

WHITE RIVER TOWNSHIP BOARD MEETING  
TRUSTEE'S NOTES  
MARCH 19, 2020

ATTENDEES: Mark Messick, Margaret Young, Richard Huber, David Pollard, Mary Sue Kane and Mary Lou Habicht

GUESTS: Bill Hart and Greg Rainbolt.

Meeting was called to order at 6 PM by Peggy Young followed by the Pledge of Allegiance.

Peggy: First order of business is Approval of Board Meeting Minutes of February 18, 2020. Do I hear a motion for discussion?

Dave: Yes.

Dick: I wrote it so I'm not going to make a motion.

Peggy: Second. Do I hear a motion to approve?

Dave: Yes.

Dick: Second.

Peggy: All in favor? (All Board Members said Aye – Minutes of February 18, 2020 are approved) The next order of business is the Policy Adoption in reference to local emergency which may cause extraordinary circumstances and result in un-ordinary procedures to assure that the residents of WRT have access to Emergency Township Assistance.

Mark: If you look at the packet it should be the first one and the resolution is the first two pages. I'm not going to read it right now. In follow up to it there is a page that says Indiana Township Association which is several pages long and it is signed by Debbie Driskell and Jeff Bellamy, our township attorney. Then after that you will see information that was sent to us by the SBA's Paul Joyce, he sent two memorandums out dealing with this situation and then the last 2 pages are the Governor's Executive Order declaring A State of Emergency. So, what came up when this happened is it basically is hard to see anybody. Township business has always been that we don't send out applications, they come here and they meet with us. Mainly because we have to get a wet signature, you know an actual signature and we have to know that they are the ones filling out the application, the applicants or the members of the household are the only ones filling out those applications. That creates a major problem when we can't see somebody. The way we handled it before was if that happened our investigator would go to the house and get signatures. So, we tried to find a way as to how can we still offer our services but be compliant with Indiana Law and there wasn't one. So we had to get ahold of the governor and had to get ahold of SBA and ask for guidance and basically what they said is we adopt a policy that will allow us to take exception to how we gather our materials and they want it written as vaguely as possible then there wouldn't be an exception in an audit. If we didn't adopt a policy then there would be an exception and we would have to have people

come in. So, what Indiana Township Association came up with is this resolution that you see in front of you and I'm asking that you adopt that tonight. What that does it gives myself or if I'm not available my designee the authority to collect documents as a best practice that they can.

Dave: That is Greg isn't it?

Mark: Yes, if I become incapacitated it is Greg.

Dick: For how long?

Mark: It says that too in the resolution on the 2<sup>nd</sup> page of the resolution this authority shall remain in force until revoked either by the Township or the Declaration of the Governor that the Public Health Emergency has expired. So, I'm presenting it to you.

Dave: I do have a question. We have some people that are in here on a regular basis and I think that should be noted and I'm speaking of the sheriffs because they have access to this building, not only back there but here also. I think that should be noted in there whether or not it is, I didn't read it.

Peggy: This does not have anything to do with that. This is only for township assistance.

Mark: Dave what this basically does it allows us to gather the application information either by email or by phone and to come up with a way of getting a signature and gather the information we need to determine whether they qualify for assistance.

Dave: Ok, I got it.

Dick: Are you changing things as to how the office is operated?

Mark: We have already made some changes. We have adopted a new procedure in the office as it relates to COVID-19 and it basically is that we want to have a very sterile environment so when people come in we wipe down, we don't make contact with them, we will start having our applications filled out at the front desk and the ladies will sit at the desk where their computer is at. We will wear latex gloves when they are given the documents and we are making copies after we give them back their copies and everything else, their originals. After they leave, we will wipe down everything that they touch and even our copier, we will wipe it down so we don't have any transmittal to ourselves. We are constantly wiping things down now even though it is just us. The other thing it will do is we will qualify people by asking questions much like your doctor does, if someone has a fever, has a dry cough, has symptoms of the flu even we don't want them in here. They automatically would go to someone that I would personally contact or the ladies would contact after they gather information and we will do a telephone interview or have them fill out an application on line by texting them or emailing them the information and get the information back from them. It will probably take a lot longer to do that but we have what we feel like is a fairly safe way to do that now. Starting Monday our front door outside will be locked. If you don't have an appointment, you are not coming into the building. There are no walk-ins and that is the way it has always been but we have not enforced that.

Peggy: Will you be checking temperatures?

Mark: We don't have a way to check temperatures but what we will do though is ask them if they have had a fever.

Dave: You're going to take their word for it then?

Mark: We take their word for a lot of things.

Dave: They have a temperature sensor, where you just touch their heads.

Mark: We could do that I guess we might consider doing that but the ladies will have latex gloves and we have a mask for both of them to wear when people come in.

Dick: Will you ask if they have been out of the country?

Mark: Yes. Part of the ones that we don't want in here and it says that on this list, has anyone in the household traveled outside the state in the last 14 days, additionally have they been exposed to anyone who has traveled outside of the U.S. or been on a cruise ship in the last 14 days. Has anyone in the household been exposed to anyone who is self-monitoring for COVID-19. Any of those things that they answer yes to, then they are not coming to the office. We will still take an application but we will not take it here.

Dick: This is all by phone or if they walk in?

Mark: It could be telephone, email, text.

Dick: But you are still asking those questions?

Mark: This is all by phone if they call for an appointment. We don't have the ability to try to make an appointment on the internet or any other way other than phone. If they meet our criteria, this is just an intake deal. Once they meet our criteria, we will make an appointment. If they don't meet our criteria, then I get to call them. They are told to get a phone number and a time that I can call them and it will be upon me to do that and that is already in place. Are there any other questions?

Dick: Have we ever had anything similar to this?

Mark: Not in the last 20 years because I have been on either the Board or the Trustee for the last 20 years and nothing even close to this. The closest that we could have come to this was in the flood and during the flood the ladies and Jay actually left the office and sometimes didn't get a chance to make copies of driver's license or anything but it was a different circumstance.

Mary Lou: We were giving out gift cards.

Mark: But they were taking the information and we have a lot of applications that are signed but we don't have all of the documentations with them. At that time the Board met and had an additional appropriation and gave the trustee the authority to administer the additional funds as he saw fit.

Peggy: I will tell you that they were happy.

Dick: I move the adoption of Resolution 2020-02.

Dave: Second.

Peggy: Hearing a first and a second, all in favor? (All Board members said Aye, Resolution 2020-02 is approved).

Dick: So, it is anticipated that every township will do something similar?

Mark: Yes.

Peggy: Moving on to Other Business.

Mark: Under Other Business I have 3 other resolutions that I would like to ask the Board to consider. Will you look at WRT Resolution 2020-03? We have always wanted to have electronic meetings, in other words if Dave was sick or if you were traveling and you couldn't be

at our meeting but it was something that we felt strong enough that we wanted your input we have never been allowed to have teleconference meetings. Under this emergency declaration and we are talking to the open-door policy of the State of Indiana and some other things, they are going to make an exception if the Board adopts the resolution allowing either video, facetime or just plain telephone. The criteria for that is written vaguely but in talking to our attorney, the attorney is saying that one of the Board members needs to be physically at the meeting. The other two can be absent. Because we need somebody from the Board to be here for the public too because they may not know the other voices and stuff like that. You never have to have me here but I will try to be here too. But we will continue to record your meetings and everything else. I will probably buy a little box that we can sit in here so when we can conference everybody in, it comes over a speaker so the people here can hear what is being said by the ones who aren't here. The ones that aren't here can hear better through that speaker than a cellphone. This resolution all it does is it allows for electronic meetings. It goes away the same as the other resolution as soon as the governor says that there is no longer a health emergency.

Dick: Can you declare such also?

Mark: The Board can end it or you guys can end it, I don't have the authority to end any of them. I have the authority to do some things but not to do anything about the resolution, that is your jobs.

Dave: In 20 years since you have been here Mark have you ever had the occasion or known of the occasion where you could not have a Board Meeting?

Mark: We have had that I know of 2 meetings which we did not have because we didn't have a quorum.

Dave: That happened twice?

Mark: Yes.

Peggy: This is so we don't come together, right? This is for that social distancing.

Mark: Yes.

Peggy: If you weren't here and we don't need to be here we can call in, not necessarily don't need to be but if we are trying to do the social distancing and trying not to get a lot of people together.

Dave: I agree with this.

Mark: So, what I attached to this is from the Indiana Township Association where they came up with it and also, I attached the Governor's Executive Order so you can see where he has been talking about it. I would ask if the Board would like to have electronic meetings at times, that they adopt this.

Peggy: Do I have a motion?

Dick: Where does it say in here that there has to be one Board Member?

Mark: It is actually in the follow-up information not in there. We are writing these things so plainly so that if an emergency came up and we couldn't have a Board Member here but best practices is that we are going to try to have a Board Member here. It can change if we need it to, in other words you could be here once then Peggy could be here, Dave could be here or you

all 3 could be here. The best thing is if all 3 can be here but if not, we have a way at least of having a quorum and being able to do business.

Peggy: Didn't you say that that was the attorney's interpretation?

Mark: Right, Jeff Bellamy. The other thing is that I heard but I haven't read the resolution because they put it together is that any votes that are taken has to be roll call votes. In other words, if we take a vote on something, we will have to say Mr. Pollard how do you vote?

Dick: Where does it say that?

Peggy: The very last one of the 3 bullets.

Dick: Right now, you don't have the equipment for a loud speaker in here?

Mark: No.

Peggy: We have phones, speaker phones.

Mark: That is a way we could do it but I'm actually going to go out and get, they are not very expensive. I will get one of those things that sits in here that actually will make it clearer. I think if you go to that best practice would also say that whoever is running the meeting when someone talks ask them to identify themselves before they say something so we don't have the chance of misconstruing who it is who is talking.

Dick: I have been on several of those calls like that and something has to be in the system so that the people at home are muted until they want to talk because if you don't have that capability all of a sudden you are hearing the dogs and the grandkids and everything else that is going on at home.

Peggy: When you call in, you would just mute it.

Mark: That is on your own control, on your own phone. If you are calling in are you going to have the grandkids there?

Dick: I'm calling on a landline, how do I mute my phone?

Mark: Put your hand over it.

Dick: I'm just saying the ones I have been involved in with other organizations sometimes it gets chaotic because of the noise.

Mark: It always does and somebody doesn't remember to mute theirs and then they start talking with their staff or they get another phone call or they drop something, that is just life.

Dick: I move the adoption of Resolution 2020-03.

Dave: Second.

Peggy: Hearing a first and a second all in favor (All Board Members said Aye, Resolution 2020-03 is approved).

Mark: The next Resolution I have before you is 2020-04 and it is establishing the salaries of the township officers and employees. I know we did that earlier in the year. The difference here is I would like the Board to approve that the two clerks instead of being paid \$15.85 an hour, that they be paid bi-monthly and become salaried. The reason for that being is that we are considering the likelihood that we may have to close this office and forward our phones to whoever is suppose to work that day, still do our business and still offer the public everything but maybe Mary Sue has to work from home and take the calls, Mary Lou has to work from home and take the calls because we forwarded the phones from here to them. Then there is

really no way to keep time sheets. If you take the \$15,000 that we have in the budget and you divide it by 52 that equals \$625. When this goes away, we will go back to doing it on an hourly basis. If we were doing that now there has been the case where both Mary Sue and Mary Lou both would have made more money by doing the hourly rate but they have also had times where they would have made less money and in Mary Sue's case going to \$625 based on the last 5 pay periods she would have made \$1.20 cents more.

Peggy: Can you do that math again? Did you say \$15,000?

Mark: You take \$15,000.

Peggy: Yes, and divide it by 52 weeks, that would be weekly?

Mark: No, divide it by 26. Hold on, I may have done the math wrong. I think I used 26 instead of 24.

Peggy: I know the 625 divided by the \$15.75 an hour so that is about 40 hours a week?

Mary Lou: We make \$17.85 an hour.

Peggy: Do you work 35 hours a week?

Mary Lou: No, we work 14 hours a week.

Mark: There are 24 pay periods in a year because we pay bimonthly. Based on the hours that they have worked to this year it is not but a \$10.00 difference one way and a \$2.00 difference the other way. So, it is not like it is going to change our budget. We have budgeted \$15,000 for the ladies, that is how we got to \$625. So what I'm asking for is during this time of uncertainty so that I don't have to have you come back in and do it again, I would like to just go ahead and do it for a couple of months knowing that they are not going to get hurt and when this thing ends I will present a new one that goes back to the hourly.

Peggy: Ok.

Dick: There is nothing on this that addresses that that will revert back to something else later on.

Mark: It is going to be in the minutes Mr. Huber.

Dick: But it is not on the resolution that we are signing.

Mark: We can do as many of these as we want and as often as we want. So, if the Board asks me to present another Form 17, I will do it. But I'm telling you we are going to do it when this happens. It will not get written on there because this is a standard state form, there is no place to write that on there.

Peggy: You're saying until the State of Emergency has been declared not a State of Emergency?

Mark: Right, but there is no place to write that on the State Form 17. This is a form; this is a resolution but it is a state form.

Dick: But could we adopt a new form?

Mark: I would have to get you guys all together. If tomorrow they say the office is closed, we would have to have an emergency meeting.

Dick: Is there something that says you have to punch a time clock?

Mark: That is what we are trying to solve here is the fact that we have time sheets here, we get paid by the hour.

Dick: But my point is if they did not come in here to work for a week, when they do come in couldn't they fill out a time sheet?

Mark: It is going to be longer than a week.

Dick: Ok, whatever time you want?

Mark: I will do whatever you want but this would be the most efficient way for us to do our business with the very much likelihood that we are going to be forced to close the office.

Dave: We can approve it but you don't have to initiate it do you?

Mark: I would like to initiate it.

Dave: If we go ahead and sign it then you could initiate it when it becomes necessary.

Peggy: No, it would be effective tonight. Who is the part-time employee?

Mark: The part-time employee with the \$60 bi-monthly, that is our custodian.

Peggy: They wouldn't get paid, would they?

Mark: They will be coming in to clean because we have the sheriff's office in here. We will not close the building to the sheriffs. So, we will still be cleaning. I will have her do some deep cleaning. She usually spends 4 hours at a time when she is here and she gets paid twice a month. There are times when she does more than 4 hours so that is based on the idea that she normally spends 4 hours every 2 weeks.

Dave: So, the sheriffs are going to cost us some more money?

Mark: Not necessarily Dave, we have to keep the place clean no matter what.

Dave: If they're not here then you don't have to clean after them. I don't like that and you know it.

Mark: I know you don't.

Peggy: Can I make a motion?

Mark: Sure.

Peggy: I make a motion that we accept.

Mark: Is there a second?

Dave: Yes.

Peggy: All in favor?

Dick: I have a question. Do you have concern about...?

Peggy: I do not, based on what Mark says it is in the minutes. We will just have to go with the minutes. We can say we need a new form 17. Can we bring that to you or do you always bring it to us?

Mark: I will do it.

Peggy: I mean it is the same amount of money that we budgeted.

Dick: Do you anticipate that happening?

Peggy: My guess I think the governor is going to come on and he is going to say that the whole state of Indiana is in a State of Emergency.

Dick: No that is not what I'm talking about, do you anticipate sometime in the future that we will adopt a new Form 17?

Peggy: Yes.

Dick: Ok.

Peggy: It is kind of the same, if we are doing \$17.85, I think it equals out what we budgeted which is \$15,000. All in favor say Aye (All Board Members said Aye, Resolution 2020-04 was approved).

Mary Lou: Does this start now or once we start going home?

Mark: It actually is going to start at the end of this month, when we start a new month unless we close the office. If we close the office it will start now. If I close the office it starts now.

Peggy: Alright is that it?

Mark: No, we have one more Resolution, Executive order 20-06 by the governor in which he basically...

Peggy: What happened to 05?

Mark: 05 is not our concern, it does not affect the townships. This one is 2020-05, this is his executive order 06. Our Resolution is 05, the executive order which was with that in your group is the governor's 06. We are going to talk about that before we talk about the Resolution.

Peggy: Ok.

Mark: We have had 2 things happen that has caused us not to get as many phone calls. The first thing we had happen is that the utility companies being Vectren, IPL, Duke, Bargersville Water, Indiana Water and REMC have put a moratorium on disconnecting services to people. Some of them say that the moratorium is going to last until sometime in April, some of them say it is going to be ongoing as long as they feel the need for it and some of them don't say how long or how soon it will end. That has helped us because people aren't getting their utilities turned off. Then today the governor issued an executive order similar to the order that the President issued yesterday Temporary Prohibition On Evictions and Foreclosures. So, nobody can be foreclosed in the State of Indiana and nobody can be evicted in the State of Indiana as of today. So, what does that do about township assistance? It basically says to me there are other things they can come in seeking assistance for but when it comes to utilities and to shelter there is no emergency. Ok, so then it was brought to light what happens when you have that person that was already laid off and doesn't have a job to go back to and you're telling them there is no emergency because he can't be evicted and then they go 2 or 3 more months in the rear and we will only help with 30 days so they would be basically homeless. So, what we came up with which was best practice would be to have a Resolution that would allow us, WRT, because our guidelines are not that way, to have special conditions that are over and above what we have in our standards. (Mark then read Resolution 2020-05 starting with Therefore be it resolved.) What this means is where before if somebody had a \$120 bill and they lived at Center Grove Estates they would call in and they would come in every month but now they won't be coming in because they can't be disconnected and it is not an emergency but when he does elapse if the utility companies don't come up with a repayment plan, then it would come back to us. I think it is only fair that we do this and offer multiple months because we would have helped them anyway. If they meet our standards then, they probably would meet our standards now.

Peggy: Ok, question do they have to come in or can they wait 6 months later and come in and then you go back 6 months?



Mark: The way we are sitting this up to work is if they call in for assistance for March, we will take their name, their phone number, their address, their SS number and their date of birth and we will create a case. That case will be pending. If they call in in April, we will mark the fact that they called again. If they call in in May and now we can see them, they are going to be eligible for March, April and May. If they call in in May, they are only going to be eligible for May.

Peggy: Ok.

Dick: But see some of them may not call in because they are saying well, they can't do anything anyway because the governor says they can't be kicked out or can't...

Mark: Part of the neat thing about township assistance is that we make them do everything they can to help themselves prior to us helping. So, we want to know that even though they couldn't pay their bill in March, that they called to see if there was something we could do to help. We don't want them just to say well they are not going to disconnect me so I'm not going to do anything. We want them to show responsibility that they are responsible citizens and they want to pay them even though they are not going to get disconnected. So, the ones that do that and we will have a discussion with people, the ones that do that we are going to help. The ones who don't do that we are going to take a hard look at maybe not helping them as much. We are going to help for the month they qualify for, we just won't go backwards and that is my decision to make.

Peggy: I think that is being judiciary responsible.

Mark: But I like this so that we can offer individuals who really qualify more than one month help on their utilities and rent.

Dick: If they call in in March and they qualify, why wouldn't you pay it then?

Mark: Because I feel like that the utility companies are going to come up with a repayment plan that they are going to be able to handle and I think the governor is going to come out with a formula for these landlords and a moratorium of how long they have to repay their back rent, that they have to stay current on their current but what they didn't pay during the time that the governor will come up with a moratorium as to how long they have to repay it before a landlord can evict.

Dave: What about the \$1000 a month they are going to get in April and May?

Mark: That is going to count as income. We have income standards and we are not changing them. I have done everything to be as judiciary responsible for our funds as I possibly can but still knowing that we need to help those that need help.

Peggy: And help those that want to help themselves as well, I agree.

Mark: I ask that you consider that and pass that. This goes away too when the emergency goes away.

Dick: Do we have to act on 20-06?

Mark: That is the governor's executive order, does not have anything to do with our township. It is just letting you know why we are doing this.

Dick: I move to the adoption of Resolution 2020-05.

Peggy: Hearing a motion, do I have a second? I second. All in favor for approval (All Board Members said Aye, Resolution 2020-05 is approved).

Mark: I have nothing else. I think what we have done here tonight I don't know of any other reason why we would have to have a Board Meeting but if we do, we may do it by telephone.

Dave: I still think we need something done with the sheriffs I don't care what you think. You have one door closed and you have another door opened.

Peggy: I think the door closed here keeps people from walking in off the streets.

Mark: The sheriffs never use the front door Dave.

Dave: That doesn't make any difference, if they are coming in the building they are in the building and when they come in that way nobody knows.

Mark: Both of my ladies love the fact that they are in the building.

Dave: I don't have an objection to that well I do but I have quit. I'm not trying to get them out now, I might later but I'm not now. They should be checked when they come into the building as well as the man who comes in the front door, the back door should be checked also.

Mark: We don't have a way of doing it. We don't have a key to the backdoor.

Dave: That is your fault. Do they pay rent?

Mark: No.

Peggy: It's a government agency.

Mark: I would have to go back and look at the lease that was signed with Jay and I think it is No. The lease they signed with Dan Maple was No. I don't have a lease that they signed with me so it is still No.

Dick: I have a question about nobody can judge what this virus is going to do but if you're swamped and making payments are you going to have come back with a revised budget?

Mark: You never revise the budget what happens if you spend your money and you need more funds to be appropriated you will ask the State for an additional appropriation and we have done that twice since I have been on the Board or in the office. It is called an additional appropriation. It is treated like a budget hearing. You have to inform the public 10 days prior to the meeting. You will hold a public meeting and the only difference is that that public meeting also acts as your adoption meeting, instead of having 2 meetings like you do for the budget, it acts as your adoption meeting too. So, the public gets heard, the Board votes to ask for an additional appropriation and then it goes to the DGLF and they look at it and see if it meets the criteria for additional appropriation and they will say Yay or Nay for the additional appropriation. Then at that point then you spend township funds.

Dick: So, from the time you say I think we are going to need more funds until the approval, how much time are you talking about?

Mark: They have streamlined the additional appropriation at the DLGF down to a week, five business days. So, if I feel like there is a need the lead time is at least 10 days because I have to get it in the paper and then the meeting and then another week. So, it is about a 3-week process from the time that we identify that we are going to need an additional fund until approval.

Peggy: I would guess you would know that.

Mark: I would know that way ahead of time.

Dick: I would think if this thing draws on longer than any of us anticipate and we have people that are in need, that that would be a good time to spend some of that excess funds rather than on playgrounds and shelters and so forth. Does that make sense?

Peggy: Emergency funds.

Dave: That makes perfect sense.

Peggy: Is there anything from the public?

Greg: I think you are doing a good job here.

Mark: I asked Mary Lou earlier today what she thought about how we were doing things and her answer to me was it makes me feel comfortable that we have a plan.

Peggy: Absolutely. I have a question. I know we have a new apartment complex, The Gables, they are not part of WRT are they?

Mark: Yes.

Peggy: They are, ok. I know it has had major impact in our school system. Have we had a major impact in here?

Mark: They are Section 42 just like Clary Crossing and as long as they are section 42, I cannot help them with their rent. I can help them with their utilities. I don't know if we have helped anybody from The Gables yet.

Dick: How has it impacted the schools?

Peggy: Behaviorally, mentally, culture has definitely changed.

Mark: If you talk to the deputies, they will tell you they have a new place besides Center Grove that they have to run to a lot.

Peggy: Is Honey Creek apartments are they section 42 too?

Mark: No. If you look at the past annual report you will see that Honey Creek appears every year and has since they have been there. Less than it used to be but Stonehedge is another one that appears often.

Dick: Are we allowed to make questions to the staff? You have not made any comments about this. Do you think it is good or bad or what?

Mary Sue: Mark is always fair with us so I know he wouldn't do it if he thought it would hurt us, that is my feeling.

Dick: You don't see any problem with it?

Mary Sue: No.

Peggy: I would think it would only help, at least you don't have to be concerned with oh gosh I'm not there so many hours and I'm still going to be ok, right?

Mark: If there is home quarantine they could still work.

Peggy: Do I have a motion for adjournment? Do you have more to discuss Dr. Huber?

Dick: One time you anticipated that we were going to have to have a meeting before Spring Break or after Spring Break, at our last meeting that is what you said.

Mark: There is no hurry. In the last couple of weeks, I have not had time to work on how we would spend that meeting. I don't want to spend it to start with.

Dick: That was what the meeting was going to be about?

Mark: Yes, because you asked for it so we could think ahead before we got there we were going to talk about it.

Dick: So, we won't be meeting until when?

Mark: We won't meet until I call a meeting or Peggy calls a meeting or until two of you call a meeting. I anticipate calling a meeting when this health thing goes away.

Peggy: Do I have a motion for adjournment?

Dick: So moved.

Dave: Second.

Peggy: All in favor (All Board Members said Aye).