

# WASHINGTON TOWNSHIP TRUSTEE

TRUSTEE  
Don Hodson

HENDRICKS COUNTY  
311 PRODUCTION DRIVE  
AVON, INDIANA 46123  
PHONE: (317) 272-1835

TOWNSHIP BOARD  
Suzanne X. Conger  
Doug Elmore  
Fred Palmer

Washington Township Board Meeting  
Meeting September 14<sup>th</sup>, 2016 — 7:00 PM  
Held at: Washington Township Park Pavilion  
435 Whipple Lane Avon, IN 46123

## Call to Order and Pledge

Board meeting was called to order at 7:00 PM and the pledge was said.

## Quorum

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

## Public Hearing of 2017 Budget

The budget has been posted as required by law. No comments were made and the hearing was closed.

## Public Comment

None

## Recognition of Karen Hendershot and Joe Valorani

Dan Smith recognized Joe Valorani for celebrating 20 years with the department. Dan Smith also recognized Karen Hendershot for winning the award of Public Educator for the year at the 2016 Indiana Emergency Response Conference.

At this time Legal Counsel Tony Jost joined the meeting.

## Consent Agenda

The minutes from the August 9<sup>th</sup>, 2016 budget workshop and regular board meeting were presented along with the updated August claims. Josie presented the updated claims report at this time. Doug Elmore made a motion to approve the minutes from both of the August meetings and the updated August claims as submitted. Seconded by Fred Palmer. **Motion carries 3-0.**

## Department Reports

1. All of the department reports may be found on the Township website. Dan Smith mentioned that Jenny Zeunik did give notice. The department is starting to receive applications for the position.

## Trustee's Report

Don Hodson presented the Trustee's Report which can be found on the Township Website. Don took this time to remind the board that he will be out of the country for two weeks in October. Suzanne X Conger will be the acting Trustee during that time.

### **Old Business**

1. Don Hodson presented the 2017 Salary Resolution for approval. The initial discussion was held during the August meeting. A couple changes were made during that time when it comes to the 401a due to the 77 fund. The part-time support services technician was stricken from the document at this time. Fred Palmer moved to accept 091416-01 2017 Salary Resolution as amended. Seconded by Doug Elmore. **Motion carries 3-0.**
2. Lora Lacey presented the Pecar Property update. Lora discussed the drainage issue for the property.
3. Don Hodson presented the Building update. A proposal for bid was given for the owner-representative during the building process. Four companies submitted proposals. Don Hodson recommended Link Management for the position. Final completion is scheduled for June 2<sup>nd</sup>. Two furniture suppliers were visited to figure out what would be needed for the open concept area of the new building. The building committee is recommending RJE to supply the furniture. A discussion was held between the committee and the board about the furniture needed for the new building.
4. Gerald George presented the 77 Fund update. He asked that the board approve the use of Public Safety Medical for the physical and psychological workups for those switching to the 77 Fund. All three board members agreed to have Public Safety Medical for the 77 Fund physicals. A discussion between Doug Elmore and Gerald George followed. They discussed that if a member does not pass the physical the first time, they would not be able to go into the 77 fund but would be able to stay in the Township's 401a current plan.

### **New Business**

1. Don Hodson presented the proposed 2017 Holiday schedule at this time.
2. Don Hodson presented the proposed 2017 Board meeting schedule at this time. Josie Simison asked if the board still wanted to meet at the Government Center in January for the reorganization meeting because of the construction on the new building. It was decided to see where the construction was at that time before making a decision to move.
3. Dan Smith presented the resolution to approve designating the 2002 Ladder Truck as surplus and put out for sale. A new ladder truck is to be delivered in the next couple of months, so the department would like to start advertising the ladder for bid. Fred Palmer moved to approve 091416-02 Resolution to Approve Designating the 2002 Ladder Truck as surplus and put out for Sale. Seconded by Dough Elmore. **Motion carries 3-0.**
4. Josie Simison presented the Township digitization plan. Josie asked the board to designate which documents would be kept in paper form and what documents would be able to go digital and a discussion followed. Doug Elmore suggested creating a document retention policy to help decide on the type of documents kept and for how long they are kept. Don Hodson suggested that each department head create a policy for how long documents are kept and what would need to be digitized. The department heads would then have until December.

### **Public Comment**

None

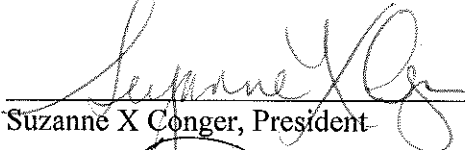
### **Wishes to be Heard**

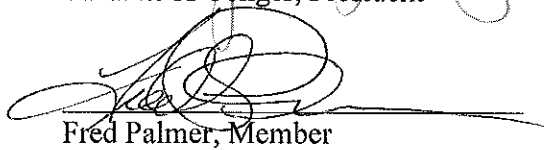
Fred Palmer suggested sending out the monthly reports in a digital file instead of creating the board packets each month. All board members agreed to receive digital copies of the monthly reports. Doug Elmore suggested using a DropBox for this function and the board agreed.

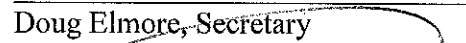
**Adjournment**

Fred Palmer moved to adjourn the meeting and Doug Elmore seconded the motion. **3-0 motion carries.** Meeting adjourned at 8:15 PM. The next regularly scheduled board meeting will be October 25<sup>th</sup>, 2016 at 7 PM. The meeting will 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 October 25, 2016:

  
Suzanne X Conger, President

  
Fred Palmer, Member

  
Doug Elmore, Secretary

Attest:  
  
Don Hodson, Trustee