

## Luce Township Board Minutes

### March 6, 2023

Attendance: Lisa Hemmer, Board President      Rick Garrett, Board Secretary  
 Jeremy Gorman, Trustee      Linda Garrett, Clerk  
 Seth Morris, Representing the Luce Twp. Athletic League

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

Minutes of the February 6, 2023, meeting were read and approved.

Financial and Budget Reports with current year to date information were presented and explained by Linda Garrett.

### Trustee's Report

Trustee Gorman stated that he has been approached about deeding the Memorial Field property in its entirety to the Town of Richland. The Memorial Field is within the Town limits, and they feel that they are in a better position than the Township to make the needed improvements to the facilities since the Town is able to apply for various grants that the Township is not eligible to apply for. The property consists of three parcels, two of which were given to the Township with no stipulations by individuals with the third being given to the Township by Spencer County Bank. This third parcel had originally been given to the Richland Lions Club with a right of reversion clause included in the deed. This clause was removed when the property was deeded to the Township by the Bank after the Lions Club became inactive. Trustee Gorman stated that he feels that the right of reversion clause should be included in the deed if the Board decides to give the property to the Town so that the property can only be used as some type of park facility. The advantages and disadvantages of deeding the property to the Town of Richland were discussed at length with Mr. Morris presenting the Athletic League's views on this. The need for an interlocal agreement between Luce Township and the Town of Richland was also discussed. It was decided to table the matter now with the Board directing Trustee Gorman to continue researching the various ways that the Township and the Town of Richland can work together to improve the Memorial Field facilities.

### Old Business

Five quotes for mowing the nine Township owned properties for the 2023 mowing season were received. A summary of these quotes was presented by the Clerk. Quotes were received from Carpenter Mowing Service, Carson Braun, Red Clay Lawncare, Jake's Mowing Service, and Redline Landworks LLC. Three bids did not contain all the stated requirements included in the specifications for the quotes. The two remaining quotes were discussed. Rick Garrett made a motion to accept the quote from Carpenter Mowing Service for the two fire stations based on this quote including a price for snow removal as well as mowing with the quote from Jake's Mowing Service being accepted for the Memorial Field and all six cemeteries. Motion was second by Lisa Hemmer. Motion passed with a 2 – 0 vote. A summary of all quotes has been made a part of the minutes.

Trustee Gorman received one quote for janitorial services at the Government Center and the Hatfield Fire Station. The quote from Mysti DeMarco contained all necessary information and the combined price for cleaning the Government Center biweekly and the Hatfield Fire Station monthly was \$150 per month with Mysti providing the cleaning supplies. Motion was made by Lisa Hemmer and second by Rick Garrett to accept this quote. Motion passed with a 2 – 0 vote.

A quote of \$101 per policy year to add Physical Damage on Hired and Borrowed Covered Autos to the insurance to cover the Trustee, Clerk and Board when on Township business was received from Kincaid Insurance. Kincaid Insurance currently carries the Township insurance.

Lisa Hemmer made a motion to add this to the insurance policy with a second by Rick Garrett. Motion passed with a vote of 2 – 0.

### New Business

Capital Asset Policy was reviewed and discussed. Motion by Lisa Hemmer to approve with second by Rick Garrett. Motion passed with a vote of 2 – 0. The Capital Asset Policy has been made a part of the minutes.

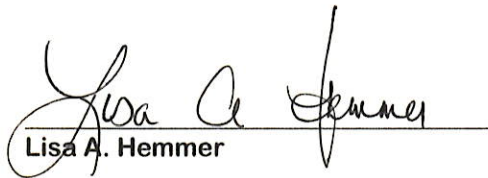
Credit Card Policy was reviewed and discussed. Motion by Rick Garrett to approve with second by Lisa Hemmer. Motion passed with a vote of 2 – 0. The Credit Card Policy has been made a part of the minutes.

Nepotism in Employment Resolution was reviewed and discussed. Motion by Lisa Hemmer to approve with second by Rick Garrett. Motion passed with a vote of 2 – 0. The Nepotism in Employment Resolution has been made a part of the minutes.

Nepotism in Contracting Resolution was reviewed and discussed. Motion by Rick Garrett to approve with second by Lisa Hemmer. Motion passed with a vote of 2 – 0. The Nepotism in Contracting Resolution has been made a part of the minutes.

The next meeting will be scheduled when Trustee Gorman has more information on the Memorial Field.

Motion to adjourn was made by Lisa Hemmer and seconded by Rick Garrett with all in favor. Meeting adjourned at 7:34 pm.



Lisa A. Hemmer



Wm. Rick Garrett



Joseph A. Mackey



Township Board of Luce Township, Spencer County  
Resolution 001-2023

A Resolution Regarding the Capital Assets Policy of the Township

Whereas, IC 5-11-1-24(a) requires the Indiana State Board of Accounts (SBOA) to establish in writing uniform compliance guidelines for required examinations and reports; and

Whereas, *Accounting and Uniform Compliance Guidelines Manual for Indiana Townships*, promulgated by SBOA, provides on Page 3 of Chapter 1 that every township is to have a capital assets policy that details the threshold at which an item is considered a capital asset; and

Whereas, the Trustee of Luce Township, Spencer County, has established such a policy; 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 Township Board has reviewed the Trustee's capital assets threshold policy, which is as follows:

Land: land of any value.

Infrastructure: items of any value \$5,000 or greater.

Buildings:

- 1) Original acquisition: any value, plus
- 2) any major repair, remodel, or addition \$5,000 or greater that has a useful life greater than a year and enhances the value or extends the life of a building.

Improvements other than buildings: any items \$5,000 or greater.

Equipment: any item \$5,000 or greater.

Construction Work in Progress:

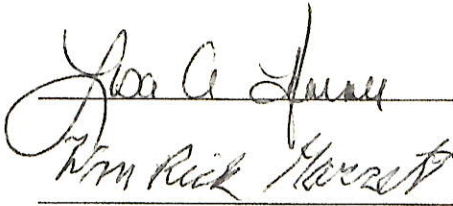
Same policy as for infrastructure, buildings, other improvements, and equipment, depending on the nature of the asset being constructed.

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

Adopted by the Township Board of Luce Township, Spencer County, this 6th day of March, 2023,

AYE

NAY

  
\_\_\_\_\_  
Joe A. Jones

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ATTEST:

  
\_\_\_\_\_  
Trustee

3/6/2023  
Date

Township Board of Luce Township, Spencer County  
Resolution 002-2023

A Resolution Regarding the Credit Card Policy of the Township

Whereas, *Accounting and Uniform Compliance Guidelines Manual for Indiana Townships*, promulgated by SBOA, provides on Pages 11 and 12 of Chapter 1 that every township is to have a credit card policy that details the purposes for which the credit card may be used and who is responsible for the issuance and use of the card ; and

Whereas, the Trustee of Luce Township, Spencer County, has established such a policy; 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 Township Board has reviewed the Trustee's credit card policy, which is as follows:

1. The Luce Township Board designates the Luce Township Trustee and the Luce Township Clerk to handle all credit cards and transactions. The designated persons will authorize the purpose of the use of the said credit cards. Once the credit card has been used for the authorized purchase, the card is to be returned to the designated person and kept in the custody of the above persons.
2. The designated responsible official or employee should maintain an accounting system or log which would include the names of the individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned to the responsible official or employee, along with the original receipt for the approved purchase.
3. Payment for all credit card purchases are to be made on the basis of a statement or credit card slip only. All original receipts will be attached to the monthly statement being paid. All credit cards will be paid in full each and every month. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee shall be the responsibility of that officer or employee for that month.
4. If properly authorized, an annual fee may be paid for the credit card.
5. The credit card may not be used to obtain cash.
6. Transactions will be accessible in accordance with the Public Records Laws.
7. Credit Card Agreements should not contain references to debt.
8. Credit Card bills must be paid by Township check, not automatic withdrawal.
9. Any rewards or bonuses are property of the Township.

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

Adopted by the Township Board of Luce Township, Spencer County, this 6th day of March, 2023,

AYE

Lisa A. Jensen  
Wm Rick Navarro

NAY

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ATTEST:

 3/6/2023  
Trustee Date



## RESOLUTION OF THE LUCE TOWNSHIP BOARD SPENCER COUNTY, INDIANA

WHEREAS, the Indiana General Assembly adopted HEA 1005 in the 2012 Regular Session, which added IC 36-1-20.2 to the Indiana Code regarding Nepotism; and,

WHEREAS, IC 36-1-20.2-9(a) requires a local unit of government to adopt a nepotism policy that includes at a minimum the requirements set out in the statute; and,

WHEREAS, the Township Board has considered the requirements of the Act and wishes to comply with its provisions:

NOW THEREFORE, BE IT RESOLVED that the Township Board adopts the following policy on nepotism in employment:

### **NEPOTISM IN EMPLOYMENT**

#### **Section 1. DEFINITIONS**

A. "Relative" means any of the following:

1. A spouse
2. A parent or step parent
3. A child or step child, including an adopted child or step child
4. A brother or step brother, sister or step sister, including a brother or sister by half blood
5. A niece or nephew
6. A n aunt or uncle
7. A daughter-in-law or son-in-law

B. "Employed" means an individual who is employed by the Township on a full-time, part-time, temporary, intermittent, or hourly basis. The term does not include an individual who holds only an elected office. The term includes an individual who is a party to an employment contract with the township.

C. "Public Servant" means

1. Anyone who is a chief executive of, a statutory officer, or employee in, a Department in the Public Service is a public servant. (A public servant is a person who is employed by the government, either through appointment or election, or hiring)

- D. "Direct or Indirect line of supervision" means an elected officer or employee who could be in a position to affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation. The term does not include the responsibilities of the executive, legislative body, or fiscal body of the Township as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the Township.
- E. "Member of the Fire Department" means the Fire Chief or a Firefighter appointed to the department.

## **SECTION 2 EMPLOYMENT POLICY**

- A. Individuals who are relatives may not be employed by the Township in a position that results in one (1) relative being in the direct or indirect line of supervision of the other relative.
- B. This subsection (B) applies to an individual who:
  - 1. Is employed by the Township on the date the individual's relative begins serving a term of an elected office of the Township; and
  - 2. Is not exempt from the application under Section 3 of this Policy.

Notwithstanding, Subsection 2 (A), an individual may remain employed by the Township and maintain the individual's position or rank even if the individual's employment would violate this Policy. However, an individual described in this Subsection, may not be promoted, unless such promotion is within the merit ranks of a merit Fire Department, if the promotion would otherwise violate the Policy.

- C. This Policy does not abrogate or affect an employment contract with the Township that:
  - 1. An individual is a party to; and
  - 2. Is in affect on the date of the individual's relative begins serving a term of an elected office of the Township.

## **Section 3 EXEMPTIONS**

- A. An individual who is employed by the Township on July 1, 2012, is not subject to this Policy unless the individual has a break in employment with the Township. The following are not considered a break in employment with the Township:
  - 1. The individual is absent from the workplace while on paid or unpaid leave, including vacation, sick, or family medical leave or worker's compensation.
  - 2. The individual's employment with the Township is terminated followed by immediate re-employment by the Township, without loss of payroll time.



- B. For purposes of this Policy, the performance of the duties of:
1. A precinct election officer (As defined in IC 3-5-2-40.1) that are imposed by IC 3; or
  2. A volunteer firefighter is not considered employment by the Township.
- C. If the Township Trustee's office is located in the Township Trustee's personal residence, the Township Trustee may hire only one (1) employee who is a relative. The employee:
1. May be hired to work only in the Township Trustee's office;
  2. May be in the Township Trustee's direct line of supervision; and
  3. May not receive total salary, benefits and compensation that exceed five thousand dollars (\$5,000.00) per year.

#### **Section 4 CERTIFICATION**

- A. Each public servant of the Township shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this Policy. An officer shall submit the certification to the Trustee of the Township not later than December 31" of each year.
- B. The Annual Report filed by the Township with the State Board of Accounts under IC 5-11-13-1 must include a statement by the Trustee of the Township stating whether the Township has implemented a policy under IC 36-1-20.2.

DATED this 6<sup>th</sup> day of March, 2023.

AYE

NAY

Lisa A. Jensen  
Robert Rick Hammett

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ATTEST:

[Signature]  
 TRUSTEE



# RESOLUTION OF THE LUCE TOWNSHIP BOARD SPENCER COUNTY, INDIANA

WHEREAS, the Indiana General Assembly adopted HEA 1005 in the 2012 Regular Session, which added IC 36-1-20.2 to the Indiana Code regarding Nepotism; and,

WHEREAS, IC 36-1-20.2-9(a) requires a local unit of government to adopt a nepotism policy that includes at a minimum the requirements set out in the statute; and,

WHEREAS, the Township Board has considered the requirements of the Act and wishes to comply with its provisions:

NOW THEREFORE, BE IT RESOLVED that the Township Board adopts the following policy on nepotism in contracting:

## **NEPOTISM IN CONTRACTING**

### **Section 1. DEFINITIONS**

A. "Relative" means any of the following:

1. A spouse
2. A parent or step parent
3. A child or step child, including an adopted child or step child
4. A brother or step brother, sister or step sister, including a brother or sister by half blood
5. A niece or nephew
6. An aunt or uncle
7. A daughter-in-law or son-in-law

B. "Elected official" means:

1. The Township Trustee
2. A member of the Township Board

C. "Public Servant" means

1. Anyone who is a chief executive of, a statutory officer, or employee in, a Department in the Public Service is a public servant. (A public servant is a person who is employed by the government, either through appointment or election, or hiring)

**SECTION 2 CONTRACTING POLICY**

- A. The Township may not enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with:
1. An individual who is a relative (see section 1 Nepotism in Contracting) of an elected official or a public servant.
  2. A business entity that is wholly or partially owned by a relative (see section 1 Nepotism in Contracting) of an elected official or a public servant.

**Section 3 CERTIFICATION**

- A. Each public servant of the Township shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this Policy. An officer shall submit the certification to the Trustee of the Township not later than December 31" of each year.
- B. The Annual Report filed by the Township with the State Board of Accounts under IC 5-11-13-1 must include a statement by the Trustee of the Township stating whether the Township has implemented a policy under IC 36-1-20.2.

DATED this 6<sup>th</sup> day of March, 2023.

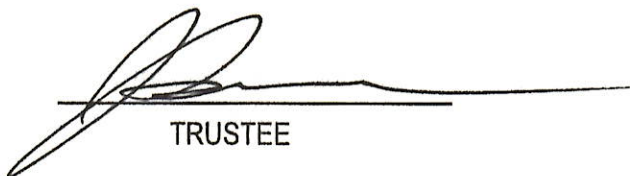
AYE

NAY

Lisa A. Jones  
William Rish Barrett

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ATTEST:

  
 TRUSTEE



## 2023 Mowing Bids

Contractor	Carpenter Mowing Service	Carson Braun	Red Clay Lawn care	Jake's Mowing Service	Redline Lawn & Landscape
Contact Person	Jarrad Carpenter		Gary Shoemaker	Jacob Wilhelmus	Tyler Daming
Mailing Address	3589 W CR 425 N, Richland	1101 N Meadow Court, Rockport	9799 W CR 100 N, Richland	8312 W CR 500 N, Richland	3649 N SR 161, Richland
Phone Number	812-686-0794	812-686-6230	812-573-1216	812-660-0786	812-686-8420

### Richland Fire Station / Government Center

Price per Mowing	\$ 65.00	\$ 50.00	\$ 35.00	\$ 30.00	\$ 45.00
Time per Mowing	1 hr	45 mins	1 hr 15 mins	♦	♦
Additional	*			●	×

### Hatfield Fire Station

Price per Mowing	\$ 75.00	\$ 180.00	\$ 40.00	\$ 50.00	\$ 65.00
Time per Mowing	1 hr	2 hrs	1 hr 45 mins	♦	♦
Additional	*			●	×

### Memorial Field

Price per Mowing	\$ 200.00		\$ 160.00	\$ 135.00	\$ 175.00
Time per Mowing	3 hrs		4 hrs 30 mins	♦	♦
Additional	spraying parking lots \$250 each time			●	×

### Cemeteries

#### Bakers Creek

Price per Mowing	\$ 70.00	\$ 60.00	\$ 50.00	\$ 60.00	\$ 75.00
Time per Mowing	1 hr	1 hr	2 hrs	♦	♦
Additional				●	×

#### Graff

Price per Mowing	\$ 70.00	\$ 60.00	\$ 40.00	\$ 40.00	\$ 40.00
Time per Mowing	1 hr	1 hr	1 hr 30 mins	♦	♦
Additional				●	×

#### Sandale

Price per Mowing	\$ 50.00	\$ 60.00	\$ 40.00	\$ 40.00	\$ 45.00
Time per Mowing	1 hr	1 hr	2 hrs	♦	♦
Additional				●	×

#### Richardson

Price per Mowing	\$ 150.00	\$ 80.00	\$ 45.00	\$ 85.00	\$ 95.00
Time per Mowing	2 hrs	1 hr 15 mins	2 hrs	♦	♦
Additional				●	×

#### Carter

Price per Mowing	\$ 50.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 40.00
Time per Mowing	1 hr	20 mins	30 mins	♦	♦
Additional				●	×

#### Glendale

Price per Mowing	\$ 60.00	\$ 30.00	\$ 37.50	\$ 35.00	\$ 40.00
Time per Mowing	1 hr	30 mins	1 hr 20 mins	♦	♦
Additional				●	×

Contractor	Carpenter Mowing Service	Carson Braun	Red Clay Lawncare	Jake's Mowing Service	Redline Lawn & Lawnscape
Contact Person	Jarrad Carpenter		Gary Shoemaker	Jacob Wilhelmus	Tyler Daming

## Total for all properties quoted

Price per Mowing	\$ 790.00	\$ 545.00	\$ 472.50	\$ 500.00	\$ 620.00
Time per Mowing	12 hrs	7 hrs 50 mins	16 hrs 30 mins	✦	✦
Additional				●	

## Required Information Included

Description of Mowing Equipment	included	included	no	included	no
References	included	included	no	included	no
Certificate of Insurance	included	parents homewoners	included	included	no
Quotation Sheet Used	yes	yes	yes	yes	yes
Received Timely	02/27/23	02/27/23	02/27/23	02/27/23	02/27/23
	@ 7:55 am	@ 8:00 am	@ 9:55 am	@ 11:00 am	@ 3:30 pm
	✦ One time fee of \$250 to spraying both fire station parking lots.			✦ Addressed in letter included with quote information.	✦ No times included on the Quotation Sheet
	✦ Snow removal and salt spreading - \$300 for both fire stations and salt spreading on all concrete surfaces.			● Additional information detailing the spraying bids is included at the end of the letter.	✦ Spraying weed control for all properties on as needed basis \$585.00.