

## ST. JOSEPH COUNTY

### Union Township Trustee Advisory Board

#### Meeting Minutes

**Meeting Date:** February 20, 2024 – 6:00 PM, Trustee's Office

**Members Present:** Kelly Carrico, Mike Wozney, Ryan Schafer, Trisha Carrico and Marcell Lebbin,,  
Township Attorney.

**Public Present:** Several members of the public was present.

The meeting was called to order at 6:00 PM by Trisha Carrico, Advisory Board President.

#### Approval of Previous Meeting Minutes

Ryan made motion to approve the minutes from January 6th, 2024 and Mike seconded. All in favor.

#### New Business

*2023 Annual Financial Report:* The Trustee presented the 2023 Annual financial report. She stated that there is a discrepancy in the beginning balance of the General Fund. This is due to the 2022 report was not closed out with the proper total from the previous trustee. This is a red flag with the State Board of Accounts(SBOA). Kelly has discussed this with them.

Trisha asked is this the negative \$2900 dollars she is seeing? Kelly explained that is from the previous trustee in paying taxes. She has been unable to pinpoint the error. She expects the SBOA to look further into this during the audit.

Kelly plans on posting the report in the newspapers in ten days, or approximately March 5<sup>th</sup>.

Trisha made a motion to approve, Ryan Seconded. Motion passed unanimously.

*Township Assistance Guidelines:* Trisha made a motion to adopt the 2024 Indiana Poverty Guidelines for Township Assistance. Ryan Seconded, Passed Unanimously.

*Resolution 2024-03* For the adoption of transfer of excess funds from the General Fund to the Rainy Day Fund. Kelly mentioned that there was 73171.33 of unused or unencumbered balances.

Trisha made a motion to approve the resolution, Ryan Seconded, Motion passed unanimously.

*Resolution 2024-04* Capital Asset Policy. Kelly mentioned that the capital assets of the township had not been updated since 2015. This policy determines the minimum cost of assets that are tracked and the procedure of the same.

Trisha made a motion to approve the resolution, Ryan seconded, Motion passed unanimously.

*Resolution 2024-05 Deputy Trustee Insurance (Bonding)* This resolution is for the bonding of the Deputy Trustee who would act in the absence of the trustee.

Trisha made a motion to approve, Mike Seconded, Passed Unanimously.

Minutes approved 19 Day of August 2024

Christina N. Caruso Board Chairman

Mike Wojny Board Member

TJ Board Secretary

James Ferrico Trustee