

CENTER TOWNSHIP

Connecting Citizens With Resources to Succeed

**TOWNSHIP BOARD OF CENTER TOWNSHIP
BOONE COUNTY, INDIANA
BOARD MINUTES
JANUARY 3RD, 2023**

Center Township Office Location, MHABC Building,

Casey Samson, Trustee, opened the meeting at 6:30pm

Attending the Meeting:

Casey Samson, Trustee

Matt Schaller, Board Member

Penny Bogan, Board Member

Matt Wilson, Board Member

Keenan Wilson, Legal Counsel

Audrea Racine, Legal Counsel

Agenda:

1. Nomination of Board President and Secretary:
 - a. Penny Bogan nominated Matt Schaller as President, Matt Wilson 2nd the nomination, passed unanimously
 - b. Penny nominated Matt Wilson as Secretary, Matt Schaller 2nd nomination, passed unanimously
2. Casey introduced numerous policies and resolutions to be approved, including the following:
 - a. Resolution 2023-1: Credit Card Policy and Resolution
 - b. Resolution 2023-2: Resolution Establishing Internal Accounting Control and Designation of an Oversight Committee
 - c. Resolution 2023-3: Resolution Regarding the Capital Assets Policy of the Township
 - d. Resolution 2023-4: Materiality Resolution
 - e. Resolution 2023-5: Resolution Regarding Nepotism
 - f. Resolution 2023-6: Resolution to Establish a Contracting Policy
 - g. Resolution 2023-7: Township Assistance Standards
 - h. Resolution 2023-8: Additional Appropriation
 - i. Resolution 2023-9: Salaries of Township Officers and Employees

Matt Schaller suggested the board and legal representation have a chance to review and edit, schedule a special meeting to approve the resolutions

Audrea Racine, attorney for the Township, based on the information provided in the Resolution recommended approving the following:

- a. Resolution 2023-1: Credit Card Policy and Resolution (Keenan Wilson, attorney for the Township, read in the resolution); Matt Schaller made the motion to approve, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved
- b. Resolution 2023-2: Resolution Establishing Internal Accounting Control and Designation of an Oversight Committee (Audrea read in the resolution); Matt

**TOWNSHIP BOARD OF CENTER TOWNSHIP
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Schaller made the motion to approve, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved

- c. Resolution 2023-3: Resolution Regarding the Capital Assets Policy of the Township (Audrea read in the resolution); Matt Wilson made the motion to approve, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved
- d. Resolution 2023-4: Materiality Resolution (Keenan read in the resolution); Matt Wilson made the motion to approve, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved
- e. Resolution 2023-5: Resolution Regarding Nepotism (Audrea read in the resolution); Matt Schaller made the motion to approve, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved
- f. Resolution 2023-6: Resolution to Establish a Contracting Policy (Keenan read in the resolution); Matt Schaller made the motion to approve, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved

Audrea Racine, attorney for the Township, based on the information provided in the Resolution recommended approving PENDING LEGAL REVIEW:

- g. Resolution 2023-7: Township Assistance Standards (Audrea read in the resolution); Matt Schaller made the motion to approve PENDING LEGAL REVIEW, Penny Bogan 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved
3. Resolution 2023-8: Additional Appropriation (Audrea read in the resolution including Exhibit A); Matt Schaller made the motion to approve the Appropriations, Matt Wilson 2nd; Matt Schaller, Matt Wilson, Penny Bogan approved
 - a. All money to be re-appropriated will come out of cash in hand (\$1,900,000; \$643,000+ of which is in firefighting fund)
 - b. Fund Name 0101 General (\$25,507)
 - c. Fund Name 1111 Fire (\$357,255)
 - d. Fund Name 0061 Rainy Day (\$200,000)
 - e. Fund Name 0840 Township Assistance (\$65,000)
 - f. Fund Name Local Fund 21 (\$138,713)
 4. Fire Chief Report:
 - a. Starting the year anew
 - b. Addressed present Personnel positions open
 - c. Writing SOGs (Standard Operating Guidelines), have not found anything in place
 - d. Station Updates are needed (most can be done in-house); i.e. ceiling tiles, new locker room
 - e. Chief Car purchased last year needs decals, lights, sirens, tools
 - f. Computers out of date and do not work; Trucks do not have computers
 5. Trustee's Report
 - a. Center Township Logo and Seal Created and Established
 - b. Township Website – centertwpboone.com

**TOWNSHIP BOARD OF CENTER TOWNSHIP
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JANUARY 3RD, 2023**

- c. Township Assistance Application will be available to submit online; pdf version of standards and application
- d. New Office Software will be available in the next few weeks
- e. Township emails established, Casey will give the board access to their email accounts, encourages all to use these emails for all township business
- f. Bidding for cemeteries will be open at a public meeting on February 1st
- g. Building available for purchase at 320 N. East St. for \$280,000
- h. Fire Apparatus Purchase Proposal presented; Legal recommended putting a hold on the purchase for a timeline and that the board cannot move forward without the bid process

Motion made to adjourn meeting by Penny at 9:21pm, 2nd by Matt Schaller. Unanimously accepted

The above minutes are hereby approved this 18th day of January 2023:

Penny Bogan – Board Member

Matt Schaller – Board Member

Matt Wilson – Board Member

ATTEST:

Casey Samson – Trustee