

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
February 17, 2020 – MEETING MINUTES**

LOCATION: County Administration Building
Commissioners' Chambers

TIME: 6:00 p.m.

MEMBERS IN ATTENDANCE

Jesse Harper, Trustee
Stephen Buck, Board Member
Deb Fray, Board Member
Todd Etzler, Board Member
Adam Mindel – Attorney

Stephen Buck called the meeting to order and led the Pledge of Allegiance.

Motion: Deb Fray moved to approve the minutes from the January 7, 2019 meeting. Todd Etzler seconded the motion and so approved.

Motion passed 3-0.

Trustee Report

Annual Financial Report:

Trustee Harper presented the Annual Financial Report. This was prepared in conjunction with Cendar. There was a discrepancy which they traced back to the \$250,000 taken out of the Rainy-Day Fund, put in a CD for investment and then when it matured it was put into the General Fund. Once the Board approves the Report, it will be submitted to the DLGF for approval. A report of expenditures to non-governmental entities will be attached when submitted. Resolutions have been approved for these expenditures. The total is \$8,000 and is broken down as: \$5,000 to Hilltop and \$3,000 to United Way.

Motion: Stephen Buck moved to approve the Annual Financial Report. Todd Etzler seconded the motion and so approved.

Motion passed 3-0.

Rental Insurance Ordinance:

Trustee Harper and staff have been working on a rental insurance ordinance. This ordinance will set out guidelines to provide renter's insurance for a citizen receiving assistance. The Trustee's office will pay the premium and claims will be filed should a disaster occur to the rented residence. This will be cheaper in the long run. The ordinance is going to be reviewed before bringing to the Board for approval. Currently it requires insurance be applied for if

requesting help. It has been suggested it might be more beneficial to have insurance required after a person has requested assistance three months in a row.

Kiwanis Ramp Project:

Kiwanis have a project where they provide ramps for citizens needing access to their homes. The Noontime Kiwanis have requested a donation from the Trustee's office to go towards this project. Discussion ensued that there are a few organizations that offer this program and Kiwanis should make sure they are making metal or steel ramps and not wood ramps. Trustee Harper will be meeting with representatives of Kiwanis and get more details on the program. Another program that would like assistance is the Valpo Fire Department with their car seat program. Trustee Harper will be getting details on that program as well. Trustee Harper is proposing to use the income generated from CD investment for making donations to these two organizations.

Trustee Guidelines:

The 2020 Guidelines were presented. The main change from 2019 is that the Inspector's business cards left at residences, includes language stating that if the person fails to comply with the investigator for three attempts, assistance will be withheld for 60 days. Another change made was adding language that no one will be denied assistance based on race, religion etc.

Motion: Deb Fray moved to approve the 2020 Guidelines. Todd Etzler seconded the motion and so approved.

Motion passed 3-0.

Resolutions 2020-01 and 2020-02

Resolution -2020-01 was voted on at the January meeting but the Resolution was not available to sign. Resolution – 2020-02 was approved last year but the Resolution was never signed. Both have been redone and are presented tonight for approval and signatures.

**RESOLUTION 2020-01
HOURLY RATE PAY INCREASE**

BE IT RESOLVED, that the Center Township Board of Valparaiso, Indiana hereby authorizes an hourly rate pay increase for employee *Terry Larr* to be increased from the sum of \$13.25 per hour to the sum of \$15.25 per hour, and that said increase shall take effect immediately upon the execution of this Resolution.

So Resolved this 17th Day of February, 2020

/s/ Debra E. Fray, Center Township Board Member

/s/ Stephen R. Buck, Center Township Board Member

/s/ Todd A. Etzler, Center Township Board Member

ATTEST:

/s/ Jesse Harper
Center Township Trustee

Motion: Deb Fray moved to approve Resolution -2020-01. Todd Etzler seconded the motion and so approved.

Motion passed 3-0

**RESOLUTION – 2020-02
INPRS PERF**

BE IT RESOLVED, that the Center Township Board of Valparaiso, Indiana hereby acknowledges that historically the office of the Center Township Trustee has paid the employer and the employee contribution toward the Indiana Public Retirement System (“INPRS”) PERF.

BE IT FURTHER RESOLVED, that the office of the Center Township Trustee shall continue to pay from the General Fund of the Office of the Center Township Trustee the employer and employee contribution to the “INPRS” PERF, including any applicable rate increase or decrease.

So Resolved this 17th day of February, 2020

/s/ Debra E. Fray, Center Township Board Member

/s/ Stephen R. Buck, Center Township Board Member

/s/ Todd A. Etzler, Center Township Board Member

ATTEST:

/s/ Jesse Harper
Center Township Trustee

Motion: Todd Etzler moved to approve Resolution – 2020-02. Deb Fray seconded the motion and so approved.

Motion passed 3-0.

Noxious weed agreement with City of Valparaiso

Adam Mindel gave a brief review of the process being discussed with the City to receive payment on work performed to mow yards. Adam recently met with Trustee Harper and

Patrick Lyp. The Trustee has the ability to place an amount due on a tax bill whereas the City cannot do that. When a lawn is in need of attention, the City will have the work done. If the fee goes unpaid for the work, the Trustee will turn it in and have it placed on the owner's property tax bill. When the money is received, the Trustee will keep an administrative fee and the remaining portion will go to the City to pay for the services rendered. The notice left with the resident will state that if unable to maintain their property, they should contact the Trustee for assistance.

Todd Etzler asked if a property owner can challenge the Notice. Adam Mindel replied there is no provision by State Statute. Trustee Harper replied they can appeal to the Trustee. If it is not resolved, the property owner can request a hearing before the County Commissioners. Adam Mindel suggested that a Resolution should be adopted stating the procedure to be followed.

Public Comment

Luke, 1001 George Street. Asked about shut-ins and seniors who are unable to maintain their property. Trustee Harper replied they will be advised to contact the Trustee's office for assistance.

Sylvia Graham. She advised Porter County Council on Aging also has a ramp program. She asked what would happen if they asked for help from the Trustee also. Trustee Harper advised requests are on a first come-first served basis. Next year they can offer help to another entity.

Kevin Cornett. He advised he knows Kiwanis are using metal ramps so they can be re-used. He advised the Park Department is working on their 2020 Master Plan. They are working on a Legacy Program. Instead of adding new parks they are revamping existing ones. Todd Etzler asked that it be suggested to invite the Township Board to the meetings for the Master Plan.

Motion: Todd Etzler moved to adjourn. Deb Fray seconded the motion and there being no further business, the meeting adjourned.

Motion passed 3-0.



Jesse Harper, Trustee

Signed on behalf of Todd Etzler

Todd Etzler, Secretary

Roll call voted Covid-19

