

**December 17, 2024**

## **Roanoke Town Council Meeting Minutes**

The Pledge of Allegiance was recited, and the Roanoke Town Council convened on Tuesday, December 17, 2024, at 6:00 P.M. in accordance with Council's rules, appropriate notices, and applicable laws. Those present from the Council were Council President Amanda Sands, Vice President Nick Scheer (via phone), Councilman Brian Humphries, and Councilwoman Terri Edmiston. Also present were Town Marshal Jim Wood, Deputy Town Marshal Grant Baumgartner, Superintendent Aaron Popplewell and Clerk Treasurer Sarah Milton. Councilwoman Tinisha Weigelt was absent

Councilman Humphries made a motion to approve the December 3, 2024, Council meeting minutes as written, Councilwoman Edmiston seconded, and the motion passed unanimously.

Huntington County Economic Development Corporation Executive Director, Mark Wickersham, presented the contract for 2025 in the amount of \$3,000.00. President Sands made a motion to sign the contract for \$3,000.00 as written, Councilwoman Edmiston seconded, and the motion passed unanimously. Council appointed Superintendent of Operations Aaron Popplewell to serve on the HCEDC board for 2025.

Source One Insurance Benefits Account Executive, Marci Schlotterback presented the health insurance options along with the Health Reimbursement Arrangements. After a review of the contract and competitor's quotes, PHP Levels Solution program was the cheapest option and will save the Town \$31,090.20 vs the current PHP contract and \$43,855.08 vs the renewal PHP contract. There is a potential refund at year end if claims are low but does not allow for a grace period on invoice payments. The plan also requires membership of a local participating Chamber (Huntington County) to receive the 5% discount. Ms. Schlotterback also suggested moving the plan to renew 1/1/2025 instead of the annual 2/1/2025 to fall in line with the HRA program. Since the new Level Solutions plan removed dental insurance, Ms. Shlotterback presented a new dental plan from Paramount and includes employees and families for a cost of \$1.00/yr to the employees. The out-of-pocket cost for the Town would be \$5,569.32. After some discussion, President Sands made a motion to approve the PHP Level Solutions health insurance plan along with the Paramount dental plan with cost of \$1.00 to employees, membership to Huntington County Chamber and to allow the Clerk-Treasurer to pay the PHP bill when due (prior to monthly approval by Town Council), Vice President Scheer seconded, and the motion passed unanimously.

President Sands opened the bids for the Community Crossing Matching Grant 2024-2 Project. The bid from Brooks 1<sup>st</sup> was \$544,509.00, the bid from Wayne Asphalt was \$493,622.25 and the bid from DC Construction was \$426,204.53. President Sands stated that the bids would be taken under advisement, reviewed by USI Consultants and be awarded at the meeting on January 7, 2025.

President Sands closed the regular meeting and opened the Public Hearing for reviewing and adopting the 2024 ADA Transition Plan & the Title VI Implementation Plan. Mitch Hansel of USI Consultants stated that this is a federal government and INDOT requirement and must be kept up to date every three years. USI Consultants came up with cost estimates of any area that was out of compliance. After some discussion, Councilman Humphries made a motion to pass Resolution 2024-09 Appointing ADA Coordinator and Adopting Procedures and appointing Superintendent Aaron Popplewell as the ADA Coordinator. Councilwoman Edmiston seconded and the motion passed unanimously. President Sands then closed the Public Hearing and reopened the regular meeting.

The Lochmueller Group Engineers Anthony Goodnight & Phillip Morton presented both positive and negative aspects regarding regionalization by connecting to Fort Wayne Utilities and stated the cost to be estimated at \$10,527,000. They also presented three additional options for a new wastewater plant: Lagoon Alternative 10/10 limits for \$14,970,000, Lagoon Alternative 20/25 limits (current limits) for \$10,500,000 and 2 Tanks SBR for \$13,664,000 (reduced from original quote due to removing sludge dewatering equipment). After going over the details of each option, Council asked that they send the three lowest costing options to Baker Tilly so they can analyze and present what the increase in rates would be estimated at. President Sands made a motion to pass the Roanoke Volunteer Fire Department contract for 2025 as written, Councilman Humphries seconded, and the motion passed unanimously (copy on file in Clerk's office).

Town Marshal Wood presented new penalty amounts for Town violations to Council. Council asked Clerk-Treasurer Milton to research the process of getting the new amounts adopted.

Superintendent of Operations Popplewell presented quotes for backhoe tires from Jam Best Tire in the amount of \$2,120.57 and McMahon's \$3,147.00. Councilman Humphries made a motion to approve the Jam Best Tire quote for \$2,120.57, President Sands seconded, and the motion passed unanimously. Superintendent Popplewell then requested spending up to \$2,500.00 on a new air compressor for the wastewater treatment plant. President Sands made a motion to approve the purchase of a new air compressor for a cost to not exceed \$2,500.00, Councilwoman Edmiston seconded, and the motion passed unanimously.

President Sands made a motion to reappoint Greg Morris and Joe Cassidy to the Roanoke BZA Board, Councilman Humphries seconded, and the motion passed unanimously. President Sands appointed Vice President Scheer to the Region 3-A Board for 2025.

President Sands introduced the salary ordinances based on discussion from the December 3, 2024 Council meeting. She then made a motion to pass Ordinance 2024-10 Salary (Elected) Ordinance for 2025, Councilman Humphries seconded, and the motion passed unanimously. President Sands made a motion to pass Ordinance 2024-11 Salary (Employee) Ordinance for 2025, Councilman

Humphries seconded, and the motion passed unanimously. President Sands made a motion to revise the employee handbook regarding the PTO increments, replacing the 4-hr (1/2 day) PTO increment requirement to allow employees to take PTO in 1-hr increments, Councilwoman Edmiston seconded, and the motion passed unanimously.

President Sands presented a quote from Baker Tilly in the amount of not to exceed \$25,000.00 for a new 5-year Comprehensive Financial Plan. Clerk-Treasurer Milton stated that the new capital plan would include years 2025 to 2028/2029 and previous 5-year CFP cost \$12,079.00. After discussion regarding the increased cost, Council tabled the decision until a future date.

Clerk-Treasurer Milton provided Council with potential meeting dates for 2025, the first Tuesday of each month and the first and third Tuesday in December. Councilman Humphries made a motion to approve these Town Council meeting dates for 2025, Councilwoman Edmiston 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 2024. President Sands made a motion to allow funds to be transferred with the appropriation report to get accounts out of the red for 2024, Councilwoman Edmiston 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. President Sands 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.

Last on the agenda was the presentation of bills for payment. Councilman Humphries moved to pay the bills as listed on the allowance of claims payable voucher of \$104,794.33 and utility adjustments of \$20.84. President Sands seconded, and the motion was approved unanimously.

President Sands moved to adjourn the meeting, Councilman Humphries seconded, and the motion was duly adopted.

Respectfully submitted,

  
Sarah Milton, Clerk Treasurer

(Signatures on next page)

Council Approve:

Amanda R Sands

Nate L. Smith

Chris L Edmiston

Brian Smith

[Signature]