

WHITE RIVER TOWNSHIP BOARD MEETING
TRUSTEE'S NOTES
OCTOBER 1, 2019

ATTENDEES: Mark Messick, Margaret Young, Dave Pollard, Dick Huber, Mary Sue Kane and Mary Lou Habicht.

GUESTS: Greg and Annette Rainbolt

Meeting was called to order at 7:00 PM by Peggy Young. This was followed by the Pledge of Allegiance.

Peggy: First order of business is the Approval of February and September Board Meeting Minutes. Do I have a motion for discussion?

Dave: Can I have a minute please, I have not seen this. Ok, you can give a motion to approve.

Peggy: I have a motion for discussion at this time and no one said yes or no.

Dick: Let's discuss.

Peggy: Hearing no discussion, do I have a motion for approval?

Dave: Yes.

Peggy: All in favor say Aye (all members said Aye)

Dick: Which minutes are we talking about?

Peggy: Both. Ok, so both pass.

Dick: I'm going to make some comments as the secretary. I didn't know what this involved. I'm not the secretary that you had in the past. I don't know whether the board wants more details, less details, somebody is going to have to sometimes give me some direction like we don't have enough information or there is too much stuff in there. So let me know what I'm supposed to be doing. I want to earn my pay.

Peggy: I believe somebody has said as long as you have what the motion is and if it approved or it didn't approve, how many were Ayes and how many were Nays, is that correct for the minutes?

Mark: The minutes need to be a capsule of what went on in the meeting and anything that we voted on should be reported like the minutes were voted on.

Dick: Is it adequate enough just to say motion to approve was adopted and the minutes were adopted or do we have to say the vote was 3 to nothing?

Mark: If it is not unanimous then you probably ought to put in there were two votes for and one vote against. As long as everybody agrees with the vote, I think you could just say they were adopted.

Dick: Ok.

Peggy: The next order of business is the Adoption of the Budget, Tax Rate and Tax Levy for 2020.

Mark: In order to start the discussion do you want me to read the Ordinance Or Resolution For Appropriations And Tax Rates? (Mark then read this ordinance and there is the copy in WRT Board 2019 Book).

Mark: The general fund for the proposed budget is \$124,900 with a levy of \$50,000 with a tax rate of 0.0023. The township assistance budget is \$56,200 with no tax levy and no tax rate. The total budget is \$181,100 with a tax levy of \$50,000 and a tax rate of 0.0023. That is what you are going to be talking about. You have to open that, do you have a motion?

Peggy: Do I have a motion for discussion?

Dave: Yes.

Dick: Second.

Peggy: Ok.

Mark: Here is our most current, take one of each, there are three sheets, one says Township Budget, one that says Welfare Administration and the other one says Direct Assistance. Let's start with the Direct Assistance. There were no changes. Does anybody want to make any changes in those areas?

Dick: What are we comparing here?

Mark: Alright the first one is what this year's budget is and the second line is the proposed budget for the coming year.

Dick: The first column is the 2019 budget?

Mark: Right and the second column is for 2020. There were no changes, it was \$35,200 and it is \$35,200 again.

Peggy: Is there any discussion on Direct Assistance? Hearing none we will move on.

Mark: The next one we should look at is Welfare Administration. We had two changes in Welfare Administration. The only changes we had were to raise the Part-Time Assistant from \$14,000 to \$15,000, which is a \$1000 increase. And to increase the Social Security Civil Township Share from \$1400 to \$1500.

Peggy: Where is the one form that has all of the salaries?

Mark: That is the next one we will look at.

Peggy: I would rather look at that one first because that may determine this.

Mark: We can talk about both of them at the same time if you want.

Mark: Those are the only changes on that.

Peggy: Ok and we are going to hold off on that.

Mark: Yes. So then we want to look at Township and before we talk about salaries let's go ahead and talk about the rest of it. We will talk about Supplies first. We eliminated Other Supplies and moved \$250 into Operating Supplies and \$250 into Repair and Maintenance Supplies.

Dick: I'm lost already.

Mark: Look where it says Supplies. We increased 2B to \$1750 and we increased 2C to \$750 and we eliminated 2D which decreased by \$500. So it's a wash, nothing. Then on 3 Other Services. Under Professional Services which is 3A we increased that \$500. As explained last time we are probably going to talk to the attorney a little bit more next fall when we prepare our budget because of what we have to do different with our budget in 2021. We increased Insurance \$500 because we are going to have an increase. As you can see this year we have spent all but \$63 in our insurance. Next year we will have an increase.

Dave: Excuse me Mark, can you back up one? On the Professional Services does that include the attorney's fees if you use them?

Mark: If I use them, yes.

Dave: I didn't know if he was in that category. Thank you.

Mark: That is where he is. The main charges in Professional Services are your Net Results which is our computer system and attorney fees and if we use an accountant or anybody like that but we have not done that. So those are mainly just Buschmann and Net Results. Now back under Other Insurance we increased that by \$500.

Dave: Why is that?

Mark: Because we are going to have an increase again this year in insurance. I have already talked to them. They said it is going to go up about 8%.

Dave: That is on the property I assume.

Mark: That is on our liability and everything, our Workman's Comp, everything.

Dave: That does not surprise me.

Mark: So those are increases. Now let's go back up to the top. I will kind of let Dave drive this a little bit. I had a discussion with Dave during the week and he made the suggestion that I should increase the Board's pay if I was going to increase the Trustee's pay. So what I did was I decreased what I had requested originally from \$39,000 to \$38,400. I left the increase in for the clerical help of \$1000. I left the increase in for the part-time employee for \$500. I increased the Township Board by \$600. I kept the total in that area at \$68,000. That is the Proposed Budget.

Dick: When we are talking about increases in wages and salaries. I did not bring my calculator but shouldn't we be talking about what percent increase that is?

Dave: No.

Dick: Why not?

Dave: If I am an employee that makes \$1000 per year, this is all hypothetical, and you're an employee who makes \$10,000 per year. If you go by percentage of 10%, how much money do I get for \$1000? What I'm trying to say is percentage will not work when you have an unbalanced starting point because percentages work well by what values they are applied to.

You're going to get more money if you are the higher pay then you are going to get if you're at lower pay. My suggestion, in fact you said you lowered yours by \$600?

Mark: I lowered mine by \$600 and increased yours by \$600.

Dave: Which means we each get \$200 apiece. Which means you still get \$600?

Mark: No I get \$1320.

Dave: How did you get that?

Mark: Because originally it was \$39,000. So if you decrease mine to \$38,400. If you decrease mine \$600 from the \$39,000 requested, that comes up to \$38,400.

Dave: Did you increase yours to \$39,000 even?

Mark: Yes.

Dave: And it was \$37,080?

Mark: Yes.

Dave: That is \$1200.

Mark: It is \$1320.

Dave: Oh, you're right. Well that makes it even better for me then. So that means if you give up \$600 to us which is \$200 apiece, you're still going to get \$1320.

Mark: Right.

Dave: If you want to apply percentages Mr. Huber, what is \$200 compared to \$1320, what is the percentage on that?

Dick: I didn't bring a calculator. So we're talking about how much increase is in the trustee's salary?

Dave: \$1320 for him and \$200 for you. If I'm not mistaken that is about 600%.

Dick: His increases to \$1320. And I want to divide that by his starting salary which is \$37,080. So that is a 3.6% increase.

Mark: 3.55%. It comes out that the board gets an increase of 5.5% approximately, and I get an increase of 3.5% if you're looking at percentages. If you're looking at dollars, the total board goes up \$600 and the total trustee goes up \$1320.

Dave: That means out of the \$600, you get \$200.

Dick: Right.

Dave: And he gets \$1320. That is the part I'm saying, if you want to apply percentages, apply the percentage to that.

Peggy: I see it is as a quarter, I don't know where you are getting the 50% because you have to look at it individually, not as a whole.

Mark: If we are looking at the increase in Township Board it goes from \$7,200 to \$7,800.

Dave: You're approaching it from one driveway and I'm approaching it from the other.

Mark: Dave, like I said, whatever you guys decide is what you decide.

Dave: I would be much happier if nobody got a raise.

Mark: That is an option.

Peggy: That is a discussion we need to have. I came in here not even thinking that we would be sitting here thinking that the Township Board is going to get a raise. I am kind of shocked. I was also coming in here to talk about how you know when we took this position I was not looking to see what I was going to make. I was giving as a civil servant. I was going to give my civic duty as being on a Township Board. I would think that this is not a lifelong job, this is a part-time position and I feel like if we start looking at our salaries and thinking we should increase them then we need to move on because this isn't where you should be. This isn't a full time job. If we are concerned with people who want to run for this, if they look at that salary and know it is part of the money of our taxpayers and they don't like that they would be making \$37,000 part-time, then they are not going to run. So I'm not happy in increasing the Trustee, I'm not for it. I'm not happy about increasing the Township Board. I'm fine with increasing the clerical. That is my discussion that is my opinion, anyone else?

Dave: I think you got mine didn't you?

Dick: See Dave what I look at when you start talking about increases if that is what is asked for, I look at percentages and apparently I'm not on the right track.

Dave: I'm not saying you're on the wrong track, I'm saying we're on different tracks.

Dick: What he has proposed is if we get an 8.3% increase.

Mark: No.

Dick: If you get \$600 compared to \$7200 is an 8.3%.

Mark: \$7800 versus \$7200, I don't know what the percentage is. I think it is 5.5.

Dick: A \$600 increase, divided by \$7200 equals 8.3%. We would be giving ourselves 8.3% and we would be giving clerical help 7%, and we would be giving the trustee 3.6%. It is like if somebody ever says how did you ever come up with those numbers, I just don't see the rationale.

Dave: I think I made this statement in our last meeting and I'll make it again. I think I have been on this board for what 8 years or 12 years? Two terms with you and one with Jay.

Mark: 9 years. You weren't on the board with Jay.

Dave: You're right, so 9 years. At each of our meetings that we have had I suggested that we lower Mark's wages. But according to Indiana Law which I did not check on but I believe what I was told, we can't lower his wages unless he agrees to it. I know of very few people who control their own salary. So to say we are going to vote for a raise, I'm saying if we do vote for a raise I would like it split this way, that we get a raise as well as everybody else. If I don't get a raise I don't care and I don't want anybody else to have one either.

Dick: Then that puts us in the category of determining our own salary then like you said.

Dave: No it doesn't.

Dick: We are giving ourselves a raise.

Dave: We are not giving ourselves a raise, well yes we would be in a sense but what we are voting on is the total figure. I'm just saying if we did authorize a raise, it would be split that

way. I'm not saying we would give ourselves a raise; it just happens that is the way it would work out. You want to give him \$1320 and give you nothing?

Dick: Well because I was expecting nothing when I came in. I was expecting nothing when I started.

Dave: Well I did too tell you the truth about it.

Mark: That is Peggy's point of view.

Dave: That is exactly what I felt when I started was nothing but I'm saying again, if we are going to give anybody a raise let's give everybody a raise. Otherwise we give nobody a raise. That is my opinion, except for the clerks, I do agree with that.

Peggy: Any more discussion?

Dick: Are we talking about just the township or all three of these?

Peggy: We are talking about the salary.

Dick: That is all we are talking about now?

Peggy: A discussion which will feed into those if we agree to the increase.

Dave: Yes we are just talking about salary right now.

Dick: So if a motion is made now on specific...

Peggy: Well we can make a motion and do it for the Trustee, we can make a motion and take a vote on clerical help and we can take a motion on Township Board.

Dick: We can lower it, but we cannot raise it.

Peggy: Do I hear a motion on salary of the Trustee?

Dick: Can any of the 3 make a motion?

Peggy: Yes. I make a motion that we vote. Who seconds?

Dick: You make a motion that we what?

Peggy: That we are going to vote on the salary of the Trustee?

Dick: Ok, I second.

Peggy: All in favor of increasing the salary of the Trustee to \$38,400 say Yay,

Dick: Yay.

Peggy: All in favor of saying no say Nay.

Peggy: Nay.

Dave: Nay.

Dick: Is that one Yes and two No's?

Peggy: Correct so the motion does not pass.

Dick: So no increase?

Peggy: Correct. Do I hear a motion to vote on clerical help from \$1400 to \$1500? Do I hear a motion?

Dave: I make a motion.

Dick: I second.

Peggy: All in favor to increase? (Dave, Dick and Peggy said Aye). We have 3 Ayes, the motion passes. Do I have a motion for the pay of the Township Board to go from \$7200 to \$7800?

Dave: Yes.

Peggy: Do I have a second?

Dick: What was the motion?

Peggy: For the pay of the Township Board.

Dick: To increase?

Peggy: To go from \$7200 to \$7800. Do I have a second motion to vote?

Dick: Yes, I second.

Peggy: All in favor of increase? (Dave said Yay). All against? (Dick and Peggy said Aye). That does not pass with one Yay and two No's.

Dick: Will you summarize what we just did?

Peggy: Yes. So what we did we did not pass the salary increase for the Trustee, we did pass the increase for the clerical, and we did not pass the increase for Township Board. For the part-time employee from \$1500 to \$2000. Do I have a motion to vote?

Dave: Let's have a discussion.

Peggy: Ok. Do I have a motion to discuss?

Dave: Yes you do.

Dick: Yes.

Peggy: I have a first and a second.

Dave: What does this cover?

Mark: The custodian.

Dave: That's all?

Mark: Just the custodian. She is part-time. Sometimes she works more and sometimes less. If I had to replace her I could not begin to replace her at the rate that we pay and I think that there is a chance that she will no longer be working for us.

Peggy: When someone uses this room do they have a fee or anything for cleaning up?

Mark: They clean it themselves. They sweep.

Peggy: She doesn't have to come in and clean up after them?

Mark: No but when she cleans the building this is part of the building that she cleans.

Dave: You say she does the cleaning?

Mark: Right.

Dave: If you decide that more needs to be done, you just ask her to do it?

Mark: Right, she would work more hours.

Dave: And she gets paid for that too then.

Mark: At the rate.

Dave: Same rate?

Mark: Same rate of \$14.00 an hour. But the thing is Dave she works as you can see right now she is right on budget, no she's not. She is at 50% of the budget and we are at 25% so we are not going to spend her whole amount this year but if I replaced her and instead of having somebody come in every other Sunday, they would want to come in probably every week and it would be a problem.

Dick: They don't tell you how often they come in do they? You tell them don't you?

Mark: Well we tell them what needs to be done and ask them how often they would have to do it. Her coming in every other week, sometimes it gets to be pretty close that we need her here. If she doesn't come in we call her and say hey, are you going to come in, we need it cleaned. We spend less in that area than anybody I know for a building of this size. If we went by the square foot price on doing something like this I think it would cost us around \$6000 a year for a cleaning service to give us every other week cleaning.

Dick: So you're under budget now.

Mark: Yes and we hope to stay under budget.

Dick: If she stays you may be under budget with the increase.

Mark: We would be under budget again.

Dick: But if she doesn't stay then...

Mark: We would probably be coming back asking for additional monies in that area.

Dave: There are a lot of people looking for jobs.

Mark: This is a very part-time job. As you can see we only budgeted \$2000 for the whole year.

Dick: Which is easier for us to increase something \$500 or not increase it and then have to come back later on and take it from someplace else?

Mark: We couldn't take it from someplace else.

Dave: If you increase it, it doesn't make a difference anyway I don't think.

Mark: We don't have to pay it.

Dave: You don't have to pay it just because you increase it. It is just there if he needs it.

Dick: Right.

Dave: It is not saying that we are going to spend that but we could if we have to and we have to put our trust somewhere. So I would go with it.

Peggy: Do I have a motion to increase...

Dick: I move to increase the part-time by \$500. Is that what you are looking for?

Peggy: Yes.

Dave: I second.

Peggy: All in favor? (All 3 Board Members said Aye). Motion passes 3-0.

Mark: So what we are actually doing on the Ordinance or Resolution so far, we are decreasing the Adopted Budget from \$124,900 by \$1920, so that would make the Adopted Budget for the General would be \$122,980.

Dick: If that is all we are changing but we may change something else.

Mark: Well that is what I'm asking, are you changing anything else?

Dick: We haven't decided that yet.

Mark: Ok, I'll sit back down.

Peggy: Those were the only two things that we were going to discuss; do you have something else that you want to change?

Dick: Well I don't know. This may not be the proper time to bring this up. But when you talk about Professional Services, you know you may need more for an attorney. Am I guessing right or wrong that there may be some other townships that have excess also that they are going to have to do something with next year?

Mark: There are a bunch of townships that do.

Dick: Ok, when you ask an attorney to find out what we can and cannot do...

Mark: Based on Indiana Code, not what the other townships are doing.

Dick: But why should each township be paying an attorney to find that out?

Mark: Because they don't know the law.

Dick: But why shouldn't there be one attorney for many townships that does the research?

Mark: Because Stephen Buschmann charges us by the minute and he is basically the township attorney for a lot of townships and that is why he only charges that much. When we used Steve Watson if we called him it started at \$225.00 whether we used him for an hour or not, that was the minimum.

Dick: So Buschmann then is working with other townships also?

Mark: Right.

Dick: So when he researches and says here is what you can spend it on and cannot spend it on, he is not doing it just for us?

Mark: He is doing it by Indiana Law. Not by the township.

Peggy: But he is not going to say WRT is paying me and whatever research I have I am going to give to all of the other townships. You would have to pay him if you were Pleasant Township for that information.

Mark: Right but the reason he charges so little, Dr. Huber.

Dick: Does he charge by the hour?

Mark: He charges by the minute. You can see on our bills sometimes it 10 minutes, 11 minutes, whatever.

Dick: But Peggy if he does research for us and charges by the minute, then when he goes to another township he has already done that research.

Peggy: If it is specific to what they are asking.

Dick: If they are asking what can we spend this money on and what can we not spend it on.

Peggy: He may say I did this research and it took 20 minutes so you owe me this and I will give it to you. I don't know how he does it.

Mark: I just know that he is extremely fair and I have only put in a small amount of money for probably some work that he is going to have to do for us.

Dick: I just don't want us to spend money on an attorney that is doing research for just us when there are many townships that is going to go thru the same thing.

Mark: He is an Indiana Township Association attorney. He knows all the laws and he has already done that for the Indiana Township Association so when he deals with us as individual townships, most of that research is already done and it is just a matter of him applying it to our questions. That is why he only charges by the minute. That is why a lot of times our bills are less than \$100.

Dick: Are you wanting a motion to adopt the budget as amended?

Peggy: How much did you say, \$122,980?

Mark: The Adopted Budget for the General would be \$122,980. What I don't know is what that tax rate will be but when I get a clean form I will give you guys the clean form to sign. I'm going to have you sign this tonight and then I will get a clean form and bring it around for everybody to sign, ok?

Peggy: So you want us to sign one right now?

Mark: If you adopt it.

Peggy: Ok.

Dick: Are you ready to make a motion to...

Peggy: Yes, I'm ready for a motion, you tell me.

Dick: My motion would be that we adopt the budget as amended.

Peggy: Ok, I'm hearing that. Let's vote on it. Hearing it, let's move to approve it. All in favor (all board members said Aye). Motion passes. So now we can sign it.

Mark: We need to change that bottom number. It comes up to \$179,180.

Dick: We are signing it knowing that that tax rate will change.

Mark: When you sign your copies you need to initial where we crossed things out and then sign how you approved or denied. Just initial where we made changes. Those will remain as part of our permanent record but you will get a clean copy to sign too because we have to send a clean copy electronically to the DLGF.

Peggy: Moving on to the Trustee's Report.

Mark: I gave you the Annual Financial Report. That just tells you that we are in good health and that we have \$612,884.81 in all of our accounts as of tonight. You can go thru there and look at things and if you have questions we will have another meeting in December. The other thing I gave you was our information as to what has been going on as far since we last met. Since we last met we approved \$1207.00 in Assistance. We only had 2 actual appointments out of 12. That just shows you what we have been doing. As the Trustee I would like to thank the Board for allowing me to present a budget and you guys adopting the budget. We will do this again next year and next year it will be a little more exciting because there will be a lot of things that

we will have to do and we may have to have a meeting in August so that I can get your input before I even start the budget. We used to do that and then we got away from that. I will probably call a meeting in August so we can talk about the budget before I start the budget process. We will have a meeting in December and do you want to set that tonight?

Peggy: Yes.

Mark: Normally that meeting is during the day, it is a morning meeting and we have breakfast.

Peggy: Would Monday, Dec. 23 work?

Mark: What time, 9 o'clock?

Peggy: Monday, Dec. 23 at 9 o'clock.

Dick: What is the purpose of that meeting?

Mark: Dr. Huber you have not done this before, we will adopt our standards for 2020; we will adopt the salary resolution for 2020; I will present to the board anything that we moved around in our budget in order to pay bills if we didn't have enough money whether we went over or under, any monies that I moved from one category to another and that is just in the form of a letter; you will sign a nepotism policy for both employment and contract; you will sign a deal saying that we have internal controls; you will establish an oversight committee.

Dick: I have no idea what any of those forms mean.

Peggy: You will know. Ok. Do we have a motion to adjourn?

Dave: I make a motion to adjourn.

Peggy: Do I have a second?

Dick: You can second.

Peggy: I second.

Mark: You're adjourned.