

WASHINGTON TOWNSHIP ADVISORY BOARD

1030 NORTH LINCOLN STREET SUITE 1400

GREENSBURG, IN 47240

ADVISORY BOARD MINUTES

May 23, 2023

Attendance: Bev Rivera- Trustee
Randy Hoeing- Advisory Board Member
Angie Morrow- Advisory Board Secretary
Jim Stewart- Advisory Board President
Rueben Cummings- Township Accountant
Sandy Nieman- Public
Emily Verseman- WTRE 1330
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 April 11, 2023, were available for review. Angie made a motion to approve the minutes. Randy seconded the motion. Jim stated that everyone who approves signify by saying aye. Randy- Aye, Angie- Aye, Jim-Aye.

○ **Old Business:**

- **Envoy contract:** Letter has been sent. They responded saying they have received the communication and would send a written response. No other update currently.
- **Lake McCoy Trespass:** Bev had driven out to Lake McCoy properties. She found one of the residents was using one of the properties to store vehicles. Bev reached out to the resident and asked him to move his belongings for legal purposes. In discussion with Lora Williams, activity cannot move forward on the properties until the Envoy Contract issue is resolved. Once that is complete, then the office can move forward with preparing to sell these properties. There are already 4 individuals that have reached out to possibly purchase these properties. There is interest. Randy questioned what process there would be to sell these properties. Lora Williams advised Bev that they would have to be sold through a sealed bid or auction when the time comes.
- **Clean up of mobile home park:** Bev has found that in 2021 a letter was sent to the owner of the mobile home park saying if she did not clean up the property that the office would hire someone and clean it up. The letter was ignored. The previous trustee hired someone to do the clean up for \$28,000. Effort to collect those funds was not pursued. The office is investigating what can be done to collect those funds now. Jim asked if that was something that could be added to the property tax assessment. Bev stated that is not the current owner. But she will investigate if there is anything that can be done. Jim stated that he was unaware that this activity took place.
- **Payroll tax update:** 10 of the 16 returns have been processed. The office was at \$54,000 worth of interest and penalties. The case worker that was assigned to this case had passed it on to another case worker due to lack of response. All the returns that were filed in Dec. 2022 were filed with the wrong address. Therefore, any correspondence that is tied to those returns are not being received by current trustee. Bev has been calling, asking for updates and request address change. State unemployment taxes are complete and paid with a total of \$6,000. Everything is current.
- **Firetruck titles and registration:** Documents are back from the DMV with clear titles. Now that and all other documentations have been submitted to the judge on May 12, 2023. There has not been any word currently. Reflective striping is complete on both

trucks for \$3,500. Adding "Greensburg Fire" to the side door of the truck is the next project. The invoice for the new door images will have the credit that is due to the office for the fire training applied. (\$1,800 from 2022)

- **Cemeteries:** The last meeting, bids were awarded with the small cemeteries being awarded with condition of proof of insurance. Russel's Lawn Work opted not to get the insurance; therefore, John Hughes was awarded the small cemeteries as well. All contracts have been signed.
- **Katie Farrell:** She is Russell Wilhoite's protegee. She has been working with him on repairing and resetting stones. She will be meeting with Bev on June 7th to discuss possible repair of stones in Washington Township District. The main concern would be the cemetery that is on Rieger's property. That is the one in the worst shape. There is \$5,000 in budget in cemetery fund for this activity.
- **New Business:**
 - **Adopt Credit Card policy and close bank accounts:** Each member was given a copy of the new policy proposal. Everyone had reviewed it. Jim asked if there were any questions. There was motion by Angie to adopt the credit card policy. Randy seconded. Jim stated that everyone who approves signify by saying aye. Randy- Aye, Angie- Aye, Jim- Aye. Motion passed. The closure of the bank accounts had already been voted on last meeting and proposal just needed signatures.
 - **Capital Assets Policy ready to adopt:** Discussion was held at the last meeting about the policy. Jim asked for a motion to accept the policy. Randy made the motion. Angie seconded. Jim state that everyone who approves signify by saying aye. Randy- Aye, Angie- Aye, Jim- Aye. Motion was passed.
 - Current Financial Report was reviewed. All resolutions should have had a number. Those were assigned.
 - **Establish a small pantry in the office:** There is a great need for daily needs. Bev spoke with Gleaners and said if there was anything left over at the end of the distribution day, that could be stored at the office. He suggested that she create a list of items that she could use every month with a figure in mind and he could support that. Bev stated that it would have to be non-perishable items and Agape could possibly use perishable items. She would not want to keep a "Food Pantry" kind of supply. But she is willing to keep it for immediate assistance for people coming in asking for support. No furnishing need to be purchased at this time because of donations from Jim Stewart's office and the courthouse.
 - **Additional Appropriations:** Rueben gave a quick backstory for the need of appropriations with the budget cuts and previous years budget amounts. The additional appropriation 2023-05 is for \$228,726 for CUM Fire for capital outlay and for services and charges under the general fund for \$75,628. These are under the new budget that was approved at last month's meeting. Jim asked for a motion to accept these appropriations. Randy made the motion. Angie seconded. Jim state that everyone who approves signify by saying aye. Randy- Aye, Angie- Aye, Jim- Aye. Motion was passed. Appropriations were signed.
 - **CUM Fire:** Rueben discussed revenue for CUM Fire. This will move the rate to 0.333. Jim asked for a motion to accept to make appropriations to increase rate on CUM Fire. Angie made the motion. Randy seconded. Jim state that everyone who approves signify by saying aye. Randy- Aye, Angie- Aye, Jim- Aye. Motion was passed. Appropriations were signed.
 - **Jim asked for any additional new business**
 - **Emily commented that many families are more than likely to lose their covid approved Medicaid. Just awareness that there may be an increase of help needed by the office.**
 - **Bev discussed some people the office was able to help throughout the month and other offices that they had worked with.**

- o Angie made a motion to adjourn the meeting. Randy seconded. Randy -Aye, Angie -Aye, Jim -Aye. Meeting ended at 6:42 pm.

James D Stewart Jim Stewart, President

Angie Morrow Angie Morrow, Secretary

Randy Hoeing Randy Hoeing

7-11-2023 Date of Approval