

# Washington Township Special Board Meeting

March 24<sup>th</sup>, 2015 — 7:00 PM

Held at: Washington Government Center  
311 Production Drive Avon, IN 46123

## Call to Order and Pledge

Call to Order and Pledge to the American Flag was given at 7:00 PM.

## Quorum

Quorum was established Doug Elmore, Suzanne X. Conger and Fred Palmer present. Also in attendance: Trustee Don Hodson, Deputy Trustee Pat Laughlin, and staff.

## Old Business

1. Dan Smith presented three vehicles and EMS equipment that needed to be added to the Township Surplus List. Suzanne X Conger moved to include the three vehicles and the miscellaneous EMS inventory to the surplus for auction. Seconded by Fred Palmer. **Motion carries 3-0.**

## New Business

1. Don Hodson presented the Department Head Expectations. Here is what the board members decided: ~~EXPRESS~~ :

a. Monthly Department Reports:

- The board members would like a comparison from year to past years. Ex- Fire Runs- 2013, 2014 and present.
- Instead of department heads getting up reading the reports, the Board wants items just touched on with a quarterly rotation. Each department of the takes one month of the quarter to expand on item or events of interest that are happening in their department.
- The Board and Department heads all felt it was important that all be present at the monthly meeting to answer questions of the Board or public that might be there.

b. Education on Township Operations:

- All three Board members felt they were receiving adequate information.

c. Board Packets:

- Majority consensus was hard copies of packet.
- Continue to project agenda items even if no public present. Agreement that the projection can just be bulleted information rather than typed verbatim of items included in packet.

d. Meeting Minutes:

- Board members wanted the minutes sent to them for review as soon after the meeting as possible. The board members would continue editing of the minutes so it's cleaned up prior to the next meeting. Consensus was for the minutes and department reports that acronyms used have a glossary or similar that makes it for the public reading the reports to understand what those mean - Ex: ST 141 - fire station located on US 36 across from Avon Middle School South.

e. Board Meetings:

- Continue with having legal present at all meetings except budget workshops etc. *FRED FEELS NOT NECESSARY AT ALL*
- Except for routine agenda items- i.e. Township observed holiday schedule etc., consensus was for Trustee and/or Department heads to present new items at a board meeting with the understanding it won't be voted on until the next board meeting or future one to allow thought, concerns to be addressed, additional information need to be provided etc.

- Consensus was not to bring emergency items for consideration just because it affects one individual who is up against a deadline
- f. Budgeting:
- Continue with same budget calendar and process that has been followed the past four years-unanimous consent
  - Continue use of spreadsheet while adding two full prior years of expenses and present year budgeted, 6 month actual expenses, and new budget proposed. Ex: for 2016 budget-show 2013, 2014 actual expenses for each line item, along with the 2015 budgeted and the 6/30/15 actual expense and also 2016 proposed budgeted all on the spreadsheet.
  - Concerning purchases that were budgeted just put them on the usual monthly claim report for consent. If the item is more than budgeted then bring it up.

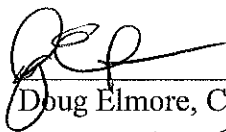
A discussion was also held between the Trustee and the board members on the state of the Strategic Plan.

2. Don Hodson started the discussion on the Government Facility review and use study. Reviewing the Government Center is the last incomplete project from the Financial Review Committee. Chief Smith and Fred Palmer have been working together on this project. Fred Palmer presented the findings in the research that was completed. A consensus was made by the Township Board, Pat Laughlin, Chief Smith and others present that we need to move forward on doing something on facility the Township is presently in-be it remodeling it, razing it and rebuilding or relocating and building somewhere else. Fred Palmer did present five options to the board members. A discussion about the presented options occurred between the board members. Doug Elmore motioned to create a Facility Use Committee - Fred Palmer-board rep; Pat Laughlin- Trustee rep and Chief Smith as the fire rep to begin the process of securing a consultant or help in looking at the options, sites etc. The Trustee agreed, with board consent, to use up to \$25,000 of professional services funds for that purpose. Seconded by Suzanne X Conger. **Motion carries 3-0.** Everyone agreed to Pat's request that any information requested to allow the committee to do their task property, would be honored by the Trustee and Fire Dept. administration. Trustee requested that a timeline be established soon by the committee so that information of funds needed etc. could begin to be included in the 2016 budget and during 2015. Trustee asked that Fred Palmer be the one to bring the committee together and keep the project moving. Fred has agreed to do that.

### Adjournment

Suzanne X Conger motioned to adjourn the meeting and Fred Palmer seconded the motion. **3-0 motion carried.** Meeting adjourned at 9:16 PM. ~~A special board meeting will be held on March 24<sup>th</sup>, 2015 at 7:00 PM. Meeting to be held at Washington Township Government Center, 311 Production Drive.~~ The next regularly scheduled board meeting will be April 14<sup>th</sup>, 2015 at 7:00 PM. Meeting to be held at Washington Township Pavilion, 435 Whipple Lane, in event of flooding meeting will be held at Washington Township Government Center, 311 Production Drive.

Minutes Approved May 19<sup>th</sup>, 2015:

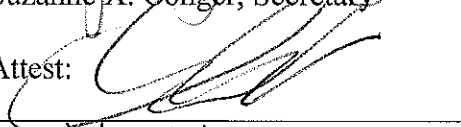


Doug Elmore, Chairman

  
FRED PALMER, MEMBER

  
Suzanne X. Conger, Secretary

Attest:

  
DON HODSON, TRUSTEE