

Franklin Township Trustee  
January 6, 2015

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, John Wales, Thomas A. Wood, David Bayless, J.P. Renner

Previous meeting minutes approved by the board and signed.

A discussion was held regarding the rental properties owned by Essie Yaden. These units will be referred to as "Transitional Housing" units by the Trustee.

A discussion was held regarding repairs needed at Transitional Housing Units.

- The toilet is leaking and a hole is in the wall at unit #672.
- There is a leaking sink at unit #664.
- There are holes in the walls, doors, screens at unit #692.
- Shingles are missing, blinds need replaced, and Sherry Mathews wants the current invitee to paint unit #692.

The Trustee reported that Cecilia Campbell paid the unemployment insurance due.

The Trustee provided the following documents for review and discussion:

- New lease agreements for the Transitional Housing units
- Walk-Through Inspection
- Invitee Contract. A discussion was held regarding "felon" invitees and standards.

The Trustee reported that the board would meet on the first Tuesday of the month with notification the Thursday before if that was to change.

The board elected Thomas A. Wood as President and David Bayless as Secretary.

The Trustee reported that J.P. Renner would be her replacement if she was unable to fulfill her duties as trustee. The appropriate entities would be notified officially by the Trustee.

A discussion was held regarding the duties of "Book Keeper" for the Trustee's office. The Trustee would like to assume these duties and the pay associated with the job. (Resolution 15-01) Mr. Bayless made a motion to accept the resolution, which was seconded, voted on, and passed.

Thomas A. Wood executed the Certification for 2014.

Mr. Bayless made a motion to accept Resolution 15-02, which was seconded, voted on and passed. The resolution details compliance with the anti-nepotism law.

The current and new office leases were discussed. The Trustee is to be out of the existing office by March 1, 2015. The new lease with Dave Dowden was discussed and executed by the Trustee and the board.

Meeting adjourned at 7:38 PM

Thomas A. Wood



David Bayless

Consent as written Charles Conway

Franklin Township Trustee

February 3<sup>rd</sup> 2015

Call to Order at 7:07 PM

Attendees at meeting

Lydia Wales, John Wales, Thomas A Wood, Charles Canary, Cecelia Campbell

Previous meeting minutes approved by the board and signed.

A discussion was held regarding the repairs done at the Transitional Housing Units

1. Toilet leak was repaired and hole in the wall repaired by the landlord.
2. Bed Bugs treated by Irish Brothers for 750.00 one initial treatment and 3 additional.
3. Paint was purchased by landlord for 692 invitee has agreed to fix damages
4. Invitee at 692 has agreed to pay for paint 109.00 has paid to date 10.00.

New Business

Board Members had discussion about standards, Lydia Wales pointed out that no standards apply for Felons except Welfare fraud I.C.35-43 5-7

Charles Canary brought up discussion about seasonal employees such as School Bus Drivers

Page 3 definitions will be taken into consideration.

The trustee reported that she would be the Bookkeeper for the Trustees office.

A discussion was held regarding Annual Report, accountant pointed out around 180.00 discrepancy. Two copies were made signed by Cecelia Campbell and Lydia Wales.

Thomas Wood and Charles Canary signed Annual Report under option 1.

Lydia Wales commented that everything in the Audit was corrected and sent letter date 1/16/2015.

Credit Card Resolution #4. LydiaWales to have Credit Card for all office supplies with a limit of 1000.00.She will be the only authorized user. 15-04. Lydia Wales made the motion which was seconded voted on and passed.

Meeting adjourned at 7:30 PM

*Thomas A. Wood*

Thomas A Wood

*Charles W. Canary*

Charles Canary

Franklin Township Trustee  
April 7, 2015

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, John Wales, Thomas A. Wood, David Bayless, Charles Canary

Previous meeting minutes (2/3/2015) approved by the board and signed.

A discussion was held regarding the "Assistance Reports".

- The funds that were spent and how they were spent discussed.
- Other programs available in the community.
- Partnering with Human Services.
- Burials and cremations.

The Trustee reported that Debbie Ruddick would be her replacement if she was unable to fulfill her duties as trustee. The appropriate entities would be notified officially by the Trustee.

A discussion was held regarding the Additional Appropriation Resolution No.: 15-05. No one from the public attended the meeting for public input/discussion. Mr. Canary made a motion to approve Resolution 15-05, which was seconded, voted on and passed.

A discussion was held regarding St. Thomas. Currently, the Franklin Township Trustee is the only Trustee giving to this organization. The St. Thomas program will be replaced by a new government program (HIP 2.0).

A discussion was held regarding unemployment taxes. Prior filings were made online, but not printed out. Penalties and interest due could be the responsibility of the previous Trustee.

A discussion was held regarding Resolution 15-06, Mileage Claim and a Transfer of Funds. Mileage to be claimed quarterly, with an appropriate form, by the Trustee. Mr. Bayless made a motion to approve 15-06, which was seconded and passed.

A discussion was regarding Resolution 15-07, a resolution to amend the Emergency Eligibility Standards. The Trustee's address and office hours have been changed. Mr. Wood made a motion to approve 15-07, which was seconded and passed.

Mr. Wood made a motion to approve the fire contract, which was seconded and passed.

A discussion was held regarding the purchase of a new copier/scanner by the Trustee. Mr. Canary made a motion to approve the purchase, which was seconded and passed.

A discussion was held regarding the Columbus Transitional Housing plan and how it works.

The Trustee would like to send a letter to the editor of the Journal in support of the Mayor's plan for the I-65 and SR 44 corridor. The board agreed that the Trustee could send a letter to the editor.

Meeting adjourned at 8:21 PM

Thomas A. Wood



David Bayless



Charles Canary



Franklin Township Trustee  
June 2, 2015

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Thomas A. Wood, David Bayless, Charles Canary

Previous meeting minutes (4/7/2015) approved by the board and signed.

“Assistance Reports” for April and May were provided for review.

A letter had been sent to the former trustee by Ms. Wales informed the board that the former trustee had not responded to the letter.

Additional Appropriation Resolution No.: 15-05 has been approved (Approval Order 1038552).

A former employee (Ms. Gena VanMeter) has filed for unemployment benefits. No determination has been received regarding the filing by Ms. VanMeter.

The Amended Resolution Recommending Salaries No.: 15-08 was discussed. A motion was made to approve the resolution, which was seconded, voted on, and passed.

A discussion was held concerning flood insurance for the office. It was decided to not renew the flood insurance given the new office location. Flood insurance had been obtained by the Trustee for the previous office location, which flooded in 2008.

The Trustee will be out of the office the week of June 8<sup>th</sup>.

The Trustee and the office staff will be in training in July. More information will be provided later.

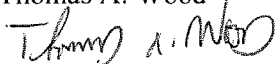
A brief discussion was held regarding the Relax Inn and its recent closure. The Trustee was able to place individuals and families at the Relax Inn after they reopened at no cost to the Trustee.

A new invitee (a family) was placed in 692 Johnson Ave. (transitional housing unit) with the current invitee.

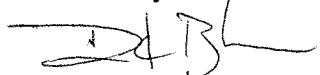
A brief discussion held regarding transitional housing was held.

Meeting adjourned at 7:18 PM

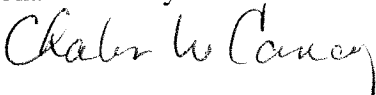
Thomas A. Wood



David Bayless



Charles Canary



Franklin Township Trustee  
July 7, 2015

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Thomas A. Wood, David Bayless, Charles Canary, Cecilia Campbell

Former Trustee Cecelia Campbell was present and discussed the letter sent to her by the Trustee. Ms. Campbell produced a check in the amount of \$12.19, but would not pay the other monies detailed in the letter. It is her opinion that the money is not owed and she will not pay it. A discussion was held regarding the procedure for worker's compensation as discovered by the Trustee (Ms. Wales). At this time, the Trustee has paid all that was due, including penalties and interest, to stop additional penalties and interest from accruing. Ms. Campbell is to provide a written response to the Trustee and the Board for review.

Previous meeting minutes (6/2/2015) approved by the board and signed.

The Board was informed by the Trustee that unemployment was denied for former employee Gena VanMeter.

A multi-family housing unit had been offered to the Trustee. The property, which is located at 399 N. Main Street, was not found to be suitable for our needs and the offer was rejected.

A discussion was held regarding the need for cameras in the transitional housing. ADT and Metro Net fees were discussed. ADT fees would be \$400.00 per unit to provide and install equipment and then a month for monitoring. Metro Net fees for internet access were not provided during the meeting.

A three (3) month maximum time period for transitional housing was discussed, as was the status of the current invitees at transitional housing.

692 Johnson Ave.	J.P. is on site every week. The unit has bed bugs again. 2 families are in the unit now. One upper floor and one lower floor. The carpet may be removed and vinyl installed.
672 Johnson Ave.	The unit is OK at this time.
664 Johnson Ave.	Current invitee was on wait list for different housing, but that fell thru. Discussion held about giving invitee a timeline for moving out of transitional housing since she has been there since March of 2011.

The mileage claim for April, May, and June was reviewed and approved by the board.

The Trustee will participate in a Point-in-Time homeless count this week. A discussion was held.

The Trustee is to meet with Mr. John Auld to discuss the business insurance needs of the office.

Meeting adjourned at 8:25 PM

  
Thomas A. Wood

  
David Bayless

  
Charles Canary

Franklin Township Trustee  
August 4, 2015

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Thomas A. Wood, Charles Canary

Previous meeting minutes (7/7/2015) approved by the board and signed.

The Board was informed by the Trustee that the State Board of Accounts was contacted regarding the previous Trustees' monies owed. The handling of the situation by the Trustee has been correct. When audited, the monies owed will be discovered and the previous Trustee will have to pay.

The 2015 Budget and 2016 Proposed Budget were reviewed and discussed. The Trustee has had meetings with the DLGF and accountant regarding the 2016 Proposed Budget.

Resolution 2015-09 (A resolution to move funds from Medical, Hospital, Burial to Direct Assistance was discussed. A motion to approve was made by Mr. Canary and seconded by Mr. Wood.

The Trustee's Credit Card was discussed. The Board had previously approved a \$1,000.00 limit, but the bank established the limit at \$5,000.00. The Board recommends that the limit stay as established by the bank.

A discussion was held regarding a cell phone to be used by the Trustee. Mr. Canary made a motion to approve the purchase and monthly expenses of a cell phone. Mr. Wood seconded the motion.

Transitional Housing:

- 664: Care and custody of the second bedroom was taken by the Trustee. The bedroom was locked. Invitee was given notice to vacate by October 1, 2015. Items being stored by the Trustee, which may be the invitee's, are to be sorted on Thursday August 6, 2015.
- 672: Invitee (single father) has three children and is waiting on Social Security Disability.
- 692: Invitee was given notice to vacate by October 1, 2015. Invitee told Trustee that she was not allowed to put an additional family into the unit with her. Security cameras have been installed with jump drive maintaining data for 90 days. Bed bug treatments are being done monthly.

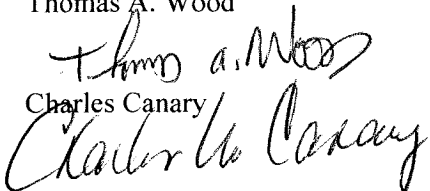
The "clerk" at the Trustee's office has resigned. The position will be advertised.

Transitional Housing documents reviewed and discussed.

Meeting adjourned at 7:48 PM

Thomas A. Wood

Charles Canary

Handwritten signatures of Thomas A. Wood and Charles Canary. The signature of Thomas A. Wood is written above the signature of Charles Canary.

Franklin Township Trustee  
September 1, 2015

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood, Charles Canary

Previous meeting minutes (8/4/2015) approved by the board and signed. Mr. Canary made a motion to approve, which was seconded.

The 2016 Proposed Budget is in "Gateway" now. Some line items in the budget were discussed. Budget discussion AND adoption to be held at next months meeting.

The ITA conference will be September 20-23. The Trustee will be attending the conference without the support staff.

A request to destroy old records has been made of the State. Records dated Jan 1, 2009 and older were requested to be destroyed.

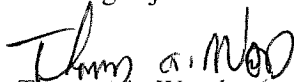
The Social Security Payee program was discussed.

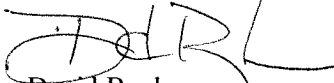
Transitional Housing:

- 664: Invitee has been given notice to vacate by October 9, 2015. Invitee gave permission for stored items to be removed by the Trustee from storage unit.
- 672: Invitee is awaiting Section 8 housing to open up.
- 692: Invitee has been given notice to vacate by October 22, 2015.

The "clerk" at the Trustee's office resigned last month. The "clerk" position has been filled. The new "clerk" is working out well. She will eventually work case management for transitional housing.

Meeting adjourned at 7:31 PM

  
Thomas A. Wood

  
David Bayless

  
Charles Canary



Franklin Township Trustee  
October 6, 2015

Call to Order at 7:05 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood, Charles Canary

Previous meeting minutes (9/1/2015) approved by the board and signed. Mr. Wood made a motion to approve, which was seconded.

The 2016 Proposed Budget was approved and signed. Mr. Canary made a motion to approve the budget, which was seconded.

A request to destroy old records is pending with the State. Records dated Jan 1, 2009 and older were requested to be destroyed. The request is still pending.

A resolution (15-10) to transfer funds from ITA and Metro Conventions budget to Travel Expenses Line Item in the amount of \$250 was discussed and approved. Mr. Bayless made a motion to approve, which was seconded.

The quarterly mileage claim was discussed and approved. Mr. Canary made a motion to approve the mileage claim as presented, which was seconded.

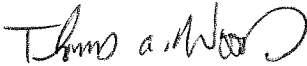
A check to Dr. Adam Brazus and a letter from Dr. Brazus were found during an ongoing document review. The letter was marked "Paid 2/13/13 per agreement for promissory note for Gena". The matter has been forwarded to the State Board of Accounts for review.

Transitional Housing:

- 664: Invitee has been given notice to vacate by October 9, 2015.
- 672: Invitee obtained Section 8 voucher.
- 692: Invitee to vacate by October 22, 2015. Damage to unit to be repaired and billed after invitee is out of the property. Invitee is on the list for Section 8 housing.

82 people were assisted with the recent Trustee clothing distribution. The remaining clothing items were given to Human Services to be distributed.

Meeting adjourned at 7:36 PM



Thomas A. Wood



David Bayless



Charles Canary

Franklin Township Trustee  
November 3, 2015

Call to Order at 7:03 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood, Charles Canary

Previous meeting minutes (10/06/2015) approved by the board and signed. Mr. Canary made a motion to approve, which was seconded. The October 2015 Assistance Report was distributed to the board, discussed and reviewed.

A request to destroy old records is still pending with the State. Records dated Jan 1, 2009 and older were requested to be destroyed.

A letter was drafted by the Trustee to the former Trustee regarding unemployment interest and penalties due for a previous matter. Mr. Canary made a motion to for the board to sign and sent the letter to the former Trustee, which was seconded. The letter was signed by the board and is to be mailed.

The Fire Protection Contract was reviewed. The total amount of the contract is \$60,000.00, up from the previous \$50,000.00. Two payments will be made instead of a single payment. A motion to approve was made by Mr. Bayless, which was seconded. The contract was signed by the board.

The Relax Inn has proposed providing 10 rooms for the Trustee to use at \$175/room/week. The proposal was discussed and rejected by the board.

Windrose Health will be presenting at a meeting organized by the Trustee regarding HIP 2.0 on November 16, 2015 for Trustees and other "help" organizations.

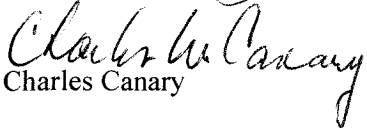
Transitional Housing:

- 664: Invitee is out of the unit as of October 12, 2015.  
Unit cleaned, but water loss occurred during cleaning. PCS was called to dry-out the unit and Sherry (owner's daughter) was contacted.  
Damage present at the unit. Damage was discussed, as was the cost of repairs, and the Trustee will pay for part of the repair required.
- 672: Invitee obtained Section 8 voucher and is on a wait list.
- 692: Invitee is out of the unit as of November 2, 2015.  
Unit damaged by the invitee. Walk-thru to be scheduled with Sherry.

Meeting adjourned at 8:07 PM

  
Thomas A. Wood

  
David Bayless

  
Charles Canary

Franklin Township Trustee  
December 1, 2015

Call to Order at 6:58 PM

Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood, Charles Canary

Previous meeting minutes (11/03/2015) approved by the board and signed. Mr. Canary made a motion to approve, which was seconded. The November 2015 Assistance Report was distributed to the board, discussed and reviewed.

A request to destroy old records is still pending with the State. Records dated Jan 1, 2009 and older were requested to be destroyed.

The former Trustee has again requested documentation and information regarding unemployment penalties and interest.

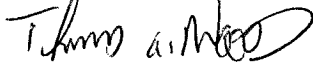
The next board meeting will be Tuesday January 5, 2016, unless otherwise notified.

Transitional Housing:

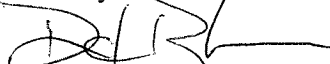
- 664: New invitee is in unit. Invitee was in unit 8 days and the police were there due to a domestic dispute. The boyfriend of the invitee is not longer staying at the unit.
- 672: Invitee is assisting with repairs of the other units.
- 692: Repairs are complete and unit is ready for use by the Trustee.

Meeting adjourned at 7:28 PM

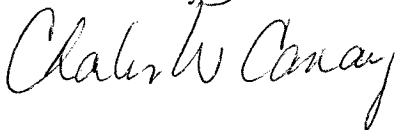
Thomas A. Wood



David Bayless



Charles Canary



Franklin Township Trustee  
December 22, 2015

Call to Order at 7:00 PM

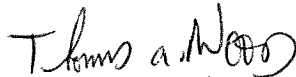
Attendees at meeting

Lydia Wales, David Bayless, Thomas A. Wood, Charles Canary

Previous meeting minutes (12/01/2015) approved by the board and signed. Mr. Wood made a motion to approve, which was seconded.

Mr. Canary made a motion to approve Resolution 15-12 recommending salaries of Township Officers and Employees, which was seconded. Resolution 15-12 passed and was signed by the board.

Meeting adjourned at 7:05 PM

  
Thomas A. Wood

  
David Bayless

  
Charles Canary