

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
January 8, 2019 – MEETING MINUTES**

LOCATION: Center Township Trustee Office, **TIME:** 6:00 p.m.
202 Roosevelt, Valparaiso IN

MEMBERS IN ATTENDANCE

Jesse Harper, Trustee
Stephen Buck, Board Member
Deb Fray, Board Member
Todd Etzler, Board Member
Also, Dave Hollenbeck, Attorney and Karin Kloss, Staff

Trustee Harper called the meeting to order and led the Pledge of Allegiance.

Motion: Todd Etzler moved to elect the officers the same as last year which would be Deb Fray for President and Stephen Buck as Secretary. Stephen Buck seconded the motion and so unanimously approved.

New Business

Trustee Harper discussed his thoughts on how he will run the Office. He presented his One Year Plan. He has talked with the Fire Department and Park Department regarding the Interlocal Agreements they have with Center Township. At a February meeting he will present an annual report. He has met with staff and does not anticipate any changes at this time. He anticipates having three to four Board meetings a year. He would like to have the meetings in various locations.

He advised the Board the eligibility guidelines have changed. It was less than \$632 a month to qualify for assistance. That number has been raised to \$989 per month.

Trustee Harper would like to be able to offer a health insurance plan for staff, even part-time.

Trustee Harper designated Todd Etzler as acting Trustee in the event he should become incapacitated and unable to perform the duties.

Attorney Report

Dave Hollenbeck reported he has been working on developing an insurance plan for employees. He is looking at the Fire Territory Agreement with the City of Valparaiso Fire Department. It needs to be reviewed and tightened up a bit.

Discussion:


Trustee Harper reported there is no lease on the building currently being used for the Trustee office. The owner is fine going on a month to month basis for now.

Todd Etzler discussed an upcoming Trustee training and any expense involved.

Deb Fray reported the Valparaiso Community School Corporation has worked well with the Trustee's office. She would like to set up a time to do a presentation on how programs the Trustee has help the school corporation. The City has been a big supporter and help to the Trustee's office also.

Todd Etzler discussed communicating with Board members and how to do it legally. Dave Hollenbeck advised that emails are considered public and to delete one is a crime. He advised that the Board members not have a conference call but one-on-one communication is the best.

Stephen Buck moved to adjourn the meeting. Todd Etzler seconded the motion and there being no further business, the meeting adjourned.



Jesse Harper, Trustee



Stephen Buck, Secretary

**CENTER TOWNSHIP TRUSTEE
BOARD OF FINANCE
January 8, 2019 – MEETING MINUTES**

LOCATION: Center Township Trustee Office, **TIME:** 6:00 p.m.
202 Roosevelt, Valparaiso IN

MEMBERS IN ATTENDANCE

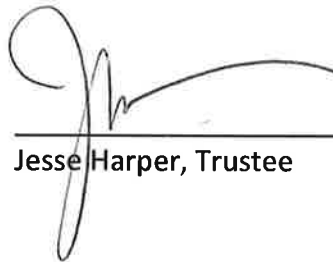
Jesse Harper, Trustee
Stephen Buck, Board Member
Deb Fray, Board Member
Todd Etzler, Board Member
Also, Dave Hollenbeck, Attorney and Karin Kloss, Staff

Jesse Harper advised the Board of Finance is required to hold one meeting a year.

Motion: Todd Etzler moved to elect Deb Fran President of the Board of Finance and Stephen Buck as Secretary. Stephen Buck seconded the motion and so approved by unanimous voice vote.

Jesse Harper advised the duties of the Board of Finance are to review earnings and policy. He is still reviewing all documents. He will reconvene the Board when he has it all put together. He does know that 1st Source is the bank and there are two accounts.

Motion: Stephen Buck moved to adjourn. Deb Fray seconded the motion and there being no further business to come before the meeting, it was adjourned.



Jesse Harper, Trustee



Stephen Buck, Secretary

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
February 19, 2019 – MEETING MINUTES**

LOCATION: Commissioners' Chambers
155 Indiana, Valparaiso IN

TIME: 5:30 p.m.

MEMBERS IN ATTENDANCE

Jesse Harper, Trustee
Stephen Buck, Board Member
Deb Fray, Board Member
Todd Etzler, Board Member
Dave Hollenbeck, Attorney

Trustee Harper called the meeting to order and led the Pledge of Allegiance.

Motion: Stephen Buck moved to approve the meeting minutes from the January 8, 2019 meeting and the Board of Finance minutes from the meeting held January 8, 2019. Todd Etzler seconded the motion. The motion passed 3-0.

Trustee's Report:

Trustee Harper presented the 2018 report. There is a discrepancy in the payroll withholding line. State Board of Accounts and the accountant feel this was an input error in the 2017 report. They say the report can still be submitted and then go back and figure out the discrepancy. Trustee Harper is asking the State Board of Accounts to come in and do an early audit just to make sure everything is ok. No motion is required approving this report. It does have to be published four separate times.

Trustee Harper has met with Chief Dutz of the Valparaiso Fire Department. He would like to see Ben Blohm appointed to the Fire Protection Board. He would like to see Dr. Buck remain on the Board.

Motion: Todd Etzler moved to approve Stephen Buck to be on the Fire Protection Board for three years. He also moved to approve Ben Blohm to the Fire Protection Board for four years. Deb Fray seconded the motion. The motion passed 3-0.

Trustee Harper has asked Erin Labovitz to be a liaison to the non-profit community. He has asked Jim Harper to be the liaison to the faith community.

He feels there are a lot of people in the community that do not ask for assistance because they do not know help is available. 219 Media Consulting is working on a social media campaign to let the community know about the Trustee's Office.

At First Source there is a Rainy-Day Account that has a current balance of approximately \$1 Million. The Bank is going to send Trustee Harper information on a CD ladder tier account. Board approval is not needed to move these funds into a new account. He would like to see this fund earning interest which could be used to expand the services. State Board of Accounts requires the monthly bank statements to be uploaded along with meeting minutes. He will start getting these monthly reports to the Board members also.

In regard to the Park Board, he has met with them and explained he wants to expand services and holding on to the Rainy-Day fund is paramount. He will meet again and discuss what could be done at Banta and other ideas.

Attorney Report

Dave Hollenbeck reported he is still working on an insurance plan for employees. Previous Trustees have had family coverage insurance. Dave is looking into adding Trustee Harper to the County plan and also possible group plans. Dave recommended approving reimbursement to Trustee Harper for what he is paying for insurance. Currently that figure is approximately \$847.00 per month. That is less than has been paid in the past. There was a consensus of the Board to have Attorney Hollenbeck prepare the document and have it available at the next meeting for passage.


Attorney Hollenbeck is working with the landlord of the building where the office currently is located. To enter into a lease Indiana law requires a petition with 50 signatures approving a lease. There also has to be a Legal Notice and Public Hearing. Once all of that is accomplished, a lease can be signed.

Kevin Cornett asked if there is an option to purchase the building. The Trustee's office has first right of refusal should the landlord decide to sell.

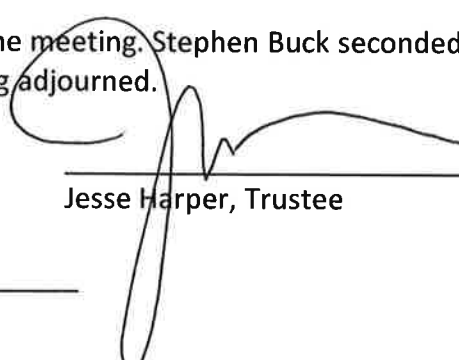
Sharon Kisch hopes all citizens of Center Township will be notified when the meeting takes place to discuss the Park Board Agreement.

Kevin Cornett asked if the Trustee will keep the appointments to the Board and the stipend. Trustee Harper replied he will and would like to see the stipend go to the Banta Center for the next couple of years.

Todd Etzler moved to adjourn the meeting. Stephen Buck seconded the motion and there being no further business, the meeting adjourned.



Stephen Buck, Secretary



Jesse Harper, Trustee

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
March 18, 2019 – MEETING MINUTES**

LOCATION: Commissioners' Chambers
155 Indiana, Valparaiso IN

TIME: 5:30 p.m.

MEMBERS IN ATTENDANCE

Jesse Harper, Trustee
Stephen Buck, Board Member
Deb Fray, Board Member
Todd Etzler, Board Member
Dave Hollenbeck, Attorney

Deb Fray called the meeting to order and led the Pledge of Allegiance.

Trustee Harper presented a proposed Lease for the building at 202 Roosevelt. He and Attorney Hollenbeck have reviewed the lease and feel it is fair. He does have first right of refusal if the owner decides to sell. If the Board approves, Trustee Harper can sign the lease. Petitions have been received showing 50 or more citizens in favor of the lease. It has been advertised that at tonight's meeting the Board will hold a Public Hearing to hear comments regarding the lease.

Deb Fray, Chairman, declared the Public Hearing open. Seeing no one wishing to address the Board with comments or questions, she declared the Public Hearing closed.

Motion: Deb Fray moved to accept the Lease as presented and further authorized Trustee Harper to act as the signatory of the lease. Todd Etzler seconded the motion. The motion passed 3-0.

Trustee's Report:

PERF – There is an account for the Center Township Trustee. The account has not been paid into for some time. The account will have to be brought current before it can be offered to the employees again.

Employee wages – An employee is leaving. She was brought in to get a new system up and running. The Chief Deputy will be taking over this work. She is a salaried employee. Her wage should be increased by 8-10 hours per month.

Rainy-Day Fund – A Trustee is allowed to transfer up to 10% of their annual budget that isn't spent into the Rainy-Day Fund. This can be retroactive. At the next meeting Trustee Harper will have a Resolution transferring what can be transferred.

CD's – \$250,000 of the Rainy-Day Fund has been moved into 6-month CD's with 2.81% APY.

Motion: Stephen Buck moved to approve the meeting minutes from the February 18, 2019 meeting. Todd Etzler seconded the motion. The motion passed 3-0.

Presentation: Trustee Harper stated Porter County has the strictest laws regarding Open Burning. He introduced Randall Hoffman and Charles Breitenfeldt from the Indiana Department of Environmental Management who gave a presentation on "Open Burning in Indiana-What You Need to Know".

Todd Etzler moved to adjourn the meeting. Stephen Buck seconded the motion and there being no further business, the meeting adjourned.

Jesse Harper, Trustee

Stephen Buck, Secretary

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
April 29, 2019 – MEETING MINUTES**

LOCATION: Commissioners' Chambers
155 Indiana, Valparaiso IN

TIME: 5:30 p.m.

MEMBERS IN ATTENDANCE

Jesse Harper, Trustee

Stephen Buck, Board Member

Deb Fray, Board Member

Todd Etzler, Board Member - Absent

Dave Hollenbeck, Attorney - Absent

Deb Fray called the meeting to order and led the Pledge of Allegiance.

Motion: Stephen Buck moved to approve the meeting minutes from the March 18, 2019 meeting. Deb Fray seconded the motion. The motion passed 2-0.

Trustee's Report

Trustee Harper presented a card received from a resident who received help. The card told how thankful they are for the assistance. Trustee Harper recently talked at Sunrise Kiwanis. He got a good response and has been asked to talk at Rotary also.

Since 1992 there have been problems with the PERF payments. The payments are drawn out of the deposits put into PERF. Karin Kloss has taken on extra duties in addition to Chief Deputy.

Motion: Steve Buck moved to approve additional pay for Karin and to have a Resolution prepared stating such. Deb Fray seconded the motion. The motion passed 2-0.

Trustee Harper explained the Trustees office is allowed to take 10% of the budget, if it is not used, and put it into a Rainy-Day Fund. This was not done in 2018. Statute allows this to be done for the previous year. He presented a Resolution authorizing the transfer of money into a Rainy-Day Fund.

Motion: Steve Buck moved to approve the Resolution authorizing the transfer of money into a Rainy-Day Fund. Deb Fray seconded the motion. The motion passed 2-0

Trustee Harper explained the Trustee's office has never had a credit/debit card. There are a few meetings that involve travel and he is required to attend. Other Trustees of a Township the same size as Center Township have obtained a credit/debit card. He will have guidelines established for use of the card.

Bucher Tech has met with Trustee Harper and discussed the office computers. The Trustee's office is responsible for safeguarding all information they receive and having reliable equipment. The current computers are quite old. He will present a proposal from Bucher for replacing all the computers.

Hilltop Food Pantry has approached Trustee Harper. They are having a problem of keeping perishable products. He has agreed to give them \$500 per month to buy the perishable items.

There are two cemeteries owned by the Township. One is at the corner of 600 and 49. The other is at 6 and 49. The fence has been down in the one at 6 and 49 for six months. No one will give him an estimate to fix it. He would like to keep a local vendor but may have to go out of the area. This is being added to the liability insurance plan.

Erin Leibowitz and Trustee Harper have met with members of the faith population. They have discussed what they can help with.

New Business:

Deb Fray discussed Hilltop Neighborhood. It is a professional organization. They do a great job. The schools are glad Hilltop is there. A lot of the people who visit Hilltop for food are the elderly.

Trustee Harper will have a symposium every year. This year's event will be a discussion on housing.

Public Comments:

Francis Saar – Asked if computers interact with other County Government Offices. Trustee Harper replied there is no need to do that and it would cost a fortune.

Will Gross - He asked what is the annual budget for the Trustee. Trustee Harper replied \$440,00 per year for assistance. The General Fund is \$120,00 approximately. It is published in the newspaper in February. There are public meetings on the budget in September and it is on line with the State Board of Accounts.

Will also stated he is on the receiving end of rent assistance checks. The amount is \$250.00. It has not gone up in quite some time. Trustee Harper advised he and his Chief Deputy have been looking at this number.

Will also asked how many employees are in the office and was told there generally are two or three. He asked why four computers are needed. The Trustee needs one, the front desk for appointments and they have two interview rooms.

Francis Saar – She asked why the Trustee does not work with Porter Starke. Trustee Harper talked about what he is legally able to do and what he can't do. Being a Porter Starke patient does not impact ability to receive help.

Kevin Cornett asked the balance of the Rainy-Day Fund. Trustee Harper replied he has moved \$258,000 into a CD. Interest from this is going to pay the \$500 to Hilltop Neighborhood. The total balance is approximately \$975,000. The amount to have on hand should be a two-year budget. Karin Kloss added that by law the Trustee cannot deny help. If they run out of money they have to borrow.

Steve Buck moved to adjourn the meeting. Deb Fray seconded the motion and there being no further business, the meeting adjourned.

Jesse Harper, Trustee

Stephen Buck, Secretary

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
July 22, 2019 – MEETING MINUTES**

LOCATION: Commissioners' Chambers
155 Indiana, Valparaiso IN

TIME: 5:30 p.m.

MEMBERS IN ATTENDANCE

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

Deb Fray called the meeting to order and led the Pledge of Allegiance.

Trustee's Report

Trustee Harper introduced Superintendent of Schools Julie Lauck who discussed the therapy dog program in Valparaiso Community Schools. They are not using taxpayer money for this program. It is operating on sponsorship and donations. Vale Park Animal Hospital is offering lifetime care for the dogs.

Todd Etzler and Steve Buck asked to see a proposal of the suggested amount and where the money will come from. They are both supportive of the program.

Trustee Harper discussed the desire to have the Trustee appointments come before the Board and give a status report. Sue Hoffman is the appointment to the School Board. Sue addressed the Board and gave a state of the Valparaiso School Corporation presentation.

Todd Etzler asked to hear the priorities for the next five years. Sue replied her opinion is to make sure the buildings are maintained. She also wants to make sure the right choices are made to serve all children.

Steve Buck asked if the alternative school will be staying at Hayes Leonard School. Plans are still being talked about what will happen in that regard.

Trustee Harper reported he is negotiating with Baker Tilly to have them do a feasibility study regarding a men's homeless shelter in Valparaiso. This would be a public/private partnership.

Trustee Harper reported he has two appointments to the Valparaiso Park Board. He is appointing Kevin Cornett as the Democrat appointment.

Trustee Harper discussed his opinion that if a resident receives help then that person should give back to the community. He is starting a program with Hilltop House that will allow

residents to help when they are being given aid. The attorney is working out the liability issues. Residents will sign a contract when they receive help.

The Cops and Kids program is a program where sponsors pay for and the Cops take children shopping for school supplies. Trustee Harper reported the Trustee's office will send the names of 12 children to qualify for this program. He is going to try to get that number to 25 children. If there are not enough vouchers he will have an alternative plan.

Adam Mindel was introduced. Dave Hollenbeck is retiring. Adam will be the new Center Township Trustee's attorney.

Attorney Report:

Adam Mindel and Trustee Harper reported they are working with Cendar to prepare the 2020 budget. Adam is reviewing the Capital Improvement Plan recently created by the State legislature to see if it is needed.

New Business:

Trustee Harper reported the Center Township has a yearly allocation of \$70,000 to the Valparaiso Park Board. Out of the last payment \$35,000 went to Banta.

Public Comments:


Sylvia Graham – She thanked Trustee Harper for making a difference. She commended him and his Board.

Jennifer Wright – She discussed landlords who let rentals fall into uninhabitable residences. Trustee Harper reported he can furnish emergency vouchers for hotel stays. He is limited to what access he can have. His fraud inspector can document anything he might see that should be investigated further.

Kevin Cornett thanked Trustee Harper for the appointment to the Park Board.

Steve Buck moved to adjourn the meeting. Todd Etzler seconded the motion and there being no further business, the meeting adjourned.

Jesse Harper, Trustee


Stephen Buck, Secretary

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
August 5, 2019 – MEETING MINUTES**

LOCATION: Trustee's Office
202 Roosevelt, Valparaiso IN

TIME: 5:30 p.m.

MEMBERS IN ATTENDANCE

Jesse Harper, Trustee
Stephen Buck, Board Member
Deb Fray, Board Member
Todd Etzler, Board Member

Deb Fray called the meeting to order and led the Pledge of Allegiance. She then turned over the remaining of the meeting to Trustee Harper. Trustee Harper explained the reason for calling the meeting tonight is to discuss the 502 Union Street/506 Sturdy Road situations. In order to allocate funds a Public Hearing is required.

Todd Etzler presented a Resolution Appropriating Funds for Emergency Housing and Living Expense Relief. The Resolution is as follows:

WHEREAS, one of the purposes of the Township Trustee and Township Board is to provide necessary and proper relief to the citizens and residents of Center Township, Porter County, Indiana; and

WHEREAS, the enter Township Trustee is the administrator of Township assistance within Center Township; and

WHEREAS, in the last weeks, Center Township has seen the displacement of many residents caused by fire and living conditions from their apartments leaving them with the need for temporary housing, living essentials, and ongoing financial obligations; and

WHEREAS, the Board has considered its financial obligations, its budget, and its standards for granting relief; and

WHEREAS, the Trustee and Board have authority to furnish temporary and necessary for the relief of immediate suffering;

NOW, THEREFORE, BE IT RESOLVED, that after considering all factors under Indiana law, an emergency exits for the temporary relief of certain citizens and residents of Center Township, Porter County, Indiana.

BE IT FURTHER RESOLVED, that \$10,000 is appropriated and allocated for providing temporary housing, living essentials, and other emergency financial obligations of those

citizens and resident of Center Township that have been displaced due to fire, flood, tornado or other emergency condition as contemplated within the Center Township Guidelines.

BE IT FURTHER RESOLVED, that the Trustee, under the Trustee's statutory authority, shall administer these temporary and emergency funds for the purposes provided in this Resolution.

BE IT FURTHER RESOLVED, that the Board encourages governmental units and public utilities that provide utility services for the displaced citizens and residents of Center Township to afford these citizens and residents time and payment accommodations during these times of hardship.

ADOPTED on August 5, 2019

Motion: Deb Fray moved to adopt the Resolution. Steve Buck seconded the motion and so approved with a 3-0 vote.

502 Union Street/506 Sturdy Road (fire)

Trustee Harper reported at one time he had worked out an agreement with a local hotel that would accept Trustee vouchers for citizens in cases such as these two. At the end of the time the person was there, the voucher would come back to the Trustee's office and the bill would be paid. That system has atrophied. Most of the local hotels now are not willing to participate in this program. Trustee Harper is working with one of the hotels and hopes to be able to work out an agreement soon.

The Trustee is a reactive office. When a person needs help, they can fill out an application and may or may not get help. He has been trying to let people know his office is available. The operating budget of the Trustee is small. He has a fraud investigator. In addition, this person is to look for obvious signs of code violations. The house fire at 506 Sturdy Road was a little bit different because those people were required to have renter's insurance.

Trustee Harper introduced Kim of the United Way who gave the history of the situation at 502 Union Street. The United Way was contacted by the hospital saying there is a reoccurring patient who has bed bug bites. Kim called the Health Department. They investigated. It was the worse case they have ever seen. An issue in this situation is there was no clear chain of command. All entities that can be involved in a situation like this are working on a plan of communication. They are also working together to develop a complaint procedure where a tenant can file a complaint anonymously. The Trustee never got a call from residents at 506 Sturdy. They are required to have renter's insurance. The Trustee's office is looking into requiring anyone who gets assistance to have renter's insurance. If they cannot afford it, they may be able to receive assistance for that also.

Since there is no voucher system in place at this time, the Trustee's office will be giving \$3,000 to the United Way to cover hotel costs.

Todd Etzler explained governmental time frame requirements for holding a meeting. He assured the Public that they worked on this issue as fast as possible before this meeting. Deb Fray explained that the level of income is not very high before a resident cannot qualify for assistance. This may need to be looked at again. She also suggested a meeting at Hilltop which would help let citizens know what assistance is available.

Public Comment:

Jeff Jacobs – He drives a school bus for the schools. He picks up eight kids at that residence. It has been a disgusting mess for quite some time. He would like to see some of the cost for helping these people recovered from the landlord.

Mary Jo Nuland - asked who owns the property. She was told it is Donny Covington Jr.

Trustee Harper explained the Trustee cannot go into a property without a complaint. Residents are afraid to complain for fear of retaliation from the landlord.

Kim of the United Way – she was told the complaint has to be from an agency. Trustee Harper restated there needs to be a clear chain of command and communication.

John Albers – he likes the idea of recouping costs from the landlord. Filing a lien on the property might be a deterrent.

Angela Crossin – There is a pro bono program that would help people in situations like this. She is willing to help set up this program with the Trustee's office.

Mary Jo Nuland – This is an egregious lack of understanding of what these people are going through. There are other apartment buildings in Valparaiso that are not kept up. She feels the landlords need to be sued by the Board of Health and the cost of removing mold, etc. be taken care of by the property owner.

Jordan Santel – Opportunity Enterprises. He cautioned requiring renter's insurance. Most of the people needing assistance cannot afford it. It might be better to inspect the unit before placing a person there.


Trustee Harper discussed his statutory limitations. He also has a very small budget. This is why he is working with the other entities and not-for-profit organizations.

Jennifer Wright – Thanked the Trustee's office for their help.

Trustee Harper thanked the Board for passing the Resolution presented tonight. Moving forward he will be partnering with non-profits. He thanked Chairwoman Fray for suggesting having this meeting tonight.

Todd Etzler moved to adjourn the meeting. Steve Buck seconded the motion and there being no further business, the meeting adjourned.

Jesse Harper, Trustee


Stephen Buck, Secretary

**CENTER TOWNSHIP TRUSTEE
CENTER TOWNSHIP BOARD
October 2, 2019 – MEETING MINUTES**

LOCATION: Trustee's Office

TIME: 5:30 p.m.

MEMBERS IN ATTENDANCE

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

Deb Fray called the meeting to order and led the Pledge of Allegiance.

Deb Fray presented the Resolution for the 2020 Trustee's budget.

Motion: Todd Etzler moved to approved Budget Form 4 – Appropriation of Tax Rates. Steve Buck seconded the motion, and so approved with a 3-0 vote.

Motion: Steve Buck moved to approve minutes from the July and August, 2019 meetings. Todd Etzler seconded the motion and so approved with a 3-0 vote.

Nepotism Policy:

Adam Mindel discussed the Nepotism and Contracting Agreements. A policy has been in place. There have been no changes to that policy. Affidavits are required to be signed each year.

Trustee's Report


Trustee Harper has met with the City. The discussion was working together with the City on issues. One is having the Trustee get a lawn mowed and being able to add that to a property tax bill.

Trustee Harper discussed moving \$250,000 into a CD when it matures. The Indiana Trust pays 6%-8% interest. He will look into that option instead of a CD.

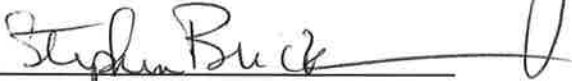
A lot of single moms are not getting child support. The Trustee will help the first time they ask. If they come back, they will be required to fill out papers showing they are going after the dad for the child support. This will be on a case by case basis and the Trustee's office will advise the mom on the procedure.

Trustee Harper discussed a new policy that recipients of help need to cooperate with the fraud inspectors. If they do not, after three attempts, they will be denied assistance for sixty days.

Steve Buck moved to adjourn the meeting. Todd Etzler seconded the motion and there being no further business, the meeting adjourned.



Jesse Harper, Trustee



Stephen Buck, Secretary