutes as written, Councilwoman Edmiston seconded, and the motion passed unanimously.

Vice President Scheer closed the regular Town Council meeting and opened the Public Hearing for Ordinance 2025-07 Wastewater Rates & Charges. Vice President Scheer presented an overview of the rate increase and explained that the rate increase is necessary to move forward with the new wastewater treatment plant. It was also mentioned that there is a strong possibility of another rate increase later this year. This increase would take effect January 1, 2026, with the first billing date of February 15, 2026. After some discussion and comments from the public and with no one else wishing to speak, Vice President Scheer closed the Public Hearing and reopened the regular Town Council meeting.

Lochmueller Group presented the Engineer's Preliminary Construction Cost - 60% plan update on the Wastewater Treatment Plant. The current amount of the project is \$11,345,000 which includes a 20% contingency cost.

Councilman Humphries introduced the Roanoke Volunteer Fire Department Contract for 2026 and asked for any comments or questions. After conversation with Fire Chief Brandon Taylor and his request for a meeting with a couple of Council members prior to the next Council meeting, Council stated that the RVFD contract will be voted on at the next meeting on December 16, 2025.

Source One Insurance Benefits Account Manager, Kelly Romanko presented the health insurance options along with the Health Reimbursement Arrangements. Although there is no change with the dental plan, the health insurance plan itself would increase by 10.5% from 2025 to 2026. The cost to employees and families remains at \$1.00/yr however, the out of pocket for employees and families would change from \$700/\$1,400 to \$900/\$2,000 before the HRA would start. The plan also requires membership of a local participating Chamber (Huntington County) to receive the 5% discount. The out-of-pocket cost for the Town would be \$7,807.02/month (less the \$1/yr cost to employee). After some



discussion, Councilwoman Edmiston made a motion to approve the PHP Level Solutions health insurance plan presented, Councilman Humphries seconded, and the motion passed unanimously.

Park Board President, Dave Meitzler, requested to spend \$2,553.46 for the supplies the electrician needs to complete the lighting project at the park. Councilwoman Weigelt motioned to approve the additional funds of \$2,553.46, Councilman Humphries seconded and the motion passed unanimously. Park President Meitzler stated that the next Park Board meeting would take place at Town Hall on Tuesday, January 13, 2026, at 6:00pm.

Town Marshal Jim Wood requested an update regarding the hiring of a Deputy Marshal. Councilwoman Weigelt stated that he was given permission to hire a Deputy Marshal and Vice President Scheer would discuss with him after the meeting if he had additional questions.

Superintendent of Operations Popplewell requested approval for a change order from Soil & Material Engineers (SME) for an additional \$10,000.00 to be used to continue talks with IDEM regarding reducing the cost of closing Lagoon #2 as well as groundwater monitoring of Lagoon #1. Next meeting with IDEM is December 10, 2025. After some discussion, Councilwoman Weigelt motioned to approve the change order in the amount of \$10,000.00 to SME, Councilman Humphries seconded and the motion passed unanimously. Superintendent of Operations Popplewell also informed Council that the Town was not awarded the Community Crossing Matching Grant (CCMG) but the Town would apply again in 2026. He also stated that he will look at what funds are available in the budget to see if the Town can do some mill and resurfacing in 2026.

Councilwoman Weigelt made a motion to pass Ordinance 2025-07 Amending Sections 53.06 of the Code of Ordinance to increase wastewater rates and charges, Councilman Humphries seconded, and the motion passed unanimously.

Councilwoman Weigelt updated the public regarding the order that had been rescinded by the Huntington County Drainage Board to remove the concrete bridge at the park. Councilwoman Weigelt stated that the Town had received a new request through a maintenance report letter stating the Huntington County Drainage Board plans to remove the concrete bridge at a cost to the Town of \$5,000.00. The Public Hearing for this maintenance plan is Thursday, December 18, 2025 at 9:45am. Councilwoman Weigelt stated that Council had drafted an appeal letter requesting justification for the removal of the bridge, as none had been provided.

Vice President Scheer presented the lease for the front half of 126 N Main Street and after no questions, Councilwoman Weigelt made a motion to approve the lease to Magnolia & Moss & Snickle & Fritz Candy Co for 2026 as presented, Councilman Humphries seconded, and the motion passed unanimously.

Town Council next considered wage increases for 2026. For employees, Vice President Scheer recommended a 2.5% increase for the Utility department,



Police Dept and Deputy-Clerk Treasurer. He also recommended a salary of \$61,000.00 be paid to the new Town Marshal that is hired during 2026. Clerk-Treasurer Milton will prepare the Salary Ordinances for 2026, according to these recommendations, and be approved at the next Council meeting.

Clerk Treasurer Milton gave an update to Council stating that she had received the 1782 Notice and the 2026 Budget had been approved for amount requested. Clerk Treasurer Milton then asked Council for any questions or comments regarding the Projected CEDIT Funds Usage for 2026 prior to her submitting it to the Huntington County Auditor. With no questions, Councilwoman Weigelt made a motion to approve the Projected CEDIT Funds Usage for 2026, Councilman Humphries seconded and the motion passed unanimously. Clerk Treasurer Milton then presented two quotes to replace two doors at 126 North Main Street (First Street side door & Fire Dept front door). Automatic Door Controls (ADC) quoted \$10,300.00 to replace the two doors and RP3 Constructions quoted \$8,500.00 to replace the two doors as well as painting of the doors and frames. Vice President Scheer made a motion to approve the quote from RP3 Construction for \$8,500.00 to be paid out of the Rental Reserve Fund, Councilwoman Edmiston seconded and the motion passed unanimously.

Clerk Treasurer Milton then revisited the quote that Baker Tilly presented at the previous meeting regarding updating the Town's 5-year Comprehensive Financial Plan. The three options were; Option 1: Town Wide Impact Update, including utility funds and two versions (spring/fall) for \$2,800/mo, Option 2: Town Wide Impact Update, no including utility funds and two versions (spring/fall) for \$2,000/mo and Option 3: Town Wide Impact Update, including utility funds with one version (spring) for \$2,300.00/mo. After some discussion, Councilwoman Edmiston made a motion to approve option 2: for a cost of \$2,000/mo for 2026, Councilwoman Weigelt seconded and the motion passed unanimously. Clerk Treasurer Milton then stated that she had signed an Arbitrage Agreement dated November 18, 2025 with Baker Tilly as it relates to the renewal of the Sewer Bond Anticipation Note (BAN) from June 2025.

Lastly, Clerk Treasurer Milton stated that she had received a draft of a new Employee Handbook from New FocusHR and had provided a copy to Council. The Employee Handbook will be considered for approval at the December 16, 2025 Council meeting. She requested Council review the draft of the Employee Handbook and let her know if they have any questions.

Last on the agenda was the presentation of bills for payment. Councilman Humphries made a motion to pay the bills as listed on the allowance of claims payable voucher of \$421,981.34 and utility adjustments of (\$210.10), Councilwoman Weigelt seconded, and the motion passed unanimously.

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

*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, C.T.*

Sarah Milton, Clerk Treasurer

Council Approve:

*Amanda D Sands*

*[Signature]*

*Terri R. Edmiston*

*Brian E. [Signature]*