

Meeting Minutes
Meeting of the North Township Advisory Board
Held at the Fire Station in Lapaz, IN
March 24, 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.

1. Approval of 1/7/25 Meeting Minutes
 - a. Ms. Haskins indicates that a copy has been placed in the back of the room for people to review.
Mr. Barber moves that the minutes be approved as printed, seconded by Mr. Banicki. Passed 3-0.
2. Introduction of New Board Member
 - a. Mr. Banicki is welcomed to the Board.
3. Territory Updates
 - a. Ms. Haskins indicates that the Territory Committee has voted to approve the malpractice policy, which was noted to be above the \$5,000 threshold. Malpractice insurance has now been secured.
 - b. Ms. Haskins reminds the Board that we will be required to stream the meetings beginning on July 1, 2025. Because of this, consideration will need to be given regarding the logistics of this and any needed improvements (see below).
 - c. Ms. Haskins indicates that instead of receiving our first draw of the new Territory revenues (collected in the spring of 2025) in June of 2026 - as we had all believed we were told – we will be receiving our first draw in June 2025.
 - i. It was noted that there are policies and/or administrative tasks which have not been enacted, including the manual and the benefit package. ***These policies and tasks are necessary to complete before we are able to hire any full-time employees.***
 - ii. Mr. Barber believes that the core question is whether the expected draw in June 2025, being higher than expected, should change the ramp up schedule and prefers to ask the Territory Committee to weigh in on this.
 - iii. Mr. Davenport identifies his goal is to begin hiring full-time workers on July 1, 2025.
 - iv. Mr. Haskins reminds the Board that we only have temporary living quarters for emergency workers and that we have budgeted for a design study to be done this year for more permanent housing.
 - v. Regarding how to proceed with the extra money being expected, Mr. Barber voices his desire to:
 1. First, have the Fire Department submit their thoughts and recommendations to the Fire Territory Committee,
 2. Second, have the Fire Territory Committee wrestle with this and then submit their recommendations to the Township Advisory Board,
 3. Third, the Township Advisory Board then considers the recommendations for final action.

- vi. Regarding housing for emergency workers, the public wonders if a house close to the station could be considered. This was discussed briefly with Mr. Barber stating that he believed all options should be considered.
 - vii. Ms. Haskins indicates that a determination will need to be made regarding how many full-time emergency workers will we seek to hire, and when.
 - viii. Plan: Mr. Haskins will submit thoughts and recommendations to the Fire Territory Committee for their consideration.
4. Ms. Haskins presents the Township Assistance Guidelines for consideration. The only modifications she made were to apply federal Cost of Living Adjustments, rent information from HUD for 2025, and the cremation assistance fee to reflect the change made by the Board last year.
- a. Mr. Barber moved to adopt the Township Assistance Guidelines as presented which was seconded by Mr. Davenport. Motion passes 3-0.
5. Trustee update (please refer to the handout)
- a. Regarding the requests for assistance: one was for mortgage assistance; four were for utilities; and one was for cremation.
 - b. Regarding the three denials for assistance: one was for wasteful spending; one was because they owned their home outright; and one was because they did not submit bank statements.
 - c. Regarding "Wex card", which is used to purchase fuel for our vehicles, there has been a change in fees charges, from \$2/month/card to \$4/month/card. We have a "Universal Wex." This is different than the "Fleet card." The Fleet card has no fee, but it can only be used at Speedway. So, if Speedway is down for some reason, the Fleet card is a problem. This scenario occurred recently during a fire whereupon they had to go to Lakeville to obtain fuel.
 - d. White's Cemetery, which is owned by the Township, needs some maintenance related to trees, limbs, and branches. It was clarified that if there are veterans in a cemetery, then the Township is responsible for the upkeep of the cemetery. Ms. Haskins has spoken to our maintenance contractor, Mr. Smith, who will be providing us with a quote. Mr. Davenport asks to have Mr. Smith begin by taking care of one of the precarious trees at White's Cemetery. Mr. Barber asks regarding the cemetery near the corner of 6th and Pear. Ms. Haskins indicated that she sent a letter to the owner, but did not hear back from them. Mr. Barber asks Ms. Haskins to run this by our attorney to see what recourse we may have.
 - e. We now have Direct Deposit set up with 1st Source Bank. This will save the Township money because we won't be writing as many triplicate checks.
 - f. Ms. Haskins initiates our discussion of how to proceed with the logistical means to comply with streaming requirements as of July 1, 2025. Mr. Haskins offers to schedule a vendor to come in, take a look at what we have, and make a proposal.
6. Mr. Barber presents a draft of a letter he has prepared for our State Representative, Jack Jordan, in opposition to House Bill 1461. According to a formula in the bill, this bill would require townships to forward money annually from the Township to the county. Mr. Barber declines to move or second any motion on this and deferred to the other members of the Board to decide if they want to be co-signatories to this letter. Mr. Banicki moved to sign onto this letter. Mr. Davenport seconded the motion. Motion passes 3-0.
7. Good of the Order:
- a. Mr. Haskins reports that the lease for the equipment on the second ambulance has been signed.
 - b. There is no step on the second ambulance which typically opens up automatically on newer ambulances. Estimate of having this installed is \$3,822. He considers this to be a safety issue. There is sufficient money in the budget. He will have this work done.
 - c. He reports on the possibility of the county forwarding money to townships for the purpose of fire fighting. They are still working on this.

- d. Runs to date this year: 129
- e. He reports that staff have worked over 64 hours in a two-week pay period. This causes some concern about what constitutes full-time vs. part-time. This led to some discussion. Ms. Haskins has inquired with legal counsel regarding this, who states that we are permitted to identify how many hours a part-time employee is allowed to work per the Fair Labor Standards Act. It was clarified that we do not have the manual completed sufficiently for us to hire full-time employees at this time. The part-time employee states that he does this to ensure that there is coverage. Mr. Davenport suggests that we consult with our attorney about this. Mr. Barber wonders if we need to increase our part-time pay in order to attract personnel.

8. Public Comment

- a. Patron suggested that we hire a couple of full-time emergency staff "as soon as we could get them." This would help get things started and relieve some of our over-reliance upon part-time staff.
- b. Patron asks if we are responding to runs in Union Township. Mr. Haskins reports that they are not. Patron asks if we are collecting money from these ambulance runs. Mr. Haskins reports that they are in the process of finalizing arrangements with the billing company. Ms. Haskins reports that the billing company is projecting May 1, 2025 as their "go-live date." She adds that after the "go-live date," the billing company will begin to "back bill" what is permissible.

9. Adjournment:

- a. Mr. Barber moves to adjourn, seconded by Mr. Banicki, and passed 3-0.
- b. Meeting adjourned at about 7:22pm.

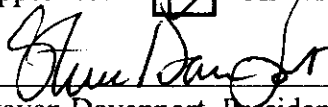
10. Next meeting: Monday, June 23, 2025 at 6:00pm

Respectfully Submitted,
Stephen Barber, Secretary

Approved: ☒ As Written/Printed

☐ As Amended

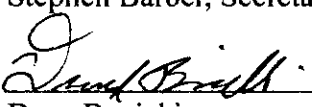
☐ As Corrected


Steven Davenport, President

5-5-25
Date


Stephen Barber, Secretary

5-5-25
Date


Dave Banicki

5-5-25
Date

Sign-In Sheet

1. AD Robertson
2. Sandy Robertson
3. Steve Barber
4. Stu Dault
5. Gary Tillman
6. Don Bredt
7. Don Breyer
8. Lebra Watts
9. Emily Hobbs
10. Janet Ralph Wright
11. Chuck Miller
12. Mark Voff
13. Lisa Hupp
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.

North Township Marshall County Public Meeting
Monday, March 24, 2025 at 6:00pm
LaPaz-North Township Fire Station

- 1. Approval of 1/7/25 Meeting Minutes**
- 2. Introduction of New Board Member**
- 3. Territory update**
- 4. Township Assistance Guidelines**
- 5. Trustee update (Wex card fee increase, etc.)**
- 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, March 24, 2025 at 6:00pm
LaPaz-North Township Fire Station

Fund Name	Beginning Balance 1/1/25	Receipts	Disbursements	Ending Balance 12/31/25
General	\$ 325,073.17	\$ 25,952.91	\$ 12,002.57	\$ 339,023.51
Territory Operating	\$ 599,173.14	\$ 50,000.00	\$ 64,103.27	\$ 585,069.87
TA	\$ 42,231.24	\$ -	\$ 1,178.04	\$ 41,053.20
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	\$ -
Total	\$ 1,002,507.82	\$ 75,952.91	\$ 77,283.88	\$ 1,001,176.85

- 22.6% of the year has lapsed. Township expenditures are at 7% of budget, Fire 7%, Township Assistance 4%.
- We have had 6 requests for township assistance. 1 for mortgage assistance, 4 for utilities, and 1 for cremation assistance. Of the total 6 applications, 3 were approved and 3 were denied. 4 adults were helped between the 3 households assisted.