

WASHINGTON TOWNSHIP BOARD MEETING  
DECEMBER 10, 2019  
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER  
311 PRODUCTION DRIVE, AVON, INDIANA

**Call To Order:**

The meeting was called to order at 2:00 pm followed by the pledge of allegiance.

**Establishment Of A Quorum:**

Amanda Babinec and Steve Blacketer were present. Trustee Don Hodson, Deputy Trustee Britt Woodard, staff, and public were also present.

**Public Comment:**

None

**Consent Agenda:**

Steve Blacketer made a motion to approve the minutes for the November 12, 2019 and November 19, 2019 board meetings and the claims report. He also included in his motion that the Board had reviewed the four Township Credit card statements and were fine with them. Amanda Babinec seconded the motion. **Motion carried 2-0.**

Shane Sommers arrived at the meeting at 2:10pm and assumed the chair.

**Department Reports:** (see attached reports)

1. Township Assistance- Director Sue Allen reviewed her report. She added that she was updating the rental costs within the Township for the 2020 Township Assistance Guidelines.
2. Human Resource- Director Aaron Vining reviewed his report.
3. Park and Recreation- Director Lora Helmick reviewed her report. She pointed out that they had met the 2019 Revenue Goals as of 11/30/19 one month early. She also told everyone the Ice Rink was open and doing very well!
4. Fire- Chief Smith reviewed his report. Some highlights were that the department had been awarded a \$3,800 grant from the Indiana Department of Homeland Security to be used for warning sirens. He also recognized Firefighter Quentin Wells, who was on military leave. He stated Quentin had enlisted two years ago to serve his country.

**Trustee Report:** (see attached)

1. Trustee Hodson reminded the Board there would be a Special Board meeting on Friday, December 20, 2019 at 1:00pm at the Township Government Center for the purpose of receiving and awarding the recommended bid for the Station 141 Remodel Project if a low and responsive bid is received.

2. He also reminded the Board that the Township Christmas/Casino Party would be Friday December 13, 2019 6:30-10:00pm at the Park Pavilion and that cost was being funded by donations, etc. No tax payer funds would be used.
3. Trustee also stressed that 2020 would have a lot of projects and ideas to be done that would keep everyone busy.
4. Finally, he reminded the Board that the Township is on a 26 pays paying every other week. He told them that every 9-11 years there is a 27 pay period and that 2020 would be one. Because this was not caught during the preparation of the 2020 Budget, the Township will need to do an additional appropriation later to cover the additional pay.

**Old Business:**

1. Training Ground Update- Chief Smith advised that the Town had just recently informed us of a requirement for 100 feet of road frontage on Avon Avenue. He stated the project plans had to be updated to include the potential 499 S Avon Avenue property purchase to meet that requirement, causing us to delay seeking Avon Plan Commission approval until January 27, 2019. Chief also told the Board that he had requested the environmental company to get a quote on placing four separate wells around the project area for annual ground water pollution testing. He also advised that the drainage for the area would be directed to the dry retention pond to the east that is owned by Avon Schools with their permission.
2. St 141 Remodel Project- Chief Smith advised that Owner Representative Link Management had been receiving a number of inquiries about the project and had interest to bid. He noted that many companies attended the pre-construction meeting. He added that the bid deadline was December 17 at 11:00am with bid opening to follow immediately. From those we hope to have a recommended bid to award at the December 19<sup>th</sup> Special Board Meeting.
3. Department Strategic Plan Presentations: (see attached)  
Trustee Hodson told those present that at the October 8, 2019 Board meeting the Township's Four Year Strategic Plan was presented by the Consultants and was approved by the Board. At this Board meeting the five Township Departments were making their presentation of their part of the Four Year Plan in the following order:
  - a. Township Assistance-by Sue Allen
  - b. Human Resource- by Aaron Vining
  - c. Park and Recreation- by Lora Helmick
  - d. Fire- by Chief Smith
  - e. Township Administration- by Britt Woodard

After the presentations, Trustee Hodson advised the Board would receive quarterly Updates in their packets.

**New Business:**

1. Resolution 121019-01 Declaration of Surplus.  
Trustee Hodson stated that the Fire Department had a Hazmat Trailer that was no longer needed. In order to sell or donate it the Board needed to declare it surplus.

Amanda Babinec made a motion to approve Resolution 121019-01. Steve Blacketer seconded it. **Motion carried 3-0.**

2. Resolution 121019-02 2019 Group Transfers.

Deputy Trustee Brit Woodard told the Board that the Township was not allowed to end the year with any fund, group or line item in a negative balance. In order to ensure that, she was requesting the Board to approve the resolution directing transfers of groups within the funds affected. Steve Blacketer made a motion to approve Resolution 121019-02. Amanda Babinec seconded it. **Motion carried 3-0.**

3. Resolution 121019-03 Authorization of Township Credit Cards.

Trustee Hodson told those present that the Township was allowed to use credit cards as long as the Township Board adopted a policy stating how many, the credit limits, who the card controllers were and the procedure to use. He stated the Township had four credit cards from Hendricks County Bank and Trust:

- a. One for the Township with a credit limit of \$10,000 with Courtney Snyder and Britt Woodard as the controllers.
- b. One for the Township with a credit limit of \$5,000 with the same controllers.
- c. One for the Fire Department with a credit limit of \$5,000 with Dan Smith and Gerald George as the controllers.
- d. One for the Park Department with a credit limit of \$5,000 with Lora Helmick and Stephani Masa as the controllers.

Amanda Babinec made a motion to approve Resolution 121019-03. Steve Balcketer seconded the motion. **Motion carried 3-0.**

4. Resolution 121019-04 Authorization for the Purchase of Property from Avon Schools:

Trustee Hodson told those present that the property was 2.8 acres for the use for the Fire Department Training Ground. That this property and the 499 S Avon Avenue Property would only be purchased if the Township received approval from the Town of Avon Planning Commission for the project. He stated the purchase agreements for both stated that clause. He told the Board that he had provided the two appraisals and the purchase agreement in the packet. Steve Blacketer made a motion to approve Resolution 121019-05 contingent on the Township receiving approval of the Training Ground Project. Amanda Babinec seconded the motion. **Motion carried 3-0.**

5. Resolution 121019-05 Authorization to Purchase Property at 499 S Avon Avenue.

Trustee Hodson requested authorization of the purchase of property at 499 S Avon Avenue, Avon contingent upon the approval from the Avon Planning Commission Of the Fire Department Training Ground Project. Amanda Babinec made a motion to approve the Resolution 121019-05. Steve Blacketer seconded the motion. **Motion carried 3-0.**

6. Trustee Certification:

Trustee Hodson entered into the minutes the certification that the three Board Members and he had each signed and dated the forms required certifying each did not have a "Conflict of Interest with ant Township contracts or projects" and had followed the "Nepotism Policy of the state and township" during 2019. His memo stated these were in the possession of the Deputy Trustee for safe keeping until the next SBOA Audit.

**Public Comment:**

Ed Lancaster residing at 399 S Avon Avenue, Avon spoke to his concerns with the Fire Training Ground but acknowledged he liked the idea of the annual testing for ground water pollution. He requested that the four neighbors' wells be tested annually. He was told it would be taken under advisement and checked for cost and also a request to township legal.

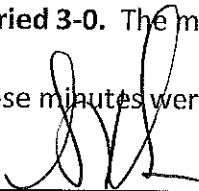
**Wishes To Be Heard:**

Trustee Hodson told those present that the 2019 Township Employee of the Year would be announced at the Township Christmas Party. He stated that six individuals had been nominated by their peers. Also that 3 of those were nominated by someone within their same department and that the other 3 were nominated by someone outside of their department!

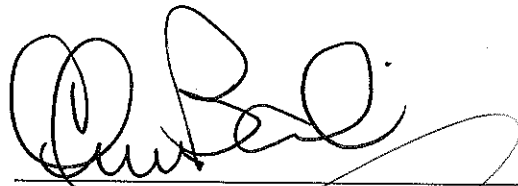
**Adjournment:**

Steve Blacketer made a motion to adjourn. Amanda Babinec seconded the motion. **Motion carried 3-0.** The meeting adjourned at 3:47 pm.

These minutes were approved January 7, 2020.



Shane Sommers,

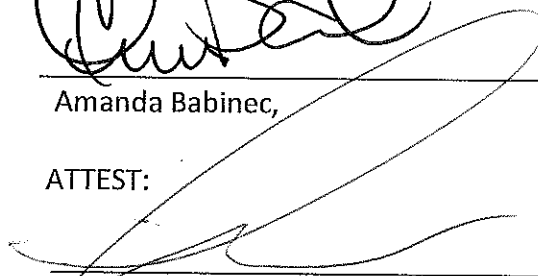


Amanda Babinec,

ATTEST:



Steve Blacketer,



Donald Hodson, Trustee

Next meetings are: December 20, 2019 at 1:00pm Special Board Meeting  
January 7, 2020 at 3:00pm Reorganization and Regular Board Meeting

WASHINGTON TOWNSHIP SPECIAL BOARD MEETING  
DECEMBER 20, 2019  
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER  
311 PRODUCTION DRIVE, AVON, INDIANA

**Call To Order:**

The meeting was called to order at 1:00 PM followed by the Pledge of Allegiance.

**Establishment of A Quorum:**

Shane Sommers, Amanda Babinec and Steve Blacketer were present. Also present were Trustee Don Hodson, Fire Chief Dan Smith, Owner Rep Tom Walters of LINK Management, and Bill Bundren of CPM.

**Public Comment:**

None

**New Business:**

1. Trustee Hodson stated that the purpose of the special meeting was to receive a recommendation of a bid received for the Station 141 Remodel Project.
2. Owner Rep Tom Walter advised those present that the Bid Process was followed per state code. It was advertised properly in two publications: *The Republican* and *The Indianapolis Star*. The deadline for receiving bids was 11:00 AM on December 17, 2019. He noted that we received three bids by the deadline which were all opened and read out loud as required. One bid was received after the deadline that was not opened. The following bids were opened:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Alternate #2</u>	<u>Days to Complete</u>	<u>Bid Bond</u>
MacDougall-Pierce	\$1,165,000	\$ 15,000	\$11,000	155	yes
MCFI	\$1,173,000	\$ 13,000	\$ 13,000	150	yes
CPM	\$1,017,000	\$ 17,864	\$ 17,295	175	yes

3. Tom Walter advised that the Trustee, Chief and he were recommending the bid from CPM in the amount of \$ 1,017,000 without Alternate # 1 or #2 included be awarded as the lowest and most responsive bid received.

4. Resolution 122019-01 Awarding The St 141 Remodel Bid:

Amanda Babinec made a motion to accept the recommendation of the Trustee, Chief and Owner Rep awarding the project to CPM Construction Planning and Management, Inc. in the amount of \$1,017,000 and directing the Trustee to contract when he deemed appropriate. Steve Blacketer seconded the motion. **Motion carried 3-0.**

**Public Comment:**

None

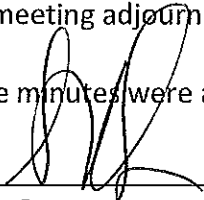
**Wishes To Be Heard:**


Trustee Hodson wished all present a very Merry Christmas and Happy New Years!

**Adjournment:**

Steve Blacketer made a motion to adjourn. Seconded by Amanda Babinec. **Motion carried 3-0.**  
The meeting adjourned at 1:09 PM.

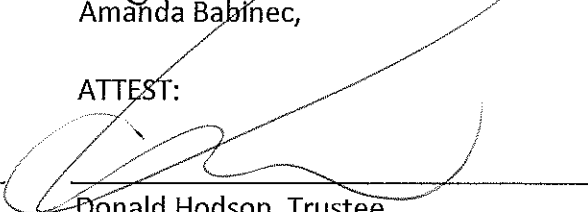
These minutes were approved on January 7, 2020:

  
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Shane Sommers,

  
\_\_\_\_\_  
Amanda Babinec,

ATTEST:

  
\_\_\_\_\_  
Steve Blacketer,

  
\_\_\_\_\_  
Donald Hodson, Trustee

Next Meeting is January 7, 2020 at 3:00PM- Reorganization and Regular Board Meeting.  
All meetings are held at the Washington Township Government Center at 3:00 Pm unless noted otherwise.

WASHINGTON TOWNSHIP SPECIAL BOARD MEETING  
NOVEMBER 19, 2019  
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER  
311 PRODUCTION DRIVE, AVON, INDIANA

**Call To Order:**

The meeting was called to order at 10:00 am followed by the Pledge of Allegiance.

**Establishment Of A Quorum:**

Amanda Babinec, Steve Blacketer and Shane Sommers were present. Also present were: Trustee Don Hodson, Deputy Trustee Britt Woodard, Parks Director Lora Helmick, parks staff members, Owner Rep Tom Walters, Avon Town Manager Tom Klein, and public

**Public Comment:**

None

**Trustee Comment:**

Trustee Hodson announced that the purpose of the meeting was for the following:

1. To introduce a potential grant consultant for the Township and allow her to outline how she can assist the Township's search for funding.
2. To have the Township Parks Department propose and review potential concepts for the Murphy property (on CR 625 E just north of CR 150 S).
3. To ask the board for direction on how they would like to develop the property so the Trustee and parks department can hire a design team to map out concepts and projected costs.

**New Business:**

1. Trustee Hodson introduced Christi Southerland of Prosperity Ag and Energy Resources. He told those present he had met her at the 2019 Indiana Township Association Conference in September, where she presented at a grant writing seminar. Ms. Southerland reviewed the types of grants her firm specialized in and gave references of township, municipal, and private sector clients she had assisted. The trustee also told those present she would be the Township's project manager for the fire and park department grant processes.
2. Parks Director Lora Helmick presented various concepts to the Board and those present for potential development of the Murphy property's 46 acres (presentation attached). During the presentation, Tom Walters was asked to give input on how much of the concepts presented could fit comfortably on the property. He advised the Board to narrow down ideas to two for the 40 acres on the east side of CR 625 E and one for the 6 acres on the west side of CR 625 E. Christy Southerland was asked about the grant potential for the projects. She highlighted those projects that had more grant funding potential than others. Avon Town Manager Tom Klein was asked to update the Board about Town of Avon's future park plans. He told all present that the concepts

presented by Township would not duplicate but complement Avon's ideas. He also stated the concepts would help to address several recreation need deficiencies.

3. After much discussion and input, the Board narrowed the concepts to the following:
  - a. For the forty acres on the east side of CR 625E: a water park, a wellness center, maintenance facility, playground, parking lot, and multi-purpose green space.
  - b. For the six acres on the west side of CR 6125 E: a "Zen garden".

Trustee Hodson and Director Helmick advised that the design team would be meeting on Friday, November 22 at 9:30 am at the Township offices. The two of them would share the Board's consensus with the design team at that time.

**Public Comment:**

None

**Wishes To Be Heard:**

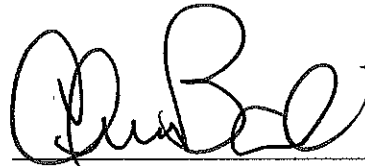
Trustee Hodson commended Director Helmick and her staff for the hard work in putting together the concepts and ideas for the meeting.

**Adjournment:**

Steve Blacketer made a motion to adjourn and Amanda Babinec seconded the motion. **Motion carried 3-0.** Meeting adjourned at 11:41 a.m.

These minutes were approved December 10, 2019.

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Shane Sommers, Chair

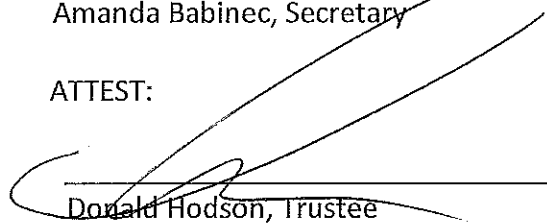


\_\_\_\_\_  
Amanda Babinec, Secretary

ATTEST:



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Steve Blacketer, Member



\_\_\_\_\_  
Donald Hodson, Trustee

Next Meetings: December 10, 2019 at 2:00 pm Regular Board Meeting  
December 20, 2019 at 1:00 pm Special Board Meeting

All meetings are held at the Washington Township Government Center, 311 Production Drive, Avon, Indiana