

# Board Meeting Minutes

## April 16, 2024

### MINUTES OF THE MEETING OF THE TOWNSHIP BOARD OF PIKE TOWNSHIP, MARION COUNTY, INDIANA

President David Willis called the Public Hearing to order at 5:34 p.m.

Beth Marsh, CEO Bookkeeping Plus stated the purpose of this Public Hearing is to ask for Additional Appropriations for Key Access and Cameras for Security in this building. Cash is available and has been advertised, but was not budgeted. Approval will be during the regular board meeting.

- Additional Appropriation for Township Assistance Fund is \$23,500
- Additional Appropriation for the General Fund is \$47,000

Claudette Peterson requested that anything that the board signs from tonight's meeting and going forward (resolutions and additional appropriations) be emailed to the board members after they have signed. So noted. Anything board signs will be emailed to board members.

With no additional comments, President David Willis closed the public hearing and opened the regular board meeting.

**Board Members Present:** David Willis, Burnice Head, Cynthia Oda, and Claudette Peterson. Quorum confirmed. Steve Anderson was not in attendance.

Also present were Annette Johnson, Trustee, Jeff Beam, Fire Chief, Beth Marsh, CEO Bookkeeping Plus, Jeffrey Bellamy, Township Attorney, Brandon Krieger, Director of IT and Infrastructure, Kimberly Rumble, Nationwide and Phyllis Robinson, Financial Administrator.

Chairperson David Willis gave the Board members time to review the minutes from the February 27, 2024 Board Meeting.

Claudette Peterson had one correction to minutes. Wanted to add the question that she asked Chief Goodrich about having a couple of lobbyists at the Senate hearing, representing Pike who they are, how much we paid and which budget line item did it come from. Chief Goodrich did not have that info with him. Those questions from Claudette Peterson will be added to the minutes.

With no other questions or comments, Burnice Head moved that the minutes from the February 27, 2024 be approved with noted correction added to the minutes. Seconded by Cynthia Oda.

Next on the Agenda was the presentation of January through February 2024 financials by Beth Marsh, CEO of Bookkeeping Plus, didn't get to March due to not receiving statement for sweep account in time.

Beth Marsh, CEO of Bookkeeping Plus presented an excel spreadsheet, 2024 Budget Report with numbers for January and February compared to budget and the Annual Financial Report to date.

The Township Fund, General Government was at 16.67% of budget. Capital Outlays for General were 81% and Small Claims court were at 98% since we budgeted for a new HVAC system in the Government building. Should even out over the year.

Welfare Administration spent 6% of budget, Assistance at 7%, Other Direct Poor Relief was 9% and Medical, Hospital, Burials was at 5%

Fire spent 15%, budget included Capital Outlays for the first time, which is allowable, previously budgeted in Cumulative. Cumulative Fire finished at 9%. Everything is in line with the budget.

The AFR with details is broken down by General Township, Small Claims, Welfare Assistance, Other Direct Poor Relief, Fire and Cumulative by different categories of (1) Personal, (2) Supplies (3) Other Services and Charges and Capital outlays is (4).

Also listed by Vendor spending within each category and where purchased. Claudette asked if the total number is for all Funds and Beth responded that they are broken down by Department Fund.

Cynthia Oda asked what would be Capital Outlay, Beth Marsh responded any fixed asset over \$5,000 is Federal guidelines. A portion was charged to each fund for the HVAC. Claudette wanted to know if the resolution for Additional Appropriations includes the Fire. Beth responded that the Additional Appropriation is only for the General and Township Assistance Funds. Fire budgeted for their portion in Capital Outlays so does not require an Additional Appropriation.

Next on the agenda is approval of Resolution 2024-04-16-1 – Interest Income Policy.

This policy will distribute interest earned on sweep account that has been applied to the General Fund, however more accurate if based on the percentage of each Funds balance rather than all being applied to the General Fund. Fire has the largest Fund Balance so it generates more interest than other funds. This would be more reflective of the Fund balances. Claudette asked if there was a limit of 1% or 2% that can be accumulated. Attorney Bellamy said Claudette might be thinking of the Investment Policy where we could only invest in a CD, unlike our personal finances, very specific guidelines for investments funds.

The Interest Income Policy would allocate interest based on balances in each Funds balance. Claudette asked how can the interest be spent? Attorney Bellamy said it would still have to be appropriated.

Motion to approve and accept the Interest Income Policy, Resolution 2024-04-16-1 by Cynthia Oda, seconded by Claudette Peterson.

Tabled for this meeting - Resolution to Transfer Funds to close out State funds to the Fire Fund

Next on the agenda is approval of the Additional Appropriations for General Township Fund for \$47,000 and Public Welfare, Township Assistance Fund for \$23,500 for Key Access for Entry and Cameras for Security purposes from the Public Hearing.

Motion to approve the Additional Appropriation for the Township Fund for \$47,000 by Cynthia Oda. Seconded by Claudette Peterson.

Motion to approve the Additional Appropriation for the Public Welfare by, Township Assistance Fund for \$23,500 by Cynthia Oda. Seconded by Burnice Head.

Claudette Peterson wanted to ask why Township and Small Claims are appropriated together. Township and Small Claims both under Township Fund, half of \$47,000 is \$23,500, so appropriated together.

Next on the agenda is Jeff Beam, Fire Chief.

Chief Beam provided a hard copy of the 2023 Annual Report and a new Challenge Coin developed by the Fire Department for each board member.

Chief Beam gave highlights from the 2023 Annual Report. Review the report in your leisure. If questions reach out to Chief Beam.

- Maintaining 145 Firefighters, 10 retirements in 2023, 7 expected retirements in 2024 and 2 expected in 2025, also maintaining 30 EMT'S and/or Paramedics
- Incidents in 2023 was about 14,055 an increase of about 37 incidents over 2022, with 11,310 EMS incidents, 2,170 Fire incidents and 575 other incidents hazmat or tech rescue
- Graduated 9 from the Recruit Academy in 2023 lasted 21 weeks with over 900 hours of education
- Overall in 2023 the Department completed over 44,000 hours of training
- Dedicated New Maintenance and Decontamination Facility in December 2023
- Completed 2,700 inspections
- Participated back to school night, National Night Out, YMCA Event, Annual Christmas toy drive, MLK day of giving and Earth Day

Review the Annual Report at your leisure and let Chief Beam if any questions.

Report for January through March 2024

- Incidents through March were 3,608, with 3,237 about the same time in 2022, up slightly over last year.
- Medic 63 is out of service due to a property damage accident at the end of 2023, having another built to arrive in July. Utilizing reserve apparatus. Also Engine 62 is out of services with transmission failure and being repaired. Same number of apparatus in service, just utilizing reserves.

Fire had 2 retirements during the first quarter, and will have 5 second quarter. David Willis, Chairperson asked if we were replacing retirements.

The 2024 Recruit class will graduate, which is a combined class with 5 Pike, 6 Zionsville, 1 Speedway, 2 from Lebanon and 2 from Lawrence. Completed EMT section in March and will complete Fire school in June. Bernice Head asked what is the count of staff in the Fire Department.

Currently we have 138 Firefighters, 29 EMS. The department has a hiring process through 5/31/24 so far receiving 375 applications.

Next Chief Beam answered Claudette's questions about lobbyist.

Chief Beam said we hired Lobbyists to continue lobbying on forced consolidation issues. Not sure how many are working of their staff, total cost is \$60,000 through the beginning of next year and is ongoing annual project that comes out of Other Professional Services.

Claudette Peterson asked if not part of the daily business, why do we pay a Lobbyists to continue ongoing project and is concerned why we have them on an open retainer.

Chief Beam doesn't believe that the attempt to forcibly consolidate Fire Departments is not over and did not end when the Legislative session ended. This will be an on going service and contract runs through January 2025. When the legislative sessions begin again the Lobbyist will continue to monitor these bills for the Fire Department.

Claudette is concerned why we have them on an open retainer and why it does not come to the board for approval. If we have such a great Fire Department, why can't the Fire Chief, the community or Trustee speak to consolidation and not be involved in the politics of the cause. Chief Beam said it was clear that siting in the hearing, not working that way. Claudette feels that this type of project and cost should come to the board for approval before starting a project like this. Cynthia Oda says using lobbyist is not the issue but the process is. Both Cynthia and Claudette want to move forward about the process and wish to be more inclusive with the decisions for spending the tax payer's dollars. Utilized Professional Service this time for Lobbyist. Claudette says that the board is a Legislative body of the Township, more than an advisory board. Beth says Fire has more than one contract that is over \$50,000 and does not require approval for each one. Claudette asked how they are paid and Chief Beam said we pay them \$5,000 monthly. Cynthia still wants clarification on are we an Advisory Board, again when it comes to the Funds being spent, not an Advisory Board. Attorney Jeffrey Bellamy responded that they are the Pike Township Board and it is just the name. With this issue procurement codes are:

Buildings – Public Works Procurement

Things - \$50,000, just go buy items

Over - \$50,000 to \$149,999, 3 quotes

Over - \$149,000, bidding

Services don't fall under these categories, people hired for services are not within the scope of the board to say they don't approve.

Next on the Agenda is approval of Resolution 2024-4-16-2 Surplus Equipment

Declare the list of equipment as surplus to be auctioned, see Exhibit A.

Motion to approve equipment as surplus, Resolution 2024-04-16-2 by Claudette Peterson, seconded by Cynthia Oda.

Chief Beam introduced State of Indiana Deferred Compensation Matching Plan, Resolution 2024-4-16-3 to establish 401a on Nationwide Portion, Administrative changes only to put employer match contributions into a 401a instead of 457, benefit to employees to maximize employee contributions, considered a benefit – sell back vacation.

Chief introduced Kimberly Rumble, Nationwide who manages both 457 Nationwide Plan and Hoosier Start for Pike Township.

Maximum contributions for 457, benefits employee to reach higher limits for individual contributions, employer contributions now will go to a 401a. Very common for 457 plans to have side by side 401a for these specific reasons. No additional cost to employee or township, simply an administrative change which benefits the employee. Working on the verbiage to communicate to staff, changes will benefit employee, but change is not always accepted by employees. Employees will see 2 buckets no change to what they currently have, just 2 separate funds. Claudette asked if this had been presented to full rank and file. Not a contractual agreement. Any employee who has a 457 will receive a 401a with Township matching. Kimberly also services IFD and the State of Indiana.

Motion to approve the adoption of the 401a Deferred Compensation Planned Benefit, Resolution 2024-4-16-3, by Cynthia Oda and seconded by Burnice Head.

Resolution 2024-4-16-4 Hoosier Start Deferred Compensation, motion to approve by Cynthia Oda and seconded by Bernice Head

Uniform Conflict of Interest Disclosure Statement

Motion to adopt Uniform Conflict of Interest Disclosure Statement for Tree Trimming Service with Brescher Land and Tree by Claudette Peterson and seconded by Cynthia Oda.

Next on agenda is Resolution 2024-4-16-5 Purchasing Agent

Chief Beam identified a piece of property to perhaps replace Station 63. Chief Beam identified a narrow range and zone of 86<sup>th</sup> St. within a ½ mile to build replacement for Station 63. Must approve a purchasing agent.

Motion to approved Resolution 2024-4-16-5 for Purchasing Agent by Claudette Peterson adopted, seconded by Cynthia Oda

Next is Trustee Annette Johnson. Thank the public for coming out, board members, Chief Beam and Fire doing a fantastic job.

Claudette wanted to know the Clarification of the Compliance Audit. Beth responded that the AFR changed from summary receipts to detail, Beth complied, responding that it is being done now. The Small Claims Court uses Odessey not Toms software, which had not been included in the AFR during 2018 - 2021.

With no Public Comments, Chairperson David Willis adjourned the meeting at 6:53 p.m.

Next Board meeting: TBD