

## Luce Township Board Minutes

February 6, 2023

<b>Attendance:</b> Lisa Hemmer, Board President Joe Mackey, Board Member Linda Garrett, Clerk Jaime Jones, Former Clerk	Rick Garrett, Board Secretary Jeremy Gorman, Trustee Bonnie Young, Former Trustee
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Meeting was called to order at 5:30 pm by President Hemmer.

Minutes of the January 3, 2023, meeting were read and approved.

The 2022 Annual Report was reviewed with former Trustee, Bonnie Young, and former Clerk, Jaime Jones, answering questions from the Board. Motion by Rick Garrett to approve with second by Lisa Hemmer. Motion passed with a vote of 3 - 0.

Township Assistance guidelines were reviewed and discussed. Motion by Joe Mackey to approve with second by Rick Garrett. Motion passed with a vote of 3 - 0. A copy of the guidelines is on file in the Trustee's office.

Travel Policy was reviewed. Motion to approve was made by Rick Garrett with second by Joe Mackey. Motion passed with a vote of 3 - 0. A copy of the policy has been made a part of these minutes.

Specifications for grounds maintenance quotes for the Government Center, Hatfield Fire Station, Memorial Field, and six cemeteries were reviewed with no changes being made. Advertising for quotes was discussed, and former Trustee Young stated that there had been no response to ads in the past. It was decided to mail requests for quotes to two businesses and two individuals who do mowing in the Township without advertising.

Trustee Gorman discussed adding a property damage rider to the Township insurance that would cover the Trustee and Clerk when on Township business. He was questioned about this also covering the Board when they are on Township business. This was tabled until a quote can be obtained from Kincaid Insurance who has the Township insurance and we find out if the Board will also be covered.

Attorney services for the Township was discussed. Bruce Cissna has represented the Township on an as needed basis in the past and has agreed to continue to do so. The Board decided to continue this as needed basis arrangement with Mr. Cissna at a rate of \$235 per hour.

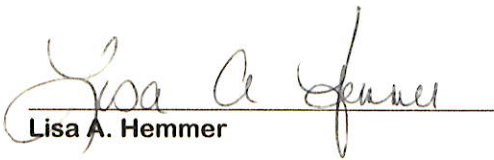
Contracting with someone for janitorial services for the Government Center and the Hatfield Fire Station was discussed. Trustee Gorman is going to work on getting quotes before the next meeting.

Steve Buse from the Luce Township Regional Sewer District (LTRSD) Board was on the agenda to speak to the Board concerning the Sewer District operations; however, he was not present for the meeting. Trustee Gorman and President Hemmer gave a report on the LTRSD Board meeting that they attended in January.

Trustee Gorman informed the Board that the two CD's that were held by the Township for the Township Fund and the Fire Territory Fund matured in January. These were cashed and the principle and interest earned plus a minimal amount to bring the CD's to even \$100 amounts were used to purchase 15 month CD's that will earn 3.5% interest at Spencer County Bank. The new Township Fund CD is for \$100,000 and the new Fire Territory CD is for \$35,000.

The next meeting will be March 6, 2023, at 5:30 pm in the community room at the Trustee's office.

Motion to adjourn was made by Rick Garrett and seconded by Joe Mackey with all in favor.

  
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Lisa A. Hemmer

  
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Wm. Rick Garrett

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Joseph A. Mackey



## Luce Township Travel Policy

In order to properly conduct the business of the township, it is recognized that some travel outside the office is necessary. This policy is designed to set out the procedures for reimbursement of travel expenses.

### Commuting

The township will not reimburse the cost of commuting to and from an employee's home to the place within the township where the person works.

### Reimbursement for Mileage

The township will reimburse travel for township business in an employee's personal vehicle at the rate of \$0.49 per mile which is equivalent to the current rate paid to State of Indiana employees. All mileage must be requested on a Mileage Claim Form No. 101 as prescribed by the State Board of Accounts. This form must be filled out completely including date of travel, location traveled to, purpose of the travel, either beginning and ending odometer readings or a copy of the mileage for the trip as determined by an internet mapping application such as Google Maps or MapQuest. If an internet mapping application is used, a print out of the mileage determination must be attached to Form 101.

### Reimbursement for Lodging

Out of town lodging should be reserved in advance, if at all possible, using the Township credit card. If booked by the employee, reimbursement will be paid to a maximum of one hundred fifty dollars (\$150) per night. If the hotel housing the conference or training exceeds this amount, prior approval of the higher room rate by the Trustee for employees or the Board for the Trustee would be required. An itemized receipt must be obtained when checking out of the hotel to be attached to the travel claim whether the stay was paid by the employee or the township credit card was used.

### Reimbursement for Meals

Meals will be reimbursed at a maximum of fifty dollars (\$50) per day for expenses incurred during overnight stays. Meal expenses incurred during single day travel will be the responsibility of the employee. The Township will not reimburse alcoholic beverage or gratuity expenses. An itemized receipt must be provided for reimbursement. A credit card receipt showing total due is NOT an itemized receipt.

Approved this 6<sup>th</sup> day of February, 2023.

  
Lisa A. Hemmer, Board President

  
William R. Garrett, Board Secretary

  
Joe A. Mackey, Board Member