

Worth Township Advisory Board Meeting

Date: December 13, 2022

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

- **Meeting called to order:** 5:33pm
- **Present:** Tanya Sumner, Mike Hancock, Andrew Heffner
- **Absent:** None
- **Trustee:** Jim Baldwin was present
- **Legal Counsel:** Jeff Jacob was present

Approval of agenda: Trustee Baldwin asked to add a discussion about township assistance.

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

Action on Previous Minutes of 10/17/22: Motion to approve made by Andrew, 2nd by Tanya **Vote 3-0**

Agenda Item 1: Resolution 2022-05 - Internal Controls

Introduced to the board at a previous meeting and unchanged. Brief board discussion takes place.

Motion to adopt Resolution 2022-05 made by Andrew, 2nd by Mike **Vote 3-0**

Agenda Item 2: Resolution 2022-06 – Credit Card Policy

Introduced to the board at a previous meeting. Minor changes were made and outlined by Jeff Jacob. Provision for board members to have credit cards was removed. A credit card log has also been created to track card usage.

Motion to adopt Resolution 2022-06 made by Mike, 2nd by Tanya **Vote 3-0**

Agenda Item 3: Resolution 2022-07 – Capital Assets Policy

Introduced to the board at a previous meeting. Jeff Jacob discussed the research and review that went into this proposal. Jeff discussed the categories and thresholds put into place. Tanya questioned the effective date stated as “beginning in 2022”, and Jeff Jacob agreed that the word “beginning” should be removed as the policy becomes effective in 2022. Mike questioned about the land being capitalized and how the cost of acquisition, upkeep, and restoration of McCord Cemetery factored into the policy. Jeff Jacob believes this policy accurately addresses such concern and is drafted properly.

Motion to adopt Resolution 2022-07 as amended to remove the word “beginning” from line #1, paragraph #1 was made by Tanya, 2nd by Andrew **Vote 3-0**

Agenda Item 4: Resolution 2022-08 – Transfer of Funds

Trustee Baldwin introduced this resolution and the need to transfer funds. Board discussion sought assurances that the reduced funds still have sufficient balances to finish out the year, and Trustee Baldwin feels confident that they do. Trustee Baldwin gave a brief historical accounting of requests that are typically requested from the assistance fund.

Motion to adopt Resolution 2022-08 made by Mike, 2nd by Tanya

Vote 3-0

Agenda Item 5: Surveillance Policy

Jeff Jacob gave an update on this policy, and suggests that we continue to work on the language for this policy to nail down something that fits our situation and deployed technology.

Motion to table this agenda item made by Tanya, 2nd by Mike

Vote 3-0

Agenda Item 6: 2023 Office Lease

This item has been discussed at previous meetings. Trustee presented the lease agreement to the board for review. It is agreed that we will need the office for most, if not all, of 2023. Jeff Jacob isn't a fan of the lease agreement, but feels any edits may not be in our best interest at this time. Jeff Jacob does want begin the conversations regarding a lease agreement for the new space in the library.

No motion is needed, as this falls within the Trustees purview. Trustee Baldwin will renew the lease.

Agenda Item 7: Public Assistance Guidelines

Trustee Baldwin again expressed a desire to create guidelines for public assistance, and explained why. Discussion included information about how other municipalities handle public assistance. Trustee Baldwin isn't looking to make assistance overly restrictive, and wants to include some "wobble room" in our guidelines. Tanya questioned if people typically reach out just once a year, or more often. Trustee Baldwin answered that 80% of requests are a one-time request for assistance. All cases are reviewed and considered on their own merits. Mike questioned if there is a chance we could run afoul of Indiana Code by creating these guidelines, and Jeff Jacob does not have that concern. Jeff Jacob gave input and scenarios for consideration. Discussion will continue in 2023

Agenda Item 8: Updates

Fire Board: The fire board made favorable recommendation to the town council to renew the contract for Chief Westrich. The January meeting will likely be canceled.

Library: Construction continues and seems to be of track. They are seeking a new branch manager since Jamia resigned and moved away. The library is also planning to integrate Whitestown history into the décor of the new building.

Public Comment: None

Announcements:

- 1) Trustee Baldwin handed out advisory board paychecks.
- 2) Our next meeting will be on January 10, 2023 at 6:00pm.
- 3) Trustee Baldwin offered Andrew Heffner a sincere Thank you for his time and service to the Worth Township advisory board over the last few years, as his term expires and he did not seek reelection.
- 4) Trustee Baldwin welcomed Shelby Hasz to the board as her term begins in January.
Shelby was in attendance at the meeting

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