

Luce Township Board Minutes
March 27, 2024

Attendance: Lisa Hemmer, Board President Rick Garrett, Board Secretary
 Jeremy Kincaid, Board Member Jeremy Gorman, Trustee
 Linda Garrett, Clerk

Meeting was called to order by President Hemmer at 5:29 pm.

Board Minutes

Motion was made to approve minutes of the February 12, 2024, as presented.

Motion to Approve Minutes as presented: Jeremy Kincaid
Motion Second: Rick Garrett
Vote: 3-0

Resolution 2024-003 – Personnel Policy

The Board reviewed the resolution as presented, and a motion was made to approve. The resolution was signed and made a part of these minutes. Page: 83

Motion to Approve Resolution 2024-003 as presented: Jeremy Kincaid
Motion Second: Rick Garrett
Vote: 3-0

Resolution 2024-004 – Credit Card Limit Increase

The Board reviewed the resolution as presented, and a motion was made to approve. The resolution was signed and made a part of these minutes. Page: 84

Motion to Approve Resolution 2024-003 as presented: Jeremy Kincaid
Motion Second: Rick Garrett
Vote: 3-0

Government Center Roof Repair Quotes

The following contractors were contacted concerning repairs to the roof at the Government Center due to leaking:

- Quotes Requested from:
- Steve Bosma Construction – voice mail was full and calls were never answered
 - Bickel Construction – said he would be here to look at it the next day but never showed
 - Bullseye Construction – returned my call – They do not do roof repairs.
 - Embry's Roofing – left message but they never returned the call
 - Heads Construction – left message with a person and the call was never returned

Quotes Received from:
Burden Residential
F&F Roofing & Construction
Estimates were made a part of these minutes. Pages: 85 & 86

Motion was made to accept the lowest quote from Burden Residential.

Motion to Accept the Quote from Burden Residential: Rick Garrett
Motion Second: Lisa Hemmer
Vote: 3-0

Investments

Current investments include a \$100,000 CD from the Township Fund and a \$35,000 CD from the Fire Territory Fund with both CDs maturing on April 9, 2024. The checking account is in a NOW account. Opening a money market account with money in excess of monthly operating expenses was discussed. The Clerk was instructed to obtain the necessary information to determine monthly operating expenses and send this to the Board by email.

A motion was made to review the CD amounts and to obtain quotes on interest rates in order to reinvest in CDs for the same two funds. In addition to the CDs, a money market account is to be opened at the same time with money in excess of monthly operating expenses as approved by the Board subsequent to this meeting and as amended to these minutes.

Motion to reinvest in CDs and to open a money market account as stated: Jeremy Kincaid
Motion Second: Rick Garrett
Vote: 2-0-1 with Lisa Hemmer abstaining due to her employment by Spencer County Bank

IN.gov Website and Email Addresses

The Board discussed the need for Township website and the advantages of having this website through IN.gov. Cost for a basic website hosted by Indiana Office of Technology (IOT) is \$50 per month with the cost of email through IOT is \$6.50 per month per email address. A motion was made to proceed with this project for both the website and email addresses with email addresses for the trustee, clerk, all board members and with a township email address being offered to the fire chief and 2 assistant chiefs.

Motion to Proceed with the project with IOT: Jeremy Kincaid
Motion Second: Rick Garrett
Vote: 3-0

Trustee's Report

Update on cemeteries that the Township maintains that are on private property. Letters have been sent to the owners of Glendale and Sandale cemeteries as well as to the property owner next to Glendale that an right of way is needed from in order to access the cemetery.

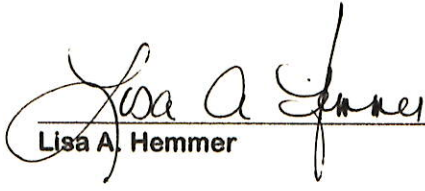
Permits have been filed with the county by River City Wireless, and they are awaiting approval in order to move forward with the project at the Hatfield Station.

Next Meeting

The next meeting was not scheduled at this time.

Adjournment - Time: 6:39 pm

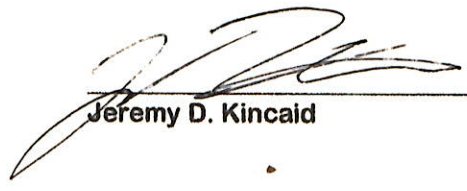
Motion to Adjourn: Rick Garrett Motion Second: Jeremy Kincaid Vote: 3-0



Lisa A. Hemmer



Wm. Rick Garrett



Jeremy D. Kincaid

Township Board of Luce Township, Spencer County
Resolution 2024-003

A Resolution Regarding the Personnel Policy of the Township

Whereas, Amended State Examner Directive 2018-1, dated October 30, 2023, requires that Townships have a written personnel policy; and

Whereas, the Township Personnel Policy is to be uploaded with required annual uploads into the Indiana Gateway for Government Units beginning with the annual 2023 annual uploads and in future years if uploaded; and

Whereas, SBOA recommends as a best practice that the township board review and, if appropriate, record its approval of such a policy;

Now, therefore, be it resolved by the Township Board of Luce Township, Spencer County, as follows:

Section 1. The Luce Township Personnel Policy, is as follows:

Compensation: All compensation must be set out on Township Form No. 17, Resolution Establishing Salaries of Township Officers and Employees. Form No. 17 is to be adopted as a part of the budgeting process, and with the exception of elected officials, may be amended at any time, subject to budgetary limitations.

Employee Benefits, Leave, and Overtime: This policy makes no provision for employee benefits, leave time or overtime compensation.

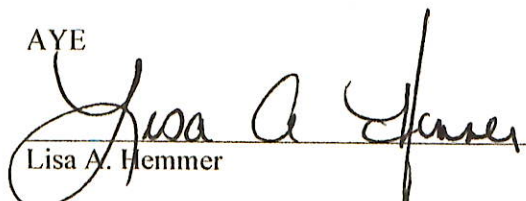
Record of Hours Worked: Per IC 5-11-9-4, record of hours worked by employees will be maintained on General Payroll Form No. 99A, Employee's Service Record.

Nepotism: All employment must comply with the Nepotism Policy approved by the Board.

Section 2. The Township Board approves the policy as stated in Section 1.

Adopted by the Township Board of Luce Township, Spencer County, this 27th day of March, 2024.


AYE



Lisa A. Hemmer




Wm. Rick Garrett



Jeremy D. Kincaid

ATTEST:



Jeremy E. Gorman, Trustee

NAY

Lisa A. Hemmer

Wm. Rick Garrett

Jeremy D. Kincaid

RESOLUTION NO. 2024-004
RESOLUTION TO INCREASE THE CREDIT LINE OF THE
VISA BUSINESS CREDIT CARD ACCOUNT HELD BY SPENCER COUNTY BANK

WHEREAS, Luce Township currently has a Visa Business account at Spencer County Bank;
and

WHEREAS, the current Visa Business Account has a total credit limit of five thousand dollars (\$5,000); and

WHEREAS, the five-thousand dollar (\$5,000) credit limit is distributed evenly across five (5) credit cards held by the Township Trustee, Jeremy Gorman (8789); Township Clerk, Linda F Garrett (8722); Fire Chief, Todd Daming (8755); Richland Station Assistant Chief, Jeff Jones (8763) and Hatfield Station Assistant Chief, Scott Middleton (8771).

NOW, THEREFORE, the Luce Township Board resolves that:

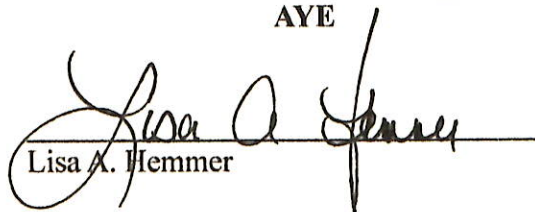
1. A request for the increase of the total credit limit on the Visa Business account held by Spencer County Bank be made to increase the total credit limit to seven thousand dollars (\$7,000); and
2. That the two-thousand dollar (\$2,000) increase be added to the Visa credit card held by the Township Clerk, Linda F Garrett (8722) increasing the limit on this card to three thousand dollars (\$3,000).

Dated this 27th day of March, 2024.

LUCE TOWNSHIP BOARD

AYE

NAY


Lisa A. Hemmer

Lisa A. Hemmer

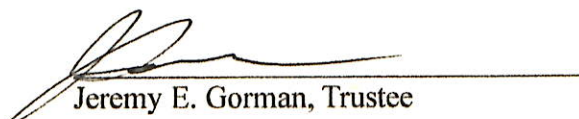

Wm. Rick Garrett

Wm. Rick Garrett


Jeremy D. Kincaid

Jeremy D. Kincaid

ATTEST:


Jeremy E. Gorman, Trustee

Burden Residential

3742 N 900 W

Richland IN 47634

Estimate

Date	Estimate #
3/18/2024	2276

Name / Address
Luce Twp

			Project
			Fire Dept / Trustee O...
Description	Qty	Rate	Total
Luce Twp Fire Dept / Trustee Office Roof is leaking because old Neoprene washers have dry rotted. In order to go into previous holes (instead of caulking in old screws) must use larger screw and washer Scope of work: * Remove all old screws that are #9 size screws (approximately 6000 screws) * Install #14 / 2" screws with neoprene washer back into same holes		7,500.00	7,500.00
		Total	\$7,500.00

Luce Township Trustee & Fire
Department
3934 SR62
Richland, IN 47634
812-359-4910



F&F Roofing & Construction LLC
Fernando Trejo
10577 Willow Creek Rd
Newburgh, IN 47630
contact@fandfroof.com
812-470-9993

There will be 3 quote prices inside
the estimate, 3 options ranging from
good to best.

OPTION 1.

- Silicone all screws on the roof.
- Approximately 4500 screws
- 70+ tubes of silicone required
- No warranty for silicone repair

Option 1 price: \$11,500.00

OPTION 2.

- Full screw replacement
- Remove previous screws and replace with new green washer rubber seal screws, metal to wood screws.
- 4500 screw removal and replace
- No warranty

Option 2 price: \$40,500.00

OPTION 3

- Full pole barn metal replacement of 71 SQ. roof to color of choice.
- Removal of old metal sheets, fix uneven sections of the roof.
- Replace new metal roof with appropriate screws, drip edge, corners, ventilation.
- 7-year labor warranty + metal manufacturer's warranty + paint warranty

Option 3 price: \$81,500.00