

Washington Township Board Meeting
Meeting January 2, 2018 — 7:00 PM
Held at: Washington Township Government Center
311 Production Drive, Avon, Indiana 46123

Call to Order and Pledge

Board meeting was called to order at 7:00 PM and the pledge to the American flag was given.

Quorum

Quorum was established. Doug Elmore, Fred Palmer and Suzanne X Conger present. Also in attendance: Trustee Don Hodson, Township Legal Counsel Tony Jost, staff and public.

Public Hearing

The public hearing for the advertised additional appropriation of \$1,939,149 for the Rainy Day Fund and \$154,871 for the Capital Outlay of the Park Fund was opened at 7:01 PM. There were no public comments made. The hearing was closed at 7:03 PM.

Reorganization of the Township Board

Chair Suzanne Conger stated as required by Indiana Statue, Township Boards are required by law to meet the first Tuesday after the first Monday in January of each calendar year to reorganize, elect their officers and establish the Township Finance Board and elect that board's officers.

With that comment, she opened the floor for the nomination of Board Chairman. Doug Elmore nominated Suzanne Conger. Fred Palmer seconded the nomination. The vote was 3-0. **Suzanne Conger was elected Chairman for 2018.**

For the position of Secretary for the Township Board, Fred Palmer nominated Doug Elmore. Suzanne Conger seconded the nomination. The vote was 3-0. **Doug Elmore was elected Secretary for 2018.**

Trustee Hodson reminded the Board that for the Township Finance Board, the Board may establish themselves as that Board and use the same officers just elected. Fred Palmer made a motion that the Township Finance Board would be the Township Board members and the officers of that Board would be the same officers just elected. Doug Elmore seconded the motion. **Motion carried 3-0.**

Public Comment

None.

Consent Agenda

The minutes from the December 12, 2017 Township Board Meeting and the claims were presented. Doug Elmore moved to approve the minutes and accept the claims. Seconded by Fred Palmer. **Motion carried 3-0.**

Department Reports. Complete department reports are located on the Washington Township website.

1. **Fire.** Fire Chief Dan Smith stated the 2017 Run Total was 4,962. That was a 204 increase over the 2016 Run Total. Chief Smith recognized two different groups as part of his department report. First was the group who planned and executed the recent Township Employees Christmas party. The group consisted of Karen Hendershot, Lora Lacey, Stephani Massa, Candyse Mays and Don Hodson.

The second recognition he made was a letter Chief Allen received from IU West ER staff thanking several personnel for assistance they gave the ER staff the previous week. Those members were: Alan Perry, Bob Reffett, Jeff Petri, Doug Phillips, Steve Whicker, DJ Wilson, Mark Sanders, Todd Gordon, Preston Aspeslet, Rich Lau, Mark Miller, Joe Coffman, Keith Cox, and Nick Cane.

2. **Parks.** Parks Director Lora Lacey stated in addition to the regular information provided, she outlined the timeline for the Pecar Park Project and provided a list of the various developed and undeveloped parks in Danville area, Brownsburg area, Plainfield area and Avon area. This listed included the Town parks, Township parks and County parks in each area. Trustee Hodson stated that info on the community parks was to also show that even though the Avon/Washington Twp. area had almost 1/3 of the entire Hendricks County population residing there, the same area only had three developed parks and two undeveloped parks. He stressed part of the economic development success of our neighbors was their great job of providing recreation needs for its citizens.
3. **Public Assistance.** Trustee Hodson asked if there were any questions on the Public Assistance Report that was provided in the packet. There were none.

Trustee's Report. The written report may be found on the Washington Township website.

In addition to the report, Trustee Hodson advised the Board that their February meeting would include the 2017 Township Financial Annual Report as required by state statute, the 2018 Township Public Assistance Guidelines presentation for their approval as required by law and the 2018 State of the Township Address. The address will be a presentation by him and the Department Heads for Fire, Parks, Public Assistance and new for this time-Human Resource. It will consist of a review of the status of the 2017 Goals and Objectives that were given in February 2017 and the new 2018 Goals and Objectives.

Old Business

There was no Old Business.

New Business

1. **Transferring of funds from the Township General Fund to the Township Rainy Day Fund.** Fred Palmer made a motion to approve Resolution 010218-01 transferring \$1,054,827 from the General Fund to the Rainy Day Fund. Seconded by Doug Elmore. **Motion carried 3-0.**
2. **Approval of the Additional Appropriations**

Trustee Hodson presented for approval the Additional Appropriation Resolution 010218-02 for the Rainy Day Fund in the amount of \$ 1,939,149 and the Capital Outlays for the Park Fund in the amount of \$ 154,871. He advised the Board the additional appropriations had been advertised in the legal notice sections of two newspapers - "The Republican" and "The Hendricks County Flyer" as required by law and the Public Hearing noticed was held in the earlier part of the evening's meeting. Doug Elmore made a motion to approve resolution 010218-02 for the Additional Appropriation amounts advertised. Suzanne Conger seconded the motion. Fred Palmer asked to make a statement. He stated that he was opposing the Additional Appropriations Resolution 010218-02 because of the project that the funds would be used for he felt was not in the best interest of the Township as it was being proposed. **Motion carried 2-1 with Suzanne Conger voting-"Aye", Doug Elmore voting- "Aye" and Fred Palmer voting-"Nay".**

3. **Awarding of the Pecar Park Project Bid**

Township Owner Rep Tom Walters from LINK Management reviewed for the Board the Bid process that had been done for the Pecar Park Project. There were five "bids" presented to the Township meeting the deadline as published and were opened at the 6:30pm November 14, 2017 Township Board Special Meeting. Mr. Walters told the Board that a scope meeting had been held with Mattcon Construction, who had submitted the lowest bid, to review the Bid to insure that all of the Bid specs had been addressed and project expectations were understood by Mattcon. He stated based on the bid submitted being the lowest bid and the bid had properly addressed all of the specs outlined in the bid request and addendums, he was recommending that the Board award the Pecar Park Project to Mattcon General Contractors. Chair Conger then called on Legal Counsel Tony Jost to review the legal requirements and process for the Board to Award. Mr. Jost directed the Board to Resolution 010218-03 that if approved would award the project in the amount of \$ 1,629,000 to Mattcon General Contractors per the "Exhibit A" that is attached to the resolution. Mr. Jost advised the Board and those present that his resolution he constructed went the extra step of addressing all of the items the state statues outlined for a public project bid award, even though Mr. Walters was recommending the project with the lowest bid.

Doug Elmore made a motion to accept the recommendation of Mr. Walters and approve Resolution 010218-03 Awarding the Project to Mattcon General Contractors in the amount of \$1,629,000. Suzanne Conger seconded the motion. Fred Palmer made a statement that he was not in favor of the Pecar Park Project as presented by the Trustee, the Park Department and the Owner Rep. because of the project being poorly defined, quick progression from a five year plan to a quick completion of the project, concern over the fire protection pond, and that we should be seeking unity with the other county parks departments to ensure that we are not duplicating services. **Motion carried 2-1 with Suzanne Conger and Doug Elmore voting - "Aye" and Fred Palmer voting - "Nay"**

4. **Approval of the Township Credit Card Policy**

Trustee Hodson explained that state statue allows the Township to use credit cards. But to do so, the Township Board must each year authorize them, establish credit limits, establish guidelines, and appoint controllers for the cards. He also reviewed what we have had. We have one card with a \$5,000 credit limit issued for Fire Dept. use with Dan Smith and Gerald George as the Controllers for that card; one card with a \$5,000 credit limit for the Parks Department use with Lora Lacey and Stephani Massa as the Controllers and the Township had two credit cards- one with a \$5,000 credit limit and another with a \$10,000 credit limit. The \$10,000 card is used to pay utility bills etc. that allow payments by credit card so we may earn points that we can use towards airline and hotel expenses. He asked the Board approval for Resolution 010218-04 Authorizing The Township's Use Of Credit Cards. Fred Palmer made the motion to approve Resolution 010218-04 and Doug Elmore seconded it. **Motion carried 3-0.**


SAC
w/
Carolyn
Thacker
as
Controllers

5. **Approval of State Mandated Township Financial Internal Control Policy**

Trustee Hodson presented Resolution 010218-05 that outlined the Township Financial Internal Control Policy that is mandated by the State Law and the State Board of Accounts. After review of the policy resolution, some errors were found and the Board Chair, with no one objecting tabled it with a request that it be corrected and re-submitted at the February Board Meeting.

6. **Approval of the Resolution Establishing Inter Fund Loans**

Trustee Hodson advised the Board that because the Township Financial Advisor needed cash balances that were not available at that time to prepare the resolution, he was requesting that the agenda item be postponed until the February Board meeting.

Public Comment

None.

Wishes to be Heard

None.

Adjournment


Fred Palmer moved to adjourn the meeting and Doug Elmore seconded the motion. **Motion carries 3-0.**
Meeting adjourned at 7:43 PM.

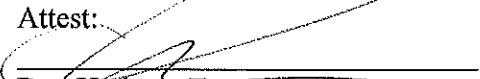
The next regularly scheduled board meeting will be February 13, 2018, at 7 PM. All meetings are held at Washington Township Government Center, 311 Production Drive.

Minutes Approved ^{Feb. 13, 2018} ~~December 12, 2017~~:


Suzanne X. Conger, Chairman


Doug Elmore, Secretary


Fred Palmer, Member

Attest:

Don Hodson, Trustee