

Liberty Township, Porter County
Meeting Minutes
January 8, 2019
6:00 PM

Present were board members Terry Dunn, Tim Cole and Jackie Sterling. Also in attendance were Matt Keiser, Township Trustee; Michele Bollinger, Township Clerk; and Nick Wineland and Matthew Wineland, representatives for the LTVFD.

Reorganization of the Board: Tim Cole expressed interest in serving as the board president and nominated himself. Vote was 1-2 with Terry and Jackie casting nay votes. Jackie then made the motion to nominate Terry to serve as the board president for 2019; Terry seconded the motion. Vote was 2-1 with Tim casting the nay vote. Jackie then nominated Tim to serve as the secretary of the board for 2019; Terry seconded the motion. The motion passed 3-0.

Meeting Minutes: The consensus of the board was that the minutes for the meetings would be taken by the clerk who would then type the minutes and present them to the board prior to the next meeting. The minutes would then be presented at the meeting for approval. Approved minutes would be kept in a binder that would be in the possession of the board president.

Fire Department Report:

Nick Wineland reported that there were 51 calls in the month of December and a total of 950 calls for the year of 2018. He stated that it had been a record breaking year in regards to the number of calls.

Nick also reported that they are working with Porter Hospital since the LTVFD have been answering calls to the hospital on a regular basis. They are trying to determine if some of the calls could be handled by the hospital directly.

Nick reported that he had met with Matt to discuss the 2019 fire contract. Various changes had been made to the contract, and it was ready to be presented to the fire board for their approval.

Tim asked Nick about how often Chesterton responds to calls in Liberty Township and vice-versa. Nick responded there is a mutual aid agreement with the town of Chesterton and they do respond to calls in Liberty Township. Nick stated that the LTVFD responded to more calls in Chesterton than they did in Liberty Township.

Jackie commended the fire department for their dedication and stated that they should provide their call numbers to the Chesterton Tribune on regular basis so that they can be published. It is also a way for the community to see the value of the LTVFD.

Tim asked the fire department representatives if the fire department receives insurance reimbursements for calls. Nick said that they have researched this, but currently the fire department does not receive reimbursements.

Jackie asked if donations that are made to the fire department are deposited into the general fund. Nick did not know the answer to this question and stated that Shannan from the fire department would know.

Nick stated that there is a smoke detector program. In order to be a recipient of the program, the interested party must get an application and guidelines from the fire department. If the application is approved, the fire department will purchase the smoke detectors and install them free of charge.

Trustee Report:

Matt reported that the transition from the outgoing trustee had gone smoothly, and that Beth Underwood had been very helpful. He reported that she was also in the process of the preparing the annual report which would be presented to the board at the February meeting.

Matt reported that he had donated new paint, flooring, and trim and had spent a couple of days updating the office. He also stated that some used office furniture had been purchased for the office.

Matt informed the board that software for accounting, township assistance, and payroll, was being installed that week. He also let the board know that he and Michele had attended a training session for the software.

Matt reported that we had joined the Indiana Township Association.

Matt reported that the trustee's office had put together a verification form that would be given to each new applicant. The purpose of the form was so that applicants had a clear understanding of the required documentation that was to accompany their application for assistance. He also went on to explain that state statute required that the township board adopt a set of guidelines for assistance. It was his understanding that Liberty Township did not have a set of adopted guidelines, therefore he was working to complete this so that it could be presented at the February meeting for the board's consideration.

Matt relayed his concern regarding the fact that the Township budget had not been increased in several years and was disheartened by the amount of revenue that had been lost especially for the fire department. He shared that he had contacted a consultant who would be able to guide the township in seeing what could be done about recouping some of the lost revenue. Matt stated that he would need to seek an additional appropriation at the February meeting to help defray the costs of this process.

New Business:

2019 Fire Contract- Matt presented the 2019 fire contract to the board. Matt explained to the board the changes that had been made to the contract. Tim made the motion to accept the contract; Jackie seconded the motion. The motion passed 3-0.

Credit Card Policy- Matt presented a resolution to establish a credit card usage policy for the Trustee's office. He explained that the trustee's office wanted to get a company credit card from Chase bank to be used for purchases, but prior to securing the card, the board needed to adopt a policy. Tim made the motion to approve the resolution; Terry seconded the motion. The motion passed 3-0.

Salary Resolution- Matt presented the salary resolution for 2019. The only change was the addition of a township assistant at the rate of \$10 per hour. Tim made the motion to approve the resolution; Jackie seconded the motion. The motion passed 3-0.

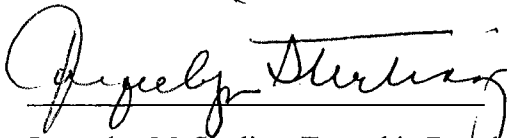
Township Assistance: Matt expressed the need for consensus from the board to move around funds within the township assistance budget. He requested that eight thousand dollars be moved from .2 "Direct Poor Relief" to .1 "Welfare Administration". The board unanimously agreed to the request.

Old Business:

Unidentified Remains- Matt let the board know that he had been in contact with Edmonds and Evans Funeral Home. John Evans was out of town so he tried to connect with Jennifer but had to leave a message for her. He assured the board that he would keep trying to get in touch with the funeral home.



Timothy Cole, Township Board



Jacquelyn M. Sterling, Township Board



Terry Dunn, Township Board

ATTEST:



Matt Keiser, Township Trustee