

Washington Township Board Meeting
February 13, 2018 — 7:00 PM
Held at: Washington Township Government Center
311 Production Drive, Avon, Indiana 46123

Call to Order and Pledge

Board meeting was called to order at 7:00 PM and the pledge to the American flag was given.

Quorum

Quorum was established. Doug Elmore, Fred Palmer and Suzanne X Conger present. Also in attendance: Trustee Don Hodson, staff and 33 members of the public.

Public Comment;

1. James Sisil asked if there was going to be discussion on the Pecar Park project. Chairman Conger advised him and the public there would be later on the agenda and if folks had comments on that subject to maybe wait until the update was given to see if their questions or concerns were answered during that.
2. Trustee Hodson welcomed everyone present for the State of the Township. He acknowledged we had all five members of the School Board and Supt. Hoernemann, two members of the Avon Town Council, a member of the Washington Twp. Library Board and some members of the Avon Chamber of Commerce along with Executive Director Tom Downard.
3. Trustee Hodson then asked Legal Counsel Tony Jost to introduce some of the members of his scout troop who were present to observe as part of the requirements for Citizenship in the Community Merit badge. Their names were: Billy McCleod, James Zora, Wyatt Ridge and Ethan Jost.

Consent Agenda

The minutes from the January 2, 2018 Township Board Meeting and the claims were presented. There was one addition to the minutes. Under the Township Credit Card policy, the minutes did not reflect that for the two Township credit cards the “controller” for those was Carolyn Thacker. Fred Palmer moved to approve the minutes with the one addition and accept the claims. Seconded by Doug Elmore. **Motion carried 3-0.**

Department Reports. Complete department reports are located on the Washington Township website.

1. **Fire.** Fire Chief Dan Smith recognized firefighters Nick Kane, Mitchel Jenkins and Firefighter Paramedic Keith Cox. He stated that a couple weeks ago a lady stopped on the apron of Station 142 with a flat tire. She had called AAA to have the tire changed, but these three gentlemen in the cold weather went ahead and changed it for her so she could get back on the road for a doctor appointment. Chief Smith wanted to recognize the three for displaying the Core Values of the Fire Department!
2. **Parks.** There were no questions on the report.
3. **Public Assistance.** There were no questions on that report.

Trustee’s Report. The written report may be found on the Washington Township website.

In addition to the report, Trustee Hodson advised the Board that the Town of Avon Council was holding a Special Workshop on Economic Development on February 22, 2018 at 5:30pm with the regular Council meeting following that. The Town’s Annual report will be presented at the regular meeting.

Old Business

1. The Township's Internal Control Policy Resolution 021318-01 for 2018 was presented for approval. This policy is mandated by state statues. As part of the policy, the Board as the fiscal board has to appoint an Oversight Committee, which can also be them. Doug Elmore made a motion to appoint the three Township Board members as the Oversight Committee for 2018 and to approve the resolution as presented. Fred Palmer seconded the motion. **Motion carried 3-0.**
2. Resolution 021318-02 was presented for approval. The resolution outlined the Township's Inter Fund Transfers that were provided by the Township Financial Advisor. Trustee Hodson reminded the Board and those present that the Township is allowed legally to do this and is common practice by others to assist in cash flow management. Fred Palmer made a motion to approve the resolution as submitted. Doug Elmore seconded. **Motion carried 3-0.**

New Business

1. **State of the Township Address-** The address may be found on the Township website. Trustee Hodson advised everyone present that the Trustee and the Township Department Heads have since 2012 presented this Annual Address. The purpose is to review the status of the prior year's Goals and Objectives and outline the new year's Goals and Objectives. The order of presentation was as follows:
 - a. Township- Trustee Don Hodson
 - b. Township Public Assistance- Director Kelsey Hambleton
 - c. Township Human Resource- Director Kisha Bryant
 - d. Township Parks- Director Lora Lacey
 - e. Township Fire- Chief Dan Smith.
2. **2017 Township Annual Financial Report-**The actual report may be found on the Indiana "GATEWAY" on the state website. Trustee Hodson stated that by State Law, all Township Trustees must submit their prior year's annual financial report to the Township Board. He stated the report consists of all of the income receipts and all of the expenditures made for the past year. The Report is signed by the Trustee at the time of submission at a township Board meeting and acknowledged by the Board Chairman that it was received by the Board. The Board then individually signs either Option 1 as approving and accepting as presented or approved as presented with the "following exceptions" in which they have to note so on the report. He also explained once that was done, the report must be posted on the Indiana State "GATEWAY" for public review. Trustee Hodson told those present that this was the last time the present Board would be doing this process since none of them were running again. During the presentation Trustee did advise everyone present that part of the report is a "snap shot" of the beginning cash balance, the total receipts, the total expenditures and the ending year cash balance for each of the operating, debt and miscellaneous funds of the Township. He wanted the record to show and the public to understand that at the end of 2017 the Total Cash Balance for the Township was over \$ 8 million. He explained that the Township starts and ends each year with at least \$4 million to insure the Township doesn't have to do TAW (Tax Anticipation Warrants) which entails borrowing cash to fund the Township until the Property Tax draw is made in June and December. Doing TAW costs interest and professional fees. Also part of the \$8 million balance is over \$2.2 million the Township is saving for the purpose to "DE feces the 2007 Park Bond and the Fire Equipment Bonds that both mature in 2027. This action would allow the taxpayers to no longer have to pay the tax levies for the two debt funds six years earlier than the 2027 maturity date. Finally he advised the balance of the cash balance (over \$2 million) was Rainy Day funds that had been appropriated for the Pecar Park Project so the Township would pay cash for the Project and not incur long term debt for it.

The action taken by each of the Board members on the 2017 Annual Report was Option 1- "Approving as Presented" vote was 3-0. Resolution number 021318-03 was assigned to the report.

3. **2018 Township Assistance Guidelines-** These can be found on the Township website and at the Township offices.

Trustee Hodson presented the 2018 Township Guidelines by advising the Board and those present that each year the Board must approve the guidelines that the Trustee and Public Assistance Director provide public assistance under. The approved guidelines are given to the County Commissioners to be kept in case of an appeal. Also a copy of them is kept for public review at the Township Offices. After some discussion on them, Doug Elmore made a motion to approve Resolution 021318-04 2018 Township Assistance Guidelines. Fred Palmer seconded the motion. **Motion carried 3-0.**

4. **Pecar Park Update-** Park Director Lora Lacey gave the Board an update on the Project so far. That report is on the Township website. In addition to the update she advised that we had become aware of a letter one of the residents near the park had provided her neighbors on some concerns she had. Lora stated she had met with that individual last night and after further discussion she was fine with the project. Her concerns actually evolved off a letter that she received from Lora back a year and half ago inviting her to the first public meeting. The letter had mentioned various concepts the Township was looking at for the project. Lora stated that since that meeting and subsequent meetings, many of those same concepts had been greatly revised or deleted. Trustee Don Hodson also reviewed the monthly Project Financial spreadsheet which is included with Pecar update.

5. **Township Human Resource Director-**Trustee Hodson stated he had provided the Board in their packet information on the progress of our HR concerns that our HR Director Kisha Bryant was working on. He stated because we had her working as a part time employee, he was concerned with the hours that were needed to get all of the work done and going forward on HR concerns. He stated he would like input from the Board members on whether we continue in a part time basis or look to making the position full time.

Fred stated there had been a program in process prior to his arrival on the board that was somewhat costly and created a system of identifying perceived problems from our employee's perspective. The system was to continue addressing communication with employees on a quarterly calendar basis to assure discontent was being addressed through education and elimination of identified problems. The quarterly basis was changed to semiannual, then annual. Each time the period was lengthened reported results became less informative he questioned why there were not published results and comparisons. Fred likewise questioned why we have gone from personnel services two days a week to three days and within in a period of a short period of time at the later schedule we all of a sudden need five eight hour days' devoted to personnel issues. Fred recognized the indication that making a change to full time would not increase the budget due to funds being transferred within the fund groups to make up any difference. Fred stated did not and would not approve such action in that it was in essence creating a liability for the incoming board and basically approving next year's budget.

Doug Elmore stated he would like Kisha and Don to put together a HR strategic plan, identifying areas that we were deficient on and where we needed to focus and then rank those items. He stated until he had that and saw progress, he felt we were not in a position to make the decision to obligate the township financially of adding another full time employee. He also stated although he appreciated that we had many areas to get up to date, his fear was what might very well find that after those were completed, we would then be in a position of having to "find

work” to justify the full time position after that. Don thanked them for their thoughtful insight and he and Kisha would develop that HR Strategic Plan to bring back to them and share.

6. **2018 Salary Resolution Amendment**-Trustee Hodson advised the Board that the 2018 Salary Resolution needed to be amended for two changes. The first was that when he presented the 2018 Budget last fall, he had left off a 2% raise for the Township Administrator position when he recommended other pay increases. The other change was eliminating the Class I, Class II, Class III and Class IV Civilian Paramedic pay scales and replacing it with one Civilian Paramedic pay scale. Fred Palmer made a motion to approve the 2018 Salary Resolution # 021318-05 Amended with those changes as presented. Doug Elmore seconded the motion. **Motion carried 3-0.**
7. **2017 401a Contribution**- Trustee Hodson presented to the board for approval Resolution 021318-06 that directed the Trustee to contribute to the Township 401(a) Retirement Plan for the year ending 12/31/17 in the amount of \$ 212,558.73. Doug Elmore made a motion to approve and Fred Palmer seconded it. **Motion carried 3-0.**
8. **Township Insurance Fund Transfer**- Trustee reminded the Board that they had set up a separate Insurance Fund to pay all Employee Benefit premiums from. Resolution # 021318-07 was authorizing him to transfer the 2018 budgeted amounts for those benefits from the Fire, Parks and General Funds to the Insurance Fund. Fred Palmer made the motion to approve and Doug Elmore seconded it. **Motion carried 3-0.**
9. **Group Transfer Resolution**- Resolution # 021318-08 was presented for the purpose of transferring budgeted HR cost from Group III to Group I in the Fire, Parks and General Funds. Don explained that when the 2018 budget was done those same amounts were put in Group III Other Services and Charges because we were using an outside HR consultant and now with our having an in house part time employee doing the HR, we had to put those exact amounts in Personnel Services to pay an employee. Doug Elmore made a motion to approve the resolution and Fred Palmer seconded. **Motion carried 3-0.**

Public comment:

1. Christina Bousman spoke on the sink hole on her property that is adjacent to the Pecar property. She stated she had a sink hole that was due to the drainage issues Pecar had. Trustee Hodson told her that Lora lacey and he would need to go out to the site to see what she was talking about and then discuss with Banning Engineering.
2. Deborah Thompson, whose property is also adjacent to the Pecar Property, asked Lora Lacey about trees that would be planted on the park. She also asked if the Township would be paying if the neighbors' wells were affected from the Pecar Project. Lora advised that she would need to get with the Trustee, legal and Banning Engineering to get her an answer.
3. Tony Jost told those present that the Scouts present at the meeting would all be looking for projects to do for the rank of Eagle.

Wishes to be heard-

1. Chief Smith advised the Board that Firefighter Quentin Wells was going into the service for three years. He advised the Board that Federal Law dictated that as long as Quentin met certain requirements when he left the service and wanted to come back, the Township would be required to find a similar position. He told the Board however, the Department would not be leaving the position vacant for those three years due to the department needs. Chief Smith said the purpose of his remarks was to acknowledge with pride Quentin's willingness to serve, advise the Board of the possible future requirement to make a position available if he met the requirements dictated by federal law and also tell them that the department would be filling the vacancy left by Quentin.

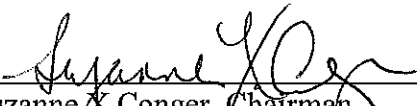
2. Fred Palmer complimented the public who attended the meeting and encouraged to continue to attend.
3. Don Hodson seconded Fred's comments and also wished Fred Palmer and Doug Elmore Happy Birthdays.

Adjournment

Fred Palmer moved to adjourn the meeting and Doug Elmore seconded the motion. **Motion carries 3-0.** Meeting adjourned at 8:57 PM.

There will be a special board meeting on February 27, 2018, at 6:30 PM. and the next regularly scheduled Board meeting will be April 10, 2018 at 7pm. All meetings are held at Washington Township Government Center, 311 Production Drive.

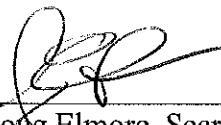
Minutes Approved April 10, 2018:



Suzanne X Conger, Chairman



Fred Palmer, Member



Doug Elmore, Secretary

Attest:


Don Hodson, Trustee