

WASHINGTON TOWNSHIP BOARD MEETING
APRIL 11, 2019
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER
311 PRODUCTION DRIVE, AVON, INDIANA

Call to Order:

The meeting was called to order at 2:04pm followed by the Pledge of Allegiance.

Establish a Quorum:

Amanda Babinec, Steve Blacketer and Shane Sommers were present. Also present were Trustee Don Hodson, Financial Advisor Jeff Peters, and staff.

Consent Agenda:

Amanda Babinec made a motion to approve the March 12, 2019 minutes and consent to the claims as presented. Steve Blacketer seconded the motion. **Motion carried 3-0.**

Public Comment:

None

Department Reports: (See attached)

1. Township Assistance- Director Sue Allen was out on vacation so Trustee Hodson reviewed the report. He informed the Board that assistance requests and approvals have been way down due to the economy. He stated that a lot of the denials were due to applicants' income exceeding our threshold standards and spending on wasted resources. The Board asked if they could begin receiving a break down of total inquiries, total appointments, total approvals, total denials (and reasons for denial). The Trustee stated that he would have Sue Allen begin providing those in May 2010 and also complete a report months of January-April of 2019.
2. Human Resource- no questions
3. Parks Department- no questions
4. Fire Department- Chief Smith recognized the Department's Explorer Program and the Department work with the Avon High School.

Trustee Report: (see attached)

1. The only addition to the report provided in the packet was advising that the SBOA audit would be soon. It would be for 2016-2018.

Old Business:

1. Pecar Park Update (see attached). Director Helmick advised the Board that the Grand Opening would be Saturday- April 27, 2019. The ribbon cutting would begin at 3:00 and followed by public tours and activities until 6:00pm. She also told them that videos were being created about the new park to help drive interest. Trustee Hodson reviewed the financial report.

2. Station 141 Remodel Update- Chief Smith, advised there had been five meetings so far with the architect. The tentative final meeting has been scheduled for Friday, April 12th. From that point, costs can be determined and then Chief Smith can bring a request to the Board to place the project out for bid.
3. Training Ground update- Chief Smith advised that the Avon School Board approved the request to release the desired property from the Corporation's building bonds. He stated that the next step by the School would be to secure the approval from their Building Corporation to release the property. Once that is completed, we can start to obtain appraisals.

New Business:

1. Five Year Sustainability Plan: (see attached) Trustee Hodson advised the Board and those present that Township Financial Advisor Jeff Peters presents the annual Five-Year Sustainability Plan once a year. The purpose is to have a snapshot of the Township's past, present, and future finances in terms of revenue, expenses, levies, tax rates, etc. This is then used by the Board and administration to plan budgets and projects. He also told them that after they receive the report, they will establish the 2019 Township Cash Reserve requirement and the Township Insurance Fund Reserve for 2019. This will be done at the May Board meeting. The Trustee also asked for and received consent on the 2019 Rainy Day Projects listed in the 2019 Five year Plan.
2. Update on the Fire Department's request for an engine at St 141 and additional personnel. - Jeff Peters reviewed the impact of the six options the Board established at their March meeting that had been requested as a result of the department's presentation at that meeting. He advised that the option for another station, an engine, a medic, and the personnel to staff that station either in 2022 or 2025 would not be possible unless the Board was willing to bond to build the station. Also, doing so would mean no future Rainy Day projects and the cash reserves or the Township would be very tight. After additional discussions the department stated they would like to do the engine at St 141 this year and add 9 personnel to staff it. Then, over the next three years, the department would budget to reach a goal of a total 21 new personnel. The Board requested Jeff Peters review those scenarios and other options and project over ten years the financial impact. (Since the meeting the board has requested a workshop to discuss this and questions they have).
3. Resolution 041119-01-Authorization for the 2018 contribution made in 2019 for the Township 401a Retirement Plan- (see attached) Steve Blacketer made a motion to approve the resolution authorizing the Trustee to make the contribution to the plan for \$ 200,697.48. Amanda Babinec seconded the motion. **Motion carried 3-0.**
4. Resolution 041119-02- Correction of the 2016 and 2017 401a Contribution Amounts.(see attached) Trustee Hodson explained that during the process of writing the above resolution, errors were discovered for the previous two years: the amount paid by the Township to the plan was greater than the actual approved resolutions. These were for 2016 payable in 2017 and 2017 payable in 2018. The amounts paid to the plans were accurate based on the Plan TPA's calculations, but the dollar amounts approved in the resolutions were misstated. He advised that after discovering this, he contacted both Township Legal and Financial Advisors. Both advised that the Board

acknowledge the errors and provide acknowledgement to the SBOA when the audit takes place. Steve Blacketer made a motion to approve the Resolution and Amanda Babinec seconded the motion. **Motion carried 3-0.**

5. Resolution 041119-03- Revised 2019 Township Salary Resolution- HR Director Aaron Vining advised the Board that the revision was being made for three reasons:
- a. Township Administrator Britt Woodard plans to take FMLA August thru October. During her absence, her assistant Gail Perkins will fill in for key parts. The Township desired to establish during that time a position of "Interim Administrator." She would be still considered a part time employee, but the Township would compensate her at a higher rate during the time period for the increased workload. She would not be paid in addition to her present pay as Administrative Assistant. The funds to do so would come from the present line item of Administrator pay since the Township would not be paying the current Administrator while on leave
 - b. After the return of the Administrator, the Township desired to give Gale Perkins an hourly pay increase. However to do so, would require an increase in the maximum range shown on the current Salary Resolution or that position. The funds again would come from the balance not paid to the Administrator during her absence.
 - c. The Parks Department has been having issues hiring good part time employees for event staff due to the low hourly rate. They desire to increase the pay rate which requires a higher maximum rate than the one allowed on the current 2019 Salary Resolution. These positions are based on fees paid by Pavilion Renters and are paid from the fees.

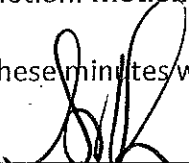
Amanda Babinec made a motion to approve the Amended Salary Resolution. Steve Blacketer seconded the motion. **Motion carried 3-0.**

6. Four (4) Year Township Strategic Plan and Appointment of Board Representative- Trustee advised the Township's current Five-Year Strategic Plan would expire at the end of this year. The Township has contracted with a firm to assist in completing a new Four-Year Strategic Plan. The firm would like a Township Board member be part of the executive team for the project. Steve Blacketer was selected to be the Board representative.

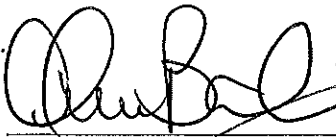
Adjournment:

Steve Blacketer made a motion to adjourn the meeting. Amanda Babinec seconded the motion. **Motion carried 3-0.** The meeting adjourned at 4:05 PM.

These minutes were approved May 14, 2019.



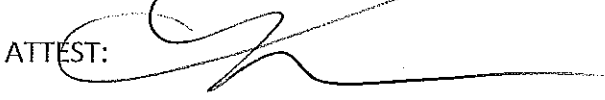
Shane Sommers, Chair



Amanda Babinec, Secretary



Steve Blacketer, Member

ATTEST:


Donald Hodson, Trustee

The next meeting are: May 10, 2019 Township Board Work Shop at 1:00Pm

May 14, 2019 Regular Township Board Meeting at 2:00 PM

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