

Washington Township Budget Workshop  
August 14, 2018—6:00 PM  
Held at: Washington Township Government Center  
311 Production Drive, Avon, Indiana 46123

**Call to Order:**

The meeting was called to order at 6:00PM and the pledge to the flag was given

**Quorum Established:**

Suzanne Conger, Steve Blacketer and Fred Palmer were present. Also Trustee Don Hodson, Legal Counsel Tony Jost, the Township Department Heads, Fired Department Administrative Staff and the public.

**Trustee Comments: (all proposed budgets and supporting documents are on the Twp. website.**

Trustee Don Hodson stated that per the 2019 Budget Calendar approved earlier in the year by the Board, the first Budget Work Shop was being held to present the proposed 2019 Budget. He stated before the individual operating budgets were presented, he wanted to highlight and comment on some proposals that would appear in those budgets. They were:

1. Proposed Salary increases:
  - a. He was proposing for 2019 a 3% cost of living increase for all of the Township full time employees.
  - b. A 3% increase for the part time Township administrative Assistant. The reason given was her dedication and longevity with the Township.
  - c. N increase of the weekly pay for the Township Assistance Director to \$500 a week. The reason given was the need to have her become an "Exempt Employee". He told the Board that she had to take phone calls and emails outside of her normal advertised hours due to them being emergency public assistance request. He also stated that part of the Department of Labor requirements to be an "Exempt Employee" was a minimum weekly pay of \$455.00 per week.
2. New positions and/or changed positions:
  - a. Trustee stated that for the Fire department there would be five positions added or changed. The first was the addition of three more firefighters/civilian paramedics for 2019. Also the full time department administrative position's duties would be changed to only pertain to the Fire department. There is a need to allow the position to provide additional assistance to the Fire Administrative personnel, which presently can't be done due to the position being shared with Township. Finally the part time Fire Investigator is being proposed to be Full Time due to the high increase in permits and investigations as a result of the growth within the Township.
  - b. For the Township, it is being proposed to add and/or change two positions. First with the changing of the duties of Fire Administrative Assistant, he was proposing to add a Part Time Receptionist that would work no more than 20 hours a week. The

other change being proposed is to make the Township HR Director a full time position.

- c. For the Parks Department, there were four new positions being proposed. All four would be part time positions. The first is the addition of an Administrative Assistant. The reason is due to the increased volume of phone calls and "walk ins" at the park office. Those have increased with the park programming increasing for times over previous since 2016. This large volume of calls etc. has affected the ability of the director, assistant director and programmer to be able to increase even more the programming and amenities of the department. The other three positions requested- part time naturalist, part time groundskeeper and seasonal gate keeper are due to the addition of the new Pecar Park opening in October 2018.
3. The final review by the Trustee was a Township Overview spreadsheet he made at the request of Board Member Fred Palmer. The spreadsheet reviewed covered the major sources on income and the major expenditure items for 2017 Actual, 2018 Budget, 2018 6 Month actual and 2019 Proposed Budget. (See attachment)
- 4.

Trustee Hodson told the board he had instructed the Department Heads to only review in their presentations those line items that had changed, added or were deleted from the prior year.

#### **Proposed 2019 Fire Budget:**

Chief Smith told the Board he had his Administrative staff present in case they had any questions concerning a certain area. During his presentation of his budget, Fred Palmer requested the following line items to be combined:

1. Peer Fitness and EAP
2. Public Education and juvenile Fire setters
3. Sprinkler and Standpipe
4. Postage and Shipping
5. Truck tools, Truck tool repair and Repair tools.

#### **Proposed 2019 Fire CUM Budget:**

Before he reviewed the 2019 CUM Budget, Chief Smith advised the Board there could be an additional item for the 2018 CUM FUND- the purchase of a Reserve Engine, which he was discuss during the Township Board meeting. He reviewed his flow chart. He outlined the starting balance for 2019, the expenditures being proposed, the anticipated Cum Income (as highlighted by Township Financial advisor in his 5 year Sustainability Analysis presented in April) and the ending balance for 2019 that would begin the 2020 CUM Fund balance. One of the things he did tell the Board was that in 2019 it was being prosed to purchase two (2) staff vehicles since the present ones that would be replaced have over 100,000 miles each. These purchases would then allow the department to be on a one a year replacement schedule.

(Chairman Suzanne Conger recessed the work shop at 7:20PM to allow the Board to hold their regular advertised 7:00 PM Board meeting.)

(The Budget Work Shop reconvened at 8:39 PM.)

**Proposed Township Assistance Budget:**

Public Assistance Director Kelsey Hambleton reviewed her proposed budget. She stated for the most part there wasn't much different from prior years with the following exceptions:

1. She had increased Training. This was due to her being a licensed certified case worker which required 20 hours a year continuing education.
2. She had included in the proposed budget funds for a grant to Family Promise if they met the requirements in the agreement with them.
3. She was proposing funds to cover possible food pantry grant, assistance to those who need it to help them combat drug addiction and funds for homelessness assistance.

**Proposed 2019 Park Budget:**

Parks director Lora Lacey reviewed her proposed budget. As part of that presentation she reviewed separately the additional cost associated with the new Pecar Park. She also reviewed her 2019 proposed Capital Expenditures.

**Proposed 2019 Park Bond and 2019 Fire Equipment Bond:**

Township Administrator Josie Simison reviewed for each bond, the 2019 principal, interest and trustee fee. She stated for 2019 the trustee fee for the Fire Equipment Bond would be eliminated, thus reducing the total due.

**Proposed 2019 General Fund:**

Township administrator Simison presented the General Fund Budget being proposed. She stated that one of the major increases was a request from Legal counsel Jost to increase his fees to \$250 from \$175 per hour. He told the board the current fee has not changed since 2011 and even his proposed increase was way below the average hourly rates attorneys charge. Chair Conger stated as an attorney herself, the rate proposed was very fair.

**Public Comments:**

None

**Wishes to be heard:**

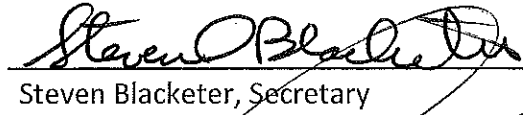
Trustee Hodson stated in hearing the questions asked and because there was a need to also get guidance from the board on the funding for the proposed positions, he suggested instead of holding another workshop before the next Board meeting that another one be held on a different evening. Board Member Fred Palmer said he did have a lot more questions and wanted to have a "dialogue with his fellow board members", before he could even make some kind of judgement on the proposals. The other two members agreed and it was decided to meet on August 28, 2018. Chief Smith asked if they could first hold a Special Board meeting for the purpose of getting a decision if needed on the reserve engine discussed in the Board Meeting earlier. It was decided to hold a special board meeting at 6:30pm August 28<sup>th</sup> with the only agenda item being the reserve engine, followed by the second budget work shop.

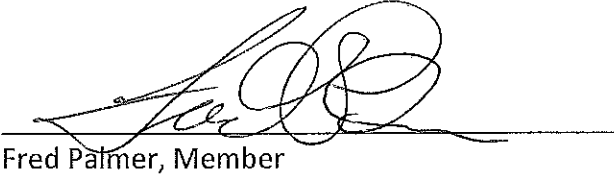
**Adjournment:**

Steve Blacketer made a motion to adjourn. It was seconded by Fred Palmer. **Motion carried 3-0.** The meeting adjourned at 9:31 PM.

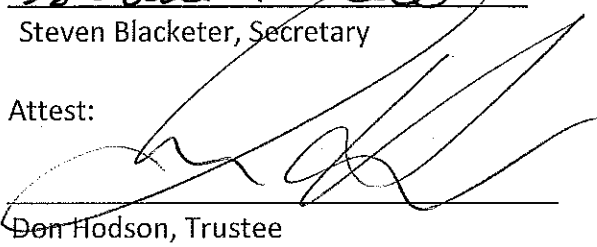
Minutes approved on September 11, 2018

  
\_\_\_\_\_  
Suzanne Conger, Chairman

  
\_\_\_\_\_  
Steven Blacketer, Secretary

  
\_\_\_\_\_  
Fred Palmer, Member

Attest:

  
\_\_\_\_\_  
Don Hodson, Trustee

The Next meetings are: Special Township Board Meeting, immediately followed by a Budget Work Shop to be held August 28, 2018 at 6:30PM. Also a Regular Township Board Meeting and the Public Hearing for the 2019 Township Budget to be held on September 11, 2018 at 7:00Pm. Both meetings will be at the Washington Township Government Center, 311 Production Drive, Avon, Indiana.