

ST. JOSEPH COUNTY

Union Township Trustee Advisory Board

Regular Meeting

Meeting Minutes

Meeting Date: February, 13 2023 – ^{5:30 PM}~~9:00 AM~~, at the Union Township Trustee's Office

Members Present: Kelly Carrico, Mike Wozney, Ryan Schafer

Public Present: Keara Brown, Mike Carrico, George Schafer

The meeting was called to order at 5:32PM by Kelly Carrico, Union Township Trustee. Ryan made motion to approve the minutes from the last meeting and Mike seconded. All in favor.

Annual Financial report was reviewed and adopted. Members were asked to sign to accept or reject. Numbers will be published in SB Tribune and the Pilot on February 21, 2023.

Old Business:

Goals for upcoming year

Demolition of township owned house. Kelly met with Jeff Wells and George over the weekend and Jeff was advising that we need an engineer to draw up the plans for dry well and curbing once the house was demolished. Jeff felt it was best to have an engineer draw that up so we can get a bid for contractors. We are waiting a call back from an engineer. I asked George to step in since he had followed that through to this point.

Replacement of upstairs windows at Fire Station. Kelly talked with Mark Hinton from Wilco Distributors. Quality Windows does not do commercial. Kelly to meet with Mark to measure and he can install. He will bid just the window and another bid for the whole job.

Motion was made that any job over \$5,000 shall go to public bid. Mike made the motion and Ryan seconded. Motion was approved.

New Business:

Reviewed and adopted Training guidelines.

Reviewed and adopted Township Assistance Guidelines. Kelly distributed a copy of the guidelines for anyone asking for township assistance. She went on to explained the process for requesting assistance.

Adopted Internal Controls Standards Policy.

Ambulance Service contract. The attorney is reviewing the contract. Kelly advised that we need to update the equipment list for insurance purposes.

Attorney Marcel Lebbin was appointed Township legal counsel. He would like to meet with the firemen to see what they would like to see come of the contract. Ryan asked that it be discussed at the next Fire Territory Meeting.

Discussed bidding cemetery services. Sealed bids need to be submitted by March 31, 2023.

Kelly discussed a delay in obtaining a township credit card.

Township has secured a new insurance carrier, increased coverage for township and Fire Territory. Drivers License information needs to be forwarded to Insurance company from all persons covered by the company.


Motion was made by Mike Wozney and Seconded by Ryan Schafer to purchase a new paper shredder for the Trustees office.


Public Comments:

George Schafer discussed monies from the state available for fire gear, training facilities and emergencies medical/public health entities.

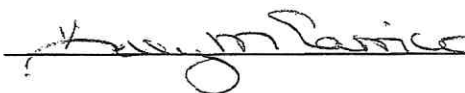
No further business to discuss. A motion to adjourn was made by Ryan Schafer, Second by Mike Wozney. All in favor.

Minutes approved 28th Day of March 2023

 Board Chairman

 Board Member

 Board Secretary

 Trustee