

WASHINGTON TOWNSHIP ADVISORY BOARD

1030 NORTH LINCOLN STREET SUITE 1400

GREENSBURG, IN 47240

ADVISORY BOARD MINUTES

April 11, 2023

Attendance: Bev Rivera- Trustee
Randy Hoeing- Advisory Board Member
Angie Morrow- Advisory Board Secretary
Jim Stewart- Advisory Board President
Danny Peters- Public
Merrill Smith- Public
Jaime Rivera- Public
Lori Garringer- Trustee Clerk
Kathy Verseman- WTRE 1330

The meeting was called to order by Jim Stewart at 5:00 pm asking everyone in attendance to stand for the Pledge of Allegiance.

Previous minutes from meeting held on February 21, 2023, were available for review. Randy made a motion to approve the minutes. Angie seconded the motion. Jim stated that everyone who approves signify by saying aye. Randy- Aye, Angie- Aye, Jim-Aye.

○ **Old Business:**

- **Brand Renew Invoice update from Lora Williams:** Lora Williams was not able to attend. Lora still has not heard a reply from her letter.
- **Envoiy contract- update from Lora Williams:** Lora is in the process of drafting a letter to discuss a couple options for the contract. 1. Get out of the contract completely 2. Agree to the \$54,000 and complete the Lake McCoy clean up.
- **Payroll tax update:** It has been discovered that the state unemployment taxes for many quarters during the last 4 years have not been paid. From the 4th quarter of 2020 forward has now been caught up. During this time of non-payment, due to the lack of response of many attempts of communication to the Trustee Office, the account had gone inactive. (There was no response from the Trustee Office to requests made by the state, no reports filed, and no payments made causing the inactive status). Bev has had to complete paperwork with the state to become active again. There are two ways that a government entity can do state unemployment: 1. They can be taxable where the office pays for all the employees (elected officials do not have taxable wages for unemployment). 2. Reimbursable: that is where quarterly is not paid. Income is still reported. Nothing is paid until employee files unemployment claim. Further discussion needs to take place prior to deciding best route to take. Currently the office is considered taxable. In December, paperwork can be filed to change to reimbursable. Jim asked for the amount that had to be paid to be current. Bev stated that 7 amendments had to be made to the paperwork in arrears: Christian was included on the unemployment tax. He had to be removed. It was found that they were using Net Wages instead of Gross Wages. All the corrections were made and total that is owed is \$2920.96. This does not include any penalties nor interest. There is a possibility of a credit due to having Christian's wages reported (7 quarters). Jim asked if the office does decide to be Reimbursable, how is that payment made? Lori stated that you would have to pay the bill of Maximum of \$390 per week for 15 weeks- the length that unemployment can be drawn. Discussion that taxable may be the less expensive way to precede. Lori said that \$9500 gross wages are taxable. For a governmental unit it is usually .5%- .6% on the first \$9500 a year. Because we were delinquent the state was

charging our office 7.1% on the first \$9500. All other tax filing has been amended and current. We are final with state. US Treasury has received all 16 payments. 10 of the 16 have been processed. We are at \$48,837.23 of penalties and interest with 6 payments still pending. There is not a breakdown of how much is interest and how much is penalties. Interest is accrued at 7% a day. There is a form that will give abatement on the penalties. Bev will investigate that. Interest will be paid. Bev will check and see if payment on the interest can be made before the 6 other payments are being processed.

- **Contract Meeting with Mayor and Fire Chief:** Bev and Randy met with Mayor Marsh and Fire Chief Stoermer to discuss fire contract and equipment. In discussions, the chief spoke of the possible sale of the current brush truck (1990 Ford) and possibly combining the slide in unit with one of the trucks that the city has, there is already a list of people interested. A fireman that is the head of the truck committee spoke about possibly buying a new brush truck. Bev asked that he get with the chief for consensus and get back with her. Other discussions were about insurance (the city will continue to insure them-the Trustee office will reimburse the city), dollar amount of contract, request for asset listing of major equipment they have that belong to the township (at least worth \$1,000), maintenance logs and 2 items the fire department wants done to the truck (reflective stripes and adding Greensburg to the trucks). There has been discussion of the reflective striping on the back of the trucks. It is not up to code. Bev has found a document from when the trucks were manufactured. The former Trustee had signed releasing the manufacturer from liability and he assumed liability. Bev does not want that liability. She ok'd the fire station to have correct striping installed (\$4000). The township has a credit with the fire department (refer to 2022 financial report). That money could be used toward this striping. Bev asked the chief to get a quote to have "Greensburg" added to the trucks. As for the dollar amount of the contract, the city put together a breakdown regarding compensation for the firemen. Copies were handed out at the meeting. It will be attached. This is based on three firemen for township operations. No one is sure how this number came to be but has historically been used as a basis for the contract. If possible, the fire department would like to see the township get to \$266,963 by the end of 4 years. More discussion needs to occur. Jim asked if anyone has done any sort of analysis such as the number of runs made inside Greensburg versus the number of runs inside the township. Randy said he would work on getting that information. Jim said he thinks that would be something worth looking at to determine services provided versus 3 firemen. There is not a scheduled meeting with Mayor Marsh and Chief Stoermer. Bev did make them aware of the 4-11-23 meeting, there was an amount in the budget (which will be discussed later in the meeting) that could be a step closer to what they feel is an appropriate amount for financial support. This budget shows that fire is 72% of the office's total budget. Bev did let them know that we need to act conservatively this year and next due to the impact of the lack of tax levees.

Jim asked the board if they had any more old business.

- **New Business:**

- **Cemeteries - open bids for lawn care contracts:** Bev and Lori visited all the cemeteries. The larger cemeteries that have been regularly maintained are in good shape. Each one has a fence row that needs to be cleaned up. The smaller cemeteries: 1 is located on the property of Jim Kramer. He has been maintaining that one, mowing, repairing stones with Russell Wilhoit. It is in great shape. He said he would continue to do so without reimbursement. 2 is located on Riedeman's property. It could use some clean up and maintained. It is accessible- there is a path to it. 3 is in Rieger's field on Vandalia Road. It's in poor shape- broken stones, stumps, tree branches down and tall grass. The cemetery bids were broken down into 2 different bids- 1 the two larger cemeteries that

will need to be maintained weekly and 2 the smaller cemeteries that need extensive care. The smaller would need 2-3 days' worth of cleaning. Russell Wilhoit said he would use his funds to repair stones. Jim asked where his funds come from. He is given \$5000 a year from the county. There were 3 people to put in bids. Bids were opened and discussed. (Last year cost \$11,100) Bid #1 was Russell's Yardwork in the amount: Sandcreek Cemetery \$18,920, Springer \$4,880 (\$23,800 total) and small cemeteries are \$1,050 each (\$2,100 total). Bid #2 was Evergreen Lawn Care: Large cemeteries \$25,168 and small cemeteries \$5,600. Bid #3 John Hughes: Large cemeteries \$7,500 and small cemeteries \$2,600. Each provided their certificate of insurance with the exception of Russell's Yardwork. Angie made a motion to award John Hughes the bid for the 2 larger cemeteries in the amount of \$7,500. And award Russell's Yardwork the 2 smaller cemeteries in the amount of \$2,100 with a certificate of insurance. John Hughes will be awarded the bid if he cannot provide it. Randy seconded motion. Angie-aye, Randy-aye, Jim-aye. Bev will contact John Hughes and Russell's Yardwork.

- **Lake McCoy Clean up Discussion:** A group met and looked over the Lake McCoy properties. 2 residents joined them for discussion. 1 resident is upset nothing has been done with the properties. She is frustrated because she is trying to sell her property and the surrounding property conditions are not helping her with that. They walked around and found all the properties. Bev feels the buildings are unsafe and need torn down. They are a safety hazard. The bus monitor from that area called and said the children play in the abandoned trailers and houses all the time. The township can do nothing about the trailers, but the township owned buildings can be torn down. Bev is still waiting on communication on the Envoy contract. If the township must pay the \$54,000, then we should do so and have them continue to clean up. Bev feels we should do that. Thought on how to pay for that is there should be approx. \$55,000 in interest income from the trust fund account. Randy asked if we don't have to honor that contract, we could get bids (possibly cheaper) for the cleanup. Bev said she spoke with Lora Williams asking her to confirm that if the contract is not enforced what are the next steps legally.
- **Fire truck titles and registration:** The title for the brush truck has been found. In looking for that, they started looking for the titles for the new firetrucks. The office thought they were being held at Napoleon State Bank, who holds the lien on the trucks. Napoleon State Bank contacted the office asking for the titles- they were never turned in. Bev then got in contact with the BMV. Upon further investigation, the new trucks have never been titled or registered. Bev is now working on getting them titled and registered. She has filed a certified record search. That could take 4-6 weeks. Once that comes back, Bev has other forms that are ready to go- she had to have a police officer verify VIN and Odometer reading. Next will be to get a court order to receive those titles due to the amount of the vehicle and the time that has elapsed from purchase until now. These will be added expenses. An attorney must be used for the court order. She asked if these trucks need to be pulled off the roads. The mayor, fire chief and Lora Williams all said no. There are proof of ownership papers that can be furnished if needed.
- **2023 Budget and YTD Transactions:** The budget resolution to amend the 2023 Washington Township Budget and salary ordinance was given to the Board via email. The budget was discussed. The new budget is \$708,178.83. Currently there is \$43,000 for township assistance in the budget. Last year, money spent on township assistance was \$175,000. For this budget to pass there will have to be additional appropriations of \$75,628.46 for the general fund. Cum fire would need additional appropriations for \$28,725.94 to cover the firetruck payments. Additional appropriations can be discussed at the May meeting for a public hearing for the appropriations. Randy made a motion to accept the budget changes. Angie seconded. Angie-aye, Randy-aye, Jim-aye. The board signed that it was approved.

- **Township owned tornado sirens:** The township has 2 sirens and a system control panel were purchased and never installed. They are still sitting at the manufacturer. Brad Speer is working on a county wide plan for the sirens. It is the hope that he will purchase the 2 uninstalled sirens for this project.
- **Bank Accounts:** Currently there is a checking account, debit card account, money market account and a trust Indiana account at Napoleon State Bank. Basically, the money market and trust Indiana do the same thing. The money market is currently making .3% interest where the trust Indiana account is making 4.8. Most of the money is kept in the Trust Indiana account. They would like to discuss closing some of these accounts, due to it being confusing and easy to make mistakes in the accounting software when you have so many accounts. Different screens default to different banks. And you must remember to go back into the screen and change banks. Bev was asking to close the money market account or keep it at the minimal balance of \$2500. The second item is closing the debit card account. Suggestion is to have a credit card on the checking account. Lori stated that between the 4 accounts last year, there were 170 transfers between accounts. One transfer was \$300,000 from money market account to debit card for 3 months. So, there was 0 interest drawn on \$300,000 for 3 months. Bev will create a resolution to close these accounts. It will be reviewed at May's meeting.
- **Discontinue using old email accounts and only use Great Plains:** Lora came into work one day and her computer was on with a mail app open on the screen. It would not let her close or change the app. Someone was typing behind her as she was working on trying to close. After much investigation, Lora found that the Frontier email had been hacked June of 2020 and was not secure. McAfee said that the information had been stolen and was on the black web. Frontier will no longer be used. Great Plains will have 2 accounts: one for business and the other for township assistance.
- **Jim Stewart sign PERF paper updating our contact information:** Jim needed to sign due to PERF request for Bev to state she is the Trustee of Washington Township.
- **Randy asked if there had been more activity with the state board of accounts since the last meeting:** The state investigator has been to the office and requested a box of information and took it to review. He has one item he needs to get from Jim. He is the first level of the investigation. He was only investigating certain transactions. Then he will pass it on to a team of 2, that does the next level of investigation. They will look at everything for all four years. This is not an audit; it is an investigation.
- **Next meeting is for May 23rd at 5:00pm.**
- Jim opened the floor for discussion.
- Angie made a motion to adjourn the meeting. Randy seconded. Randy -Aye, Angie -Aye, Jim - Aye. Meeting ended at 6:23 pm.

Jim Stewart, President

Angie Morrow, Secretary

Randy Hoeing

Date of Approval

