



Office: 7455 E County Road 1000 N
Brownsburg, Indiana 46112 IN
Mail: PO BOX 345,
Brownsburg, Indiana 46112
Web: www.browntownship.org

Brown Township Trustee

Hendricks County, Indiana

Tele: 317-852-0899

September 12, 2024, 6:00 PM at 7455 E County Rd 1000N

Meeting of the Brown Township Board of Trustees

Agenda: PUBLIC HEARING ON THE YEAR 2025 BUDGET

1. Call to order
2. Pledge of Allegiance
3. Old Business: **Approval of prior meeting minutes: February 15th, 2024**
4. Citizens Comments (excluding comments on the 2025 Budget)
5. Open Public Hearing of the 2025 Budget
 - a. Citizens comments on the proposed 2025 Budget
6. Close Public Budget Hearing
7. New Business:
 - a. **Resolution 2024- 5: Dormant Fund Resolution**
 - b. **Resolution 2024-6: Salaries and Pay, per SBOA Form 17**
 - c. Audit Update - Closed. Will post on Facebook once live for those interested.
8. Citizen Comments
9. Board and Trustee Comments
10. Budget Adoption Date: **September 26th, 2024 at 6pm**; same location
11. Adjourn

Minutes of the Brown Township Board Meeting, February 15, 2024

Shari O'Riley called the meeting to order.

Roll call was taken, members in attendance: Mr. Jim Murphy, Mrs. Shari O'Riley, Mr. Kevin Rogers and Mrs. Angela Delp.

The Pledge of Allegiance was said.

The first item of business was citizen comments. There were none.

Next item of business was the minutes from the last meeting. Motion to approve meeting minutes made by Mr. Rogers; motion seconded by Mr. Murphy. Minutes from the last meeting were approved and signed.

The 2023 Annual Financial Report was handed out.

Mrs. Delp presented the information regarding the creation of the website, how much everything cost and the conflict-of-interest disclosure statement to Mr. Murphy.

Mr. Murphy had some questions regarding the financial report. Mr. Murphy asked if Mrs. Delp could find out what the initial principle of the bond was. The Chief said that one bond was paid off in 2023 and the other will be paid off at the beginning of 2025.

Mr. Rogers made a motion to adopt the 2023 Financial Report, Mr. Murphy seconded the motion. The motion was approved to adopt the 2023 Financial Report. The form was signed by the members of the board.

Next new business was Resolution 2024-1 Annual Assistance Guidelines. Mrs. Delp explained that the only thing that was changing from the 2023 Assistance Guidelines was the income limits being adjusted. Mr. Murphy had some questions regarding Table B.

A motion was made by Mr. Rogers to approve Resolution 2024-1; Mr. Murphy seconded the motion. Resolution 2024-1 was passed by the board.

Resolution 2024-2 Antinepotism was presented. Mr. Murphy made a motion to approve Resolution 2024-2, the motion was seconded by Mr. Rogers. Resolution 2024-2 was passed and signed by board members.

Resolution 2024-3 Adoption of the State Board of Accounts Uniform Internal Control Activities was presented. Mr. Rogers made a motion to approve Resolution 2024-3, the motion was seconded by Mr. Murphy. Resolution 2024-3 was passed and signed by board members.

Resolution 2024-4 Credit/Debit Card Policy was presented. Mr. Murphy asked about a \$500 limit for the card. He stated it should be known that there is a \$500 limit. It was noted on the resolution. Mr. Rogers made a motion to approve Resolution 2024-4, the motion was seconded by Mr. Murphy. Resolution 2024-4 was passed and signed by board members.

Mr. Murphy asked if the board and trustee comments could be moved up on the agenda. Mr. Murphy was given the floor. He wanted people to be aware of some concerns he had regarding the relocation of the Fire Territory Headquarters. He referenced a document he created that stated his opinions on the issue and asked people to share with their friends and neighbors. He read some of the information from the document he created regarding tax increases and the cost. Mrs. Delp asked Mr. Murphy where he got his numbers that he stated on the document. Mr. Murphy said he got them from various comments made by the chief. Mr. Murphy stated that he sent out 5-6 of the documents, expecting to get some response but he did not get any. Mrs. Delp stated that she also did not get any response from it.

Mrs. Delp stated that roughly 50% of Brown Township's money is spent on operations. Mr. Patterson and she are going to conduct a financial analysis to see if it is beneficial to merge Brown and Lincoln Townships. This is also the year where the Interlocal will have to be opened because we need to go from a Safety Board to a Merit Board, making it a good year to look at what changes need to be made to be more fiscally conservative. Mrs. O'Riley asked how long the analysis would take. Mrs. Delp stated she hasn't spoken to an accountant yet. She wanted to make the board aware prior to formally doing it. Mr. Murphy asked if this has been done before in the state of Indiana. Mrs. Delp answered that yes it has.

Mrs. O'Riley thanked Mr. Murphy for putting his document out there. She stated that she has concerns with putting out information and not having resources to cite, stating it would be helpful to know where the information came from. Mrs. O'Riley stated that she would have liked for the board to discuss it before it went out. Mr. Murphy stated that he had asked the Trustee in the past to put the word out and she was not agreeable to it. Mrs. Delp stated that she was not agreeable to a bulk mailer.

The floor was opened to citizen comments.

Fire Chief Alcorn responded to the things listed in Mr. Murphy's document. He mentioned that not everyone will see a tax increase. He stated the amount listed in Mr. Murphy's document, \$8M is just for the building. The building and training grounds will be more like \$12M. Mr. Murphy and Chief Alcorn discussed the taxes involved. Chief Alcorn brought up the fact that the Washington Township firehouse does not meet their needs and his job is to make sure the building Brownsburg Fire Territory builds needs to be adequate for their needs for now and years to come. Chief Alcorn stated that there have been no votes or no motions regarding the issue, it's just been a general discussion.

Mr. Murphy and Chief Alcorn continued to discuss Mr. Murphy's questions regarding the Fire Territory.

Mr. Tinkey asked if there was any analysis done on insurance rates. Chief Alcorn said they are graded, and the next grade will take place 4 years from now. Mrs. Delp stated that she asked her insurance company and was told it would not affect insurance rates for the residential side, it would only affect the commercial side.

Mr. Murphy asked if we have an interlocal agreement with Zionsville, Chief Alcorn stated that he did not believe so but would have to check.

Mrs. O’Riley asked for a motion to close the meeting. Mr. Murphy made a motion and Mr. Rogers seconded it.

Meeting was adjourned.

X

Chair

X

Member

X

Secretary

Budget Form 1 - Budget Estimate

Year: 2025 County: Hendricks Unit: Brown Township

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		Donations for Services	\$5,000	\$5,000
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	01011111	Pay of Trustee	\$20,000	\$20,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	01011114	Pay of Township Board	\$2,500	\$2,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits	01011601	FICA - General Fund Match	\$1,840	\$1,840
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies	01012201	Operating Supplies	\$600	\$600
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	01013101	Professional Services	\$10,000	\$10,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	01013901	Care of Cemeteries	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services	01013999	other Services and Charges	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising	01013310	Printing and Advertising	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	01013401	Surety Bonds	\$300	\$300
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance	01013499	Township Liability Insurance	\$1,000	\$1,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services	01013501	Utility Services	\$1,800	\$1,800
0101 - GENERAL	NO DEPARTMENT	DEBT SERVICE	Payments on Bonds and Other Debt Principal	01013803	Fire Building Debt Lease	\$34,000	\$34,000
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$78,040	\$78,040
0840 - TOWNSHIP ASSISTANCE	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	81811131	Pay of Township Assistance Investigator	\$10,000	\$10,000

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0840 - TOWNSHIP ASSISTANCE	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages	81811601	FICA Twp Assistance Match	\$800	\$800
0840 - TOWNSHIP ASSISTANCE	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation	81813202	Cell Phone and Mileage	\$600	\$600
0840 - TOWNSHIP ASSISTANCE	NO DEPARTMENT	TOWNSHIP ASSISTANCE	Other Direct Relief	81828999	Other Direct Assistance and Relief	\$35,000	\$35,000
0840 - TOWNSHIP ASSISTANCE	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0840 - TOWNSHIP ASSISTANCE Total						\$46,400	\$46,400
UNIT TOTAL							\$129,440
						\$129,440	\$129,440

Annual Financial Report

BROWN TOWNSHIP HENDRICKS COUNTY

AFR - Reporting Period 01/01/2024 thru 06/30/2024

7455 E COUNTY RD
BROWNSBURG, IN 46112

[-----]									
**I.		A	B	C	D	E	F		
FUNDS	Code	Cash Balance	Receipts	Disbursements	Cash Balance	Investments	Total D & E	Code	
+-----+									
Rainy Day Fund	0061	10,006.91	0.00	0.00	10,006.91	0.00	10,006.91	0061	
+-----+									
Township Fund	0101	484,966.53	84,681.46	20,951.10	548,696.89	0.00	548,696.89	0101	
+-----+									
Excess Levy	0105	0.00	0.00	0.00	0.00	0.00	0.00	0105	
+-----+									
Township Assistance	0840	390,895.07	550.00	9,757.45	381,687.62	0.00	381,687.62	0840	
+-----+									
Fire Fighting Fund	1111	0.00	0.00	0.00	0.00	0.00	0.00	1111	
+-----+									
Fire Building Debt Fund	1181	7,535.06	0.00	0.00	7,535.06	0.00	7,535.06	1181	
+-----+									
Payroll Deductions	9999	335.62	2,228.32	2,247.91	316.03	0.00	316.03	9999	
+-----+									
+-----+									
SUBTOTAL ALL FUNDS	/////	893,739.19	87,459.78	32,956.46	948,242.51	0.00	948,242.51	/////	
+-----+									
+-----+									
**I. <LESS>	/////	//////////	//////////	//////////	//////////	//////////	//////////	//////////	/////
+-----+									
INVESTMENT SALES	5500	//////////	0.00	//////////	//////////	//////////	//////////	5500	
+-----+									
INVESTMENT PURCHASES	7000	//////////	//////////	0.00	//////////	//////////	//////////	7000	
+-----+									
TRANSFERS IN	5206	//////////	0.00	//////////	//////////	//////////	//////////	5206	
+-----+									
TRANSFERS OUT	8000	//////////	//////////	0.00	//////////	//////////	//////////	8000	
+-----+									
NET RECEIPTS AND DISBURSEMEN	9999	//////////	87,459.78	32,956.46	//////////	//////////	//////////	9999	

PART B - RECEIPTS BY CATEGORY AND FUND

Annual Financial Report

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AFR - Reporting Period 01/01/2024 thru 06/30/2024

7455 E COUNTY RD
BROWNSBURG, IN 46112

Rcpt	Fund	Fund	Fund	Fund	Fund	Fund	Fund
Acct Received from	0061	0101	0105	0840	1111	1181	9999
0138 LIT CERT SHARES	0.00	43,438.50	0.00	0.00	0.00	0.00	0.00
6100 INTEREST EARNED	0.00	22,913.00	0.00	0.00	0.00	0.00	0.00
9999 PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00	0.00	2,228.32
0906 Refunds and Reimbu	0.00	131.46	0.00	550.00	0.00	0.00	0.00
0142 Local Income Tax (0.00	17,991.00	0.00	0.00	0.00	0.00	0.00
0112 Financial Institut	0.00	34.50	0.00	0.00	0.00	0.00	0.00
0135 CVET	0.00	173.00	0.00	0.00	0.00	0.00	0.00
	0.00	84,681.46	0.00	550.00	0.00	0.00	2,228.32
			Grand Total	87,459.78			

Annual Financial Report

BROWN TOWNSHIP HENDRICKS COUNTY

AFR - Reporting Period 01/01/2024 thru 06/30/2024

7455 E COUNTY RD
BROWNSBURG, IN 46112

PART C - DISBURSEMENT BREAKDOWNS BY FUND AND APPROPRIATION

0061 RAINY DAY FUND		Totals	0101 TOWNSHIP FUND		Totals
=====			=====		
1000	Personal Services	0.00	1000	Personal Services	11,028.55
2000	Supplies	0.00	2000	Supplies	251.70
3000	Other Services & Charges	0.00	3000	Other Services & Charges	9,670.85
4000	Capital Outlay	0.00	4000	Capital Outlay	0.00
5000	Debt Service	0.00	5000	Debt Service	0.00
6000	Property Tax Cap	0.00	6000	Property Tax Cap	0.00
7000	Investment Purchases	0.00	7000	Investment Purchases	0.00
8000	Transfers & Other	0.00	8000	Transfers & Other	0.00
-----			-----		
xxxx	Sub-Total	0.00	xxxx	Sub-Total	20,951.10
0105 EXCESS LEVY		Totals	0840 TOWNSHIP ASSISTANCE		Totals
=====			=====		
1000	Personal Services	0.00	1000	Personal Services	3,461.67
2000	Supplies	0.00	2000	Supplies	6,295.78
3000	Other Services & Charges	0.00	3000	Other Services & Charges	0.00
4000	Capital Outlay	0.00	4000	Capital Outlay	0.00
5000	Debt Service	0.00	5000	Debt Service	0.00
6000	Property Tax Cap	0.00	6000	Property Tax Cap	0.00
7000	Investment Purchases	0.00	7000	Investment Purchases	0.00
8000	Transfers & Other	0.00	8000	Transfers & Other	0.00
-----			-----		
xxxx	Sub-Total	0.00	xxxx	Sub-Total	9,757.45
1111 FIRE FIGHTING FUND		Totals	1181 FIRE BUILDING DEBT FUND		Totals
=====			=====		
1000	Personal Services	0.00	1000	Personal Services	0.00
2000	Supplies	0.00	2000	Supplies	0.00
3000	Other Services & Charges	0.00	3000	Other Services & Charges	0.00
4000	Capital Outlay	0.00	4000	Capital Outlay	0.00
5000	Debt Service	0.00	5000	Debt Service	0.00
6000	Property Tax Cap	0.00	6000	Property Tax Cap	0.00
7000	Investment Purchases	0.00	7000	Investment Purchases	0.00
8000	Transfers & Other	0.00	8000	Transfers & Other	0.00
-----			-----		
xxxx	Sub-Total	0.00	xxxx	Sub-Total	0.00
Grand Total			32,956.46		

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BROWN TOWNSHIP HENDRICKS COUNTY

AFR - Reporting Period 01/01/2024 thru 06/30/2024

7455 E COUNTY RD
BROWNSBURG, IN 46112

PART D - DETAILED LIST OF VENDORS PAID BY FUND AND APPROPRIATION

0101 TOWNSHIP FUND - 1000 Personal Services	Disbursed
Angela Delp.....	10,000.02
INTERNAL REVENUE SERVICE.....	1,028.53
TOTALS FOR 0101 TOWNSHIP FUND - Personal Services	11,028.55

0101 TOWNSHIP FUND - 2000 Supplies	Disbursed
Office Depot.....	251.70

0101 TOWNSHIP FUND - 3000 Other Services & Charges	Disbursed
Charter Communications.....	899.82
Curtland & Company,P.C.....	200.00
Curtland and Company, P.C.....	375.00
P Squared Lawn care.....	180.00
The Republican Newspaper.....	93.96
Thrasher Buschmann & Voelkel.....	64.00
US BANK.....	7,858.07
TOTALS FOR 0101 TOWNSHIP FUND - Other Services & Charges	9,670.85

0840.1 TOWNSHIP ASSISTANCE ADMINISTRATION - 1000 Personal Services	Disbursed
Christin Bullerdick.....	3,461.67

0840.2 DIRECT TOWNSHIP ASSISTANCE RELIEF - 2000 Other Direct Relief	Disbursed
Brownsburg Pointe Apartments.....	5,051.00
Duke Energy c/o Vendor.....	150.00
Hendricks Power COOP.....	144.78
Progress Residential.....	950.00
TOTALS FOR 0840.2 DIRECT TOWNSHIP ASSISTANCE RELIEF - Other Direct Relief	6,295.78

9999.1 FEDERAL INCOME TAX - 1000 Personal Services	Disbursed
INTERNAL REVENUE SERVICE.....	603.90

9999.2 STATE INCOME TAX - 1000 Personal Services	Disbursed
INDIANA DEPT OF REVENUE.....	375.88

9999.3 COUNTY TAX - 1000 Personal Services	Disbursed
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AFR - Reporting Period 01/01/2024 thru 06/30/2024

7455 E COUNTY RD
BROWNSBURG, IN 46112

INDIANA DEPT OF REVENUE.....	238.70
9999.4 FICA - 1000 Personal Services	Disbursed
INTERNAL REVENUE SERVICE.....	834.31
9999.5 MEDICARE TAX - 1000 Personal Services	Disbursed
INTERNAL REVENUE SERVICE.....	195.12

RESOLUTION 2024-6

ESTABLISHING SALARIES OF TOWNSHIP OFFICERS AND EMPLOYEES

BOYCE FORMS • SYSTEMS 1-800-382-8702 AEB-TR-17 III

BE IT RESOLVED by the Township Board of

Brown Township

Hendricks County, Indiana

That pursuant to IC 36-6-6- 10(b), the salaries stated below are fixed for the officers and employees of the township year 2025.

POSITION OF OFFICE	Number of Positions	Rate of Compensation	Per *
Township Trustee	1	\$20,000	Year
Members of the Township Board	3	\$800	Year
Township Assistance Personnel			
Investigator	1	\$20	Hour
Other Employees (Detail)			

ADOPTED this 12th day of September, 2024

Attest: Township Trustee

Members of the Township Board

*Show: per year, per month, per day, etc.

Include in this resolution ALL officers and employees of the township.

RESOLUTION NO. 2024-5

RESOLUTION OF THE TOWNSHIP BOARD OF BROWN TOWNSHIP, HENDRICKS COUNTY,
INDIANA, RESOLUTION to TRANSFER DORMANT FUND BALANCE and DISOLBE DORMANT FUND

WHEREAS, the Board of Brown Township, Hendricks County, Indiana, finds that the purposes for which the Fund (#1181) Fire Building Debt Fund was created is no longer in effect; and,

WHEREAS, the monies collected into this fund have not been appropriated and the fund has become dormant; and,

WHEREAS, IC 36-1-8-5 allows for any unused and unencumbered fund balance whose purpose has been fulfilled to be transferred to the Rainy Day Fund and dissolve the Dormant Fund upon the order of the Township Board.

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Brown Township, Hendricks County, Indiana, does hereby declare the Fund (#1181) Fire Building Debt Fund to be dormant and authorizes the Trustee to transfer the remaining balance to the Rainy Day Fund and close the dormant fund.

Adopted this 12th day of September 2024

X

Board Chair

X

Secretary

X

Board Member