

Benton Township Board Meeting

September 16th, 2020
7616 E State Road 45, Bloomington, IN, 47468

Attendance

- Joe Husk, Chair
- Hans Kelson, Secretary
- Lynn Stevens, Board Member
- Michelle Bright, Township Trustee
- BTVFD Chief Charley Powers
- Richard Smith
- Doug Bruce
- Matt Bright
- Ernie Frazo (Via Zoom)
- Hans-Otto Meyer (Via Zoom)
- Mary McInerney (Via Zoom)
- One Unidentified Participant (Via Zoom)

Meeting called to order at 6:34 PM

Approval of Minutes

- Motion to approve Minutes from August 19th: Kelson
Second: Stevens
Approved Unanimously

Reports

Financial Reports

March

Rainy Day Fund

- YTD Expense: \$0
- Budget Remaining: \$0
- Cash Balance: \$150,478.15

Township Fund

- YTD Expense: \$20,336.94
- Budget Remaining: \$66,098.06
- Cash Balance: \$126,614.90

Township Assistance Fund

- YTD Expense: \$6,129.48
- Budget Remaining: \$13,870.52
- Cash Balance: \$93,002.02

Firefighting Fund

- YTD Expense: \$10,254.21
- Budget Remaining: \$363,945.79
- Cash Balance: \$375,890.61

Cumulative Fire Fund

- YTD Expense: \$103,978.00
- Budget Remaining: \$37,022.00
- Cash Balance: \$320,703.73

Recreation Fund

- YTD Expense: \$2,337.26
- Budget Remaining: \$1,662.74
- Cash Balance: \$8,176.58

Deposits

- Local Income Tax: \$11,440.17
- Trust Indiana: \$841.47

April

Rainy Day Fund

- YTD Expense: \$0
- Budget Remaining: \$0
- Cash Balance: \$150,546.07

Township Fund

- YTD Expense: \$23,033.54
- Budget Remaining: \$59,966.46
- Cash Balance: \$129,681.00

Township Assistance Fund

- YTD Expense: \$6,788.39
- Budget Remaining: \$53,211.61
- Cash Balance: \$92,379.24

Firefighting Fund

- YTD Expense: \$13,336.39
- Budget Remaining: \$360,863.61
- Cash Balance: \$378,635.38

Cumulative Fire Fund

- YTD Expense: \$105,415.35
- Budget Remaining: \$35,584.65
- Cash Balance: \$319,634.99

Recreation Fund

- YTD Expense: \$2,562.21
- Budget Remaining: \$6,437.79
- Cash Balance: \$7,956.44

Deposits

- Local Income Tax: \$11,440.17
- Trust Indiana: \$391.95
- Other: \$235.00

May

Rainy Day Fund

- YTD Expense: \$0
- Budget Remaining: \$0
- Cash Balance: \$150,596.94

Township Fund

- YTD Expense: \$30,388.65
- Budget Remaining: \$52,611.35
- Cash Balance: \$136,035.39

Township Assistance Fund

- YTD Expense: \$8,495.65
- Budget Remaining: \$51,504.35
- Cash Balance: \$90,699.02

Firefighting Fund

- YTD Expense: \$20,902.71
- Budget Remaining: \$353,297.29
- Cash Balance: \$384,826.71

Cumulative Fire Fund

- YTD Expense: \$105,415.35
- Budget Remaining: \$35,584.65
- Cash Balance: \$319,735.05

Recreation Fund

- YTD Expense: \$2,894.87
- Budget Remaining: \$6,105.13
- Cash Balance: \$7,627.38

Shelter Insurance COVID Fund

This is from money donated by Jenny Burton of Shelter Insurance for COVID-19 relief food boxes.

- YTD Expense: \$489.32
- Cash Balance: \$510.68

Deposits

- Local Income Tax: \$11,440.17
- Trust Indiana: \$293.56
- Special Local Income Tax Distribution: \$15,915.00
- Other: \$1,000.00

June

Rainy Day Fund

- YTD Expense: \$0
- Budget Remaining: \$215,000.00
- Cash Balance: \$240,631.86

Township Fund

- YTD Expense: \$35,146.23
- Budget Remaining: \$47,853.77
- Cash Balance: \$147,137.50

Township Assistance Fund

- YTD Expense: \$10,350.25
- Budget Remaining: \$49,649.75
- Cash Balance: \$95,207.99

Firefighting Fund

- YTD Expense: \$164,960.23
- Budget Remaining: \$209,239.77
- Cash Balance: \$310,978.31

Cumulative Fire Fund

- YTD Expense: \$120,415.35
- Budget Remaining: \$309,584.65
- Cash Balance: \$352,991.15

Recreation Fund

- YTD Expense: \$3,162.75
- Budget Remaining: \$5,837.25
- Cash Balance: \$10,448.71

Shelter Insurance COVID Fund

This is from money donated by Jenny Burton of Shelter Insurance for COVID-19 relief food boxes.

- YTD Expense: \$489.32
- Cash Balance: \$510.68

Deposits

- Local Income Tax: \$11,440.17
- Trust Indiana: \$201.46
- Commercial Vehicle Excise Tax: \$972.00
- General Property Tax: \$208,016.44
- License Excise Tax: \$13,182.53

July

Rainy Day Fund

- YTD Expense: \$0
- Budget Remaining: \$215,000.00
- Cash Balance: \$240,666.55

Township Fund

- YTD Expense: \$45,778.44
- Budget Remaining: \$37,221.56
- Cash Balance: \$142,590.56

Township Assistance Fund

- YTD Expense: \$10,803.29
- Budget Remaining: \$49,196.71
- Cash Balance: \$94,773.38

Firefighting Fund

- YTD Expense: \$185,733.26
- Budget Remaining: \$188,466.74
- Cash Balance: \$295,979.92

Cumulative Fire Fund

- YTD Expense: \$120,415.35
- Budget Remaining: \$309,584.65
- Cash Balance: \$353,053.54

Recreation Fund

- YTD Expense: \$6,859.92
- Budget Remaining: \$2,140.08
- Cash Balance: \$6,753.97

Shelter Insurance COVID Fund

This is from money donated by Jenny Burton of Shelter Insurance for COVID-19 relief food boxes.

- YTD Expense: \$489.32
- Cash Balance: \$510.68

Deposits

- Local Income Tax: \$11,440.17
- Trust Indiana: \$194.24
- Other: \$343.44

August

Rainy Day Fund

- YTD Expense: \$0
- Budget Remaining: \$215,000.00
- Cash Balance: \$240,694.42

Township Fund

- YTD Expense: \$52,928.50
- Budget Remaining: \$30,071.50
- Cash Balance: \$141,178.05

Township Assistance Fund

- YTD Expense: \$11,548.37
- Budget Remaining: \$48,451.63
- Cash Balance: \$94,043.10

Firefighting Fund

- YTD Expense: \$196,979.09
- Budget Remaining: \$177,220.91
- Cash Balance: \$290,498.01

Cumulative Fire Fund

- YTD Expense: \$359,742.03
- Budget Remaining: \$70,257.97
- Cash Balance: \$113,741.11

Recreation Fund

- YTD Expense: \$7,176.94
- Budget Remaining: \$1,823.06
- Cash Balance: \$6,438.91

Shelter Insurance COVID Fund

This is from money donated by Jenny Burton of Shelter Insurance for COVID-19 relief food boxes.

- YTD Expense: \$489.32
- Cash Balance: \$510.68

Deposits

- Local Income Tax: \$11,440.17
- Trust Indiana: \$120.18
- COVID Reimbursement: \$3,258.00

Approval

- Motion to Approve Financial Reports: Kelson
Second: Stevens
Approved Unanimously

Trustee's Report

Senior Center

- The Senior Center has restarted some activities, not including Area 10 meals.

Fire Department

- Truck checks have not happened in around a month.
- We were awarded an \$80,000 grant from FEMA for a Plymovent exhaust system to be installed in our fire department buildings.
- The Monroe County Commissioners have approved the plan for Benton Township to join the Monroe Fire Protection District, effective January 1, 2022. Special thanks to everyone who helped us get signatures from residents to go forward with this.
- Our next meeting will be on October 14th. At that meeting, we will have our Budget Adoption.

Township Assistance Reports

July

- Three application requests.
- Food Pantry was used three times for a total value of \$50.00, plus one time we sent someone out to our little pantry by the parking lot.
- We had one Food Pantry donation worth \$17.00.
- Our drive-thru food drive has been scheduled for August 4th. Three people have signed up.

August

- Two application requests:
 - One approved for \$272.00 in electric bills and \$60.63 in water bills.
 - One was given application instructions, but we never received an actual application.
- Food Pantry was used once for a total value of \$25.00.
- We had one Food Pantry donation worth \$40.00, which turned out to be mostly expired.
- The drive-thru food drive went well. Three people showed up.
- Pam also helped one of our applicants apply for other services, including Food Stamps and the Hardest Hit Fund.

Approval

- Motion to Approve Trustee's Reports and Township Assistance Reports: Kelson
Second: Stevens
Approved Unanimously

Approval of old report

- At our last meeting, we received Trustee's Reports for March through June, however, we only approved the reports from April through June.
- Motion to Approve Trustee's Report for March 2020: Kelson
Second: Stevens
Approved Unanimously

Fire Reports

BTVFD Report

- Runs Dispatched: 19
- Runs Made by BTVFD: 14
- Average number of BTVFD firefighters responding: 1
- Volunteer Hours: 775.5

Approval

- Motion to Approve BTVFD Report: Stevens
Second: Kelson
Approved Unanimously

NMFT Reports

August

- NMFT Only: 5
- BTVFD Only: 0
- Both Units Respond: 6

Approval

- Motion to Approve NMFT Report: Kelson
Second: Stevens
Approved Unanimously

Approval of old reports

- At our last meeting, we received Fire Reports for March through July, however, we only approved the reports from April through July.
 - Motion to Approve BTVFD and NMFT Reports for March 2020: Kelson
Second: Stevens
Approved Unanimously

New Business

Opening of sealed bids

We are opening the sealed bids for the Fire Station remodel project. We had minimal discussion and took no vote on the topic.

Rogers Remodeling

- Base Bid for Phase One: \$364,900.00
- Base Bid for Phase Two: \$365,200.00
- Base Bid for both phases: \$729,100.00
- Changes for own work: 15%
- Changes for subcontracted work: 15%
- Completion time: 18 weeks
- Will commence work 45 days after contract signing.
- The Contractor acknowledges Addenda 1-5.
- This Contractor is bonded.

Equiteam Construction

- Base Bid for Phase One: \$287,317.00
- Base Bid for Phase Two: \$355,035.00
- Base Bid for both phases: \$624,352.00
- Changes for own work: 10%
- Changes for subcontracted work: 15%
- Completion time: 26 weeks
- Will commence work 14 days after contract signing.
- The Contractor acknowledges Addenda 1-5.
- This Contractor is bonded.

Neidigh Construction

- Base Bid for Phase One: \$296,000.00
- Base Bid for Phase Two: \$372,000.00
- Base Bid for both phases: \$668,000.00
- Changes for own work: 20%
- Changes for subcontracted work: 5%
- Completion time: 20 weeks
- Will commence work 14 days after contract signing.
- The Contractor acknowledges Addenda 1-5.
- This Contractor is bonded.

Building Associates

- Base Bid for Phase One: \$248,000.00
- Base Bid for Phase Two: \$300,000.00
- Base Bid for both phases: \$548,000.00
- Changes for own work: 15%
- Changes for subcontracted work: 7%
- Completion time: 180 days
- Will commence work 14 days after contract signing.
- The Contractor acknowledges Addenda 1-3.
- This Contractor is bonded.

Dunlap & Company

- Base Bid for Phase One: \$362,000.00
- Base Bid for Phase Two: \$552,000.00
- Base Bid for both phases: \$914,000.00
- Changes for own work: 15%
- Changes for subcontracted work: 7%
- Completion time: 28 weeks
- Will commence work 10 days after contract signing.
- The Contractor acknowledges Addenda 1-2.
- This Contractor is bonded.

Capital Improvement Plan

- This year, we have enough money in the bank that we are required by state law to have a Capital Improvement Plan. This was put together by Trustee Bright.

Township General Fund

- As merging with the Monroe Fire Protection District will significantly impact our distributed shares income to a level in which we will not be able to sustain basic services for the Township, Township Assistance, and Recreation areas of our budget, any surplus will go towards sustaining basic operations until our civil levy is adjusted or we find another way to maintain essential services long term. We anticipate having an approximately \$30K deficit per year in this fund starting in 2022.
- 2022 and 2023 revenue numbers are taking into consideration the 20% estimated drop in Income Tax for each year, and a decrease in Auto Excise and CVET receipts accordingly due to decreased spending during COVID-19.

Fire Fund

- The proposed contract with Monroe Fire Protection District for supplemental fire and emergency services is \$400,000 which is well over our maximum levy of \$246,578 (2020 figure). Between the cost of this contract in addition to a fire station remodel to renovate and update the station for full time personnel, most of this account will be spent down by the end of 2021. Whatever funding is left over will most likely go to the Monroe Fire Protection District to pay for January to June 2022 operational costs to staff the Benton Township Station until the tax revenue is processed in June 2022 for these expenses.
- \$60K funding in capital outlays will be used for a fire station remodel to upgrade station for full time personnel.

Cumulative Fire Fund

- We purchased a new tanker truck this year (\$337,598), in addition to several other capital purchases such as replacing expired extrication equipment (\$50K), a gear washer and dryer (\$30K), scene lights \$6K), gear rack (\$3.5K), 800MHz pagers (\$5K), and a battery powered fan (\$6K). Between these expenses this year plus the cost of fire station remodel to renovate and update the station for full time personnel, most of this account will be spent down by the end of 2021. Whatever funding is left over will most likely go to the Monroe Fire Protection District to pay for January to June 2022 capital expenses to offset costs to staff the Benton Township Station until their tax revenue is processed in June 2022 for these expenses.

Recreation Fund

- Our building was built in the 1970s with a grant . I would imagine very few things have changed since then. Most of the building is comprised of the Unionville Senior Center, which is an Area 10 meal site. There is a dishwasher, refrigerator, freezer, two bathrooms, water heater, piano, and tables and chairs in the room. In addition, the carpet is aged, some walls are cracked, and there are multiple repairs in h the ceiling, giving the room a disjointed look. At some point, these items will need to be repaired or replaced, and the Senior Center as an organization does not have the funds to take these things on.

Rainy Day Fund

- The bulk of this fund is planned to be used for an essential fire station remodeling project in 2020 and 2021, so that we can have full time personnel at our fire station. This will be used in conjunction with our Fire Fund's Capital Outlays and our Cumulative Fire Fund. Any money left after these projects will be used to help sustain the township until our civil levy can be self-sustaining.

Approval

- Motion to approve 2020 Capital Improvement Plan: Kelson
Second: Stevens
Approved Unanimously

Memorandum of Understanding for Sale of Old Tanker Truck

- As part of the contract negotiations with the Monroe Fire Protection district, they have agreed to accept \$85,000 of our payment in the form of our 21 year old Tanker Truck. If the proposed merger with the Fire District does not happen for some reason, the truck will be returned to us.

Approval:

- Motion to approve Memorandum of Understanding: Kelson
Second: Stevens
Approved Unanimously

2021 Budget Hearing**Township Fund**

- There will be no pay raises for the Trustee or Board Members.
- Deputy Trustee will get a 3% cost of living adjustment.
- The total budget for the Township Fund is \$63,000.00.

Recreation Fund

- The total budget for the Recreation Fund remains the same at \$5,000.00.

Fire Fund

- Since we are going to have full time staff at the fire station, we have removed the budget for a part time staff position.
- Our contractual payment to the fire district will be \$315,000.00.
- We have given the Fire Chief a \$2,000 discretionary fund.
- The total budget for the Fire Fund is \$415,000.00.

Cumulative Fire Fund

- The total budget for the Cumulative Fire Fund is \$160,000.00.

Township Assistance Fund

- The total budget for the Township Assistance Fund is \$40,000.00. This is down from \$60,000.00 last year.

Budget Adoption

- Our Budget Adoption will occur at the next meeting.

Public Comment

- There was no Public Comment at this meeting.

Board Comment

- Chairman Husk personally thanks everyone who worked to get us where we are as far as joining the Fire District.
- Board Member Kelson adds special thanks to Trustee Bright for her speech about the Benton Township Fire Department at the County Commissioners' Meeting.

Adjournment

- Motion to Adjourn: Kelson
Second: Stevens
Meeting adjourned at 7:49