

WASHINGTON TOWNSHIP ADVISORY BOARD

1030 NORTH LINCOLN STREET SUITE 1400
GREENSBURG, IN 47240

ADVISORY BOARD MINUTES

July 11, 2023

Attendance: Bev Rivera- Trustee Randy Hoeing- Advisory Board Member
 Angie Morrow- Advisory Board Secretary Jim Stewart- Advisory Board President
 Lori Garringer- Trustee Clerk Bill Rethlake- Greensburg Daily News

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 May 23, 2023, were available for review. Bev had made some updates with correct information that was not available at the last meeting. Updates were discussed. 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:**

- o **Update on Envoy for Lake McCoy properties; progress on cleanup set meeting to open bids:** Envoy responded to Lora Williams' letter with a counteroffer of \$25,000 to close the contract. Lora responded with the contract is not valid for current trustee. There will not be any further payment or correspondence from our township. So, the office will be accepting new bids for the clean up of the Lake McCoy property. Bev passed out a listing what needs to be done to the properties. She would like to present this to everyone posting a bid for the cleanup. She asked the board to review the scope of work and work required for the cleanup. Angie made a motion for the office to proceed to collect bids for cleanup. Randy seconded. Randy-Aye, Angie- Aye, Jim- Aye.

- o **Update on IRS:** Information was handed out on penalties and interest for the 16 returns that were filed for payroll taxes to the IRS for 2019 to 2022 that were filed on 12-31-2022. The IRS has not reviewed all of them currently. The biggest penalty will be for failure to file. That is \$1500 (x15) every quarter. Penalty total at this time is \$34,553 according to the office's spreadsheet (items which the office has received a letter on). The IRS gave a quote on 7-11-23 of \$56,582.43. This number, however, should not include 2 payment which the checks have cleared the bank. Documentation of these checks will have to be turned in to have the payments credited. Bev has sent an email to Senator Young asking for assistance since there is no money in the budget to cover these penalties. His office has responded and sent in her request for assistance to the IRS. The township has been assigned an advocate in Terre Haute to help with the tax situation.

- o **Update on fire trucks- titles and reflective striping:** Reflective strip is complete on both trucks and has been paid for. The chief is not working on a layout plan for the lettering on the doors. Now for the titles, Lora has received the paperwork for the titles. However, one was denied due to the VIN number having the letter O instead of the number zero. Which it was handwritten, so Lora will be reapplying for the title (it must go through the whole process again).

- **Fire Contract:** There was a premeeting that Randy and Jim attended. Randy gave information on the amounts that was discussed and how the numbers were established. The budget allows for the fire contract, firetruck payments and equipment purchases. This year's payment for the contract is \$160,000. Randy made a motion to move forward with the city for the fire contract to be \$160,000 for 2023 and 2024 based on the percentage of runs made in the township (8%). Angie seconded. Randy- Aye, Angie- Aye, Jim- Aye.

- **New Business:**

- o **Milage travel policy:** Bev had quite a bit of milage for training. Bev reached out to state board of accounts, they suggested that the township created a Milage Travel Policy. Bev sent this out and it was reviewed by the members. Jim asked if there were any

questions concerning the policy. There were not. Angie made a motion to accept the Milage Travel Policy for the township. Randy seconded. Randy- Aye, Angie- Aye, Jim- Aye.

- **Conflict of Interest Form:** As a trustee, Bev is not allowed to hire any family members to receive an income for the township. When Bev very first took office, Jaime had facilitated her getting office equipment from a company in North Vernon. He had paid for the equipment. The township then reimbursed Jaime Navarra for these purchases. No income was earned. She has all the documentation of the reimbursement. The board reviewed the documentation, and it will be filed with the state board of accounts.
- **Township Insurance Policy:** Encore Insurance is the township's providers. Bev has decided to stay with them. There is one policy for \$207 that will cover \$17,000 on office contents. Bev and Lori discussed raising the \$17,000 to \$20,000. One policy is \$294 is an auto policy. This covers the clerk and Trustee when on the road covering township business. It is required. The main liability policy is \$1662 which covers liability for Lake McCoy properties, cemeteries and liability of the clerk and trustee in the office. The final policy which the office has not had since 2019 is the workman's comp policy. This is also required. The township did not have due to cancellation for non-compliance. Workman's Comp does cover the clerk and trustee. Bev just needs to complete the process of making the township compliant. There was a discussion about an errors and omissions policy. Bev will be investigating.
- **Resolution to transfer from firefighting to rainy day:** This was discussed at the last meeting. The purpose of this transfer is in anticipation of having to pay the tax liability to the US Treasury. \$50,000 will be transferred. Randy made a motion to approve the transfer of \$50,000 from the firefighting fund to the rainy-day fund. Angie seconded. Randy- Aye, Angie- Aye, Jim-Aye. An appropriation needed to be voted on for the rainy-day budget for the \$50,000. Angie made a motion the accept the appropriation for the \$50,000 in the rainy-day fund. Randy seconded. Randy- Aye, Angie- Aye, Jim- Aye.
- **2024 Budget Planning DLGF July 20,2023:** A zoom meeting is scheduled with the DLGF giving a snapshot of everything that has been done this year and anticipation of what will be done the remainder of the year, so that they can help prepare for 2024 budget. Once this is complete, it will be reviewed on the Aug. 15th date. 2024 budget will be similar to 2023 budget.
- **Monthly Expense Report:** Bev handed out the monthly expense report and asked if there were any questions. Randy asked if there were any areas that will be tight at the end of the year. Bev has concerns for the township assistance. There is only \$43,000 in the budget with no income for next year. This is a concern. The office is being very conservative on spending. So, there isn't anything else that is a worry.
- **Township Assistance:** Bev has written a statement to explain what township assistance encompasses. This was read during the meeting. A copy of this statement will be available at the office.
- **Next meeting is for August 15th at 12:00pm.**
- Jim opened the floor for discussion.
- Randy made a motion to adjourn the meeting. Angie seconded. Randy -Aye, Angie -Aye, Jim -Aye. Meeting ended at 6:03 pm.

_____ Jim Stewart, President

_____ Angie Morrow, Secretary

_____ Randy Hoeing

_____ Date of Approval