

Benton Township Board
Unionville Senior Center
7616 East State Road 45 Unionville, IN 47468

Meeting Minutes for June 4, 2025

Attendees:

Michelle Bright - Benton Township Trustee
Joe Husk - Board Chair
Jake Dodds - Board Secretary
Sean McInerney - Board Member
Matt Bright - Deputy Fire Chief and Benton Township Resident

Meeting called to order at 6:36pm

Approval of Minutes

A motion to approve the meeting notes from May 14th, 2025 was made (McInerney) and seconded (Dodds). Motion was approved unanimously.

Financial Report

The board received copies and Trustee Bright read aloud for review, the Financial Reports for May 2025. (A summary of these reports is attached to this document.)

Trustee Bright noted that an error was made in our LIT Income for the month of June, so we will not receive a payment in July.

The board had no questions regarding the Financial Reports. A Motion was made to approve the financial reports (McInerney) and seconded (Dodds). The motion was approved unanimously.

Trustee's Report

The Trustee had no major updates for May 2025.

- The next meeting will be held on Wednesday July 9th, 2025 at the Unionville Senior Center located at 7616 East State Road 45 Unionville, IN 47468 at 6:30pm EST. This meeting will also be available to watch via Zoom.

The board had no questions regarding the Trustees' Report. A motion was made to approve the Trustees' report (McInerney) and seconded (Dodds). The motion was passed unanimously.

Township Assistance Report

The board received copies of and Trustee Bright read aloud for review, the Township Assistance Report for May 2025. (A summary of these reports is attached to this document.)

The board had no questions regarding the Township Assistance Reports. A motion was made to approve the Township Assistance reports (McInerney) and seconded (Dodds). The motion was passed unanimously.

Old Board Business

- **Transfer of Appropriations - Township General**

- The category of “other services and charges” was increased by \$4,862.00 dollars. The category of “personal services” was decreased by this same amount. This change is because we no longer have an administrative assistant in the office. The money will now go toward cemetery restoration.

A motion was made to approve the Transfer of Appropriations (McInerney) and seconded (Dodds). The motion was passed unanimously.

- **Transfer of Appropriations - Welfare Administration**

- The category of “personal services in welfare administration fund” decreased by \$4,862.00 dollars. The category of “other direct poor relief” was increased by this same amount. This change is because we no longer have an administrative assistant in the office. The money will now go to township assistance.

A motion was made to approve the Transfer of Appropriations (McInerney) and seconded (Dodds). The motion was passed unanimously.

- **2025 Travel Policy**

- The Trustee presented a draft of the 2025 travel policy using changes and comments the board had previously submitted. Chair Husk had some concerns about the wording of “lowest available hotel cost” binding members into finding the lowest rate regardless of factors such as availability, location, cleanliness and safety. Chair Husk also had some changes regarding the wordsmithing around meal purchases and reimbursement. The board discussed the proper wording to allow for exceptions based on dietary restrictions and other outside factors.
- The 2025 travel policy will be presented at the July 2025 meeting.

- **2025 Internal Control Policies**

- The Trustee presented a draft of the 2025 internal control policies. The Trustee presented workflows for each procedure. Chair Husk had a few recommendations for consistency.
- The Trustee aims to present this final policy at the July 9, 2025 meeting.

New Board Business

- **2025 Capital Improvement Plan**

- Indiana Township Associations policy that 30% of unrestricted fund balances that exceed the previous year's budget must be transferred annually to a new township roads and infrastructure fund. It is the position of the ITA that this only includes township general and rainy day funds.
- A Capital Improvement plan will be critical as funds obligated or committed will be shielded from the 30% transfer calculation. The Capital Improvement plan must be submitted by September 30th, 2025.
- The board had a very lengthy discussion on projects the board would have an opportunity to fund that serve a greater purpose for the community. Some projects would likely include cemetery work, senior center work, Danny Smith Ballpark, food pantry initiatives, an ambulance for the Monroe Fire District etc...
- The board had questions regarding if a township purchased ambulance for the fire district would be kept inside of the township. Deputy Chief Bright said an ambulance could be placed at the Unionville station, but there could be no guarantee it would be stationed in the township permanently.

Public Comment

Matt Bright made a short public comment. In summary, he asked the board to consider what benefit there would be from not allocating all of the excess funds as this would leave them vulnerable to the 30% of any excess funds.

Adjournment

A motion was made to adjourn the meeting (McInerney) and seconded (Dodds). The motion was passed unanimously. The meeting was adjourned at 8:31pm.

FINANCIAL REPORT

APRIL 2025	2025 Budget	Month to date Expense	Year to date Expense	Remaining Approved Budget	Cash Balance	Deposits	Local Income Tax	Trust Indiana
Rainy Day Fund	\$ -	\$ -	\$ -	\$ -	87,780.49	\$ -	\$ -	\$ 264.30
Township Fund	\$ 55,000.00	3,728.38	\$ 21,817.16	\$ 33,182.84	296,036.37	\$ -	\$ 1,491.25	\$ 1,036.83
Welfare Admin/Direct Asst	\$ 25,000.00	3,093.89	\$ 6,245.70	\$ 18,754.30	97,366.64	\$ -	\$ -	\$ 275.03
Recreation Fund	\$ 5,000.00	46.70	\$ 1,999.53	\$ 3,000.47	10,239.77	\$ -	\$ -	\$ 19.52
COVID Donation Fund	N/A	\$ -	\$ -	N/A	450.22	\$ -	\$ -	\$ -
Township Donation Fund	N/A	\$ -	\$ -	N/A	114.84	\$ -	\$ -	\$ -
Volunteer Fire Dept Donation Fund	N/A	\$ -	\$ -	N/A	3,378.70	\$ -	\$ -	\$ -
TOTALS					\$ 495,367.03	\$ -	\$ 1,491.25	\$ 1,595.68

MAY 2025	2025 Budget	Month to date Expense	Year to date Expense	Remaining Approved Budget	Cash Balance	Deposits	Local Income Tax	Trust Indiana
Rainy Day Fund	\$ -	\$ -	\$ -	\$ -	88,051.23	\$ -	\$ -	\$ 270.74
Township Fund	\$ 55,000.00	\$ 3,196.20	\$ 25,013.36	\$ 29,986.64	301,262.34	\$ 17.06	\$ 7,351.50	\$ 1,053.61
Welfare Admin/Direct Asst	\$ 25,000.00	\$ 2.93	\$ 6,248.63	\$ 18,751.37	97,645.45	\$ -	\$ -	\$ 281.74
Recreation Fund	\$ 5,000.00	\$ 219.90	\$ 2,219.43	\$ 2,780.57	10,039.87	\$ -	\$ -	\$ 20.00
COVID Donation Fund	N/A	\$ -	\$ -	N/A	450.22	\$ -	\$ -	\$ -
Township Donation Fund	N/A	\$ -	\$ -	N/A	114.84	\$ -	\$ -	\$ -
Volunteer Fire Dept Donation Fund	N/A	\$ -	\$ -	N/A	3,378.70	\$ -	\$ -	\$ -
TOTALS					\$ 500,942.65	\$ 17.06	\$ 7,351.50	\$ 1,626.09

2025 Additional Appropriations

If Brock Cemetery work is done this year this will need to be done

2025 Transfer to Rainy Day (10% of Jan 1 budget)

None to date

MAY 2025 TOWNSHIP ASSISTANCE REPORT

5/7/2025 - Received a phone call asking for a security deposit or first month's rent. Referred to the Perry Township Trustee since the new apartment would be in that township (unk, #15)

5/21/2025 - After weeks of back and forth and a missed appointment, I finally was able to make contact with the person needing assistance with a dumpster. After initial conversations, a need for Tracfone minutes and cat food was identified and met via the New Prospect Baptist Church donation fund. Upon completion of an application with supporting documents for the dumpster rental, additional needs were identified and granted for reading glasses, food, help to get caught up with the water bill, and help applying for food stamps (ZK, #12)

5/22/2025 - An email was received from a previous incomplete application providing basic information in order to apply for assistance. The person was directed to pick up an application at the township, apply online, or for us to mail them an application. This person applied 05/24/2025 and has been granted one month's rent, gas, and electric assistance. (KF, #16)

5/23/2025 - An email was received from a person saying that EAP has been reduced and asking to apply. They were directed to Bloomington Township Trustee. (YW, #17)