

WASHINGTON TOWNSHIP BOARD MEETING
DECEMBER 11, 2018
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER
311 Production Drive, Avon, Indiana

Call to Order:

The meeting was called to order at 7:02 PM and the Pledge to the Flag was given.

Quorum Established:

Present were Suzanne Conger, Steve Blacketer and Fred Palmer.

Also present were Trustee Don Hodson, Former Township Board Member Doug Elmore, Board Members-Elect Amanda Babinec and Shane Sommers, former Township Administrator Josie Simison and staff.

Consent Agenda:

Fred Palmer made a motion to approve the minutes of the November 13, 2018, Board Meeting. Steve Blacketer seconded the motion. **Motion approved 3-0.**

Steve Blacketer made a motion to consent of the claims as presented. Fred Palmer seconded. **Consent approved 3-0.**

Public Comment:

None

Department Reports: (Reports are attached)

1. Township Assistance- Trustee Hodson advised we have a new Public Assistance Director- Sue Allen, effective December 3rd and assistance has been happening. However there was no report to give because the system was still being updated. He told the Board that the report for November and December would be provided at the January meeting.
2. Park Report- Director Lora Helmick briefly reviewed her report. No questions or comments.

3. Fire Department- Chief Smith highlighted parts of the department report. He also thanked Suzanne Conger, Doug Elmore and Fred Palmer for their service as Board Members stating the Department would not be in the excellent status if it weren't for the Board recognizing and providing the equipment, training and personnel needed.

Trustee Report: (see attached)

Trustee Hodson in addition to the review of the meeting agenda, also reported the following:

1. The Avon School Corporation was hosting a reception and program in recognition of Pam DeWeese December 12, 2018 at 4-5:30 PM at the High School for her 24 ½ years of service as a School Board Member.
2. The Township Christmas Party had been held Saturday December 8th. It was a great event with a large attendance and was provided with sponsor funds and no tax dollars used. Also he stated the 2018 Township Employee of the Year was announced. He stated the process used was similar to the one Avon Schools uses for their "Teacher of the Year" recognition. The employees submitted nominations to the Trustee by a deadline. He then submitted those nominated with their information (name and department worked was removed and instead a number was assigned for identification) to an outside committee. The committee chairman was recruited by Trustee and that person then selected the committee members. Trustee picked someone in the township that had no relationship with any of the four taxing entities or the Avon Chamber. The criteria given the chairman for "their committee selection" was the same. The committee then reviewed and provided the winning number assigned to the Trustee. He stated there were five nominees for 2018: Doug Philips, Jerry Bessler, Jason Porter, Trilby Berry-Taymen and Chris Krahn. Trilby Berry-Taymen was selected as the 2018 Township Employee of the Year. Her prize was her name placed on a plaque on display in the Township Offices lobby, a trophy presented to the winner, and a package donated by Cruise One of Avon-overnight stay at JW Marriott, a late wake up, breakfast and a \$200 Gift card to St Elmo's.
3. Trustee Hodson then recognized Josie Simison who had resigned after 15 years' service to take a position as the Executive Assistant to the Director of the Indiana Gaming Commission. He presented a "huge card" signed by board members and staff wishing her well. He also presented a desk clock

plaque to her and stated on her last day he had issued a proclamation recognizing her fifteen years with the Township.

4. The retiring Township Board members were then presented glass desk plaques for their service to the Township citizens. The presentation was made to Suzanne Conger for 8 years, Doug Elmore for 7 ½ years and Fred Palmer for 4 years. The presentations of the gifts were made by the incoming Board Members: Shane Sommers, Amanda Babinec and Steve Blacketer. Trustee thanked each of them for all of their hard work over the years served. He told them they would be missed, but he knew each of them were “only a phone call away”.

Old Business:

1. Cemeteries- Trustee Hodson reviewed that over the past 1 ½ to 2 year period Josie Simison and the Board members had been working to compose rules and procedures that would allow for future burial of Township citizens who wanted to purchase plots that had been mapped over that time period. He advised the Board and Josie Simison that Legal Counsel Jost had reviewed, made edit changes and provided for the Board consideration and approval Resolution 121118-01 and “Exhibit A Policies for North Lawn Cemetery”. Fred Palmer made a motion to approve both the resolution and “Exhibit A”. Steve Blacketer seconded the motion.

Motion carried 3-0.

2. WCC Easement- **Tabled** (Nothing was provided to Legal by the WCC)
3. Pecar Update (see attached report and financial report). Lora Helmick updated the Board on the project and Don Hodson reviewed the financial report stating the project will definitely finish under budget!

New Business:

1. 2018 Group Transfer Resolution 121118-02. Trustee presented the resolution for approval. He reminded the board that this would guarantee the fund groups ending the year in a positive balance as required by state statute. Steve Blacketer made a motion to approve the resolution. Fred Palmer seconded the motion. **Motion carried 3-0.**
2. 2018 Encumbrance Resolution 121118-03. Trustee presented the resolution allowing the vendors and amounts listed on the resolution to be “Encumbered” to be paid in 2019 with 2018 Budget appropriations. He reminded the Board that those listed had to have unpaid balance under a

contracted amount, an agreement or an invoice before they could be approved for encumbrance. Fred Palmer made a motion to approve the resolution. Steve Blacketer seconded the motion. **Motion carried 3-0.**

3. 2019 Township Board Scheduled Meetings- Resolution 121118-04. Trustee advised that the Incoming Board had selected the dates and times listed on the resolution for their 2019 Scheduled Board Meetings and were requesting this Board to approve so they could be posted for the public. Fred Palmer made a motion to approve the resolution. Steve Blacketer seconded the motion. **Motion carried 3-0.**
4. EMS Write Off Resolution 121118-05. Trustee reviewed the Township EMS Write Off policy approved in 2011, the letter from EMS Billing Clerk Carolyn Thacker and him requesting the amount given be “written off” since they were past the Indiana Statue of Limitations of six years for debt and the backup information. Fred Palmer made a motion to approve the resolution. Steve Blacketer seconded the motion. **Motion carried 3-0.**
5. Resolution 121118-06 amending the 2018 Township Salary Resolution. Trustee advised that when Josie Simison had submitted her two weeks’ notice, he had hired Britt Woodard to replace her. Because we were still paying Josie the Administrator’s pay, he hired Britt as a part time township clerical for the two weeks of training. He told the board the appropriated funds were present, but the current salary resolution only allowed (1) part time township clerical position. Therefore he was requesting approval of the resolution to amend the salary resolution to (2) part time township clerical. Steve Blacketer made a motion to approve the resolution. Fred Palmer seconded the motion. **Motion carried 3-0.**
6. Resolution 121118-07 Township Credit Card Policy for 2019. Trustee reminded the Board that each December a resolution is presented for approval allowing the Township to have credit cards for the coming year, the limits established for each card, the policies governing the cards and listing the “Controllers” for each card. He told the Board the resolution was the same as the resolution approved in December 2017 for 2018 except for the two cards assigned to the “Township use”. Carolyn Thacker and Kelli Brian” were listed as the Controllers. Steve Blacketer made a motion to approve the resolution. Fred Palmer seconded the motion. **Motion carried 3-0.**

7. Trustee advised the Board for the record he was certifying to Township Administrator Britt Woodard that he had received from Suzanne Conger, Steve Blacketer, Fred Palmer and Don Hodson both the "signed" Conflict of Interest Form and the Nepotism Form as prescribed and required by the State and Township Nepotism and Conflict of Interest Policies. The forms will be kept in a folder labeled "SBOA" for the next SBOA audit or when a request to produce is made.

Public Comment:

None

Wishes to be Heard:

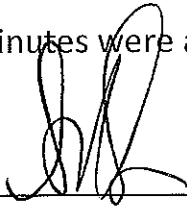
Suzanne Conger and Fred Palmer individually stated that they had enjoyed their time on the Board and working with the staff.

Trustee Hodson thanked each of them again for their service. He also told the Incoming Board: Amanda Babinec, Steve Blacketer and Shane Sommers he was looking forward to working with them over the next four years. He also wanted to wish all present a Merry Christmas and Happy New Years.

Adjournment:

Steve Blacketer made a motion to adjourn. Fred Palmer seconded the motion. **Motion carried 3-0.** The meeting adjourned at 7:49 PM.

Minutes were approved January 8, 2019.

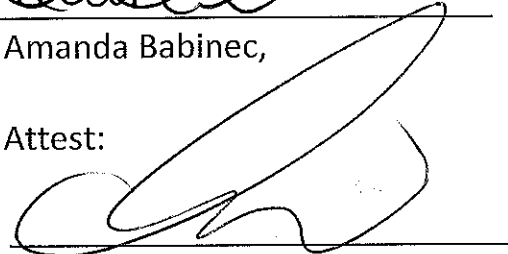


Shane Sommers,

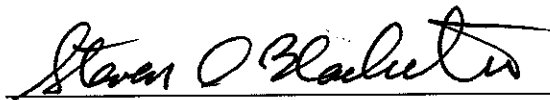


Amanda Babinec,

Attest:



Donald Hodson, Trustee



Steve Blacketer,

The next meeting will be held Tuesday January 8, 2019 at 2:00 PM. All meetings are held at the Washington Township Government Center, 311 Production Drive, Avon, Indiana