

Columbia Township Board Meeting

January 17, 2023

Present at the meeting are Matt Minier, Trustee; Board Members: Mindy Muchow, Matthew Boyd, and Brandon Smith. Also present Shane Caudill, Tim Acres and Nicole Minier. Meeting started at 6:30 PM at Columba Township Fire Department.

Motion to call meeting to order by Matthew Boyd, second by Brandon Smith, Motion carried, meeting called to order. Purpose of the meeting is to and any other business that comes before the township board.

First order of business is to adopt the minutes from the January 3, 2023 Columbia Township Board meeting. Matthew Boyd read the minutes, Mindy Muchow made a motion to adopt them, second by Brandon Smith, motion carried and the minutes were adopted.

Trustee Report:

Only employee continuing on with the new trustee's term is Tim Acres, continuing his duties.

Janet Hurd: Matt Minier not renewing her contract, Tim Acres will be taking over her responsibilities mowing the cemeteries she mowed.

Nicole Minier will be taking care of bookkeeping and payroll, maximum rate of pay per state code is \$5,000.

Cemetery sales will be more of an issue soon once Greenhill in Columbia City sells out as this will force the city folks into the township.

Auditor Review from December 7, 2022 (Recap by Mike Myers): Board needs to adopt a capital asset plan and list township capital assets, the board sets level of assets to report, a higher dollar value means less assets reported. Township needs to add value (acquisition cost) of cemetery when they were acquired. We also need to address internal controls, board adopt internal controls and complete internal controls training.

Trustee and Board agreed that Mike Myers can keep old printer and 16 year old office furniture that has negligible value. Motion by Matthew Boyd, seconded by Brandon Smith, unanimously approved.

Bank Statements will be off by \$201 as check to Park Terrace for poor relief was deposited by Park Terrace twice, bank still trying to correct it.

Saving money on phone by dropping Verizon Home Phone Connect and going to VOIP phone, about \$10/month.

Township Policies will be getting updated within next several months. Township Assistance policies will be getting updated soon.

Matt Minier is using lot more features of Tom's Webb such as case management for poor relief. The county will be having a trustee meeting here in this week.

Indiana Township Association has board member training included with our annual membership. Board training is September.

17 applications for township assistance since January 1, 2023.

Cemetery care: plan is to contract it out since staff quit. A contract bid that covers everything. Probably will sell the two Grasshopper mowers and truck. Probably will keep the trailer and Kubota tractor.

Board of Finance will need to adopt internal control regarding how much can be spent without board approval.

Poor Relief workfare program: will be done with other non-profits.

Fire Department: fire dept wants new cordless tools on the new truck and replace tools on the rescue truck. Cost for two sets of tools \$150,000. Set of tools, cutter, spreader, ram, combi tool, mini cutter tool, two batteries per tool, ram extender. One set of tools \$70,000, Humatro brand. Genesis tools other option, no pricing done yet.

Brandon Smith makes motion to make committee to prioritize fire department spending over next year. Motion 2nd by Mindy Muchow. Committee members are: Shane Caudill, Jake Schrader, Matt Minier and Brandon Smith.

Roof starting to leak after being redone in 2019, roofers promising to fix it.

Engine 302, proposal to gift (re-title) it to the Columbia City High School public safety program. We will fix the pump / transfer line and retain right to use the truck if we have a breakdown of both engines.

Motion to transfer Engine 302 to the Columbia City High School by Brandon Smith, Second by Mindy Muchow, Motion approved. Vote unanimous to gift engine 302 and transfer title to the Columbia City High School / Whitley County Consolidated Schools.

Looking at replacing doors that are in bad shape.

Stats on Fire:

195 runs in 2022: 170 hours on runs

Training Hours: 136 hours of training

Mutual aid fire calls 70 Mutual Aid EMS 15

Resolution on Crime Insurance: Matt Minier presented resolution 2023-1 for the board to allow the township to obtain crime insurance to cover financial fraud instead of obtaining surety bonds on each officer that handles money. Motion by Brandon Smith to approve resolution 2023-1, Second by Mindy Muchow, unanimous yes vote to approve resolution 2023-1. Resolution of the township board of Columbia township to purchase crime insurance per IN Code 5-4-1-18(d).

Matt Minier made presentation on emergency services and fire protection territory. Including EMS service.

Options:

Fire District: county controlled

Fire Territory: agreement between two or more govt entities for fire and emergency services.

There being no other business Brandon Smith made a motion to adjourn the meeting, second by Matthew Boyd, Motion to Adjourn unanimously carried, meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matthew Boyd", written in a cursive style.

Matthew Boyd, Secretary