

Meeting Minutes

Meeting of the North Township Advisory Board

Held at the Fire Station in Lapaz, IN

December 4, 2024

North Township Advisory Board Members Present:

Steven Davenport, President

Steve Barber, Secretary

Carmen Megonnell (Virtually via Zoom)

Emily Haskins, Trustee, North Township

Mathew Haskins, Fire Chief

John Lampkins, EMS Chief

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

Mr. Davenport called the meeting to order at 6:00 p.m.

The meeting consisted of the following:

1. Approval of November 6, 2024 Meeting Minutes.
 - a. Mr. Barber indicates that a copy has been placed in the back of the room for people to review. He moves that the minutes be approved as printed and Ms. Megonnell seconds the motion. Roll Call Vote: Ms. Megonnell, yes; Mr. Barber, yes; Mr. Davenport, yes. Motion passes 3-0.
2. Discussion regarding employee policies.
 - a. It was clarified that the Fire Territory Executive Committee will be meeting again before the end of the year to review the policies.
 - b. Mr. Barber hands out a document outlining his thoughts about where things stand on the policies currently, highlighting the following:
 - i. He appreciates the changes that have been made.
 - ii. While he is not fond of "At-Will" policies, he is willing to support it currently. He references federal protections for employees.
 - iii. Regarding the section on Harassment, he includes a document from EEOC and offers a suggestion for replacing a portion of the policy. He recognizes that the EEOC does not require this for employers who have less than 15 employees. While this may not be required for the Fire Territory, he believes this 'gold standard' should be utilized.
 - c. Mr. Haskins points out that the specific procedure for determining holiday pay will need to be identified. One option is a flat rate for holiday pay which would be pro-rated depending on the number of hours worked. Another option would be to identify holiday pay as 1.5 times the hourly rate of the employee. Mr. Barber would prefer that the bookkeeper (Ms. Haskins) make this determination/recommendation based upon which is simplest for the bookkeeping platform that will be utilized beginning next year. Ms. Haskins indicates that Micro Spectrum appears to be the platform that will be utilized. It performs all the functions that we will need and the cost is reasonable. It may be about \$700-800 per year. This is compared to other platforms which cost in excess of \$1,000 per year. Ms. Haskins also feels good about the support that Micro Spectrum would provide.

- d. No action is needed currently.
3. Discussion regarding part-time employees.
 - a. Mr. Haskins indicates that a deadline for submission of initial applications was set for December 15, 2024. He anticipates that this will enable him to develop a schedule to initiate services on January 1, 2025.
4. Salary Ordinance 2025. Please reference the attached Salary Ordinance.
 - a. Mr. Barber moved to adopt the Salary Ordinance for 2025, seconded by Mr. Davenport. Roll Call Vote: Ms. Megonnell, yes; Mr. Barber, yes; Mr. Davenport, yes. Motion passes 3-0. Ms. Haskins obtains permission from Ms. Megonnell to sign her name to this ordinance.
5. Annual anti-nepotism disclosures. Please reference the attached document.
 - a. This document required only signatures from board members and no action.
6. Capital Asset Policy. Please reference the attached document.
 - a. Ms. Haskins identifies that this is for 2024 and requires no action from the board, since it is not being modified. Only signatures are needed.
7. Proposed 2025 Contracts.
 - a. Contractual Agreement for Library Services for 2025. Please reference the attached document. Ms. Haskins reports that she does not know the current balance of funds that the Plymouth Library holds in the name of North Township. As of July, we had used \$3,200 and had \$1,400 remaining. Mr. Barber moves to approve the contract in the amount of \$3,000 for the year 2025, which was seconded by Ms. Megonnell. Roll Call Vote: Ms. Megonnell, yes; Mr. Barber, yes; Mr. Davenport, yes. Motion passes 3-0.
 - b. Regarding the Fire Contract (with the volunteer Fire Department), Mr. Haskins indicates that it has been determined that the Fire Department needs to pay the nights and weekends – the \$50/per shift. He clarifies this is not part-time status. He says that the Trustee can write those checks, but it needs to be clarified that this comes out of the Fire Department compensation fund. He is unsure about how much to put down for this in the Fire Contract. He also needs to figure out how taxes will impact the final number. He will submit a maximum quarterly budget amount in the Fire Contract, which will be acted upon at our next meeting.
 - c. Ms. Haskins will reach out to the landscape/mowing company to see if they are interested in continuing to provide this service for our cemeteries. Mr. Barber indicated that he drove by Fairmount and that the cleaning and clearing of brush has really improved its appearance.
8. Transfer of Appropriations. Please reference the attached document.
 - a. Ms. Haskins reviews the transfers being proposed. Mr. Davenport moves to accept these as presented, which was seconded by Mr. Barber. Roll Call Vote: Ms. Megonnell, yes; Mr. Barber, yes; Mr. Davenport, yes. Motion passes 3-0.
9. Schedule Next Meeting.
 - a. Fire Territory Executive Committee: Wednesday, December 18, 2024 at 6pm.
 - b. Township Advisory Board: Monday, December 23, 2024 at 6pm.
10. (added to the agenda) Mr. Barber submitted a review of the three CDs held with 1st Source Bank. Please reference the attached document. Mr. Barber asks how the Fire Fund CD will be transferred to the Fire Territory. Ms. Haskins indicates that she will review this with the State Board of Accounts.
11. Good of the Order announcements or updates from UNAS or Fire Department.
 - a. Fire Department.

- i. Mr. Haskins reports that this year County Councilman Harmon offered \$50,000 to each of four different fire departments in the county. We were not one of those departments. Mr. Grolich has been instrumental in advocating for the fire departments in the area.
 - ii. Mr. Haskins reports that the letters on the front of the building are coming down. Mr. Robertson suggests that the letters be taken down since they have a propensity to fall off anyway and instead, to erect a sign emboldened with the name. The Lions Club sign has been removed. Since power is available in that vicinity, a sign could be erected there.
 - iii. Mr. Haskins then passes out an emblem which could be displayed on the two ambulances. It would cost \$400 to put these on each side of both ambulances. They would be removed at such time as the ambulances are "wrapped" with new emblems, markings, and colors. This wrapping would cost about \$12,500 for the newer green one and around \$7,000 for the ambulance we have had for a while. So, we are not looking to wrap them currently. Mr. Barber expresses his support for placing the black and white emblems on both ambulances. He also expresses support for removing the letters on the building and erecting a sign with name to be determined later. He encourages consideration of a long-term plan which would include landscaping. This may be explored next year.
 - iv. Mr. Haskins reports that two rooms have been framed upstairs and drywall has been started. Lumber will be secured for the other room soon and hopefully have that done before the end of the year. Costs to date have been less than \$1,000 (which does not include the electrical bill).
 - v. The tanker has not yet been delivered.
- b. EMS: Nothing to report.
 - c. Mr. Barber passes out information included in the Marshall County REMC mailing about Marshall County Fiber. It asks for people who are interested to contact REMC.
12. Trustee Update. Please reference the attached document. Ms. Haskins reviews expenditures for the year to date.
13. Public Comment. No comments were made.
14. Mr. Davenport requests a motion of adjournment. Mr. Barber so moves. Roll Call Vote: Ms. Megonnell, yes; Mr. Barber, yes; Mr. Davenport, yes. Motion passes 3-0. Meeting adjourned at 6:52pm.

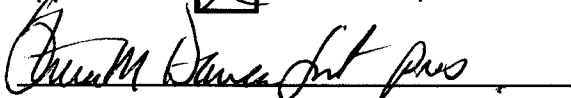
Respectfully Submitted,

Stephen Barber, Secretary

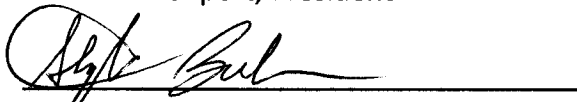
Approved: ☒ As Written/Printed

☐ As Amended

☐ As Corrected


Steven Davenport, President

12-23-24
Date


Stephen Barber, Secretary

12-23-24
Date


Carmen Megonnell, Member

12/23/24
Date

North Township, Marshall County Public Meeting
Wednesday, December 4, 2024 at 6:00pm
LaPaz-North Township Fire Station

Sign-In Sheet

1. Steve Barber
2. Sandy Robertson
3. Al Robertson
4. Curtis Drawinski
5. Dan Pawicki
- 6.
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- 19.
- 20.
- 21.

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- 2. Discussion regarding employee policies**
- 3. Discussion regarding part-time employees**
- 4. Salary Ordinance 2025**
- 5. Annual anti-nepotism disclosures**
- 6. Capital Asset Policy**
- 7. Proposed 2025 Contracts**
- 8. Transfer of Appropriations**
- 9. Schedule next meeting**
- 10. Good of the order announcements or updates from UNAS or Fire Department**
- 11. Trustee Update**
- 12. Public Comment (Limited to 2 minutes per person)**

North Township, Marshall County Public Meeting
Wednesday, December 4, 2024 at 6:00pm
LaPaz-North Township Fire Station

	Beginning			Ending Balance	
Fund Name	Balance 1/1/24	Receipts	Disbursements	12/4/24	
General	\$ 225,188.82	\$ 174,716.98	\$ 111,372.81	\$ 288,532.99	
Fire	\$ 280,892.99	\$ 69,519.80	\$ 96,618.00	\$ 253,794.79	
EMS	\$ 121,406.93	\$ 22,578.85	\$ 74,755.50	\$ 69,230.28	
TA	\$ 50,174.45	\$ -	\$ 7,618.21	\$ 42,556.24	
Cumulative	\$ 265,217.89	\$ 39,562.45	\$ 78,012.00	\$ 226,768.34	
Rainy Day	\$ 36,030.27	\$ -	\$ -	\$ 36,030.27	
Total	\$ 978,911.35	\$ 306,378.08	\$ 368,376.52	\$ 916,912.91	

- 92% of the year has lapsed. Township expenditures are at 91% of budget, Fire 54%, EMS 81%, Township Assistance 29%.
- We have had 27 applications for township assistance. 5 for rent assistance, 17 for utilities, 1 for food and 4 for cremation assistance. Of the total 27 applications, 23 were approved and 4 were denied. 41 adults and 11 children were helped between the 23 households.