

WASHINGTON TOWNSHIP BUDGET WORK SHOP  
AUGUST 28, 2018  
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER  
311 PRODUCTION DRIVE, AVON, INDIANA 46123

**Call to Order:**

The meeting was called to order at 6:59 PM (immediately following the adjournment of the Special Board Meeting). The pledge to the flag was given.

**Establishment of a Quorum:**

Suzanne Conger, Steve Blacketer and Fred Palmer were all present. Also in attendance were Trustee Don Hodson and staff.

**Public Comment:**

As none was present, none was given.

**Trustee Comments:**

Trustee Hodson stated that this was the second budget work shop being held for the 2019 Budget. The original presentation was done on August 14, 2018. He asked the Board, for this workshop, he be able to get consensus, amendments or rejections on various aspects of the budget pertaining to pay increases, listed additional positions, budget line item increases etc. This would allow the him and the Department heads know what needed to be changed for the final budget adoption in October. He also told the board that the 2019 Budget had only been increased the usual 3% for inflation as prior years. The exceptions to that were: Township Assistance Proposed Budget total was flat lined; Fire Total Budget was at the 3% except for the increase of three additional shift members; and the Park Budget was 3% over 2018 with additional then being added for the cost to operate a new park.

**Review and Discussion of the Proposed 2019 Township Budget:**

1. Revised Overview of the Township Income/Expenditures:
  - a. Trustee Hodson reviewed the revision he had told the board at the prior workshop he would make to have a line item in the expenditure section for other services. There were not any questions by the board.
2. Proposed 2019 Pay increases:
  - a. 3% pay increase for all Full Time Township employees- **Consensus (3-0)**
  - b. 3% pay increases for the Township Part Time Administrative Assistant-**Consensus (3-0)**
  - c. Increase of the Township Assistance Director to \$500 per week. **Consensus (2-1)**. Fred Palmer felt the \$455 would be adequate.
3. Additional Positions:
  - a. Changing the Township HR Director to Full Time with a pay range of \$60,000-\$70,000. Trustee Hodson reviewed pay comparisons he obtained from other public entities. Fred Palmer stated he was comfortable with the full time status, but had

real issues with the job description and the pay. Trustee stated he had asked the HR Department at Hendricks Regional Health to review it, they replied back that they would not make any change and that it met our needs. He also stated he had the job descriptions for HR from the Town of Plainfield, Town of Brownsburg and Avon Schools. After much discussion, the **Consensus (2 to 1)** was given for the position to be full time at the \$60-70,000 salary range.

- b. Adding three (3) additional shift personnel as Civilian Paramedics- **Consensus (3-0).**
- c. Adding a Part Time Township Receptionist position. Trustee stated the reason for the position was due to moving the Fire Administrative Assistant to the Fire Admin section of the offices to concentrate on providing assistance to the fire department administration only. Presently the position is shared with the Township and also covers the front and answers the general phone lines. He told the Board it would part time- no more than 20 hours per week. The position would be doing additional clerical duties. After much discussion **Consensus (2-1).**
- d. Changing the Fire Department Part Time Investigator to Full Time. The reason given was the increased permits in the Township that has over loaded that division. **Consensus (3-0)**
- e. Adding a Part Time Support Service employee. Trustee Hodson and Chief Smith both told the Board the present Support Service Director and his predecessor was over extended. This has resulted in items at the stations not getting done and others that have had to be out sourced at a higher hourly rate than the one proposed for this position. It was explained that the support Services Division takes care of all three stations, the auxiliary building and the Township Government Center in addition to all of the apparatus of the fire department. Chief explained the proposed position would be part time up to 27 hours per week. **Consensus (2-1- up to 27 hours per week.)**
- f. Park Part Time Administrative Assistant- Trustee Hodson and Parks Director Lacey explained that the phone calls and walk in business at the park office has increased considerably over the past 3 years. The big reason is increases rentals, programing, camp attendance and Paw Park passes. This has taken from the Director, Assistant Director and Programmer being able to focus on what they need to get done. Also with the addition of Pecar Park in late October, the demands will increase even more. Lora stated that the position pay would range \$12 to \$14.00 per hour working no more than 25 hours per week. **Consensus (2-1).**
- g. Park Part Time Naturalist- Director Lora Lacey explained that with the addition of the Pecar Park having a Nature Center, the department desired to hire a part time Naturalist first to see how it progressed. She stated the position would not only handle the Nature Center programs but other nature programs outside of the center, even into the community. Her request was for the position to work up to 25 hours at a rate of \$ 12 an hour. Steve Blacketer felt we might have a hard time getting a quality naturalist at that rate. He recommended having the position for 2019 be \$20 an hour for 15 hours and then see how that went. Lora agreed as did the other board members. **Consensus (2-1)**

- h. Park Part Time Groundskeeper- Lora explained the position would cover the Pecar Park during the day time as needed and also assist where needed with other grounds and maintenance duties of the department. **Consensus (2-1)**
- i. Park Seasonal Gate Keeper- It was explained the position would only work during the primitive campground season (Memorial Day through Labor Day- weekends only and only when the park department had camp rentals). She stated the position would be covering that area in the evenings. **Consensus (3-0)**

4. Review of the Proposed Operation Budgets:

- a. Proposed Township Assistance Fund Budget- **No Changes**
- b. Proposed Township General Fund Budget- **No Changes**
- c. Proposed Park Fund Budget- **No Changes**
- d. Proposed Park Capital Budget- **Delete** – after discussion decided to exclude the LED Light Pole Expenditures. Also question was raised about where was the stream embankment expense. Trustee and Park Director advised still awaiting feed back from Corp of Engineers and DNR.
- e. Proposed Fire Fund- **made changes from the last work shop merging line items as requested**
- f. Proposed Fire CUM Fund Budget- **No Changes**- chief advised that one change may be the addition of the reserve engine lease.

Trustee Hodson asked if the Board felt a need for another work shop on the budget and the **consensus was no**. Suzanne Conger did request that the Trustee email the Board members the Published 2019 Budget on Gateway and the Proposed Budget as proposed that they will see in October since the the budget totals did not change. She requested this before the September 11 Board meeting.

**Public Comment:**

None

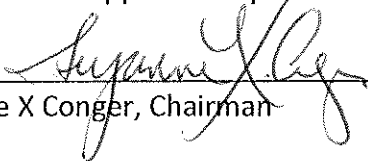
**Wishes to be Heard:**

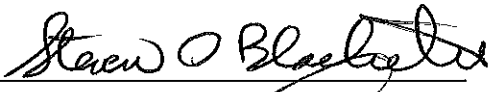
None

**Adjournment:**

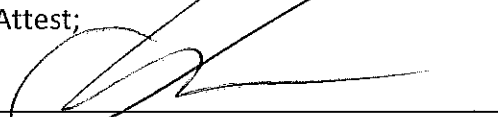
Steve Blacketer made a motion to adjourn and Fred Palmer seconded it. **Motion carried 3-0**. Meeting adjourned at 8:58 PM.

Minutes were approved September 11, 2018.

  
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Suzanne X Conger, Chairman

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

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

Attest;  
  
\_\_\_\_\_  
Don Hodson, Trustee

Next Meetings are: 1) Public Hearing for the 2019 Budget and Regular Board Meeting on September 11, 2018 at 7:00 PM. 2) Special Board Meeting for Opening of the Bids for the Fire Dept. Reserve Engine and Lease funding on September 27, 2018 at 6:00 PM. All meetings are at the Washington Township Government Center, 311 Production Drive, Avon, Indiana 46123.