

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

Meeting Date: Thursday October 10, 2013

Time Called to Order: 6:30 P.M.

Time Adjourned: 6:38 P.M.

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

TRUSTEE: Russell Brown

Meeting Called to Order:

Ms. Hines called the Lawrence Township Board meeting to order on Thursday, October 10, 2013, at 6:30 P.M. She stated that there was a quorum present and had Constable Terry Burns lead the Pledge of Allegiance.

Agenda:

1. Discussion of Small Claims Court's digitization project

Judge Rehme apologized for trying to answer questions that he did not have the answer to at the previous meeting. He has met with Mark Rexroth from CD-COM several times since the last meeting and went over things a little bit more. Judge Rehme turned the floor over to Mr. Rexroth.

Mr. Rexroth wants everyone to feel comfortable with where the project is and where it is going and opened it up to questions from the board.

Mr. Batalis asked why there was an additional \$100,000 included in the budget again when it was thought that last year's \$100,000 was an all-inclusive price. Mr. Rexroth said that the proposed budget for next year is not \$100,000, but \$35,000. The \$100,000 never came from CD-COM. He said you'll start seeing the project stepping down significantly over the next few years. As long as there is paper, the project will be ongoing and there will be some budget line item.

Mr. Freeman asked why there was such a difference between the two dollar amounts. Judge Rehme said that it was his fault and that they're still in a purgatory phase where they didn't know how they were going to move forward with it. So he said he rather ask for the \$100,000, but after talking to Mr. Rexroth that the same could be done for less. Mr. Rexroth said they would not go over the budget, but it's also what CD-COM is going to be asked to do. An example was the moving of files earlier in the year that was not originally planned. Mr. Rexroth gave a handout to the board to show where dollars have gone.

Mr. Batalis asked where the moving costs were going to be factored in, when it was known that the records would have to be moved at some time. Judge Rehme said he thought they would have extra time to do that, but that they were told they had to get things moved out of the basement because of work being done there. His original plan was to have the part-timer person at the time pack up the boxes himself and then send them off. Trustee Brown told the judge that he was told that one of the four rooms they had been using had to be cleaned out and not situation where the court was told that all boxes had to go. It was a choice made by the court that everything had to go.

Mr. Rexroth said the \$100,000 was never a number that CD-COM gave. He said his company understands the importance of the budget and will not go over. It's a sacred trust.

Mr. Healy asked if the future years costs will go down.

Mr. Rexroth said yes they would go down, except for any changes that they are asked to make. Shredding would increase the cost as well. The rest of 2013 still has 3 more months of storage, additional documents that have been accrued since scanning began, finish the 1990s and 2010-2012. In 2014 storage and scan on demand, daily pickup, documents that come in for older files and scanning of 2013. A decision needs to be made for more shredding or storage.

Trustee Brown asked if there was a charge for copying.

Mr. Dotson asked about the use of electronic copies of documents now.

Mr. Rexroth said everything that has been can be migrated.

The Judge asked that the dollar amount in the budget be revised.

The board meeting will finalize a decision on the budget revision at the Oct. 22nd meeting.

Meeting Adjourned: Mr. Healy made a motion to adjourn. Mr. Freeman seconded. The motion adopted 6-0. The meeting was adjourned at 7:16 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.