

Lawrence Township Advisory Board Meeting

Tuesday July 22, 2014 at 6:00 pm

Morris Settles Township Center

Elisha Reddick Community Room

4455 McCoy Street

Indianapolis, Indiana 46226

Republican Caucus at 5:30 p.m.

Democrat Caucus at 5:30 p.m.

Agenda:

- 1.** Approval of minutes from April 22, 2014 meeting of the Lawrence Township Advisory Board.
- 2.** 2nd Quarter Township Assistance Numbers & Financials
- 3.** Food Pantry Update
- 4.** Nepotism Certification
- 5.** Resolution 2014-6 Resolution Approving Township Credit Card Use
- 6.** Court Document Scanning Update
- 7.** Budget Adoption Timeline
- 8.** Other Business

**LAWRENCE TOWNSHIP ADVISORY BOARD
MEETING MINUTES
4455 McCoy Street Indianapolis, IN 46226**

Meeting Date: Tuesday, July 22, 2014

Time Called to Order: 6:00 P.M.

Time Adjourned: 7:15 P.M.

MEMBERS PRESENT: Mike Healy, Emmajean Hines, Fred Freeman, Jesse Dotson, Dino Battalis, Mary Harrison

TRUSTEE: Russell Brown

OTHER ELECTED OFFICIALS PRESENT: Judge Clark Rehme

Meeting Called to Order:

Ms. Hines called the Lawrence Township Board meeting to order on Tuesday, July 22, 2014, at 6:00 P.M. She stated that there was a quorum present and asked Judge Clark Rehme to lead the Pledge of Allegiance.

Agenda:

1. Approval of minutes from April 22, 2014 meeting of the Lawrence Township Advisory Board.

Mr. Batalis made a motion to approve the minutes from the April 22, 2014 meeting of the Lawrence Township Advisory Board. Mr. Freeman seconded. Motion agreed to 6-0.

2. 2nd Quarter Township Assistance Numbers & Financials

Trustee Brown said that number of requests for assistance were down slightly, but expenditures per recipient were similar. The financials are in line with expectation. He didn't see anything out of line with township general or township general in regards to year-to-date spending.

3. Food Pantry Update

Trustee Brown gave an update on the construction of the pantry. There has been a delay in the delivery of the walk-in freezer and cooler. Aside from the delay all other construction items will be completed by the end of July. An Open house will take place on August 28th. Hope to have media coverage and some check presentations. The Trustee distributed an anticipated arrangement between the Lawrence Township Trustee's Office and the Lawrence Township Hunger Coalition. This agreement will be brought back to the board for approval. The agreement will be for three years and is similar to arrangements with other food pantries. The salary for the coordinator position will be handled by the Township in its entirety for the first year.

The Trustee introduced Molly Mattocks, the pantry coordinator who discussed volunteer recruitment efforts and how it was going. There has been a good response for volunteers through the sign up page on the website. Trustee Brown said that Molly would be the contact for questions about the pantry, volunteering and donations.

Ms. Hines asked what zip codes would be served. Trustee Brown said it would be the Township boundaries and not zip codes. But individuals would be served once if they were not in the township.

4. Nepotism Certification

Trustee Brown said that State Board of Accounts has been in the office for the past month auditing and brought to the attention that each member of the board has to certify the nepotism policy on a yearly basis. Each member signed the policies.

5. Resolution 2014-6 Resolution Approving Township Credit Card Use

Trustee Brown said another item that had been brought to the office's attention by State Board of Accounts was a policy for an Office Depot credit card use policy.

Mr. Freeman made a motion to approve the resolution. Mr. Dotson seconded. The resolution was adopted 6-0.

6. Court Document Scanning Update

Judge Rehme turned the floor over to Mr. Rexroth from CD-Com to discuss the scanning of court documents. He said that almost 1 million pages have been scanned thus far. The project has been underway for 18 months. He also brought copies of all the invoices thus far. Mr. Freeman asked about the storage cost per month. Mr. Rexroth said that the strategy was changing and the project was much bigger than predicted. Mr. Healy said that there have been discussion amongst the board about whether or not what has been budgeted is enough to do what still needs to be done. Mr. Rexroth said that the files were bigger than they were told and was projected with the budget from two years ago. Mr. Rexroth said that they haven't started shredding yet. When the project first started it was thought that some files would be 5 pages long and there are some that are hundreds of pages long. Mr. Freeman asked why there were multiple copies of the same document in some of the files. Mr. Freeman said why when he asked the judge last year about the need for more money for the budget or at least a cushion because either you'll go over budget or some things will not be done. Mr. Rexroth said it is not their job to decide what gets scanned and what doesn't. Just finished scanning to the end of the 1990s and they don't intend on going any further back than that. What they have been asked to do is change. Mr. Batalis said the township is \$60,000 over what was originally budgeted. Mr. Rexroth said that based on the request that the staff said it was moving too fast and that the paper files still need to be used. So for 12 months the staff will still be working with the paper files. Mr. Batalis asked how the number could be so far off. Mr. Healy asked if we can expect significant decreases going forward. Mr. Dotson asked about the storage costs. Trustee Brown said Mr. Rexroth did not decide to move all the files from the basement and that the Trustee's Office said to the Court that it needed to move the files after a flood in the basement caused a significant insurance claim. Mr. Brown said that the next Trustee and the next Judge need to know what the ongoing costs are going forward for 2016. He said he didn't think that this was the type of contact that he signed. Trustee Brown said it would be helpful to have a better idea of what the costs are. Mr. Batalis said that the board agreed to what was presented and what is currently happening is not what was agreed to. Trustee Brown said he would recommend not signing a similar contract without a better idea of ongoing costs. He said the board needs real numbers and for the first time he feels like he has some actual numbers to work from. Judge Rehme said that thing might be changing next year due to the venue rules and he can't guarantee things won't change.

7. Budget Adoption Timeline

The public hearing for the 2015 Budget will be on Tuesday, September 23rd.

The budget adoption meeting will be held on October 21st

8. Other Business

State Board of Accounts does their annual meeting and it's on Sept. 24th

Meeting Adjourned: The meeting was adjourned at 7:15 P.M.

I hereby certify that the forgoing minutes are accurate and true to the best of my knowledge and have been approved by a majority of the Lawrence Township Board.

Fred Freeman, Board Secretary

These minutes are not intended to be verbatim. They are a summary of discussions held, with the exception of the motions. An audiotape is made which provides a detailed record.