

Benton Township Board Meeting

April 8th, 2020
7616 E State Road 45, Bloomington, IN, 47468

Attendance

- Joe Husk, Chair
- Hans Kelson, Secretary (Via Conference Call)
- Lynn Stevens, Board Member (Via Conference Call)
- Michelle Bright, Township Trustee
- Pam Mitchell (Via Conference Call)

Meeting called to order at 6:34

Updates

Executive Order 20-09

- This executive order modifies some provisions of the Open Door Law, and instructs local government bodies to limit meetings to only those things essential for operation. Therefore, we are postponing all reports, approval of minutes, and other non-essential items until we return to having meetings in person.

COVID-19 Procedures

- Our office is closed to the public until the public health emergency is over.
- Staff has been advised by the Indiana Township Association on how to process a Township Assistance claim over the phone.
- We are currently evaluating our food pantry process for the safety of everyone involved.
 - We tried to coordinate this with the Hoosier Hills Food Bank, but were unable to schedule a site visit before their policies changed to limit staff exposure.
 - Currently evaluating other options, such as pickup and delivery of a set number of items. We have had nine people contact the office to volunteer to deliver food.
- Our Internal Controls processes will be changing slightly:
 - Old process: Michelle opens mail, puts bill in folder. Pam will place the check in hold.
New process: Michelle opens mail, scans bill to Pam electronically, then Pam will place the check in hold.
 - Old process: Pam will reconcile bank statement and compile all monthly board meeting materials.
New process: Pam will reconcile bank statement, and Michelle will compile all monthly board meeting materials. Pam will also receive a copy of the meeting materials along with the board, for internal controls purposes.

New Board Business

Additional Appropriation to the Recreation Fund

- Adds an additional appropriation of \$5,000 to the Other Services and Charges line in the Recreation Fund.
- This will be used to cover expenses incurred due to the flooding in the senior center, as well as possibly assisting Danny Smith Park.

Approval

- Motion to Approve: Stevens
Second: Kelson
Approved Unanimously
- Roll Call Vote:
 - Husk: Aye
 - Stevens: Aye
 - Kelson: Aye

Additional Appropriation to the Township Assistance Fund

- Adds an additional appropriation of \$40,000 to the Township Assistance Fund, detailed by budget line below:
 - Welfare Admin - Personal Services: \$10,000
 - Direct Assistance - Medical, Hospital and Burial: \$5,000
 - Direct Assistance - Other Direct Poor Relief: \$25,000
- This is in anticipation of a greater need that was expected at the time the budget was written, including to allow the Trustee to compensate for more hours worked during the COVID-19 crisis.

Approval

- Motion to approve the full \$40,000 Additional Appropriation to the Township Assistance Fund:
Stevens
Second: Kelson
Approved Unanimously
- Roll Call Vote:
 - Husk: Aye
 - Stevens: Aye
 - Kelson: Aye

Additional Appropriation to the Cumulative Fire Fund

- Adds an additional appropriation of \$289,000 to the Cumulative Fire Fund.
- This is necessary due to our budget being written on the assumption that we would have paid for our new fire truck last year, when in fact we started that process on January 2nd. Money was budgeted for this purpose last year, but now must be appropriated again.
- Trustee Bright has worked with Chief Powers to determine an additional list of equipment that we will need to purchase this year, including: We will pay for this with money we received from the Public Safety Local Income Tax fund, which is included in this additional appropriation. The list includes:
 - Fire Gear Extractor (specialized washing machine) and dryer
 - Battery powered scene lights
 - PPV for the new truck
 - \$50,000 worth of extrication equipment (to be purchased with money awarded from the Public Safety Local Income Tax fund)

Approval

- Motion to Approve...:Stevens
Second: Kelson
Approved Unanimously
- Roll Call Vote:
 - Husk: Aye
 - Stevens: Aye
 - Kelson: Aye

Adjournment

- Motion to Adjourn: Stevens
Second: Kelson
Meeting adjourned at 6:52