

**CENTER TOWNSHIP TRUSTEE  
CENTER TOWNSHIP BOARD  
January 5, 2021 – MEETING MINUTES**

**LOCATION:** Center Township Trustee's Office

**TIME:** 5:30 p.m.

**MEMBERS IN ATTENDANCE**

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

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

**Motion:** Stephen Buck moved to approve the minutes of the December 8, 2020 meeting. Seconded by Todd Etzler and so approved with a 3-0 vote.

**Election of Officers**

**Motion:** Stephen Buck nominated Todd Etzler as President of the Center Township Board and Deb Fray as Secretary. Deb Fray seconded the motion and so approved with a 3-0 vote.

**Motion:** Deb Fray moved to close the Center Township Board meeting and conduct the Board of Finance meeting. Todd Etzler seconded and so approved with a 3-0 vote.

**Center Township Board meeting resumed at the conclusion of the Board of Finance meeting.**

**2021 Guidelines**

Trustee Harper presented the 2021 Guidelines. These are the same as the 2020 Guidelines. They do need to be approved for 2021.

**Motion:** Stephen Buck moved to approve the 2021 Guidelines as presented. Deb Fray seconded and so approved with a 3-0 vote.

**Nepotism Resolution**

Trustee Harper presented a Nepotism in Contracting Resolution. At last month's meeting the Board members did the year end Certification.

**Motion:** Stephen Buck moved to approve the Nepotism in Contracting Resolution as presented. Deb Fray seconded and so approved with a 3-0 vote.

**Internal Controls Resolution**

Trustee Harper presented a Resolution on Internal Controls. He is forming an oversight committee. This Committee will sit with him once to discuss what the internal controls are that are in place. Each employee has to see a video, read a manual and certify they have done so. Karin Kloss and Trustee Harper are the only two authorized to write checks. Trustee Harper would like one Board member on the Oversight Committee.

**Motion:** Stephen Buck moved to approve the Resolution as presented and to appoint Deb Fray to the Oversight Committee. Deb Fray seconded the motion and so approved with a 3-0 vote.

**Trustee Directive re: Policy on Materiality**

The only assets of the Trustee's office are one cemetery and the office equipment.


**Interim Trustee**

Trustee Harper advised should he be unable to perform as Trustee, a Board member is not allowed to act as interim Trustee. He is appointing Karin Kloss as the interim Trustee should one be needed.

**Attorney's Report**

Adam Mindel discussed the piece of property adjacent to the cemetery. It appears the neighbor expects the ¼ acre to be given to her. It is non-buildable. An appraisal of the property came in at \$6,000.00. This issue can be looked at again in six months.

There being no further business, the meeting was adjourned.

  
\_\_\_\_\_  
Jesse Harper, Trustee

  
\_\_\_\_\_  
Deb Fray, Secretary

**CENTER TOWNSHIP TRUSTEE  
BOARD OF FINANCE  
January 5, 2021 – MEETING MINUTES**

**LOCATION:** Center Township Trustee Office,  
202 Roosevelt, Valparaiso IN

**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

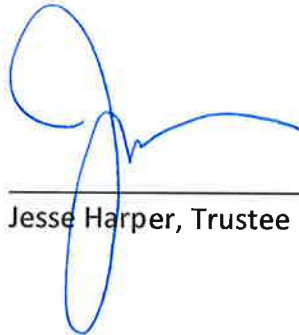
Todd Etzler called the meeting to order.

**Motion:** Stephen Buck moved to elect Todd Etzler President of the Board of Finance and Deb Fray as Secretary. Deb Fray seconded the motion and so approved by a 3-0 vote.

Trustee Harper advised no new investments were made this year due to the increase in claims caused by the covid pandemic. Center Township is considered a small to medium Township. Because of the size of Center Township, Trustee Harper discussed the need to write an investment policy.

Porter County will not be giving Center Township any of the CARES-Act money it receives.

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



---

Jesse Harper, Trustee



---

Deb Fray, Secretary