

WASHINGTON TOWNSHIP TRUSTEE

TRUSTEE
Don Hodson

HENDRICKS COUNTY
311 PRODUCTION DRIVE
AVON, INDIANA 46123
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TOWNSHIP BOARD
Suzanne X. Conger
Doug Elmore
Michael J. Lynch

Washington Township Board Meeting Minutes
Meeting April 18, 2012--7:00 PM

Held at: Washington Township Park Pavilion, 435 Whipple Lane, Avon, IN, 46123

Call to Order

The meeting was called to order at 7:00 PM. Present were Michael Lynch, Suzanne Conger, and Doug Elmore. Also present was Trustee Don Hodson, Deputy Trustee Pat Laughlin, Township Staff, and public.

Public comment

None

Consent Agenda

There were two minutes presented March 6th normal board meeting and March 6th special meeting minutes and claims report. Suzanne Conger made a motion to approve consent agenda as presented. Michael Lynch seconds. **Motion carries 3-0.**

Fire Department

The attached report was presented by Fire Chief Dan Smith. The totals on the report are for two months as we didn't present monthly reports at the last board meeting. Chief Smith handed out the attached speaker and session program for the training that he attended last month in Maryland. He stated that he is looking forward to sending other officers to this course in future years. This week FDIC is being held downtown Indianapolis. Training Chief Adams helps to work the event and in exchange for his time they donate passes to the conference to our department. Next week is the Fire Merit Board meeting. Chief Smith stated that he would be promoting one person to fill an open Lieutenant position and plans to ask the board to change the hiring process so that we can hire individuals whom already have the certifications we require so that we can fill one open firefighter position.

Parks Department

Attached is the report presented by Susan Hamman. There was some electrical damage that was done to the Pavilion Center during a storm in the past month. The Pavilion had an indirect strike as we are being told it came in through the ground. Everything damaged by the strike has been repaired and we found out this week that we will not have to pay our deductible portion on this as most of the repair work was completed by our staff. The Splash Pad will be open Memorial Day – Labor Day 10 AM – 7 PM seven days a week. Currently have 17 children enrolled in summer camp. Hendricks Power is sponsoring a movie on the barn. The movie will be June 11th starting at 8 PM.

Music in the Park – the Park is sponsoring three concerts. There will also be some benefit concerts for local children by Sunrise Studio. Sunrise Studio is a studio that teaches children to sing and that will be their concerts. Doug Elmore asked if the dates for the concerts were days that the Pavilion had been rented. He had a concern about the parking capacity for having two events at the same time. Susan Hamman stated that the Pavilion wouldn't be rented on the evenings there were concerts so there would be plenty of parking. Doug Elmore asked if the Sunrise concerts are sponsored. Susan Hamman stated that we are donating the amphitheater as well as salaried staff to work the event and Sunrise will pay for any other need (i.e. staff to park vehicles, etc.). Doug Elmore stated that we needed to make sure that any flyer states this is a benefit concert and not a free concert. Michael Lynch asked if all the bands coming for the summer concert series are family friendly. Susan Hamman said that all bands are family friendly.

Pat Laughlin had a question on the emergency plans included in the report. There are listed tornado shelters and the bathrooms aren't listed. He thinks they should be listed. Don Hodson asked if we were planning on obtaining a weather radio and Susan stated that we are checking into getting one. Suzanne Conger asked why there were two different plans. Susan answered that there is one plan for Summer Camp and one for the Pavilion. Pat Laughlin asked if a general park plan was being worked on. Susan stated that she was working on one and it just hadn't been completed yet.

Township Assistance

Public Assistance Director Jennifer Thornell presented the attached report. Report is for two months. She believes that February requests are down due to people getting tax returns and taking care of bills with that return. Suzanne Conger asked what section we are spending the most on with assistance currently. Jennifer stated that right now it is housing and that we never really know month to month what the majority or what type of assistance we will be asked for. She mentioned that last month we had a request for funeral assistance. Doug Elmore asked what the procedure is for funeral assistance. Jennifer stated that it's just like any other assistance request and that an application must be filled out for the deceased listing any estate and anyone else in the household.

Legal & Financial – none

Trustee Report

Trustee Don Hodson presented the attached report. We closed on the \$4.1 million emergency loan on Friday, April 13th and funds were in our account on that day. There is a problem with people speeding down the hill and on the road to the Pavilion Center. We spoke with Avon Police Chief Jack Miller and he said that they cannot ticket on our property currently. Tom Klein is speaking with the Town on what they need to do so that the Police department can do something to help keep people from speeding on our property. Doug Elmore asked why the police currently couldn't do anything to help keep people from speeding. Don Hodson stated that they are not allowed to ticket on our property without an ordinance and that the speed meter they posted didn't really help.

Property Tax rates have come out and as anticipated our rates for 2011 did increase. Don has been asked about this several time since the rates have come out and he will be submitting an article to the paper one more time about the increase for 2011 taxes.

Old Business – NONE

New Business

Park Rental Rates

Susan Hamman, Park Director, presented the attached rental rate comparison. After reviewing other public sector rental facilities in the area we have found that there are not really any that compare to the Pavilion Center and that we are competing with mostly privately owned facilities. Susan believes our rates are right in line with other public sector rental facilities. Michael Lynch asked for a reminder of the rental rates and if we have any discounts. Susan said ours is \$1,000 per day for the weekend and that we offer a county resident discount however, some other public facilities give a Town discount. Don Hodson asked about the rate we receive from the caterers and how that compared with other rental facilities. Susan stated that our rates are about the same as the other facilities for caterer charges. Don Hodson stated that we are getting to the point where the staff is spending more time on running the Pavilion Center rather than planning other events and programs for the park. He thought maybe we could raise the catering fee to offset the time it is taking for set up. Pat Laughlin stated that he doesn't believe that our rates are sufficient since we are competing with private sector facilities and that we could give a discount to Township residents only not County residents. Michael Lynch agreed with Pat Laughlin. Doug Elmore thinks that we should look at a two tier rate system for peak and non-peak seasons. Suzanne Conger asked if we felt the security deposit on the facility was sufficient. Don Hodson feels that our security deposit rate is too low. Susan Hamman will bring a proposal for Township resident, non-resident, two tier peak and non-peak seasons, catering fee rates, and deposit rates.

Employee Manual

Jennifer Thornell presented the attached employee manual. Manual was e-mailed to the board 3 or 4 weeks ago so they would have plenty of time to review before meeting. There was a committee of three people with one representative from Fire, Parks, and Township. The committee met for three months and compared 4-5 different employee manuals. The manual has been reviewed by our HR Consultant and given her approval. Suzanne Conger thought the manual was pretty comprehensive. Pat Laughlin had a couple of questions that he wanted clarification for. The first was on page 8 on the definitions of full time and part time and what you classify someone as who works in between 32 and 40 hours per week. Jennifer stated that it is for benefit clarification purposes and there was discussion about what hours work should qualify for benefits. Josie Simison, Administrator, stated that all our insurance plans used 33 or more as the qualifier. Page 12 remove the words "following are examples of infractions." The HR Consultant had recommended that we remove all examples from the manual and apparently those words got overlooked in the removal of the rest. Page 15 remove the words "working the polls" as it conflicts with later in the manual. Don Hodson asked if we wanted a witness when the signature page of the manual is signed. Doug Elmore didn't think that we need a witness signature on the signature page of the manual. Michael Lynch made a motion to accept the revised employee manual with the three changes listed above on pages 8, 12, & 15. Suzanne Conger seconded. **3-0 motion carries.**

Additional Appropriation

Don Hodson and Josie Simison explained that the additional Appropriation is for the SEP/IRA back payments that were found during an audit of our retirement plan. The additional appropriation is broken out so each payment is the payment that should be taken from each fund in which the employees had been employees of. This back payment would make our plan legitimate. The floor was opened for Public Comment at 8:27 PM. Ed Martin thinks the board should approve to make the plan legitimate. Floor

closed at 8:28 PM. Michael Lynch makes a motion to approve the Additional Appropriations. Suzanne Conger seconds. **3-0 motion carries.**

Surplus

The Fire Department recently received a grant to replace turn out gear, helmets, and some boots. Area 31 offers a fire certification class and is run by Vincennes University. They are always looking for donations of outdated gear. Chief Smith stated that according to State Statute there is no need to put the surplus equipment out for bid since we are donating it to another government entity. The board would need to deem the equipment surplus and give the okay to donate. We are looking at donating 15 sets of gear, some helmets, and a pair of boots. This is being requested so that we will not have to store outdated equipment after new equipment is purchased with the grant. Michael Lynch made a motion that once replacement equipment has been purchased that the old equipment is deemed surplus and donated to area 31. Suzanne seconds. **3-0 motion approved.**

EMS Write Off

Presented a request for EMS billing write off for the year 2011 with the reasoning why we are requesting the write offs are on the document. Suzanne Conger made a motion to approve the write off request for 2011. Michael Lynch seconds. **3-0 motion approved.**

Consolidation Consultant Agreements

Ed Martin, Chairman of the Consolidation Committee, presented two agreements. The agreements are for Financial & Legal Consultants. The committee has a total budget of \$30,000 and they plan to set aside \$2,000 just in case something comes up as the committee is proceeding with the study. The Township's portion of the study cost is \$15,000. Don Hodson said that this amount has been included into our budget for this year. The Township is the first of the boards to review these contracts and Ed believes these should be the only contracts that the Consolidation Committee will present to the two boards. Suzanne Conger makes a motion to approve the contracts and Michael Lynch seconds. **3-0 motion carries.** Don Hodson asked for a copy of the signed agreements once approved and signed by the Town Council.

Public comment

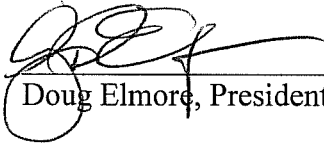
Ed Martin is requesting the board to be present at the next Consolidation Committee meeting on April 25th at 7:00 PM. The meeting will be held at the Washington Township Pavilion Center. The Committee will be presenting its vision statement, subcommittees, and what work each subcommittee will be doing.

Wishes to be heard

None.

Suzanne Conger made a motion for adjournment. Michael Lynch seconds. **3-0 motion carries.** Meeting adjourned at 8:43 PM. Next regularly scheduled board meeting on May 18, 2012 at 7:00 PM held at Washington Township Pavilion Center, 435 Whipple Lane, Avon, IN 46123. In the event of flooding the meeting will be held at Washington Township Government Center, 311 Production Drive, Avon, IN 46123.

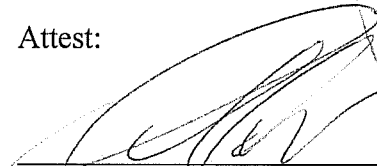
Minutes Approved April 18, 2012:



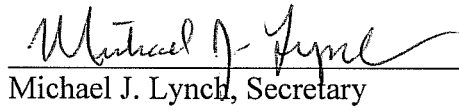
Doug Elmore, President

Suzanne X. Conger, Member

Attest:



Don Hodson, Trustee



Michael J. Lynch, Secretary