

WHITE RIVER TOWNSHIP BOARD MEETING
TRUSTEE'S NOTES
SEPTEMBER 24, 2013

ATTENDEES: Mark Messick, Greg Rainbolt, Peggy Young, Dave Pollard

Mary Sue Kane, Rob Richards, Jody Veldkamp.

Meeting was called to order by Greg Rainbolt at 7PM. First order of business was the Pledge of Allegiance.

Greg: Pledge of Allegiance has been said. Our next item on the agenda is approval of August 27, 2013 White River Township Board Meeting minutes. Do I hear a motion for approval of the Board meeting minutes?

Dave: I make a motion to approve.

Greg: Do I hear a second?

Peggy: Second.

Greg: Do we have any discussion on the meeting minutes? Hearing no discussion I would like to call for a vote. All those in favor of accepting the Board Meeting minutes indicate by saying Aye. (Three Board Members in attendance said Aye). Three Ayes, the motion to approve the minutes is passed. Next item on the agenda is the Adoption of the White River Township 2014 Budget Estimate and Tax Levies. This is the adoption of the budget for 2014, Mark do you want to proceed with this?

Mark: Sure, we will have discussion as we need. The first item I am going to pass over to you is what I received from the Auditor this last week. That is that the County Council approved our budget as presented to them in a non-binding resolution which they had made a motion to allow the Auditor to sign off on that and send us the signed off. What we are presenting tonight has been reviewed by the County Council of Johnson County and approved in a non-binding resolution. The second item I am going to pass over to you is the Budget Form which we presented at the last meeting. I guess this is really the crux of what we are looking at because when we get to the actual resolution we did not advertise for a tax rate nor did we advertise for a tax levy. So this year we cannot have a tax levy nor can we have a tax rate because we did not advertise for one. We just have way too much money to ask for a tax levy or a rate. I have been in constant contact with the Department of Local Government Finance and we should be able to reestablish that in any of the years in the future and we are constantly in contact with the legislatures to make sure they don't change how we go about doing that. If they were to go back to the old system we need to adopt pretty quickly a tax levy in order to recapture the amount of money that we would need in the future.

Dave: As it stands today you can do it at any time right?

Mark: Any budget approval.

Dave: Right.

Mark: In other words when go to adopt a budget next year if you advertise, you have to advertise to your taxpayers that you are going to have a tax levy and a tax rate. You can also do

it with an additional appropriation at any time and it is the same process we do for the budget. You have to have a public hearing and you have to have a second meeting. Then you have to appeal that to the Department of Local Government Finance to see if they will allow you to do it. We do that anyway because they issue a 1782 notice where they allow us to have this budget even though we adopt it. So I guess I would just ask is there any questions on this Budget Estimate or any discussion which areas that you want to adjust or talk to me about to see if there is a reason to adjust anything or not.

Greg: I have some thoughts on the item 3A on the Township Fund.

Mark: Item 3A?

Greg: On everything the whole category there is some room for reductions I believe, but there are also some possible needs that might arise. So I have no objections to that. Other than that, that would be the only objections I would have in the budget.

Peggy: You are talking about on the Township Fund?

Greg: Yes.

Mark: On category 3.

Greg: It is a whole category in there.

Peggy: Township not welfare?

Greg: Right Township Fund 0101. There are some areas in there that could possibly be reduced but there are also some items that might arise and this would allow him to take care of that matter if they arise.

Mark: Right, an example is this year because there are some funds that are available that I can move around if I need to. We had that vandalism in Lyon Cemetery that was \$5000. If you look under cemetery care we don't really have \$5000 left and we still need to do mowing and maintain. So when I go to pay that bill I will go up to the Telephone area and reduce that area. I will go take what is left in insurance after we pay our insurance bill which is due now. I will go up and take money out of I will zero out the Repair and Maintenance area and that allows me to do that if we have a little there if something like that would happen. We have talked about that in the past. If this roof ever gets hail there is another area that we would need that buffer in there somewhere. I appreciate that Greg because it does give us a little latitude. We are pretty thin on our budget.

Greg: That is some items you know especially with the Direct Assistance and Welfare Administration applicants being down. I want to be prudent on the other.

Mark: I did learn this week up at the meetings at the ITA there are some things that are coming down the pipe that are going to change as far as what we have to do in the Township area. This is going to probably happen prior to our budget signing. One of the things we are being required to do that we haven't done is e-verify. That is employment verification. If we have to print that report that means we are going to have to pay for each report that we print. Those reports cost about \$19 each. We have never done that in the past and so I have to e-verify all of our employees. Elected officials I don't. I have to go in an e-verify Mary Sue, Mary Lou, Linda, and Geoff. Then it goes a step farther I have to require that all of our vendors that we use for services that they use e-verify and get an affidavit from them saying that they have checked all of their employees. Example being, Hale Lawn Service if Jack Hale was the only one that mowed I wouldn't have to e-verify him I would just take his word that he can sign an affidavit saying he is a United States Citizen. If he hires anybody to help him and he has I know at least

two workers than he has to e-verify. I have to go in and make sure he did that. That is something we have not done in the past but now we have to. I did not realize it I think it started July of this year.

Dave: Well there is no cost involved in that is there?

Mark: Yes there is if you go in and print the report. You can go in and look but you have to print the report.

Dave: On our four people yes there is a cost. What you just talked about on the grass cutting service there is no cost to that is there?

Mark: Yes sir.

Dave: Doesn't he have to do that?

Mark: He is supposed to but if they come in and check our books I have to have that I know it has been e-verified. His company not him not his employees but that his company uses e-verify.

Dave: It cost you to find that out?

Mark: If I print the report.

Dave: Well I'll be darn.

Mark: Those are the things the government doesn't allow you to know and get in your budget process but now all of a sudden we have that expense. You would think that e-verify would be kind of cheap but we have never had to do that so this is a new expense. So those kind of things come up that you don't anticipate and you don't learn about until you go to a meeting like I did and the guy stands up and says all you guys that aren't doing this, all of us sitting in the audience, going we don't none of us do. Those kinds of things come up and I am sure it happens at the school.

Peggy: Yes it does.

Mark: That is our legislature so.

Greg: That would be my only area of concern on this budget.

Mark: Dave do you have anything you would like to ask me about?

Dave: No I don't think so.

Mark: Peggy?

Peggy: I don't either.

Mark: This next thing I will just start passing out this is just back up information that Greg you are going to have to keep and I am going to share it with the others. Everything I pass out tonight you have to keep at least one copy in your file. This just shows what our estimate income is for this year. Like I said the last time you guys were here this is a low estimate and this was prepared by the Department of Local Government Finance with me. They came out that our income next year our revenue next year is going to be \$10,000. It will be more than that because we will get some FID money Financial Institution Distribution they didn't show that we will. We will get some Adjusted Gross Income other than what we already showed that we are going to put into Township Assistance. We always get money for the Vehicle Excise Tax but during our Budget workshop for Revenue they suggested that those be zeros. So that is why there is zeros even though we know we will get some. As you can see we are talking \$187 we are talking \$81 so this Budget projected income is about where we are going to be. We will probably get somewhere in the neighborhood of \$12,000 next year. The next thing this needs to be a part of everybody's record that we did do our notice to taxpayers if anybody would care to see I have already put it out on the web site. You can go to Gateway and you can see on

Gateway where we have actually put out the Publishers Claim which is proof that they were published in the newspapers. They were published in the Daily Journal and they were published in the Greenwood Challenger. The next item that is one that I am going to read this is where I will need everyone's signatures and I will need to have five copies. I am not going to pass this over I will pass it over once and I need them all back and I will give Greg a copy and I will give the secretary a copy and I have to keep three. I am going to go ahead and read this ordinance.

Greg: This is the actual resolution. Then I will open it up for discussion.

Mark: After I read it. We haven't had any resolutions this year so this will be resolution WRT 2013-01. (Resolution attached) It ask for a funded, a nay or abstain from the three Board Members. I will need all those signed and past back.

Greg: This is basically our Budget Approval, correct?

Mark: Correct.

Greg: Do I hear a motion to accept?

Peggy: I make a motion.

Dave: I second.

Mark: Because that resolution refers to the 4A I am going to send you the 4A also. I would just ask that we get all these back too to be attached to the ordinance.

Greg: Hearing a first and a second will all those in favor of accepting the Budget as proposed indicate by saying aye. (All board members said Aye) I guess we could have discussion, do I hear any discussion first? Hearing none, now all those in favor in accepting the Budget as proposed indicate by saying Aye. (All three Board Members said Aye)

Mark: While you are signing that I will go ahead and pass out this last form it is just part of the process it is what they call Form 4B. We went over that the last time. What they do is look at 18 months so this is kind of confusing because we are only looking at 12 months is what we are approving. Part of the process is figuring out where you are currently the next 6 months and then the following next 12 months. This is just back up information to what we have already discussed. I need to keep one of those and the rest of them can be kept by the Board. While you are doing that if you don't mind I'll ask the audience if they have any questions to me about the budget. Is that all right Greg?

Greg: Sure.

Mark: Jody?

Jody: No.

Mark: Rob?

Rob: Nothing probably about the budget.

Mark: Do you have something you want to talk to us about?

Rob: I don't really know how this works?

Greg: We will have another session after I close this.

Mark: We have on the Agenda – Any other business that may come before the board. We don't make you tell us ahead of time like some people.

Peggy: Is that a dig?

Mark: Yes that's a dig, not on him.

Greg: With that being said the 2014 Budget White River Township Resolution 2013-01 is approved.

Mark: Thank you very much that will all go up on the web-site probably by the end of this week or sometime next week. By statute it has to be in the Secretary's possession and in the possession of the Township Chairman.

Greg: With that being said we will move on to the next item which is - Any other business that may come before the board. Mark do you have anything?

Mark: I would say a couple of things that came to light. Remember last year before the end of the year we had to adopt a policy on nepotism for township employees and for contractors. Each year the board members and we don't have to have a meeting but each year the board members must sign an affidavit prior to December saying that you are in compliance and plan on being in compliance for that for 2014, that you are aware that we have that policy and I have to sign one too. That has to be kept in our records for SBA to see. At some point I can either mail those to you or I can bring them by but I have to get them back, they have to be in our records because in December I have to send a report to the State saying that I have all of those affidavits and that we have a policy and we have the affidavits saying that you guys are going to adhere to the policy and that you aware of the policy. The other thing is, this is the end of September and we will be doing our payroll on Thursday and either you can come by and pick up your quarterly check or we will mail it on Thursday. Just let Mary Sue know what you want to do on that.

Dave: Just give them to her.

Peggy: Will the affidavits be ready then?

Mark: I should have them ready then.

Dave: Good.

Mark: I just found out we have to that do that today in the meeting I was in. I said you are kidding me; we have to do that every year? Mr. Buschmann is the one who was conducting that class and he said yes. The other thing I learned today and I am just going by with what you guys have done with the weed policy is that we need a travel policy, we need a telephone policy, we need a credit card policy and we need an employee policy. Those are all things that the SBA should look for when they audit. Now they have never looked for those in the past but the comment that Mr. Buschmann made to the whole group was that for 50 years they may not ask for something but if you don't have it, you will get written up on it when they do ask and he said that recently there has been a big turnover at the SBA so you can't count on that you are going to get the same examiner that you did before.

Greg: It is good to have those policies in place.

Mark: Right.

Peggy: You said travel, phone, employees...

Mark: An employee policy and credit card policy. We don't have a credit card and I can't see ever coming to you for a credit card.

Dave: Do we have to have a policy on it if we don't have it?

Mark: Right. Because Steve had examples of ones, I asked if I just send you an email will you send me all of those policies and he said yes, so how much is it going to cost us, not much Mark. So I'm going to spend a little more for Professional Services to get those policies from Steve that will be compliant with SBA.

Dave: Ok.

Mark: So what I would ask is that knowing this #1 is we need that policy and it talks in there about how you get reimbursements for travel and for meetings like I'm going to. I have never asked for reimbursement. I don't plan to in the future. But this policy is very clear as to how you go about doing it and when you leave home, go to the thing and you come back you get paid a certain number of mileage. If you use your cell phone, how you get reimbursed, you have to keep a log and all of this other stuff that you have to do and it is very particular what you have to do. You have to keep receipts and you have to be able to share that with the public, it becomes public record. I have never done that and the previous trustee never did not do that either. The one before that did and there was some trouble. So I think it is wise that we have those policies but they are going to be very conservative policies and I would ask though unless you want to have an additional meeting to discuss those policies, that we need it in the minutes that you were aware that these policies are going to exist and that you approve those policies as presented.

Greg: I think that is something that we need to look at and have an additional meeting on it.

Mark: We will have a meeting once I get those. That was the other thing that I need to bring up. We are still thinking that we may get, we got the repairs done in Lyons Cemetery and they stayed within the estimate. They were out there again today resetting some of the headstones because when I inspected I say hey some of these are leaning. I know you said you just went in and repaired them but I thought you would straighten all the ones that were leaning while you were in there within your estimate. So they were out there today and they reset some of the headstones and straightened them up. So I have that bill and if the insurance claim comes thru the claim will be for \$4500 of the \$5000. If it doesn't, if they disavow our insurance on it, then I will have to spend \$5000 in township money for those repairs that we had done. But we have it in the budget to do it, I mean I have to move money around to do it but we have that.

Dave: Talking about that you have another avenue for recovery but I forget what it was.

Mark: Excuse me?

Dave: You have another avenue for recovery on that and I forget what that was. You said there was a possibility of recovering some of that money somehow.

Mark: Right thru insurance, thru our insurance.

Dave: I thought it was...

Mark: The other one is to catch who did it.

Dave: Yes that's it.

Mark: If they catch who did it then the court could order restitution to us.

Dave: There are reports on file?

Mark: Police reports are on file and we have that as all part of our records.

Dave: Ok.

Greg: I was by there today, I did not get out of my vehicle or anything but I noticed you said there was some bulldozing going on over there. Whereabouts did they bulldoze?

Mark: It should have been easily to see, all around the cemetery.

Greg: Ok. There was a patch up front; it might have been another person's vehicle.

Mark: It probably was about as wide as a bulldozer path is and that is all the way around the fence and they cleared out some brush away from that so that one house, I don't know if you could see it, but you could see that house from there and that one house can see in there now and if there is anybody back there he is going to call the Greenwood Police. The Greenwood

Police have been made aware that we would like for them and that is why we did that too, we cleared a path so that they could get back there and drive down to the creek even. That was part of what we spent. We spent \$658 was it? Was it Linda Miller? Anyway it was \$600 and some dollars and Linda Miller, \$585, yes \$585.

Greg: I've seen it on this past month's statement.

Mark: So that is a lot nicer. It is posted back there. I'm also going to buy some signs that actually, I've having them made. The signs actually refer to the statute by which if they violate, it is a felony. I know that is a custom sign but I think if the people know it is a felony to disturb that cemetery it may defer some of them from doing it. If they see that sign and then they go ahead and go in there and do damage and we catch them, I won't feel one bit bad about prosecuting them to the full and that is a felony on their records forever, they can't get rid of it.

Dave: Seven years.

Mark: Well no, not really, if you ever went and looked, it is not one of those excusable records.

Dave: It isn't?

Mark: It is not one they can get someone to wipe off for them. So that is the reason I'm making sure they know what their penalty is, not just posting don't trespass.

Greg: Is that all you have?

Mark: Is there anything else I need to bring up?

Greg: Dave or Peggy do you have anything?

Peggy: What is Net Results?

Mark: That is our TOMS, that is all of the accounting stuff that gets done, that's TOMS, Township Office Management System.

Greg: Anyone from the public have anything to address the Board or the Trustee on?

Rob: This may not be appropriate but I have some questions.

Mark: Ask them all.

Rob: Shiloh Cemetery?

Mark: It is not ours.

Rob: It is in which township?

Mark: It may be in our township but it is not one that DNR or the state has given to us to maintain and keep.

Rob: Ok. Just comments, the zero tax rate and zero levy that's good news. You do some good things but nobody knows that. They only pay attention to the difficult things, the challenging things and I don't see the Daily Journal here. Jody is here but that is not really his thing either.

Jody: (Laughter) I'm just waiting for something bad to happen so I can report on it.

Rob: Anyway I just thought that was interesting. Looks like things are managed pretty well although I did find it a little bit interesting from discussion that we had on your number of ... what is it when they come to make a request?

Mark: Assistance, township assistance.

Rob: Ok township assistance and your assistance count is down. I have been paying attention to free and reduced lunch counts and it is 18%. I don't really know if the families, would you say if they qualify for free and reduced, what is the likelihood that they would qualify for some township assistance? Is it half of that 18% or a quarter percent?

Greg: It is so hard for them to qualify in the first place. Mark can probably explain this to you.

Mark: I can do it real quick. Calumet Township up in Gary has the largest budget for Township Assistance in the State of Indiana. They spend millions. Their qualifying dollars for income is 80% of poverty. Which means if you are a single person and making over \$750, you can't qualify to get any assistance from Calumet, and yet they have the highest dollars in the state. We are almost double what they are because we are at 130% of poverty. So basically if you qualify for food stamps, you qualify to come and see us. Now the difference there Rob is they don't all qualify because when they come see us if they are able to pay for their basic necessities then there is no need for township assistance. Township assistance is just there for basic necessities, shelter, basic utilities not telephone, and food. Food is taken out of the equation because of food stamps. The only thing we would do on food is try to get them food for a week. Well Mt. Pleasant, SS Francis & Clare, St Vincent de Paul and Interfaith Pantry, they all do that so we just refer, we don't have any expenditures there. The other thing we have to be willing to do is help with books for school. We have never had anybody come in and ask for assistance with books for school. There again it is the same type of deal, we would go thru it. So we have so few people come in to seek assistance we are very fortunate but because the numbers are down so much this year we have kept a closer tab on what is going on in the rest of the county. Pleasant is down. Nineveh is down. Needham is down. Union is down. They are all down but we can't get a reading from Franklin. I can't tell you what is going on in Franklin.

Peggy: Mark you said there is an apartment complex here that they do not qualify because they live in that apartment.

Mark: Right, Clary Crossing is tax supported by section 42. It is a tax supported apartment complex in which they offer reduced rate for rent and they get dollar per dollar back, the investors do, not the people.

Jody: That is for the Atterbury folks.

Mark: No they go to Hartshire. So nobody there qualifies for rent assistance but they do qualify for utilities. We do at times help with utilities for people who live in Clary Crossing.

Greg: A major thing that disqualifies a lot of them is as you said wasted resources. So if they have cable TV and they have cell phones and things all of that adds up.

Mark: The other thing is that since we have been doing DoxPops which we pay \$13.50 a month for, since we have been doing DoxPops we also go check the court records and if you happen to drink too much and the county picks you up and you have to pay \$500 to get out of jail because you have a \$5000 bond, I can't help you for the first \$500. So if you came in seeking assistance with like \$350, we are not going to help you because otherwise the taxpayers are paying your bond.

Greg: So that negates a lot of applicants. It is very hard to qualify.

Peggy: We have increased it too.

Greg: Right.

Mark: The other major thing that has changed both in our township and Pleasant, Greenwood Estates no longer takes township vouchers for that mobile home park. Center Grove Estates which used to be Friendly Village basically no longer takes our vouchers because they won't return our rental verification forms. Which means they won't verify and they won't say that they won't evict them if we did send partial payment. In talking to the management over there and I have mentioned this to our board and I think Jody heard this last time he was here, they are cleaning up the trailer park and I don't know if they are in the process of trying to sell it

again or what they are doing. But they are basically making a concerned effort to move people out. Linda over at Stonehedge has been doing a similar deal for almost 3 years now. You can look at the Stonehedge numbers in our yearend reports and see how they have kind of gone down and that is because they have upgraded and they are doing remodel over there and basically if you're in there and you're a troublemaker, they are getting you out of there. What we have learned by our investigator and by efforts of the township caseworkers and myself is a lot of the problems that the people have when they come to seek assistance are they have spent money in the court system and they don't have money to pay rent.

Greg: As Peggy was saying we have raised the level of income they are allowed to have to qualify but all of the other items disqualifies them like wasted resources and things like that. We are really willing to help whoever is in need and qualifies for.

Mark: I can say this about this board I'm sure and the previous boards too that I served on, let's say that this Obama Care, excuse me affordable healthcare act, changes our economic picture in a tsunami of really putting people in trouble. If next year we would need more than that \$50,000 that they approved tonight, I imagine I could come to this board and they would almost immediately approve from our unappropriated monies that we have in the bank an additional appropriation for township assistance. So that is why we did the budget up not over forecasting but kind of forecasting where we think we should be.

Greg: Do we have anything else?

Mark: Does that answer?

Rob: Yes it helps.

Greg: With nothing else being said, do I hear a motion for adjournment?

Mark: I would ask one thing before you adjourn, I'm sorry, do you want to set a date for a meeting?

Greg: Let's get some information back before we set a date.

Mark: Do you want to receive that information because I'm sure I will receive that information from Steve via email.

Greg: Yes.

Mark: Then I will send an email to you and to Peggy and drop it in Dave's box and somebody will call you and let you know it is in your box those policies and the affidavits.

Greg: I would like to have a little bit of time to look at them.

Dave: I will come down some Sunday and pick it up (laughter).

Mark: I don't think a meeting will be needed until, if we don't have it by December we will have to have a meeting in December. I have to have those affidavits in December.

Greg: Anything else?

Peggy: Are we going to sign the affidavits on Thursday?

Mark: Well if you want to see these policies, I don't have to have those affidavits until December. If I get those from Steve on Thursday morning because he will be coming from the conference also, I will get them to you but if not I will get them to you when I give the policies to you.

Greg: Do I hear a motion for adjournment?

Peggy: I make a motion.

Dave: I second.

Greg: Hearing a first and a second, all of those in favor of adjournment indicate by saying Aye (all board members said Aye). Meeting is adjourned.