

WASHINGTON TOWNSHIP REORGANIZATION BOARD MEETING

JANUARY 8, 2019

2:00 PM

Held At: Washington Township Government Center

311 Production Drive, Avon, Indiana

Call To Order:

Former Board Chairperson Suzanne Conger called the meeting to order at 2:00 PM and the pledge to the flag was given.

Establish A Quorum:

Newly elected and Sworn-in Board Members Amanda Babinec, Steve Blackter and Shane Sommers were present. Also present were re-elected and sworn-in Trustee Don Hodson and Township staff members.

Public Hearing:

Trustee Hodson advised the Board that two additional appropriations (one for the 2019 Rainy Day Fund and the other for the Fire CUM Fund) had each been advertised for Public Hearings on January 8, 2019 at 2:00 PM at the Washington Township Government Center in "The Republican" and "The Hendricks County Flyer" as required by law at least 10 days before the public hearing date.

The public hearings for both were opened at 2:01pm. With no public present or speaking, the hearings were closed at 2:02PM.

Election of the 2019 Township Board Officers:

As required by state statute "that the reorganization of the Township Board occurs on first Tuesday after the first Monday in January", Suzanne Conger opened the floor for nominations for Board Chairperson. Steve Blacketer nominated Shane Sommers. Amanda Babinec seconded the nomination. **Shane Sommers was elected the 2019 Chairperson by a 3-0 vote.**

The floor was then opened for nominations for Board Secretary for 2019. Shane Sommers nominated Amanda Babinec and Steve Blacketer seconded the nomination. **Amanda Babinec was elected Secretary for 2019 by a 3-0 vote.**

Suzanne Conger then turned the meeting over to 2019 Board Chairperson Shane Sommers.

Designation of 2019 Township Finance Board and Election of Officers:

Trustee Hodson advised the Board that each year they are required during the reorganization meeting to designate a Township Finance Board. He told them they are allowed – and added that the custom of the prior boards was – to designate the current Township Board and their newly elected officers as the Township Finance Board and to have those same officers serve as the officers for the Finance Board as well. Amanda Babinec made a motion to designate the Township Board and the same newly elected officers as the 2019 Township Finance Board with same officers serving in the same capacity for 2019 Township Finance Board. Steve Blacketer seconded the motion.

Motion carried 3-0.

Public Comment:

None

Consent Agenda:

Steve Blacketer made a motion to approve the December 11, 2018 Township Board Meeting minutes as submitted. Amanda Babinec seconded the motion. **Motion carried 3-0.**

Amanda Babinec made a motion to consent to the submitted claims. Steve Blacketer seconded the motion. **Motion carried 3-0.**

Department Reports: (see attached.)

1. Township Assistance- Director Sue Allen reviewed the report. No questions.
2. Parks Department- Director Lora Helmick reviewed the report. She also recognized Park employee Jay Clark and his wife for decorating the front sign area of the park for Christmas. Lora told the Board each year they do this at their cost and time.
3. Fire Department- Chief Smith did a quick review. No questions.

Trustee Report: (see attached)

Trustee Hodson highlighted the following from his report:

1. The Township ended 2018 with positive cash balances for every line item and fund *except* the 2018 Park Debt Fund which had a negative (- \$559.25 balance). This was due to the Bond Manager invoicing the Township three times in lieu of two and the Township overpaying. Township Financial Advisor Jeff Peters provided the Trustee and Township Administrator with an email to attach to the information for the audit to show why. Also the Bond Manager will be giving a credit against the 2019 invoices for the Park Bond Fund.
2. The February 12, 2019 Township Board meeting at 6:30pm will include the required presentation to the Board by the Trustee of the 2018 Township Annual Financial Report. Also that evening he and the Department Heads will be presenting the “State of the Township”

Old Business:

1. Pecar Park Project update- (see attached)
Parks Director Lora Helmick and Trustee Hodson gave an update on the Pecar Park. Lora highlighted an update given her by Owner Rep LINK Management on the progress. Trustee also advised the Board he had notified the Construction Company at the last progress meeting in December that with the delays caused by poor project management he was "holding payments" until the Township saw some real progress to finishing the project. He also reviewed the Financial Update of 1/3/19 and told the Board we were still on target to end under budget!!
2. Station 141 Remodel update- Chief Smith gave the Board an update on the project telling them we had identified an architect for the project. Once they produce renderings, the Board will receive them. Trustee Hodson told them he and the Chief would be asking permission later to place the project out for bid. After some discussion, the Board consented for the project to keep moving forward.
3. Fire Department Training Ground update: (see attached)
Trustee Hodson advised the Board that he and Chief Smith had met with two of the adjoining neighbors and would be meeting with a third on January 9th. He also told them that the School Board had requested that the Township hold a public meeting on the project to give the public and parents of Cedar Elementary information on what the Training Center would be and answer questions. At that meeting Chief Smith would be making the same presentation that was made to the School Board at their October 8, 2018 Board meeting. The Public Meeting is set for February 6, 2019 at 7:00pm at the Township Park Pavilion. He then requested Chief Smith to make that same presentation to the Board. After he did so, the board told Trustee Hodson and Chief Smith they (as the new board) were in favor of moving forward with the project and directed Trustee Hodson to tell the Avon Schools that appraisals could be done for the property at Township cost..

New Business:

1. Appointments for the new Term of office:
 - a. Civilian Fire Safety Board (Merit Board):
 - 1) Trustee Hodson reported that he was reappointing Ed Martin and Dave Elmore as his appointments
 - 2) He then reported that the Fire Department membership was reappointing Allan Yackey and Duane Fleanor as their appointments.
 - 3) Amanda Babinec made a motion to appoint Ernie Forster as their appointment. Steve Blacketer seconded the motion. **Motion carried 3-0.**

b. 115 Trust Governing Board:

- 1) Trustee Hodson reviewed the composition of the Governing Board for the two trust accounts.
- 2) He announced he was going to be the Trustee designation on that Board.
- 3) Amanda Babinec made a motion to appoint member Steve Blacketer as the Township Board designation. Shane Sommers seconded the motion.

Motion carried 3-0

c. Township Department Heads:

- 1) Trustee Hodson announced the following appointments for the coming term:
 - a) Fire Chief- Dan Smith
 - b) Parks Director- Lora Helmick
 - c) Township Administrator- Britt Woodard
 - d) Township Assistance Director- Sue Allen
 - e) Township Human Resource Director- Aaron Vining
- 2) Trustee then administered the Oath of Office to all five.

2. 2019 Mandated Township Internal Control Resolution 010819-01:

Trustee Hodson informed the Board that a law was passed in 2016 mandating legislative (fiscal) bodies of all taxing entities to create and mandate guidelines for the Fiscal Officer and employees of entities to follow in the handling of funds. The body was required to designate an "oversight board" to review the process. He then reviewed the documents that were included in the Board packet with the resolution. Amanda Babinec made a motion to designate the Township Board members as the Oversight Board and approve Resolution 010819-01. Steve Blacketer seconded the motion. **Motion carried 3-0.**

3. Transfer of Funds from the Township General Fund to Rainy Day Fund- Resolution 010819-02.

Trustee Hodson explained to the board that they as the fiscal board may create a Rainy Day Fund and are allowed each year to transfer up to ten per cent (10%) of the total current budgeted Township Operating Funds from the unencumbered and unused cash balances of the General Fund to the Rainy Day Fund. He stated the Township did have a Rainy Fund that was being used to fund projects of the Township that were approved by the Township Board. He stated that the Township Financial Advisor Jeff Peters identified the amount of \$ 1,157,765 that could be transferred if the Board elected to do so. Steve Blacketer made a motion to approve Resolution 010819-02 transferring \$1,157, 765. of unused and unencumbered funds from the 2019 Budget in the Township General Fund to "the Rainy Day Fund". Amanda Babinec seconded the motion. **Motion carried 3-0.**

4. Additional Appropriation for the 2019 Rainy Day Fund- Resolution 010819-03.
Trustee Hodson presented a resolution for approval for \$1,511,500 of additional appropriations in the 2019 Rainy Day Fund. He stated the public hearing for that was held earlier in the meeting and the funds were available to do so. Amanda Babinec made a motion to approve Resolution 010819-03. Steve Blacketer seconded the motion. **Motion carried 3-0.**

5. Additional Appropriation for the 2019 Fire CUM Fund- Resolution 010819-04
Trustee Hodson presented for approval an additional appropriation request for \$232,088 for the 2019 Fire CUM Fund. He stated the reason for the request was the original amount for the proposed 2019 Budget for the Fire CUM Fund was advertised incorrectly and the previous Board was therefore only able to adopt that amount. Therefore so that the Fire Department had the intended amount needed, we were requesting the additional appropriation. He stated the cash balance for that Fund was there to support the request and that the public hearing for the request was held earlier in the meeting. Steve Blacketer made a motion to approve Resolution 010819-04. Amanda Babinec seconded the motion. **Motion carried 3-0.**

6. Policy Governing the Use of Township Owned Vehicles-Resolution 010819-05
Trustee Hodson presented for approval the resolution. He stated that the Township owned vehicles were assigned to certain fire personnel as take home vehicles that allowed their response time to be improved, in lieu of the time it would take for them to drive from home to the Township to secure the vehicle and go to the run. Those personnel were the Chief, Assistant Chief, Division Chiefs, Support Services Director and the Fire Inspector (when that individual was on call for arson or fire inspection). He stated there were others who used vehicles but would only use them from the Township location and return them after use to that location. He advised that the Township Administrator Britt Woodard and HR Director Aaron Vining felt that the Township needed a policy that would be used for not only the use of those vehicles but for W-2 Tax purposes as to whether it would be considered as a taxable benefit or not. He stated that he had requested Aaron to create a policy and resolution for Board consideration. He advised that Aaron researched and decided to use information that was in the State of Indiana Fleet Management Policy that governed their vehicles. Don reviewed the documents that were included as the Exhibit A. He also told the Board that annually the Department Heads would be required to complete and give to the Trustee the Justification Form for those employees that are allowed a Take Home Vehicle. He also stated that all employees who may or were driving Township vehicles, with the exception of Fire Operations personnel, would need to complete annually the Driver Certification Form. The Operations personnel who were driving response vehicles the Township was already obtaining annual BMV reports. Amanda Babinec made a motion to approve Resolution 010819-05. Steve Blacketer seconded the motion. **The motion carried 3-0.**

7. Township Temporary Inter Fund Loans – Resolution 010819-06

Trustee Hodson advised the board that by state statute even though townships could not transfer from one operating fund to another, the Township Board was allowed to approve temporary loans between funds for cash flow purposes as long as those were paid back to the originating fund by the end of the budget year- December 31. He told them the Resolution 010819-06 had been prepared by Township Financial Advisor Peters and it stated the amounts, the funds, when the loans were each done and the individual payback dates. The resolution stating those would be followed by the Trustee and Administrator in the administration of the budget year. Steve Blacketer made a motion to approve Resolution 010819-06. Amanda Babinec seconded the motion.

Motion carried 3-0.

8. Township Surplus-Resolution 010819-07:

Trustee Hodson advised the Board that before Township-owned assets could be sold, donated or destroyed, the Board had to declare them surplus even if the asset had been donated. He reviewed the items listed on the resolution. Amanda Babinec made a motion to approve Resolution 010819-07. Steve Blacketer seconded the motion.

Motion carried 3-0.

Public Comment:

None

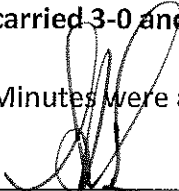
Wishes to be Heard:

Trustee Hodson thanked everyone for the successful Board meeting. He stated everyone had done their "homework" to ensure they were prepared to make the necessary discussions and decisions. He also wished Former Board Chairperson Suzanne Conger HAPPY BIRTHDAY!


Adjournment:

Amanda Babinec made a motion to adjourn the meeting. Seconded by Steve Blacketer. **Motion carried 3-0 and the meeting adjourned at 3:50PM.**

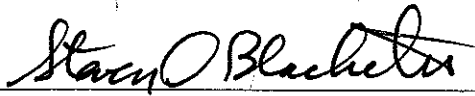
Minutes were approved February 12, 2019.



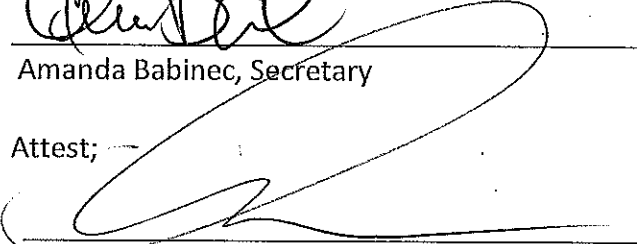
Shane Sommers, Chairperson



Amanda Babinec, Secretary



Steve Blacketer, Member

Attest;


Don Hodson, Trustee

The next meeting will be February 12, 2019, at 6:30pm. All meetings are held at the Washington Township Government Center, 311 Production Drive, Avon, Indiana