

WASHINGTON TOWNSHIP BOARD MEETING
MAY 14, 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.

Establish a Quorum:

Shane Sommers, Amanda Babinec, and Steve Blacketer were present. Trustee Don Hodson and staff were also in attendance.

Consent Agenda:

Steve Blacketer motioned to approve the April 11, 2019 Board Meeting minutes and consent to the claims presented. Amanda Babinec seconded the motion. **Motion carried 3-0.**

Public Comment:

None

Department Reports: (See attached reports)

1. Township Assistance: the report was presented by Township Assistance Director Sue Allen.
2. Human Resources: the report was presented by HR Director Aaron Vining.
3. Park and Recreation: the report was presented by Parks Director Lora Helmick.
4. Fire: the report was presented by Chief Dan Smith, who also recognized the following:
 - a. Parks Maintenance staff for mulching the Headquarters building.
 - b. Public Educator Karen Hendershot and Avon Assistant Police Chief Brian Nugent for setting up two new Project Lifesaver programs.
 - c. Chris Krahn and Brian Sturm for placing the landscaping stone at Station 142.

Trustee Report: (see attached)

Besides his report, Trustee Hodson also advised the Board:

1. That the auditors from the SBOA were on location to conduct the audit of Township records for 2016-2018. He attended the audit entrance interview with Board Chair Sommers and Administrator Woodard that morning. The tentative exit interview has been set for Monday, June 17th.
2. The first 2020 budget workshop will be June 24th at 5:00pm.
3. Employee Appreciation Week will be July 29-August 2nd with lunches planned for July 30, 31 and August 1 from 12:00-1:00pm.

Old Business:

1. Pecar Park Update:

The Parks and Recreation Director made the report. She announced that Pecar Park officially opened on April 27th. Approximately 300 people attended the Grand Opening. The Park has had consistent traffic since opening. Trustee Hodson thanked the Park staff for doing a wonderful job preparing the Nature center and park for the opening and for making plans that made the day a great event even in the rain. He also reviewed the financial report showing the last expenditures for the park: the final pay to Mattcon and the low impact obstacle course (planned for fall 2019). He told the Board the project would definitely come in under budget.

2. Station 141 Remodel Update:

Chief Smith advised that the architects were still working on the schematic designs. Once completed, he plans to bring them to the Board.

3. Training Grounds Update:

Chief Smith told the Board that surveyors were prepping legal descriptions for the land so appraisals could be completed.

NOTE: Trustee Hodson recognized Chief Smith for all his hard work on keeping both projects progressing along with his duties of Chief. He also recognized the Lt Jerry Bessler for his hard work on the St 141 Remodel.

4. Fire Department Request for an engine at St 141 and additional personnel:

Trustee Hodson stated that the Workshop was held May 10th to hear information provided by Financial Advisor Peters and Chief Smith. He told the Board that they could take action on the request at this meeting if they chose. Chief Smith elaborated on the request and by explaining that the National Standards call for minimum staffing requirements for apparatus. He advised the Board that in the event of a lawsuit the department would have to state that the apparatuses do not currently meet minimum staffing requirements. After additional discussion, the Board requested the Trustee to have the request for nine additional firefighters be hired to staff three per shift on the additional engine in the initial 2020 budget presented at the Budget Work Shop on June 24, 2019, allowing them to see the impact to the overall budget. They also requested the Trustee to have the Five Year Plan updated to illustrate the impact for the future.

New Business:

1. Resolution 051419-01- Declaration of Surplus

Administrator Britt Woodard let the Board know that the Township had old and outdated computer equipment. In order to make room for document storage, the Township needs to get rid of the CPU towers. She told the Board that in order to destroy the units, the Board needed to declare them surplus. Amanda Babinec made a motion to approve the resolution and was seconded by Steve Blacketer. **Motion carried 3-0.**

2. Resolution 051419-02 Interfund Loan:
Administrator Woodard told the Board that Financial Advisor Jeff Peters requested and additional interfund loan transfer to keep the Fire Debt Fund positive. Steve Blacketer made a motion to approve the resolution and Amanda Babinec seconded the motion. **Motion carried 3-0.**

3. Resolution 051419-03 Township Cash Reserves for 2019:
Trustee Hodson told the Board that the previous Board passed a resolution in December of 2017 that each year, after the Five Year Sustainability Plan had been presented, the Board would pass a resolution establishing the Township Reserves for that year. He advised that the practice had been to use the figure Jeff Peters calculated to prevent the Township from needing to use TAW. For 2019, Mr. Peters estimated that \$4.4 million would be the necessary cash reserve. Amanda Babinec made a motion to pass the resolution establishing 2019 case reserves of \$4,400,000. Steve Blacketer seconded the motion. **Motion carried 3-0.**

4. Proposed Township Policies:
 - a. Township Employee Manual update:
HR Director Aaron Vining began the review of the proposed update by telling the Board that the last update was completed in 2016. He let the Board know that he planned to request approval of the new manual at the June Board meeting. He then went through the updates (highlighted in red in the packet). The Board advised that the meeting packet they received was all in black. They requested an updated manual showing the changes in red so they could track updates.
 - b. Township Employee PTO Buyback:
Trustee Hodson told the Board that he had wanted to propose this concept for many years. He told them his former employer and many other businesses offered PTO buyback as an additional benefit. HR Director Vining reviewed the proposed policy that he and Township Management had composed. He also provided the Township's liability cost if every employee took advantage of this buy back (up to \$1,300/person each year). After some questions, the Board decided to wait until the June meeting to adopt the plan. They also requested that department heads include it in their budget drafts so they wanted to see how the liability impacted the total budget.

5. Proposed 2020 Township Budget Calendar: (see attached)
Trustee Hodson advised the Board that each year a budget calendar is adopted by the Board so it can be shared with the public and staff so everyone understood the process and dates corresponding to those steps. Amanda Babinec made a motion to approve the proposed 2020 Budget Calendar. Steve Blacketer seconded the motion. **Motion carried 3-0.** The Budget Workshops will be held at 5:00pm at the Township offices on June 24th and August 1st.

Public Comment:

None

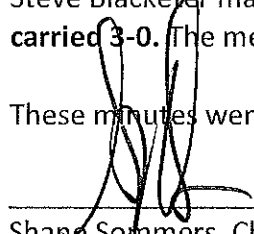
Wishes To Be Heard:

Amanda Babinec advised that she would not be able to attend the next Board meeting on June 11th. Shane Sommers advised the same. Amanda made a motion to change the meeting date to June 13, 2019 at 2:00PM at the Township Government Center. Steve Blacketer seconded the motion. **Motion carried 3-0.**

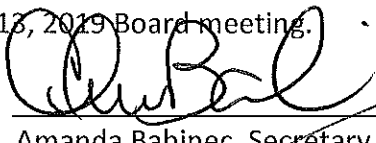
Adjournment:

Steve Blacketer made a motion to adjourn. Amanda Babinec seconded the motion. **Motion carried 3-0.** The meeting adjourned at 3:44PM.

These minutes were approved at the June 13, 2019 Board meeting.



Shane Sommers, Chair

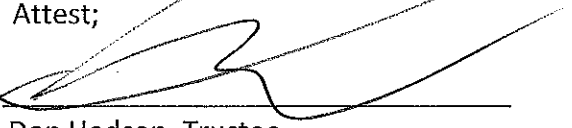


Amanda Babinec, Secretary

Attest;



Steve Blacketer, Member



Don Hodson, Trustee

Next Meetings are: June 13, 2019 at 2:00PM- Township Board Meeting
June 24, 2019 at 5:00Pm township Budget Work Shop

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