

WASHINGTON TOWNSHIP BOARD MEETING  
JUNE 13, 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.

**Establishment Of A Quorum:**

Shane Sommers, Amanda Babinec, and Steve Blacketer were present. Also present were Trustee Don Hodson and Staff, Julie Randall, Executive Director of Family Promise, Susan Caveney and Kristi Kerr, board members of the Mary Lee Maler Community Food Bank, and Kim Baver of the Hendricks County Senior Center.

**Consent Agenda:**

Amanda Babinec made a motion to approve the minutes of the May 10, 2019 Board Workshop, the minutes of the May 14, 2019 Board Meeting, and consent to the claims as presented. Steve Blacketer seconded the motion. **Motion carried 3-0.**

**Public Comment:**

None

**Department Reports:** (See attached)

1. Township Assistance- Sue Allen reported. Amanda Babinec asked if she could explain why we saw an increase in assistance requests. Sue responded that many applicants had been using their tax refunds to pay bills and now needed help.
2. Human Resource- Aaron Vining presented.
3. Parks and Recreation- Lora Helmick presented. She advised that Summer Camp was open and doing well. She also mentioned that two new camps were being offered - one for middle school children and one for pre-school.
4. Fire – Assistant Chief Gerald George presented.

**Trustee Report:** (see attached)

Trustee Hodson reported that the SBOA audit was completed and the exit interview was scheduled for July 1, 2019. He told the Board they were welcome to attend, but Board Chair Sommers would definitely need to be present. He also reported the Township would have an INPRS audit on June 14, 2019. He thanked Administrator Britt Woodard for all her hard work in preparing for both audits.

### Old Business:

1. Pecar Park Update: Park Director Lora Helmick reported the final walk though had been scheduled for June 18, 2019 at 11:30 am at Pecar. Trustee Hodson advised that the final payment would be made to Mattcon after that if all went well. He stated that the only outstanding expense for the project was the low impact course that would be developed in the fall. He mentioned the project would definitely finish under budget.
2. Station 141 Remodel update: Chief George advised that the architectural renderings and estimates for the project cost were complete and the committee was scheduled to meet with them soon.
3. Training Ground Update: Chief George advised that the project would be on the agenda for the Town of Avon BZA meeting of July 18, 2019 to obtain a waiver for the parking lot to be gravel in lieu of pavement. It would then go to the Avon Planning Commission for project approval on August 15, 2019. Trustee Hodson advised that appraisals were complete and the Avon School Board would set their price for the property at their June 24, 2019 Board meeting. He also advised there would be another public meeting held in July.
4. Resolution 061319-01- Township Employee Handbook: HR Director Aaron Vining requested approval of the revised Handbook as presented at the Board meeting of May 14, 2019. Steve Blacketer made a motion to approve the resolution. Amanda Babinec seconded the motion. **Motion carried 3-0.**
5. Resolution 061319-02- Township Employee PTO Buy Back Policy: HR Director Vining asked if there were any questions. None were raised. Amanda Babinec made a motion to approve the resolution. Steve Blacketer seconded the motion. **Motion carried 3-0.**

### New Business:

1. Family Promise Grant Request: Township Assistance Director Sue Allen advised the Board that the Township had approved and provided a grant in 2018 to Family Promise in the amount of \$5,000. She stated that Family Promise was requesting a renewal of the grant, but in the amount of \$10,000. She told the Board that part of the agreement dictated that Family Promise provide information on how it used the grant for Washington Township citizens. Executive Director Julie Randall presented the report to the Board (see attached). After the presentation and discussion, Trustee Hodson recommended the approval of the grant in the amount of \$10,000. He stated the funds would come from the Township Assistance Fund. He also advised if there was a vote for approval, Board Member Blacketer would have to abstain because his (Blacketer's) daughter was on the Family Promise Board. Trustee Hodson also stated that this should be tabled until the Board could approve a Township grant policy. He told them he would be asking approval for the policy and any grant requests at the August board meeting.
2. Mary Lee Maier Community Food Bank Grant request: Township Assistance Director Sue Allen introduced two of the Avon Community School Food Pantry Board members, Susan Caveney and Kristi Kerr. They reviewed the history and purpose of the local food pantry administered by an independent board of volunteers. The food pantry was housed at Avon Intermediate East and served families whose students attended Avon

Schools and ACSC staff who needed assistance. They told the Board the Food Pantry provided both donated nonperishable items and purchased items such as eggs and milk. The Pantry was requesting approval of a grant in the amount of \$3,600 to assist in the purchase of milk and eggs. Trustee Hodson told the Board if they approved the request in August, the group would be required to sign the same agreement that we used for Family Promise. The agreement had been written by Township Legal Counsel Jost.

3. Resolution 061319-03- Township Insurance Fund Reserves: Trustee Hodson presented the resolution for the cash reserves for 2019 for the Township Insurance Fund in the amount of \$ 426,000. He stated the Township Insurance Broker HJ Spier recommended the amount needed. Amanda Babinec made a motion to approve the resolution. Steve Blacketer seconded the motion. **Motion carried 3-0.**
4. Employee Salary Comparison Report: HR Director Vining presented the study the Township had conducted. He and Trustee Hodson reviewed comparisons for Township, Fire and Parks (see attached report). The results showed that Township employee salaries were in the lower range of comparable positions in other entities.
5. 2020 Salary Recommendations (see attached): Trustee Hodson told the Board that even though they would not be approving the 2020 Salary Resolution until October or November, he wanted to make recommendations now that he felt were needed to get their feedback before presenting the 2020 budget recommendations at the scheduled Budget Work Shop on June 24, 2019. He told the Board and those present that these pay recommendations were a one-time adjustment for 97% of the positions. Those positions who were already either at the top end or near top end of their peers he was recommending a 3% cost of living raise. He emphasized the need to retain the Township's excellent staff and to be competitive in recruiting candidates to fill future positions. The Board agreed and Township Financial Advisor Peters to include the pay recommendations in his the 5-year plan revision he would be presenting at the Budget Work Shop on June 24, 2019.
6. Resolution 061319-04- Park Kubota Lease: Park Director Lora Helmick told the Board that the park needed to replace the present Kubota. She told them one of the former Board members told her last year he would like to see the Park lease like the Fire for larger needs. After discussion, the Board told her to purchase it with Park Capital Funds. The resolution was withdrawn.

**Public Comment:**

None

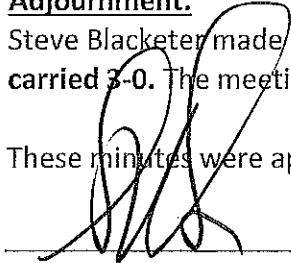
**Wishes To Be heard:**

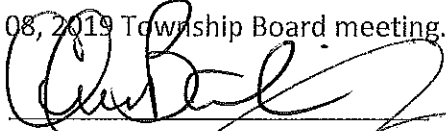
None

**Adjournment:**

Steve Blacketer made a motion to adjourn. Amanda Babinec seconded the motion. **Motion carried 3-0.** The meeting adjourned at 3:48pm.

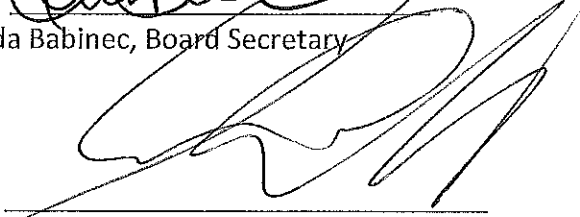
These minutes were approved at the August 08, 2019 Township Board meeting.

  
Shane Sommers, Board Chair

  
Amanda Babinec, Board Secretary

ATTEST:

  
Steve Blacketer, Board Member

  
Donald Hodson, Trustee

Next Meeting: First 2020 Township Budget Work Shop- June 24, 2019 at 5:00PM.  
All meetings are held at the Washington Township Government Center, 311 Production drive, Avon, Indiana unless noted differently.