

Franklin Township Trustee
January 2, 2018

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for December 5, the December assistance report, and the November bank statement) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

Resolution 18-01 – Board of Directors. Ms. Henderson was nominated to be the board president and Mr. Wood was nominated to be the secretary. Mr. Canary made a motion to approve the nominations, which was seconded and passed.

Resolution 18-02 – Transfer of Funds. Mr. Wood made a motion to approve the resolution transferring funds, which was seconded and passed.

Resolution 18-03 – Anti-Nepotism. Mr. Wood made a motion to approve the anti-nepotism resolution, which was seconded and passed.

Resolution 18-04 – Oversight Committee. Mr. Wood made a motion to approve the nomination of Ms. Henderson to the committee, which was seconded and passed.

The trustee presented to the board a mileage claim for October, November, and December. The mileage claim was reviewed by the board.

A brief discussion was held regarding the transitional housing units.

- 672 and 692 have frozen pipes. The building owner has been notified.
- Still a wait list for transitional housing.
- A couple was removed after Christmas.

Motion to adjourn made by Ms. Henderson, which was seconded and passed.

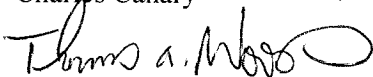
Meeting adjourned at 7:25 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
February 6, 2018

Call to Order at 7:01 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for January 2, the January assistance report, and the bank statement) by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The 2017 Annual Report was reviewed by the board and certified.

1782 Notice – The 2018 budget was approved.

The trustee reported that the van is having a battery/electrical issue. The issue has been ongoing, but a solution is on the horizon, as the van is in the shop for repairs.

A brief discussion was held regarding the transitional housing units. No significant changes were reported by the Trustee at this time.

Motion to adjourn made by Ms. Henderson, which was seconded and passed.

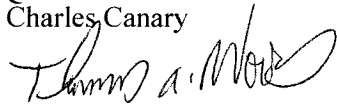
Meeting adjourned at 7:18 PM



Brandi Henderson

(absent)

Charles Canary



Thomas A. Wood

Franklin Township Trustee
March 6, 2018

Call to Order at 7:05 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for February 6, the February assistance report, and the bank statement) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The trustee reported that the van is fixed. A "kill switch" was added and the electrical issue is no longer an issue.

Resolution 18-05 – Additional Clerical Assistance: A discussion was held regarding the need for additional clerical assistance. The position will be from noon to 5 until Betty retires, then it will transition to 8-5. This new individual will be responsible for the payee program, which was grown in participants. A motion to approve the resolution was made by Mr. Wood, which was seconded and passed.

Resolution 18-06 – Establishing Salaries for Township Offices and Employees: A motion to approve the resolution was made by Ms. Henderson, which was seconded and passed.

Resolution 18-07 – Additional Appropriation: A motion to approve the resolution was made by Ms. Henderson, which was seconded and passed.

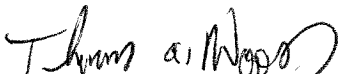
A brief discussion was held regarding the transitional housing units.

- A family had to be removed for not following the written guidelines of the program. They had been in transitional housing for 112 days.
- An invitee had been in transitional housing 121 days, but got an apartment just prior to the meeting.
- No one is on the wait list for transitional housing right now.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:25 PM


Brandi Henderson


Thomas A. Wood

Franklin Township Trustee
April 3, 2018

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

Public Hearing – The Trustee opened the public hearing for Resolution 18-07 (Additional Appropriation). A brief discussion was held regarding the proposed resolution. The hearing was open for public comment. No public comments were made. A motion to approve Resolution 18-07 was made by Ms. Henderson, which was seconded and passed. The Trustee then closed the public hearing.

A motion was made to approve the consent agenda (meeting minutes for March 6, the March assistance report, and the bank statement) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee reported ongoing problems with the van. She would like to replace the van with another vehicle. The Trustee will provide additional details to the board regarding the disposal and replacement of the van. The issue is tabled for now.

A brief discussion was held regarding the transitional housing units.

- The units are filling back up.
- The Trustee is looking for an individual to do weekend inspections at the transitional houses since our current investigator is not available on the weekends. She will report back to the board with information.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:25 PM

Brandi Henderson
Brandi Henderson

(absent)

Charles Canary

Thomas A. Wood
Thomas A. Wood

Franklin Township Trustee
May 1, 2018

Call to Order at 7:05 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood

The Trustee provided an updated Assistance Report 2018 at the time of the meeting.

A motion was made to approve the consent agenda (meeting minutes for April 3, the April assistance report, and the bank statements) by Ms. Henderson. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statements were approved by the board and signed.

The Trustee reported that the Additional Appropriation had been approved. A brief discussion was held regarding the Additional Appropriation.

A brief discussion was held regarding the disposal and replacement of the township van. The van is continuing to have issues. A decision on disposal and replacement will be made at a latter date.

Additional Policy Resolution 18-08: Complaint Policy/Procedure and Sexual Harassment Policy. The new policy was reviewed by the board and discussed with the Trustee. Mr. Wood made a motion to approve the additional policy. The motion was seconded and passed.

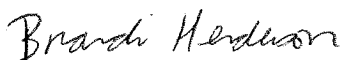
2018 Investigation Agreement. The agreement was reviewed and discussed by the board. The agreement was signed by the board.

A brief discussion was held regarding the transitional housing units.

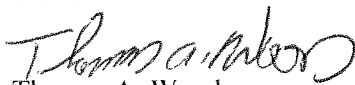
- The units are full.
- The Trustee reported some drain issues at 692. The issues are resolved now.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:15 PM



Brandi Henderson



Thomas A. Wood

Franklin Township Trustee
June 5, 2018

Call to Order at 7:05 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for May 1, the May assistance report, and the bank statements) by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statements were approved by the board and signed.

Additional Appropriation Resolution 18-09: Vehicle for use by the Trustee's office. A discussion was held regarding the resolution. The purpose of the additional appropriation resolution is to obtain funds for the replacement of the township van, which has had and continues to have mechanical problems. The board agreed to a maximum budget of \$12,000.00 for the purchase of a vehicle to replace the township van. Ms. Henderson made a motion to approve. The motion was seconded and passed. The Trustee will publish the resolution and a public hearing will be held at the next board meeting.

The Trustee reported that the state audit is ongoing and all is going well.

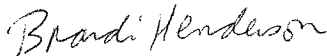
A brief discussion was held regarding the transitional housing units.

- The units are not full.
- The Trustee reported all is going well.

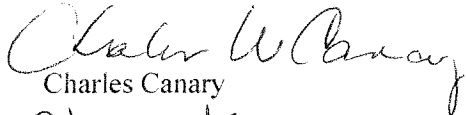
The next board meeting will be July 10th instead of July 3rd due to the holiday.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:25 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
July 10, 2018

Call to Order at 7:00 pm

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary

A motion was made to approve the consent agenda (meeting minutes for June 5, 2018, the June assistance report and the bank statements) by Ms. Henderson. The motion was seconded by Mr. Canary and passed. The meeting minutes, assistance report and the bank statements were approved by the board and signed.

Public Hearing – the Trustee opened the public hearing for Resolution 18-09 (Additional Appropriation). A brief discussion was held regarding the proposed resolution. The hearing was open for public comment. No public comments were made. A motion to approve Resolution 18-09 was made by Mr. Henderson, which was seconded by Ms. Henderson and passed. The Trustee then closed the public hearing.

Trustee reported that there has been no additional notice regarding the audit.

Discussion regarding Resolution 18-09, Additional Policy, the Trustee advised that the State Board of Accounts requires the Township to upload documentation into Gateway on a monthly and yearly basis and that a policy was written to comply with the new guidelines. A motion was made to approve Resolution 18-09, Additional Policy, by Ms. Henderson. The motion was seconded by Mr. Canary and passed.

A brief discussion was held regarding the transitional housing units.

- The units are full
- No issues from clients
- All is going well

The next board meeting will be August 7, 2018.

Motion to adjourn made by Ms. Henderson, which was seconded by Mr. Canary and passed.

Meeting adjourned at 7:25 pm.

Brandi Henderson



Charles Canary



Franklin Township Trustee
September 4, 2018

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for July 10, the July and August assistance reports, and the June and July bank statements) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance reports, and the bank statements were approved by the board and signed.

The office now has a van for use by the Trustee.

The Trustee opened the public hearing regarding the Ordinance or Resolution for Appropriation and Tax Rate. Budget documents were distributed by the Trustee and reviewed by the board. The matter was tabled until the next board meeting. The Trustee then closed the public meeting.

The Trustee reported that the Order on Additional Appropriation had been approved and finished (DLGF).

Resolution 18-11: The resolution is to transfer funds to cover the cost of additional investigator time. A motion to approve was made by Mr. Canary, which was seconded and passed.

The ITA conference will be September 23rd – 26th.

A discussion was held regarding the current office space. The landlord will be raising the rent when our lease is up December 31st. The Trustee will begin looking into alternatives for office space. Some alternatives discussed were obtaining space from the City of Franklin, locating leasable space, buying an office, or building an office.

A brief discussion was held regarding the transitional housing units.

- The Trustee reported all is going well.

The next board meeting will be October 2nd at 7:00. Our regular meeting and the public hearing for the budget will take place at that time.

Motion to adjourn made by Ms. Henderson, which was seconded and passed.

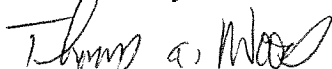
Meeting adjourned at 7:47 PM



Brandi Henderson

(absent)

Charles Canary



Thomas A. Wood

Franklin Township Trustee
September 11, 2018

Call to Order at 4:30 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood

The public hearing was opened by the Trustee.

The Trustee reported that the City of Franklin does not have any available office space for the office to relocate into.

The Trustee provided information about a commercial property for sale at 20 Circle Drive in Franklin.

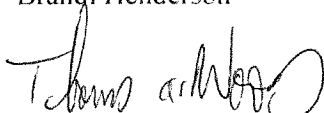
1. The Trustee reported that she learned that the property had a previous accepted offer but that the deal did not close.
2. After a brief discussion, it was decided that the Trustee would obtain two independent appraisals of the property, pursuant to Indiana Code.
3. After additional discussion, it was decided that the Trustee would begin steps towards negotiations for the purchase of the building and was given maximum figures in connection with the same, all contingent upon the appraised value.
4. The Trustee will keep the board informed as details become available.

The public hearing was closed by the Trustee.

Motion to adjourn made by Ms. Henderson, which was seconded and passed.

Meeting adjourned at 5:00 PM


Brandi Henderson


Thomas A. Wood

Franklin Township Trustee
October 2, 2018

Call to Order at 7:02 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood, Charles Canary (arrived at 7:10 PM)

A motion was made to approve the consent agenda (meeting minutes for September 4 and September 11, the September assistance reports, and the bank statements) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance reports, and the bank statements were approved by the board and signed.

The public hearing regarding the Adoption of the 2019 Budget was opened by the Trustee.

A motion was made to approve the Ordinance or Resolution for Appropriations and Tax Rate by Ms. Henderson. The motion was seconded and passed. The Ordinance was approved and signed by the board.

The public hearing was closed by the Trustee.

Resolution 18-13 – Office Building. A brief discussion was held regarding the resolution, which directs the Trustee to obtain two (2) appraisals for a commercial property considered for purchase by the Township. A motion to approve was made by Mr. Wood, which was seconded and passed.

Resolution 18-14 – Transfer within Same Fund (Shelter). A brief discussion was held regarding the transfer of funds from Public Utility Service to Shelter. A motion to approve was made by Mr. Wood, which was seconded and passed.

Resolution 18-15 – Transfer within the Same Fund (Professional Service). A brief discussion was held regarding the transfer of funds from Office Rent to Professional Services and Machinery, Equipment to Professional Services. A motion to approve was made by Mr. Canary, which was seconded and passed.

The Trustee reported that a public hearing on Additional Appropriation would be held October 10, 2018 at 7:00 PM.

The Trustee reported that all who attended the recent ITA conference benefited greatly.

A brief discussion was held regarding the transitional housing units. The Trustee reported all is going well.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

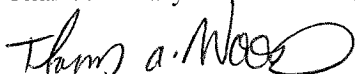
Meeting adjourned at 7: 35 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
October 10, 2018

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood, Charles Canary

A motion was made to approve the consent agenda (meeting minutes for October 2) by Ms. Henderson. The motion was seconded and passed. The meeting minutes were approved by the board and signed.

The public hearing regarding the Additional Appropriation was opened by the Trustee.

The Trustee reported that the Additional Appropriation was published in the newspaper, as required.

A brief discussion was held regarding the removal of the proposed purchase property from the tax roll. The auditor believes the effect would be minimal, if it had any effect at all.

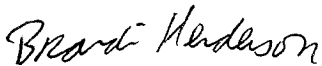
Resolution 18-16 "Additional Appropriation" – Discussion held regarding the resolution, which includes \$215,000 (\$150,000 from Rainy Day, \$45,000 from Township Assistance, and \$20,000 from General). The Trustee made note that the proposed resolution has to be approved by the DLGF. A motion was made to approve the resolution by Mr. Canary. The motion was seconded and passed. The resolution was approved and signed by the board.

The board agreed that the Trustee can start negotiations for the purchase of the commercial property at 20 Circle Drive pending the approval of the DLGF.

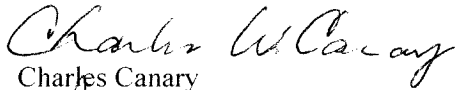
The public hearing was closed by the Trustee.

Motion to adjourn made by Mr. Canary, which was seconded and passed.

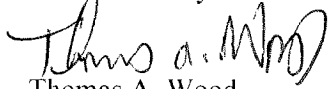
Meeting adjourned at 7: 25 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
October 31, 2018

Call to Order at 4:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood, Charles Canary

A motion was made to approve the consent agenda (meeting minutes for October 10) by Mr. Canary. The motion was seconded and passed. The meeting minutes were approved by the board and signed.

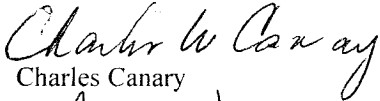
Resolution 18-17 – Purchase of Real Estate: The resolution permits the Trustee to purchase the real estate at 20 Circle Drive, Franklin, IN and to execute all documents necessary for the purchase of the real estate as the Township Trustee. A motion to approve was made by Mr. Canary, which was seconded by Ms. Henderson and passed.

Motion to adjourn made by Mr. Canary, which was seconded and passed.

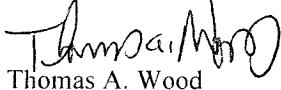
Meeting adjourned at 4: 18 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
November 13, 2018

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood, Charles Canary

A motion was made to approve the consent agenda (meeting minutes for October 31, October Assistance Report, and September/October bank statements) by Ms. Henderson. The motion was seconded and passed. The meeting minutes, assistance report, and bank statements were approved by the board and signed.

Closing on the property at 20 Circle Drive was today. A brief discussion was held regarding the closing documents.

The remodel of the 20 Circle Drive building was discussed. The bidding process for the remodel is underway.

A brief discuss was held regarding the "exit communication" from the recent audit by the SBoA. A meeting is to be held Thursday between the Trustee and the SBoA.

2019 Emergency Assistance Eligibility Standards – The standards were discussed by the board.

Resolution 18-19 – Adopting 2019 EAES: A motion to approve the resolution was made by Mr. Wood, which was seconded and passed.

2019 Fire Protection Contract – The contract was discussed by the board. A motion to approve was made by Mr. Canary, which was seconded and passed.

2019 Exterminator Agreement – The agreement was discussed by the board. A motion to approve was made by Mr. Wood, which was seconded and passed.

2019 Investigator Agreement – The agreement was discussed by the board. A motion to approve the agreement was made by Mr. Wood, which was seconded and passed.

2019 Cleaning Agreement – The agreement was discussed by the board. A motion to approve was made by Mr. Wood, which was seconded and passed.

2019 Sub-Lease Rental Agreement – The agreement was discussed by the board. A motion to approve was made by Mr. Canary, which was seconded and passed.

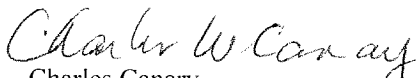
Resolution 18-20 – Transfer within Same Fund: The resolution was discussed by the board. A motion to approve was made by Mr. Canary, which was seconded and passed.

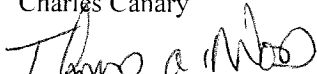
A brief discussion was held regarding the transitional housing units. The Trustee reported that all is going well.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:55 PM


Brandi Henderson


Charles Canary


Thomas A. Wood

Franklin Township Trustee
December 4, 2018

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Jeannie Barnett, Brandi Henderson, Thomas Wood, Charles Canary

A motion was made to approve the consent agenda (meeting minutes for November 13 and November Assistance Report) by Ms. Henderson. The motion was seconded and passed. The meeting minutes and assistance report were approved by the board and signed.

The Trustee reported that the contract to repair the building at 20 Circle Drive was awarded to Caliber. Work has begun on the repairs.

Resolution 18-21 – Encumber 2018 Funds to 2019 Budget: The resolution was discussed and a motion to approve the resolution was made by Mr. Wood, which was seconded and passed.

Resolution 18-22 – Establishing Salaries: The resolution was discussed and a motion to approve the resolution was made by Ms. Henderson, which was seconded and passed.

2019 Letter to Sheriff: The letter was reviewed and discussed by the board.

Certification of Elected Officials: A brief discussion was held and the documents were signed by the board.

A brief discussion was held regarding the transitional housing units. The Trustee reported that all is going well.

Ms. Henderson asked if the Trustee would be interested in combing the Cub Closet program, which is currently maintained at one of the local schools and staffed by school personnel, with the Trustee's clothes distribution program. A discussion was held and once the Trustee is in the new office, it would be possible.

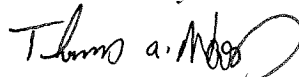
Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:30 PM


Brandi Henderson

(Resigned)

Charles Canary


Thomas A. Wood