

WHITE RIVER TOWNSHIP BOARD MEETING  
TRUSTEE'S NOTES  
DECEMBER 17, 2013

ATTENDEES: Mark Messick, Greg Rainbolt, Peggy Young, David Pollard, Mary Sue Kane

Meeting was called to order by Greg Rainbolt at 5:30 PM. First order of business is the Pledge of Allegiance.

Greg Rainbolt: Next order of business is approval of September 24, 2013 WRT Board Meeting minutes. Do I hear a motion for approval of the WRT Board Meeting Minutes?

Dave Pollard: I would like to see page 2, I don't have it.

Greg: Page 2.

Peggy Young: Right here.

Dave: Oh, it's the one we sign. I signed it and did not even know what I signed.

Greg: Do I have a motion for approval?

Peggy: I make a motion.

Greg: Do I have a second?

Dave: I second.

Greg: Having a first and a second, do I hear any discussion on the meeting minutes or would you like me to read them?

Dave: No I have read them, you have read them too haven't you Peg?

Mark: Would you give the first copy to Mary Sue.

Greg: Hearing no further discussion on this matter, I would like to call for a vote. All of those in favor of the accepting the September 24, 2013 WRT Board Meeting Minutes indicate by saying Aye. (All Board Members said Aye). Hearing 3 Ayes, the Board Minutes are approved. That concludes that and the next order of business is consideration of Resolutions proposed by the trustee. The first one is WRT 2013-02 is the Travel Policy. Would anyone care to read this out loud or do you just want to look at the policy? We can read it out loud whatever it does not matter to me.

Mark: I can do that if you want me to.

Peggy: We will have it attached to the minutes.

Greg: If you want to bypass that we will just look at the body of the Resolution.

Dave: I'm ok with No. 2 myself or you ok with it?

Greg: Do I hear a motion for this Travel Policy, WRT 2013-02 Resolution.

Dave: I make a motion to approve.

Greg: Do I hear a second?

Peggy: Yes I second.

Greg: Having a first and a second I will open it up for discussion. Do I hear any discussion?

Peggy: What does advance mean?

Greg: Excuse me?

Peggy: Writing in advance, approved in writing and advance.

Mark: It means if...

Peggy: A week or a day or 12 hours or?

Mark: Basically what I had advised the attorney to do was to write the policy for us saying that we would not reimburse the trustee or the board members for any travel and that we did not want to do anything outside whatever the code said. Basically if there is going to be anything that we would approve it would be for the travel of the clerk or a deputy clerk to go to a meeting and we would have to approve that in advance.

Peggy: Ok.

Mark: I would have to say ok you are going to that meeting, it is 40 miles there and 40 miles back, I will approve 80 miles and I would have to give them approval that they could travel to that meeting and I would reimburse them. We have that in our budget for training but we have never done that and we have never been asked to do that and I don't see us doing it in the future. But that is what it would be. I would ask for them to get approval in advance before attending a meeting and those meetings are usually held up just north of Castleton and Fishers or in Castleton at Keystone at the Crossing.

Dave: It does say here approved by trustee and township board.

Mark: Right. So I would come to you guys. But I'm just saying before they would go, if we know they are going to a meeting in September we would have to have it done in August. These meetings are in February and September as a rule.

Peggy: Did this come up from another meeting that you had gone to and they suggested a Travel Policy?

Mark: All of these Policies are the result of attending the ITA Educational Meetings and these are things that because they don't have written policies in their files, the State Board of Accounts has written trustees up on.

Dave: You mentioned the name of Tony, who is Tony?

Mark: I don't know who Tony is.

Dave: You said it.

Mark: Just now?

Dave: Yes.

Mark: I did not mean to say Tony.

Peggy: I did not hear a Tony.

Dave: I thought you said you asked Tony to write up the Resolutions.

Mark: No, the attorney.

Dave: Attorney, that sounds like Tony.

Mark: I asked Steve Buschmann.

Dave: Ok.

Greg: Is there any other discussion on this Resolution? Hearing no further discussion on that I ask for acceptance of WRT Resolution 2013-02 the Travel Policy. All those in favor indicate by saying Aye (All Board Members said Aye).

Mark: We will need on each one of these that you approve or disapprove either way we will need signed copies, one for Greg and one for the Township. You can do that now or at the end of the day, whatever you want to do.

Greg: Let's just go ahead and do it now.

Peggy: You just need two?

Mark: Greg needs to keep one and I need one.

Peggy: Ok.

Mark: As long as Greg gets one and we pass one down to Mary Sue I'm fine. While you are doing that why don't I just go over the Phone Policy? The Phone Policy is very simple. We won't approve cell phones and we won't reimburse anybody for cell phones. So when you get ready for that one that is what it amounts to.

Greg: Ok next is WRT Resolution 2013 -03 the Telephone Policy. I will ask for a motion for hearing this policy.

Peggy: I make a motion.

Dave: I second.

Greg: Hearing a first and a second, do we have any discussion on this policy?

Peggy: No discussion from me.

Dave: No.

Greg: Hearing no discussion, after reading the Resolution, I will ask for a vote. All those in favor of the WRT 2013 – 03 the Telephone Policy indicate by saying Aye. (All board members said Aye).

Mark: The next Resolution when you get around to it is a Public Records Policy. That is straight out of the Indiana Code but is just written up as a Resolution.

There is a typo under the No. 1 Copying Charges. The R in River should be capitalized.

Peggy: And the T.

Mark: And the T, thank you. That still would not effect it itself. As a rule though I will tell you anybody that comes in and asks for copies of something, because it is on the website, we refer them to the website and if they want a copy as long as it is not a great big deal we copy and don't charge because we don't have a way to account for the charging of 10 cents a page. We don't have a color printer so we don't copy anything in color. So if you are a WRT resident and come in here and want a copy of something we will copy it for you free as long as it is not a lot of pages. I'm just saying you won't see us collecting money for copy charges. The rest of it talks about how long we retain and that is right out of Indiana Code.

Greg: WRT Resolution 2013 -04 Public Records Policy, do I hear a motion to open this up for discussion?

Peggy: I make a motion.

Dave: I second.

Greg: Having a first and a second do we have any discussion on this policy?

Dave: No.

Peggy: No.

Greg: Hearing no discussion I will ask for a vote for acceptance of this policy. All of those in favor indicate by saying Aye. (All board members said Aye). Hearing 3 Ayes, this resolution is passed also.

Mark: The next one is the Personnel Policies. The only thing that is different in here than what we have done forever is No. 5, E-Verify. We do E-Verify our employees and that includes you guys and myself and I guess we are supposed to have a policy saying that we do E-Verify. So this is where it says that we E-Verify, on the second page. The Holiday Pay, I have the Indiana Code, if you want to see the Indiana Code. What it says under Indiana Code, I will just read it to everybody real quick while you are looking at the rest of that. It is IC-12-24-11 and it is B. (Mark Messick read the code). So we have to pay legal holidays. Someone had asked that question before and that is not different because we have been doing that.

Peggy: Seriously? I think when I worked for the trustee's office I don't remember getting paid for those days.

Mark: Here, pass that over to Peggy so she will have that in her folder.

Peggy: I believe you. I'm just, I got duped.

Mark: I know others that do now. I know Geoff Sutton does not get paid by the Pleasant Township Trustee but I don't say anything, I keep my mouth shut that is their business over there. I said something to Mary Ann but I have not said anything to Geoff.

Greg: Ok this is WRT Resolution 2013 – 05 the Personnel Policies. We have a formal resolution in front of us. We have read through it and does anyone have a motion to hear this?

Peggy: I make a motion.

Greg: Do I have a second?

Dave: I second.

Greg: Having a first and a second we can open this up for discussion.

Peggy: Ok one question that I have is that there was something where it said 30 hours is considered fulltime. What is going to happen with insurance benefits then?

Mark: We don't have anybody at 30 hours. You have to have 50 employees to qualify under the Obama Care.

Peggy: Well I'm just looking at this on b, Employee Benefits 2b. So I'm thinking nobody works over 30 hours then.

Mark: No.

Peggy: Ok.

Dave: I have a question.

Mark: Ok.

Dave: No. 2 Employee Benefits a and b. (See attached Resolution WRT 2013-05 Resolution). That sounds a bit contradictory to me.

Mark: Does not provide insurance benefits, does not provide sick pay or leave or vacation.

Dave: Except for compensation set out in Form 17.

Peggy: What is Form 17?

Mark: That is the Salary Resolution.

Dave: Salary Resolution, that is the pay for the employees.

Mark: Yes, so that is it.

Peggy: So if they needed to take off on a vacation, they would work it out.

Mary Sue: I cover for Mary Lou and she covers for me.

Peggy: You don't get paid for that?

Mary Sue: Correct.

Mark: That is why at the end of the year you will see the amount of pay on the yearend report that what Mary Sue makes will be different than Mary Lou

because Mary Lou was off quite a bit this year because of deaths in the family and other things. She also took time when she went to Gatlinburg and some other things. Mary Sue just does not take off. She just likes to work.

Dave: Where is it then on Form 17?

Mark: Form 17 would be your Resolution No. 7. What do you want to know? They get paid by the hour.

Dave: I know that but it says, as I read it and dumb oh me, where it is noted on Form 17 that they get that pay because it says on this it has to be noted on Form 17.

Mark: What pay?

Dave: Holiday pay.

Mark: It is by statute, that we can't reduce their hours by holiday pay. It is by statute. I'm just saying and that is part of your policy here. Holiday pay is not sick pay. Holiday is not vacation pay. It is holiday pay as called out by statute.

Mary Sue: But if the holiday is on a Friday, we don't get paid for it. If it is on a day that we don't work we don't get paid for it.

Dave: Ok you don't work on Mondays.

Mary Sue: Right and Mary Lou...

Dave: She get half pay holiday pay, what do you get?

Greg: Here is a question, I have asked this because it is something that I have looked at previously and it is an agreement worked out between Mary Sue and Mary Lou and it actually one day's pay but they share it because one particular person might be getting all of the holidays on a Monday because typically they fall on a Monday.

Dave: That is my exact question.

Greg: So amongst themselves, they have worked out a plan where they will each share that day. That is where the half day's pay for each comes from.

Dave: Ok she gets a half day's pay and she gets a half day off right?

Greg: Basically there is going to be a paid holiday for that Monday.

Dave: Let's take them individually now, I'm speaking of being fair to both of these ladies is what I'm speaking about.

Peggy: So they get a quarter pay?

Dave: She gets a half a day's pay and she gets a half day off also.

Mark: Let's use a Monday holiday as an example. Let's say that Mary Lou is scheduled to work and Mary Sue is not scheduled to work. Most of your holidays fall on a Monday. Some of the year Mary Sue works on Monday and Wednesday and some of the year Mary Lou works on Monday and Wednesday. Right now

Mary Lou is working on Monday and Wednesday and Mary Sue is working Tuesday and Thursday. What I talked to Steve Buschmann about is we figured the best easiest way to do this was since we had to pay a day's pay on a 7 hour pay day for the holiday...

Peggy: Is to split the time in a half day's pay.

Mark: Let me finish.

Peggy: Ok.

Mark: Let me finish, that is what I'm trying to explain. So we have to pay Mary Sue or Mary Lou 7 hours on the Monday that they work for holiday pay. They want rather than me scheduling who is going to work that holiday so it is fair, they wanted to just say we don't care whose day it is or whose day it is not, if you will pay each of us a half day's pay whether I'm getting less or I'm getting more, we don't care, as long as you pay a half day's pay for each of us which is 7 hours they will be satisfied rather than having me go in and assign who will work these days. Buschmann agreed and said he could put that in our policy here and he felt like we would not get dinged by SBA. This represents what we have been doing since I have been trustee and what the previous trustee did but it does not represent what Jay Marks did because he did not pay holiday pay against what statute says.

Dave: Ok we got to pay some amount, I understand all of that.

Mark: Alright, so what is the question?

Dave: She gets a half day off, the other one doesn't.

Greg: No neither one of them works on that day.

Mark: I don't understand.

Dave: Only one of them is scheduled to work. So that is the only one that gets 4 hours, 3 ½ hours, ok she gets 3 ½ hours off.

Mary Sue: Right.

Dave: Because you are supposed to work on Monday the holiday, so you get 3 ½ hours off at a half day's pay.

Mary Sue: Right.

Dave: She gets a half day's pay but she does not get a half a day off.

Mary Sue: Right.

Dave: There is 3 ½ hours that she gets that she don't get.

Mark: What we are trying to say Dave is what I can do if this is what you prefer we do, we could say that they will get a full day's pay and I will go thru and I will schedule the holidays so that it is even for each of them.

Dave: Do you understand that I don't care but I want it even.

Mary Sue: We feel like it is fair.

Dave: You are both happy the way it is?

Mary Sue: Yes, because when we first started I worked Monday and Wednesday. So I was getting paid to be off all day and it was just the way the holiday fell. So Mary Lou and I came up with the agreement with each other.

Mark: Actually Mary Lou was the one who suggested it.

Mary Sue: Right that we would just split the holiday 3 ½ hours each person. Mary Lou and I try to be really fair about pay, about everything.

Peggy: You are not each getting 7 hours?

Mary Sue: No, we both get 3 ½ hours and we both have agreed to that. It has always been like that and we are happy with it. That is all I can say.

Greg: The one who is working Monday is going to be the one getting all of the holidays.

Mark: Most of the time.

Peggy: I still got duped.

Mark: The 4<sup>th</sup> of July, Christmas Eve, Christmas Day, New Year's Eve, Veteran's Day, there are some holiday days that aren't Mondays.

Greg: I looked at that too and I spoke with Mark and Mary Sue. I came in and looked at that and I thought a half day's pay I just don't understand why is that and then they explained it to me.

Mark: The attorney feels like it is alright.

Peggy: The only question I have is that you have no one full time so when you read this it says something about full time would get off a full day, a full time employee is an employee who is routinely scheduled to work on an average of 30 hours or more a week. So that is why I was asking full time part time because in one of our resolutions 30 hours is considered part time. Correct?

Mark: Yes.

Mary Sue: But we don't work 30 hours in one week.

Mark: Nobody does, 28 is the most they would work unless they come in for like tonight.

Greg: Do we have any more discussion on this?

Dave: If they are happy I am happy.

Greg: That is how I feel. Hearing no more discussion I will ask for a vote. All those in favor of White River Township Resolution 2013-05 Personnel Policies indicate by saying aye. (All board members said Aye.) Three ayes that Resolution has passed.

Mark: The next one is the Credit Card and Store Charge Account Policy.



This is the second write up on this because Buschmann thought that we should go ahead and includes Credit Cards in here even though we don't have Credit Cards. He wrote it up that way originally then I didn't like that and I talked to him and he still thought it should be that way so then Greg and I both spoke with him and he agreed that we didn't have to have Credit Cards. So now item number one says issuance and use of store charges will be handled exclusively by the Township Trustee. The township will not issue or use credit cards. So all we really have is store charges.

Peggy: Perfect.

Mark: We have store charge with Dannemiller, we have store charge with Battery Plus, we have store charge with Office Depot and Quill. That is it, isn't it?

Dave: Well any necessary place would be approved.

Mark: Yes but I am just saying I think we may still have an old account at Hamptons but I hope it is not there anymore.

Dave: He doesn't take personal checks anymore.

Mark: I hope he doesn't even have an account for us. I think Danny used to have an account there. I never understood that.

Greg: White River Township Resolution 2013-06 Credit Card and Store Charge Account Policy. Do I hear a motion to discuss this?

Dave: Yes.

Peggy: I make a motion.

Dave: Second.

Greg: Hearing a first and second do I have any discussion on this?

Peggy: The only thing I would say is I am happy to see that there is not going to be an issue of credit cards.

Dave: I agree.

Greg: I spoke with Mark also on this matter and actually we had this changed.

Mark as he said called Steve Buschmann and I was there and we wanted to make sure that there would be no credit cards in use from past history.

Mark: If a future Board wants and a future Trustee wants to do that that is up to them but as long as I am Trustee I don't see any need for credit cards.

Dave: If the public knows that it just takes away any questions.

Mark: So when they see me out at Applebee's or O'Charley's they know it has to be out of my generosity if I help them buy their dinner and I don't do that. Usually I let the wife pay.

Peggy: It is on record.

Mark: I know. She is glad to do it because then she doesn't have to worry whether or not I am going to pick up the dishes or not.

Greg: Do I hear any more discussion on this Resolution?

Dave: No.

Greg: Hearing no more discussion I will ask for a vote for White River Township Resolution 2013-06 Credit Card and Store Charge Account Policy. All those in favor indicate by saying Aye. (All board members said Aye). Three Ayes, the Resolution has passed.

Mark: The next one before you will be establishing the salaries of the township offices and employees. Nothing has changed for a long time. That is still the same.

Peggy: There is a typo.

Mark: Where is the typo?

Peggy: Township part time clerk.

Mark: Should be two words. Is that right?

Peggy: Well right underneath is part time employee, I think there needs to be two T's.

Mark: Yes I agree. It is down, it is in two places on there. If you want to change it on yours you are welcome to. Two typos on it then. It should be Part Time Clerk and Part Time TA Caseworker.

Greg: Ok I see what you are saying. Do I hear a motion to discuss WRT Resolution 2013-07 Form 17 Establishing Salaries of Township Officers and Employees?

Peggy: I make a motion.

Greg: Do I have a second?

Dave: I second.

Greg: Having a first and a second, is there any discussion?

Dave: I have my standard statement.

Greg: Other than the teacher here, correcting the typographical errors.

Dave: I have offered it every time and I will offer it again for Mark to reduce his salary by 50%, we will reduce ours by 50%.

Greg: I don't think we have a response.

(Once again a discussion was held about reducing the pay of trustee and board)

Mark: I just think the amount I make is fair and I stand by that.

Dave: I don't know the number of hours you put in but I know you only work 4 days a week.

Mark: No there are weeks that I work more than 4 days a week.

Dave: You are scheduled 4 days per week.

Mark: I know the office is open but that does not mean that that is how much I work Dave.

Dave: We could set your salary on how much you work because you may work 24 hours a day and that is illegal.

Mark: Actually as an elected official and the way it is written in Indiana Code I have to be available 24 hours a day for emergency.

Dave: You have to be available, you don't have to work.

Mark: I have to be available. Any emergency that would happen with a person in need they have to have a way to try to get ahold of me. I put my cell number out there so if they call me I usually answer. Alright nothing has changed, did you vote on it?

Greg: Ok having a first and a second all those in favor of WRT Resolution 2013-07 indicate by saying Aye. (All board members said Aye).

Mark: The only thing that changed on the Standards was we increased the amount of maximum monthly income to be equal to what again the new standards are for Food Stamps. So it went up, it was I think 1223 and now it is 1244 for a single person and it went up accordingly all the way down to 8. I have to have five signed copies guys and I need all of them. I will end up giving Greg back one. But the reason I have to have five copies is because I need one to be in the minutes book, I need one for my clerks, I need one, Greg needs one and I have to take one down to the county. So I need all five of these copies given to Mary Sue if you pass the Resolution.

Peggy: And we have a copy correct?

Mark: You should have a copy.

Greg: I will pass them all down at one time. WRT Resolution 2013-08 Adoption of the Township Emergency Assistance Standards 2014. Do I hear a motion for discussion?

Dave: Yes I make a motion.

Peggy: I second.

Greg: Hearing a first and a second any discussion on this Resolution?

Dave: What is standard now for Food Stamps the amount. It is in here someplace, I can't find it.

Mark: It is page 36, no page 34. Page 36 is the signature page.

Dave: Ok here you go.

Mark: It should be 1244 or something like that and it goes down from there.

Dave: For a single person yes 1244.

Peggy: Do they have to make less than that to get assistance?

Mark: Yes, actually that is not 100% true. Our guidelines are that if they make over that we don't have to assist them but there are always special conditions which says that if they can prove a circumstance like somebody stole their paycheck or they have a car that had to be fixed and that is the only way they can get to work or they had some family medical emergency that they had to pay cash and they can prove it to me, I'll help them even if they are over income guidelines.

Dave: That would just be a one-time thing right?

Mark: A one-time deal and I would have to take exception and I would have to document it in my file why I took exception. If the SBA came in they would want to see the documentations of why I took exception.

Dave: So it is a one-time, it is a one-time, one-month thing.

Mark: Right.

Dave: Ok.

Mark: They could come back the next month but unless they have another circumstance and they were still over income...

Dave: The same circumstance would not apply to the second month.

Mark: It would be hard to. I don't know how it would.

Dave: Well if their car broke down and it took 60 days to fix it that would take two months.

Mark: It would be hard Dave.

Dave: That is what I mean.

Mark: Because the second month if the car had broke down, the second month they probably would not have income because they did not go to work. They would qualify because they would be under income guidelines.

Greg: As we discussed earlier and as you just said I just want to be clear that the standards are the same as 2013 except for the income guidelines.

Mark: The income guidelines have been increased.

Greg: Ok.

Mark: Everything else is the same.

Greg: Do I hear any discussion on this?

Peggy: What was the increase?

Mark: By whatever the amount the government increased it by. We just duplicated their standards.

Greg: Any discussion?

Peggy: No.

Dave: No.

Greg: Hearing no further discussion I would like to ask for a vote on accepting the WRT Resolution 2013-08 adoption of Township Assistance Guidelines for 2014. All those in favor indicate by saying Aye (All board members said Aye). Three Ayes, the guidelines are approved, the 2013-08 Resolution.

Mark: Go ahead and give one of those copies back to Greg. Greg will need a copy.

Mark: The next Resolution is the Rainy Day Fund if you want to fund the Rainy Day Fund. It is based on 2012, the dollars that were available in 2012 to be funded in 2013. That is the amount that it would be funded by. We have the funds to do that if you care to do that.

Greg: WRT Resolution 2013-09 Transfer of Funds from Township Fund 0101 to the Rainy Day Fund 0061. Do I hear a motion to discuss?

Peggy: I make a motion.

Dave: I second.

Greg: Hearing a first and a second any discussion?

Peggy: Will it be invested in CDs again?

Mark: I will buy a CD for it almost immediately.

Dave: And get a half percent interest.

Mark: We would get .4, that is what we would get right now.

Dave: By the way, I'm not claiming to be smarter than you two because I'm not but Mark and I did have a discussion on this and he reminded me, I knew but I had forgot, he reminded me that next year or the following year, one or the other, we are going to have to assess a tax rate. I wanted to say that because this is probably the last time we could.

Greg: That was going to be my question coming up. On this 19,498.00 what amount is that going to leave us on operating funds minus the Rainy Day Fund?

Mark: Take the Rainy Day Funds out we have 478,373.22. If you take the 110 out that leaves you 368,000. If you take out another 20,000 that leaves you about 340,000. It is about two years of operating expenses that will be left intact with the Rainy Day Fund sitting there as a buffer. So you are going to have around 340,000 to 350,000.

Dave: We no longer have to plan two years ahead now right to put a tax in effect?

Mark: The taxes when we do our budget in July with the SBA and DLGF they base our taxes on 18 months. They base our taxes on 6 months left in the year plus 12 months of the next year and that is where they figure how they are going to set the tax rate and the tax levy. I'm still thinking that at least another year and maybe two years we may not need a tax rate. But I don't know that we will be able to fund the Rainy Day Fund after this year without actually turning around

and then collecting that money from the taxpayers. So I don't know that I will bring another Resolution to you guys for a Rainy Day Fund unless you ask me to. This will be the last year that I can see that I'm bring the Rainy Day Resolution to you and I think this will put our Rainy Day Funds right at 130,000, maybe a little more than 130,000 and that is close to being well three-quarters of the year now. I think that is plenty money in the Rainy Day Funds. Even if we had an emergency, when we had the flood the maximum that we allotted for that was \$70,000 and I don't think we spent but around 45,000 to 50,000 did we Mary Sue?

Mary Sue: That sounds right.

Mark: When Jay was the trustee I think that was the most we spent that time and that was a major thing for us. We had a tornado when I was on the Board and when we had that tornado we had to help them with a place to gather all the shrubs and the stuff from the fences and everything else and we had expenses but I think we go reimbursed by FEMA for part of that. That could happen too and that is when we would meet and say hey we need to establish for community services we need to establish an additional appropriation and we could take that from Rainy Day or operating expenses either one at the time. I think we are fine. I think for two years we are fine. This makes sense because that gives you like I said you know well over half a year and almost three-quarters of a year. If next year we end up at the end of the year and we have done well and we can do it again we will and then that would be a whole year of Rainy Day Fund. Why you would have more than a year for Rainy Day I would never know.

Greg: Myself I agree, I think we have room for it. I don't know what your thoughts are but that is my thought.

Dave: I like it as it is, as it is proposed.

Greg: Is there any more discussion on this? Hearing no more discussion...

Mark: Do you have a motion and a second?

Greg: Yes we have a motion and a second.

Peggy: Now we need to make a motion to approve.

Greg: Yes, WRT Resolution 2013-09 Transfer of Funds from Township Fund 0101 to Rainy Day Fund 0061 all those in favor of transferring \$19,498.00 into the Rainy Day Fund indicate by saying Aye. (All board members said Aye). Hearing three Ayes, this Resolution is approved.

Mark: Then the last Resolution is to just kind of show you what we did during the course of the year to move money around. We moved money to Other Insurance, \$1010. That was so that we got on the same yearly cycle on paying our insurance. We were 6 months off on our cycle and had been. This way we don't have to call

them and get them to forgive the service charge they charge for not paying it all at once. So we were able to do that and so we are paid for the year. We had to move money into Care of Cemeteries. We had that \$5000 damage over at Lyons Cemetery. We had to move money into Township Office Property, I'm trying to remember why that was. I know what it is but I just can't think of it at this moment. What was that?

Peggy: Was it the door or lights?

Mark: No something else.

Peggy: Pavement, roof?

Mary Sue: I don't remember.

Mark: We had a toilet. Anyway we had to move money into Care of Township Property and we are going to have some more repairs. We moved those monies from Repair and Maintenance that we moved into Township Property. It was a pretty lateral move that was money we had set aside for Maintenance and Repairs. Like I said if it has to do with the care of the property, I like to keep it in there. I don't know what it was. Maybe it cost more money to mow the yard this year, I don't know. We had a bill that we were going to pay.

Greg: You discussed the matter with me because I questioned something on that and I can't recall myself either.

Mark: We can pull it up and see but there was a reason we had to do it and we did it.

Mary Sue: Snow removal?

Mark: No. Down at Welfare Administration we had some stuff that we had to have done on that lien that we put on that piece of property and we only had X number of dollars in there and we did not have enough to pay another question we had about Welfare Administration and so we ended up spending \$150 more and we just moved it from Records and Books because we did not have to buy any new records and books this year, so we just moved it from Records and Books down to the 3A. That is what we did and kind of why we did it.

Dave: Go back up to Care of Cemeteries one more time please. Sometime back when all of this happened it was suggested that we might recover more of that.

Mark: We are still fighting it.

Dave: That is what I wanted to ask. Has there been any progress?

Mark: I've sent pictures and I have sent the Indiana Code to them and I'm still waiting on them to come back. At one time they said where do we mail the check to? But now when it went up to her boss and her boss said well I don't know

unless they can prove that they own that property. There is no real deed out there saying that we own that property. So we are showing them...

Dave: The cemetery, that we own the cemetery?

Mark: We have shown them that that is our liability to maintain it.

Mary Sue: On that Resolution it says adopted the 18<sup>th</sup> day of December.

Mark: Ok so you need to change that to the 17<sup>th</sup> day.

Peggy: Can we just mark it out?

Mary Sue: Yes.

Mark: The reason it says the 18<sup>th</sup> day, is last year we did this on the 18<sup>th</sup> and I just used that template. Thank you, nice catch Mary Sue.

Greg: Ok WRT Resolution 2013-10 Transfer Funds in classification Township Fund 0101 and Welfare Administration Fund 0840-1. Do I hear a motion for discussion?

Peggy: I make a motion.

Greg: Do I hear a second?

Dave: Second.

Greg: Hearing a first and a second do I hear any discussion?

Peggy: No discussion from me.

Dave: No.

Greg: Hearing no discussion I will ask for a vote on acceptance of WRT Resolution 2013-10. All those in favor of accepting this indicate by saying Aye. (All board members said Aye). Three Ayes that Resolution 2013-10 has been approved.

Mark: I do have a couple of things to bring up before the board if we have time. If you want I could talk while you are writing.

Greg: Ok.

Dave: Talk.

Mark: We have a contract provision now for anybody that works for us. We will provide them a piece of paper starting the first of the year that says pursuant to Code 22-5-1.7-11 contractors agree to enroll and verify work eligibility status of all new hired employees to be e-verified. Then we make them sign an affidavit saying they have done that. That is going to keep me from having to go in and verify that they have done that. We are going to use their affidavit to get in our files that they have done it. If they don't sign that, then I won't pay them until they have signed that. But I will tell them up front that this is how we work. So like Kane Construction and the guy who mows our yards and stuff like that, they will know upfront that this is what we are going to do in 2014 and they are going to have sign this in order to do business with us.

Dave: Are we going to be charged a fee for doing that, each time we do?



Mark: Well we are trying to figure that out, we will see.

Dave: That is going to avoid it.

Mark: Yes that is going to avoid it. At one time we thought we were going to be charged a fee.

Dave: That is what I thought. So if that is going to avoid it that is good.

Mark: Now the next thing I have I am going to pass and each has your name on it and you have to sign and I have to have it on file and I have one here to sign myself that we have not and put today's date on it, that we have not, I will just read it. Certify that I have not violated the WRT Johnson County Indiana nepotism in employment as related to hiring relatives or nepotism in contracting as related to contracts of my relative's business interests with the township. I understand that relative means my spouse, parent, stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law including half-bloods and adopted children. I intend this to be submitted to the Trustee prior to the end of this calendar year. I hereby verify under penalty of perjury that the foregoing statements are true. So I ask you all to sign those, the one with your name on it.

Greg: In the any other business category, I have a typo on it. It has David A. Rainbolt on the bottom.

Mark: What is it?

Greg: Gregory A.

Mark: On it has David?

Greg: I will cross that out and initial it.

Mark: That is fine. That is all that I have for you.

Greg: We are in any other business that may come before the board. Do we have any anything? Dave?

Dave: I don't.

Greg: Peggy?

Peggy: I don't.

Greg: I have something.

Mark: I would just note that I gave you the up-to-date financials, so you have those. I would note that we gave you since September the appointments and what we have done as far as assistance.

Greg: Per Indiana Statute we need to meet the first Tuesday after the first Monday of the year for election of officers. So that would be January 7<sup>th</sup>. We need to set a meeting time for that. Does anybody care to pick a time? Do we want to go with 7 or 6 or what? Do you anticipate anything Mark?

Mark: No because I can't do the yearend report now until they get Gateway up and running. They have it down for maintenance and now they don't require we have that completed until the end of February. They have not changed the statute. The statute still says we have to do it by the 3<sup>rd</sup> Tuesday. But right now I will not have the yearend report done for your annual meeting, normally I try to do that.

Greg: The only thing I anticipate is the election of officers and that is per statute and maybe the minutes.

Peggy: Is that a Tuesday?

Greg: That is a Tuesday.

Peggy: I would say as early as possible, 5:30?

Greg: 5:30 is about the earliest that I can get.

Dave: I'm available anytime because I have to take the day off anyway.

Greg: So January 7<sup>th</sup> at 5:30 p.m. will be our next meeting date and that will be for election of officers and possibly...

Dave: You said it is on Tuesday, well I don't have to take the day off I don't work on Tuesday.

Greg: That should be a very short meeting but per statute we have to do it on that date.

Dave: Can I just elect you and Peggy right now and get it over with?

Greg: That is not allowed I don't believe. Anything else?

Mark: I have your paychecks.

Greg: Do I hear a motion for adjournment?

Dave: Motion for adjournment.

Peggy: Second.

Greg: Hearing a first and a second, all those in favor of adjournment say Aye. (All board members said Aye).