

ST. JOSEPH COUNTY

Union Township Trustee Advisory Board

Executive Meeting

Meeting Minutes

Meeting Date: 9:00 AM, at the Union Township Trustee's Office

Members Present: Kelly Carrico, Trisha Carrico, Mike Wozney, Ryan Schafer

The meeting was called to order at 9:00 By Trisha Carrico

Business:

Reviewed all applicants for Part Time Daytime Firemen position.

No other business was discussed.

A motion to adjourn was made by Trisha Carrico, Second by Ryan Schafer. All in favor.

Minutes approved ____ Day of _____ 2023

_____ Board Chairman

_____ Board Member

_____ Board Secretary

_____ Trustee

ST. JOSEPH COUNTY

Union Township Trustee Advisory Board

Meeting Minutes

Meeting Date: January 6, 2024 – 9:15 AM, Trustee's Office

Members Present: Kelly Carrico, Mike Wozny, Ryan Schafer, Trisha Carrico

Public Present: One member of the public was present.

The meeting was called to order at 9:00 AM by Trisha Carrico, Advisory Board President.

Approval of Previous Meeting Minutes

Trisha made a motion to approve the minutes from December 16th, 2023, and Ryan seconded. All in favor.

Election Of Board Positions

The following were elected by the Advisory Board for the described positions:

President: Trisha Carrico

Secretary: Ryan Schafer

Chairman of Finance: Mike Wozney

Old Business:

Parking lot project: Ryan reported that the parking lot is complete, except for the final grade for landscaping and the striping of the lot. The landscaping was not included in the bid price.

A concern was brought from the Town of Lakeville earlier in the week about the area where the concrete trucks had washed out. Specifically, the storm drains. The concern was brought forward three weeks after the work was performed. Ryan will forward this information to the contractor if there are further issues. There are pictures and notations of the same.

Kelly mentioned that during the construction process, there was some asphalt in a neighboring driveway that was damaged. The contractor is aware of this and will affect repairs. The contractor has already spoken to the landowner and will repair the same.

Ambulance Service Contract:

Kelly reported that the Township attorney has reviewed The Ambulance Service Contract. Revisions were made and it has been returned to Union North Ambulance Service (UNAS) for review. Currently there has been no response from UNAS.

Kelly mentioned that she will be reaching out to the Township Attorney to see what timeline needs to be placed on this contract.

Ryan stated that is a tricky thing, because he feels the community needs this service, but it really depends on what North Township is going to do with their territory.

Lakeville Volunteer Firemen Inc:

Kelly stated that she is going to send a letter to Lakeville Volunteer Fire Dept Inc asking for a formal statement for what they are doing with ??? status? Are they completely dissolved or are they trying to reform so they can come back and re-contract with us? Mike stated he didn't know anything about it. Ryan questioned the monies that are held by LVFD Inc that were given to them by the community in good faith for community events and fire prevention work, where is that at? The community asks me a lot. Was it dispersed to the men or is it still being held. Mike stated that he has the monies, it's in the bank and that Brad Sherman also has access/signature authority to that account as well. He states that no one has touched it and that it is just sitting there earning interest. Mike has the checkbook; he gets the statements each month.

Kelly asked to confirm the period of time that Braxton Jones was the Assistant Chief of LVFD Inc, was it from December to approximately April? and Mike confirmed that it was. She stated that with Braxton being an advocate early on of bringing the volunteers back, she received a letter from his employer, Southwest Central Fire Territory that he is in support of forming a territory and proceeds to read the letter and her response (see attachment to these minutes). We have given LVFD Inc eight months, we knew it was going to take up to a year and a half to get their entity totally established with the IRS and to get their 501C3. That's why it was brought on the agenda because she would like to know what LVFD Inc doing to bring us back to a contract. That is the best for our community for the amount of runs; and bringing unity back to our community. Ryan stated then LVFD, Inc would oversee providing staffing for daytime hours, whether to hire or do it on a volunteer basis or whatever the case would be. They would be responsible for staffing; it could be no different than what we are currently asking the ambulance service.

Kelly asked who she should send the letter to and do we put a deadline. Ryan stated that Ben Kane was the Chief, Braxton Jones was the Assistant Chief and Mike Wozney was the Secretary/Treasurer and that there should be a deadline. Also, to send it Certified Mail with Signature Receipt. Kelly feels it's important to have a response right now from LVFD, Inc because of where we are status-wise. We have less than thirteen (13) on our volunteer roster and now six (6) on our paid staff. She stated we must look at the now, but we must look at what 2, 4 and 10 years look like. Ryan stated that he would have no problem with contracting with an entity that would provide us with the service, and they could handle the paid daytime staff. It's no different than what we are asking Andy and Tony to do with the fire dept.

Ryan went on to say that It's no different than we contract with Union North Ambulance Service, the provide the staffing and make sure the calls get answered. The problem we are having (With UNAS) is we have calls that are not getting answered, not so much for Union because they have another back-up entity (With the County provided Ambulance) that we are paying twice for. We don't have a backup fire dept. Mike stated we have mutual aid. Kelly stated there's a rumor with Portage, Warren and Center having these territory discussions, if they can prove to the state that we don't have ample staffing and that our response times are bad, they can petition the state to take us, and we have no say so. Kelly asked what kind of a deadline, Ryan stated 15 days upon receipt of the letter. Ryan then asked what our 5-year plan for fire protection and ambulance service. Kelly stated that we need to look at recruiting youth, several volunteers on the roster will be over 60 in 5 years. Something to look at moving forward. Kelly stated she does not feel that going into a larger territory is an option, we need to sit back and try what we are doing. Providing paid people during the day and getting our volunteers back into a contract. And if they don't go back into contract, they are still volunteers, the only thing that changed is who give them their check. Maybe, five (5) years down the road but not now. Ryan stated we need to

be pro-active and look towards the future and be in the position to provide prompt emergency services for a reasonable cost.

Mike asked what was going on with the new fire truck. Ryan stated in his last conversation with Andy that it should be moving into final finish, and it should be May, it's nearing completion.

New Business

Resolution 2024-01: Was adopted to create the Chairperson of the Board of Finance to serve as the Internal Oversight Committee person. This position is to comply with the "Internal Control Guide for Indiana Townships" since Union Township is essentially a one-person office.

Resolution 2023-20: Kelly mentioned Majority did not get finished with contracted work, so we need to encumber the funds that we had set aside. The original amount was \$98,385 and Majority has only billed us 75% of that project and they will receive the balance when the project is complete. The contract balance is \$24,597. There has to be a resolution to encumber \$24,597 into the 2024 budget, it will be it's own line item. Per SBOA that will get ear tagged in it's own separate account when they are completed. Resolution adopted.

Resolution 2023-21: Kelly stated: We have a negative balance on two (2) accounts. Professional services such as legal fees, had not established enough money for legal fees; so we took money from the same fund but a different group. We moved them from supplies down to services and charges, to make it zero. Transferring \$8700 from support equipment transfer into professional service. Same thing for township assistance, we needed an extra \$300 in our public utilities services fund. We can take that from prescriptions. We don't ever have requests for that. Resolution adopted.

Resolution 2024-02: Trustee has secured a bond for \$30,000 through Liberty Mutual for year 2024 and it's filed with the office of the County Recorder's office. She provided copies to the Secretary. Resolution adopted

Ryan made a motion to approve the persons for part-time employment to cover daytime hours at the fire station as discussed in the Executive Session earlier, Mike seconded, all in favor.

Kelly distributed the 2023 Appropriation Balance and stated that Fund 20 (Fire Building Dept) has a negative balance of \$2,000. The prior trustee did not pay the Trustee Administration fee for our bond for the years of 2021 and 2022 and the came to \$2,000. We received in invoice in July and that payment was made. The SBOA will not allow us to submit a negative balance and we are past asking for additional appropriations, so she has to have approval of where to take the \$2,000 and the Rainy-Day fund is only for building expenses. Ryan made a motion to take it out of the Services and Charges Fund and put them into Fire Building Debt Services and Charges to cover administrative fees that did not get paid in 2021 and 2022. Mike seconded, all in favor.

Kelly stated we brought in roughly \$36,000 in interest money last year on our Trust Indiana year, we about \$800,000 sitting in that account roughly getting about 5 to 5.5% interest. We are right now dividing that out through the general the territory fund, the fire landfill fund, and the rainy-day fund. We are allowed to take that lump sum, instead of dividing it out where the original money came from and deposit it in one account. We can either go forward with interest money being divided out where it came from, or we can take all the interest money and dump it in one fund. Ryan asked if it could go into personnel services in case we ever had to put money to the ambulance service or the fire territory. Kelly stated it would be best to put it in the rainy-day fund so we could move it later, if needed. Ryan agreed. Kelly stated that right now the fire territory gets 0.15625, an average of \$560 a month in interest. She

would continue to give them the 0.15625 and the rest be deposited into the rainy-day. She does not want the town, being part of the territory, to say think that the original monies transferred to investment are not receiving the interest, so the interest from original transfer from Fire Territory will be deposited in territory and the rest into the Rainy-Day Fund. All in favor.

With no other business to discuss, Trisha made a motion to adjourn, Ryan seconded. Passed.

Meeting adjourned at 10:26AM

Minutes approved ____ Day of _____ 2023

_____ Board Chairman

_____ Board Member

_____ Board Secretary

_____ Trustee

From: Darrell Eiler <admin@swcft.com>
Sent: Friday, December 1, 2023 9:57 AM
To: uniontwp.carrico@gmail.com
Subject: Braxton Jones/Territory talks

Kellie,

John Zwickl and I were talking this morning. WE believe to would be very important and valuable to the territory talks if Braxton Jones was a member of the department down there. He talks positively about you all joining a bigger territory. Braxton also says that Town of Lakeville needs to be included in the talks if it is going to work.

Food for thought,

Darrell



Darrell Eiler | Chief
Southwest Central Fire Territory | Station 42

t: (574) 291-1677 | e: admin@swcft.com
19971 Kern Road, South Bend, IN, 46614

www.swcft.com 

"Committed to providing the highest quality of service to our community through the preservation of life, protection of property and the environment."

uniontwp.carrico@gmail.com

From: uniontwp.carrico@gmail.com
Sent: Friday, December 1, 2023 12:58 PM
To: 'Darrell Eiler'
Subject: RE: Braxton Jones/Territory talks

Chief Eiler,

With the discussion on the future of the territory and who might be interested in becoming part of the proposed plan that both Steve and Jason discussed with the Centre Township Trustee and myself I do not sit in any position to move forward with territory talks. Portage and Warren are not a neighboring township to Union and the key factor in moving forward would be whether Centre, Greene, or Liberty would join the study. Currently, I have not moved forward with discussion with the Union Township Advisory Board because of two (2) factors:

1. Union Township had always had a contractual relationship for our fire protection with Lakeville Volunteer Fire Department, Inc.. As we are both aware, we could not continue that contractual relationship due to some legal issues with their entity. The Union Township Advisory Board and Union-Lakeville Fire Territory Board are still anxiously waiting for LVFD, Inc. to resolve their issues so that we can move forward with a possible contractual agreement.
2. Without knowing what our neighboring townships that border Portage and Warren are proposing to do with joining the territory we do not have any "say" . If one of these neighboring townships agree to move forward with the proposed territory I will then proceed with the board for discussion.

I have had discussions with my board president regarding these conversations with Jason, Steve, and yourself. We have decided to respond accordingly to what other townships decide, but more importantly with what LVFD, Inc. is doing to provide us with their status of contracting.

Sincerely,

Kelly Carrico
Union Twp Trustee
(574)784-3110

From: Darrell Eiler <admin@swcft.com>
Sent: Friday, December 1, 2023 9:57 AM
To: uniontwp.carrico@gmail.com
Subject: Braxton Jones/Territory talks

Kellie,

John Zwickl and I were talking this morning. WE believe to would be very important and valuable to the territory talks if Braxton Jones was a member of the department down there. He talks positively about you all joining a bigger territory. Braxton also says that Town of Lakeville needs to be included in the talks if it is going to work.

Food for thought,