

Worth Township Advisory Board Meeting

Date: October 3, 2022

Location: Trustee office, 8 South Main Street in Whitestown, Indiana

- **Meeting called to order:** 6:31pm
- **Present:** Tanya Sumner, Mike Hancock
- **Absent:** Andrew Heffner
- **Trustee:** Jim Baldwin was present
- **Legal Counsel:** Jeff Jacob present via phone conference

Mike announced that he would be running the meeting in Andrew's absence.

Mike noted that Resolution 2022-01 Accountability standards allowed for the docking of members pay due to unexcused absence. Andrew gave notice and reason for his absence in advance of the meeting.

Mike made a motion to excuse Andrew for the stated reason, 2nd by Tanya **Vote 2-0**

Approval of agenda: Motion to approve made by Mike, 2nd by Tanya **Vote 2-0**

Action on Previous Minutes of: Tabled due to Andrew's absence

Agenda Item 1: 2023 Township Budget Public Hearing

Mike turned the meeting over to the Trustee to introduce the proposed budget. Two big changes are a drop in the general from \$200,000 to \$150,000 and an increase in public assistance from \$40,000 to \$60,000 in an anticipation of a greater need this coming year. The Trustee noted he already has 6 more cases this year than he had the entire years of 2020 and 2021. Fire and recreation are staying the same. This year's proposed budget is therefore \$30,000 less than last year.

Motion to open the public hearing made by Mike at 6:37pm, 2nd by Tanya **Vote 2-0**

Shelby Hasz inquired about public assistance criteria and what types of things were considered for assistance. Trustee Baldwin answered the questions and outlined ongoing efforts to improve the processes and procedures.

Motion to close the public hearing made by Mike at 6:40pm, 2nd by Tanya **Vote 2-0**

Board discussion: Tanya asked for more detail about public assistance and noted her observations about how this budget compares to previous budgets. Mike asked if the Trustee had the projected tax rate numbers available. Trustee Baldwin will provide that answer at the next meeting.

No motion was called. This was just the introduction and public hearing.

Agenda Item 2: Recognize Service of Anne Bohm

Mike noted that Anne Bohm had served the township for nearly 2 full terms. Anne officially resigned from the advisory board on July 20, 2022. We thank Anne for her years of service and wish her well.

Agenda Item 3: Welcome Tanya Sumner

Mike noted that Tanya has been appointed by a caucus to fulfill the remainder of the term vacated by Anne Bohm. Mike and Trustee Baldwin welcomed Tanya to the board and thanked her for her willingness to serve.

Agenda item 4: State Board of Accounts Audit

Mike noted that the SBOA had recently conducted an audit of Worth Township. Trustee Baldwin went over the specifics of the audit and shared the preliminary results with the board.

The audit revealed the need for some new control policies. The Township will now look at creating resolutions for capital assets, debit cards, and internal controls. Jeff Jacob will work on the proper language and hopes to have them ready for adoption by the end of this year.

Additionally, Jeff feels that we need to develop a policy for the surveillance cameras at McCord Cemetery. Trustee Baldwin believes this is a good idea. Jeff has begun a draft of such a policy as a starting point. Mike gave input with regards to the technology we have deployed, how the cameras record and store data, and considerations that need to be given to the policy.

Agenda item 5: McCord Cemetery Updates

- 1) Mike informed the board that the cameras previously approved for purchase were installed in May and are operational. Mike outlined the functionality of the cameras and how they use cellular data. Signs noting that cameras are in use have also been posted. Trustee Baldwin asked about access to the board and if all board members should be given access. Mike explained how that would affect data usage. The consensus at this time seems to be to allow Mike to monitor the cameras.
- 2) Mike gave an update on the restoration of the cemetery which was previously approved by the board. Restoration was completed on August 25, 2022 at a total cost of \$13,900. The work was performed by Stonehugger cemetery restoration. Mike provided some photos showing before and after images, and talked about the process that took place. Mike is very happy with the results, and it looks wonderful. Trustee Baldwin recognized Mike for his efforts to make this restoration happen. Tanya agreed that this was a very worthwhile undertaking.

- 3) Mike talked about the cemetery appraisal that was recently performed. The SBOA recommendation to create a capital assets policy meant that we needed to know the value of the cemetery. Finding an appraiser that did cemeteries was not an easy task. Mark Ratterman, professional real estate appraiser was retained to appraise the cemetery. Mark generated a detailed report at a cost of \$500 which set the market value at \$0. Mark concluded there was no economic benefit to owning such a property, as nobody would ever want to purchase it.
- 4) Mike talked about hiring a company to come in and perform services to follow the restoration which would accurately map the cemetery and locate any stones which might have been missed during the restoration. Mike has been in contact with Rich Green with Historic Archaeological Research (HAR) about performing this task. Rich generated a proposal for the boards consideration which outlined a recommended course of action and cost proposal which includes surveying, the use of ground penetrating radar and magnetometers, creating a map and database, and providing a summary of findings. Board discussion took place. Trustee Baldwin states there is more than sufficient money left in the budget for this project.

Motion was made by Mike to hire Rich Green with HAR to perform the proposed work at a cost not to exceed \$2500, 2nd by Tanya. **Vote 2-0**

Jeff Jacob discussed his thoughts that additional commitments should be sought with regards to this project which include a hold harmless agreement and a termination for convenience clause. The termination clause is probably not necessary in this instance. Mike noted that the hold harmless agreement would primarily only apply as it related to the crossing of private property to access the cemetery and possible crop damage. Jeff agreed this would be a good approach, and Mike will ask Rich to sign such an agreement.

- 5) Mike presented his idea for a cemetery sign out by the gate, which would proclaim that the cemetery was only accessible by crossing private property and doing so without permission would be trespassing. The sign would encourage visitors to the cemetery to contact the Trustees office in advance to acquire such permission. Mike sent a draft of the proposed sign to Indy Pro Graphix for a price quote which came in at \$250. Trustee Baldwin stated that this cost was within his right to approve, and the sign has already been ordered.

Agenda Item 6: Library Update/Office Lease

Trustee Baldwin states that he has been in talks with our landlord, Mitch Walters, about moving the Trustees office to the new library once complete. The library is expected to be completed in August of 2023 if everything goes to plan. Trustee Baldwin has asked Mitch for a lease agreement thru 2023. If the new office space isn't available by the beginning of 2024, then Trustee Baldwin has the authority to move the office into his own home, which he would only want to do temporarily.

Agenda item 7: Press Releases

Mike would like for us to consider a press release to announce the Annes resignation and Tanya's appointment to the board, as well as a press release about the cemetery restoration. Trustee Baldwin agrees this is a good idea. Tanya Sumner just happens to have a great deal of experience at writing press releases, and Trustee Baldwin asked if she would consider writing the releases. Tanya agreed to work on the press releases, and will ask us for any needed information.

Public Comment: Shelby Hasz asked about the annual report information attached to the minutes from the previous minutes. Trustee Baldwin answered her questions. Shelby also asked about notices for meetings, and where they were posted. Trustee Baldwin answered.

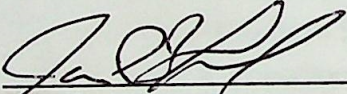
Announcements: The October fire board meeting was cancelled because our fire chief is deployed to Florida with Indiana Task Force One for hurricane relief. The Township board will meet on October 17th to consider adoption of the budget. The library steering committee continues to meet. We will likely have two more meetings this year, including the possibility of an additional appropriation for public assistance if the need arises.

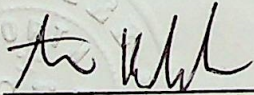
Meeting adjourned: Motion by Tanya, 2nd by Mike

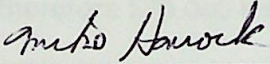
Vote 2-0

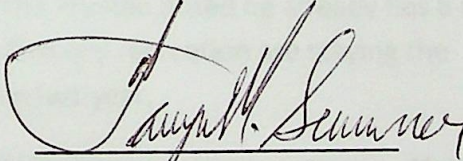
Respectfully submitted,
Mike Hancock, Secretary, Worth Township Advisory Board
Worth Township, Boone County, Indiana, USA

Approved:


Jim Baldwin-Trustee


Andrew Heffner-President


Mike Hancock-Secretary


Tanya Sumner-Member

