

Worth Township Advisory Board Meeting

Date: October 17, 2022

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

- **Meeting called to order:** 6:30pm
- **Present:** Tanya Sumner, Mike Hancock, Andrew Heffner
- **Absent:** None
- **Trustee:** Jim Baldwin was present
- **Legal Counsel:** Jeff Jacob present

Approval of agenda: Motion to approve made by Mike, 2nd by Tanya **Vote 3-0**

Action on Previous Minutes of 1/25/2022: Motion to approve made by Andrew, 2nd by Mike **Vote 2-0**
(Anne was still on the board at this time, so Mike and Andrew were the only ones to vote)

Action on Previous Minutes of 10/3/2022: Motion to approve made by Tanya, 2nd by Mike **Vote 3-0**

Agenda Item 1: Consider Resolution 2022-04 Township Budget

Trustee Baldwin presented the proposed budget and wishes to create a set of guidelines for public assistance in the near future. Board discussion took place concerning public assistance with legal counsel making suggestions. Mike brought up the interlocal fire agreement and how SBOA mentioned the fluctuations to our obligation and some of the challenge created for accurately predicting a figure for our budget. Discussion took place regarding the interlocal with legal counsel providing input.

Motion was made to adopt Resolution 2022-04 by Mike, 2nd by Andrew **Vote 3-0**

Agenda Item 2: Introduction of proposed Resolution 2022-05 Internal Controls

Trustee Baldwin introduced the proposal based on suggestions made by SBOA during the audit. Brief discussion by the board, and taken under advisement for future action.

Agenda Item 3: Introduction of proposed Resolution 2022-06 Credit Card Policy

Trustee Baldwin introduced the proposal based on suggestions made by SBOA during the audit. Discussion by the board, and taken under advisement for future action. Primary discussion was whether or not board members had a real need for a debit/credit card. Trustee Baldwin wondered if we should create a reimbursement policy rather than issue cards to board members.

Agenda Item 4: Introduction of proposed Resolution 2022-07 Capital Asset Policy

Trustee Baldwin introduced the proposal based on suggestions made by SBOA during the audit. Lengthy discussion by the board, and taken under advisement for future action. This policy needs to be enacted, but will prove difficult to create due to the factors to be considered.

Agenda Item 5: Introduction of proposed Resolution 2022-08 Surveillance Video Retention Policy

Trustee Baldwin introduced the proposal based on recommendations by legal counsel. Discussion by the board, and taken under advisement for future action. This policy involves a lot of technical considerations involving the deployed technology. Mike has been working with Jeff to properly define the parameters of this policy.

Agenda Item 6: 2023 Office Lease

Trustee Baldwin informed the board that the Township landlord has presented him with the lease agreement for 2023. The agreement is for \$12,000, which is an increase of \$1,000 from the previous year. The new library is scheduled to be complete around September of 2023 with the new Trustee office becoming available and ready to move in sometime afterward. Trustee suggests renewing the lease for 2023, and asked Jeff to review the agreement prior to his signing. Further discussion concerned the details of the new office space in the library including phones, secure internet, and a formal agreement between HMMPL and the Trustees office. Jeff believes that we need to memorialize our long-term usage of the office space in the new library in a written form.

Agenda Item 7: Updates

Library- Progress continues on construction.

Fire Board – meeting was cancelled since Chief Westrich was deployed to Florida for hurricane relief.

Public Comment: None

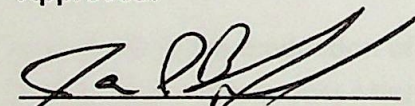
Announcements: The next Township meeting date to be determined.

Meeting adjourned: Motion by Andrew, 2nd by Tanya

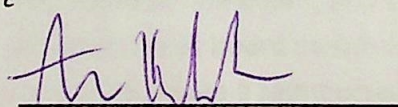
Vote 3-0

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

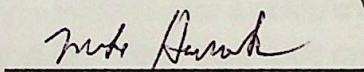
Approved:



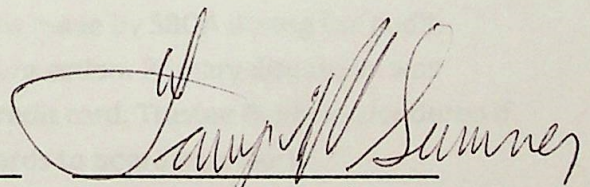
Jim Baldwin-Trustee



Andrew Heffner-President



Mike Hancock-Secretary



Tanya Sumner-Member