

## Meeting Minutes

### Meeting of the North Township Advisory Board

Held at the Fire Station in Lapaz, IN

May 5, 2025

#### North Township Advisory Board Members Present:

Steven Davenport, President

Steve Barber, Secretary

Dave Banicki

Emily Haskins, Trustee, North Township

Mathew Haskins, Fire Chief

For other community members present, please refer to the attached sign-in sheet.

The meeting consisted of the following.

Mr. Davenport called the meeting to order at 6:00pm. (4:12)

1. Approval of 3/24/25 Meeting Minutes

- a. Ms. Haskins indicates that a copy has been placed at the back of the room for people to review.

Mr. Banicki moves that the minutes be approved as printed, seconded by Mr. Barber. Passed 3-0.

2. Territory Board Recommendations (streaming meetings, employee hiring, employee benefits, accident policy)

- a. Streaming: Ms. Haskins explains that beginning on July 1, 2025 we are required to stream meetings and record them. She explains the quote provided by Siefer Services. She adds that LaPaz has decided not to contribute to the cost and thereby is not requesting to be able to use the setup in this room for any of their meetings. Mr. Haskins explains that the quote does not include the cost of the display board because the volunteer fire department has committed itself to pay \$1,000 toward the endeavor and thereby essentially cover the cost of display board. Mr. Barber moves to approve the quote less the cost of items 6 & 7 (the Google workspace). This was seconded by Mr. Banicki and passed 3-0.

- b. Employee hiring: Mr. Haskins reports that the Territory Committee has recommended that the hiring process be started with a minimum requirement of EMT. The application process would include a medical waiver, a physical agility test, fire department interviews, background investigation, and a board interview. Discussion ensued. Ms. Haskins clarifies that for an executive session of the board, they are permitted to invite other pertinent individuals to attend. For the interviews, what has worked previously is for someone to collect 5 questions from each interviewer. This would alleviate duplication of questions. It was also clarified that the executive session would require a quorum. Mr. Barber moves that we have the Territory Committee conduct the interview and then make recommendations to the Township Advisory Board. The next Territory Committee meeting is scheduled for June 16, 2025.

- i. Mr. Haskins asks for clarification about whether the board has authorized them to proceed with the process of hiring four full-time staff. Mr. Barber moves that we give Mr. Haskins authorization to advertise and go through the process of hiring (four) full time staff. Motion seconded by Mr. Banicki and passed 3-0.

- c. Employee Benefits: Ms. Haskins indicated that the Territory Committee recommended that they move forward with ICHRA to provide health insurance options for employees. She also noted that vacation and personal time are yet to be determined. If we have volunteers who seek to move to full-time status, consideration may be given during the hiring process. Mr. Davenport moved to accept these recommendations, seconded by Mr. Banicki, and passed 3-0.

- d. Accident Policy: Ms. Haskins explained that the Territory Committee approved the Accident Policy and recommended adoption. It covers accidents where the vehicles are damaged. Mr. Davenport moves to approve this, seconded by Mr. Barber, and passed 3-0.
- 3. SBOA State-Called Meeting Updates, which Ms. Haskins attended and reported the following:
  - a. Any trustee elected after July 1, 2023 will be required to complete 14 hours of training in the first year and 36 hours within the first three years. 5 hours of training are required prior to taking office.
  - b. For North Township, the bond for the trustee was \$30,000. This will double in future years, to \$60,000. This is because of the larger receipts (\$30,000 for each one million dollars).
  - c. If the township decides to secure a credit card:
    - i. There must be a resolution which
    - ii. States the purpose for the card, including types of purchases and where the purchases can be made.
  - d. If the township decides to require workfare for one our Township Assistance recipients, we need to add a provision to the liability insurance (in the event of an injury).
  - e. Cemeteries need to be listed on the Capital Asset Ledger (just the property itself).
  - f. Cemeteries also need to have fences where there are none and repair existing fences. The implication is that surveys will need to be completed prior to the construction of the fences. In addition, neighbors will need to be engaged in the process.
- 4. Employee Manual
  - a. The Territory Committee has discussed this, but no decisions have been made. There is a reference in the manual about health insurance but no specific information has been included. Regarding ICHRA, Ms. Haskins would rather utilize a company that would manage this. Mr. Haskins explained why he chose to utilize “shifts” as differentiated from “hours” or “days” in the section on vacation, personal, or sick time. Decisions will need to be made regarding specific items in the employee manual.
- 5. Trustee Update (see attached)
- 6. Good of the Order announcements or updates from the Fire Department
  - a. Mr. Haskins reported that they have had 182 runs so far this year. They had to give up one run because of not having an EMT available (this is the second call given up this year).
  - b. Mr. Haskins reported that billing went live on May 1, 2025. They are beginning to send in calls prior to May 1, which are still permitted to be billed. Ms. Haskins reported that she continues to go through the process of securing authorization from a variety of payors (insurance companies).
  - c. Mr. Haskins has not heard anything additional from the County Council regarding the \$50,000 reimbursement “grant” to help pay for needed equipment.
  - d. Mr. Barber offered an update on his research regarding the Conger Cemetery. He has visited the Marshall County Historical Society and Oak Hill Cemetery. The reason for talking with Oak Hill Cemetery is because it is recorded that some remains and some headstones were moved from Conger Cemetery to Oak Hill Cemetery on July 1, 1936.
    - i. The precise location of the old Conger Cemetery is unknown and may have been south of 6<sup>th</sup> Road between Oak and Olive OR between Olive and Pear.
    - ii. We do not know if any remains, headstones, or headstone fragments are still located in the unknown location of the old Conger Cemetery. The historical society indicated that it is not uncommon for these old cemeteries to have been plowed over and lost.
    - iii. Oak Hill staff indicated that they do accept burials from out of township individuals, and that they do have plenty of vacancies. This seems to be important because North Township does not have any availability in our cemeteries. This appears to suggest that

North Township should not be under any pressure to enlarge/expand cemetery availability for its residents.

- iv. We examined the headstones of those suspected to have been moved from Conger Cemetery. There was a distinct difference in appearance and age between this row of headstones compared to surrounding headstones. This would seem to be consistent with stones having been moved from Conger Cemetery.
- v. Available options for additional research:
  - 1. Public suggested talking with Don Balka.
  - 2. The old Conger Cemetery is likely to be on private property and not easy to explore.
  - 3. Let it go
- vi. I do plan to file a summary of my findings with the Marshall County Historical Society.
- vii. Regarding the cemeteries we do have and in light of our previous discussion (fences, surveys, maintenance, etc.), it would seem prudent to increase our budget for cemeteries next year.

- e. Mr. Barber also wanted to explain to the board that he is working on development concerns and has spoken to Don Berger, Chelsea Smith, and Nicole Cox.
  - i. He is on the LaPaz North Township Development Committee
  - ii. He will be attending the June meeting of the Marshall County Economic Development Corporation.
  - iii. He has submitted his name to the Marshall County Planning Commission in hopes of becoming involved in the process of revising the Marshall County Comprehensive Plan.
- f. Mr. Davenport relays appreciation from a family whose loved one was recently buried in Fairmount Cemetery. They specifically noted that it was well groomed and taken care of, especially after the recent storm damage.

7. Public Comment (limited to 2 minutes per person)

- a. Patron offers her heartfelt concern about the increase in taxes. She says that farmers are really struggling right now. Also, most farmers who rent land will have to pay more. She was not sure why this was done. Explanations were offered for why this was done. She expresses her opposition to the amount of the increase in taxes. An extended discussion ensued.
- b. Patron wants the Fire Territory to operate as a business and pay for itself, from a profit/loss perspective.

8. Mr. Barber announced that he will be hosting a Conversation with community members on Thursday, May 29, 2025 at the fire station in LaPaz beginning at 6:00pm. Residents are invited to attend and bring their concerns, questions, concerns, or complaints. He clarifies that this is NOT an official function of this board.

9. Adjournment:

- a. Mr. Barber moves to adjourn, seconded by Mr. Banicki, and passed 3-0.
- b. Meeting adjourned at about 7:55pm.

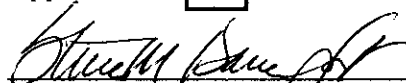
10. Next meeting: Monday, June 23, 2025 at 6:00pm

Respectfully Submitted,  
Stephen Barber, Secretary

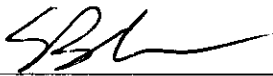
Approved: ☒ As Written/Printed

☐ As Amended

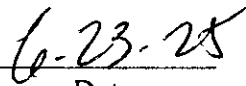
☐ As Corrected

  
Steven Davenport, President

6-23-25  
Date



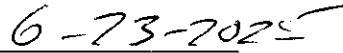
Stephen Barber, Secretary



Date



Dave Banicki



Date

North Township Marshall County Public Meeting  
Monday, May 5, 2025 at 6:00pm  
LaPaz-North Township Fire Station

## Sign-In Sheet

1. Justin Bowen
2. Al Robertson
3. Sandy Robertson
4. C) Robertson
5. Alice Oyler
6. Steve Barber
7. Lisa Thrupp
8. Gene Kung
9. TOM MCGEE
10. David Bird
11. My Hay
12. Hank Weber
13. Rick McKee
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.

North Township Marshall County Public Meeting  
Monday, May 5, 2025 at 6:00pm  
LaPaz-North Township Fire Station

- 1. Approval of 3/24/25 Meeting Minutes**
- 2. Territory Board recommendations (Streaming meetings, employee hiring, employee benefits, accident policy)**
- 3. SBOA State-Called Meeting Updates**
- 4. Employee Manual**
- 5. Trustee update**
- 6. Good of the order announcements or updates from Fire Department**
- 7. Public Comment (Limited to 2 minutes per person)**

North Township Marshall County Public Meeting  
Monday, May 5, 2025 at 6:00pm  
LaPaz-North Township Fire Station

<b>Fund Name</b>	<b>Beginning Balance 1/1/25</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Ending Balance 12/31/25</b>
General	\$ 325,073.17	\$ 35,062.62	\$ 21,131.00	\$ 339,004.79
Territory Operating	\$ 599,173.14	\$ 50,641.86	\$ 95,037.67	\$ 554,777.33
TA	\$ 42,231.24	\$ -	\$ 1,737.71	\$ 40,493.53
Territory ERF		\$ -	\$ -	\$ -
Rainy Day	\$ 36,030.27	\$ -	\$ -	\$ 36,030.27
Fire	See notes in Cell	\$ -	moved to territory	\$ -
Cumulative	See notes in Cell	\$ -	moved to territory	\$ -
EMS	See notes in Cell	\$ -	moved to territory	\$ -
<b>Total</b>	<b>\$ 1,002,507.82</b>	<b>\$ 85,704.48</b>	<b>\$ 117,906.38</b>	<b>\$ 970,305.92</b>

- 34% of the year has lapsed. Township expenditures are at 12% of budget, Fire 10%, Township Assistance 6%.
- We have had 8 requests for township assistance. 1 for mortgage assistance, 6 for utilities, and 1 for cremation assistance. Of the total 8 applications, 5 were approved and 3 were denied. 9 adults and 2 children were helped between the 5 households assisted.

## ESTIMATE

Siefer Services, LLC  
316 Burket Ln  
Bremen, IN 46506-1977

adam.siefer@sieferservices.com  
+1 (574) 248-0097  
https://sieferservices.com

# SIEFER

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## S E R V I C E S

### Bill to

North Township, Marshall County  
411 S. Michigan Street  
LaPaz, IN 46537 USA

### Ship to

North Township, Marshall County  
411 S. Michigan Street  
LaPaz, IN 46537 USA

### Estimate details

Estimate no.: 1122

Estimate date: 03/31/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Sales</b>	Large Room Group Video Conference Camera/Mic, TV Mounts, HDMI Dock & Cables	1	\$947.58	\$947.58
2.		<b>Sales</b>	5000 Lumen WXGA Projector	1	\$1,019.65	\$1,019.65
3.		<b>Sales</b>	HDMI Wall-plate & Braided Cable	1	\$67.75	\$67.75
4.		<b>Service Install On-Site</b>	Installation, Configuration & Setup - Customer supplied Whiteboard & Cable Pulls  OBS Studio Configuration & Streaming configuration through YouTube Account (TBD)	6	\$95.00	\$570.00
5.			OPTIONAL ITEMS			
6.		<b>Google Workspace</b>	Stand alone Google Workspace Email Hosting for northtownship.org email account (1/YR per address)	0	\$100.00	\$0.00
7.		<b>Google Workspace</b>	Full Website Hosting and Email Managed Services for northtownship.org email account (1/YR) Additional Email addresses \$89/yr	0	\$300.00	\$0.00

Total

**\$2,604.98**

2,604.98