

**Fairfield Township Board
Special Meeting Minutes
Thursday December 1, 2022**

**Location: Fairfield Township Office – Conference Room
718 Wabash Ave, Lafayette, IN 47905**

Board Members Present: Perry Schnarr, Rocky Hession

Trustee: Interim Trustee Monica Casanova

Guest Attendees: LFD Chief Richard Doyle, Bill Jones, Susan Schechter.

Media: Journal and Courier – Noe Padilla.

Meeting Called to Order At 8:42 pm EST. Board Chair Perry Schnarr opened the meeting and The Pledge of Allegiance was said by all.

I. Old Business

A. In reviewing minutes, Perry Schnarr gave updates on the following items:

1. From November 9, 2022 minutes
 - a) Financial Report-2b; Leaves have been removed – Dan Donahoe had used township equipment to gather, mulch and transport leaves to the street and the city takes them
 - b) Financial Report-2c; Township has received a second estimate for the Pillar and this should be done sometime in January 2023, depending on the weather.
 - c) Financial Report-2d; The insurance company has been contacted that the person whose vehicle was struck by the fence will contact our insurance agent to get this taken care of.
 - d) Financial Report-2e; Huston Electric has ordered the new lights and will contact us to schedule the installation.
2. November 16, 2022 minutes
 - a) Lafayette Fire Department-2 As a result of the contract approved during this meeting, Interim Trustee Monica Casanova was able to present Lafayette Fire Chief Doyle with the Check for \$100,000 in fulfillment of this contract for 2022.
 - b) Legal Issues-1, 2, 3 and Resolution 2022-07
 - i. Have not received a response for MJC Legal Firm (Massillamany, Jeter and Carson)
 - c) Legal Issues-4; The township had requested from Work One that unemployment for Cheryl Watkins be denied – Work One has responded that our request was denied.

- d) Office Computers 2: The township has purchased the computers as authorized in this motion for less money because of Black Friday Deals – the printer is yet to be purchased and nothing is installed yet.
- e) Perry Schnarr recognized the New Interim Trustee Monica Casanova.

II. Approval of Previous Minutes

A. Secretary Hession Presented the minutes for November 9 and 16, 2022.

- 1. **A motion was made by Hession to accept the minutes from the November 9 and 16, 2022 meetings as presented with corrections. This was seconded by Schnarr and approved unanimously.**

III. Financial Issues

A. Lafayette Fire Department

- 1. Appreciation was expressed by Perry Schnarr for the patience displayed despite the way the Fire Department was treated by Former Trustee Coles.
- 2. Fairfield Township - Unincorporated Section: Chief Doyle explained the difference:
 - a) Fire Department covers both areas.
 - i. Incorporated Section – Lafayette Police Department
 - ii. Unincorporated Section – Sheriff Department covers
 - b) Unincorporated is east of I-65, north to CR 400 N and west of CR 500 E
 - c) The Township has an annual aid agreement with the LFD where we pay \$100,000 for them to cover the unincorporated area. No money was paid by Fairfield between Feb 2019 to Nov 2022.
- 3. **Hession presented and read *Resolution 2022-09: Additional Appropriation Resolution.***
 - a) **Hession moved that *Resolution 2022-09* be approved. This was seconded by Schnarr and approved unanimously.**
- 4. Chief Doyle expressed appreciation for the additional funding, something that had been in the works for a couple of years.
 - a) The LFD just received a new fire truck that would be installed at Station 8 (9th and Veterans Memorial Parkway) by the end of the month.
 - b) Application will be accepted next year to fill 15 positions, all replacements.

B. Transfers and Contracts

- 1. Transfer to Rainy Day
 - a) State Statute allows the transfer of funds from the 0101-General Fund to the 0061-Rainy Day fund. This is limited to 15% of the total

budget (15% x \$801,897 = \$120,285) and the amount proposed is approximately 9%.

- i. The Rainy Day fund is to pay for things not normally expected and emergencies. Rainy Day has not had a transfer at all in over 4 years. One advantage of this fund is it is not limited in how it can be used.
- ii. Bill Jones noted that he has a PowerPoint presentation for how funds are used and the allocations allowed in the movement of funds that he has presented for the Indiana Township Association. He can share that with the new board the next time it meets.
- iii. **Hession mad the motion for the transfer of \$70,000 from 0101-General Fund to 0061-Rainy Day Fund. Motion was seconded by Schnarr and approved.**

b) Authorization for Trustee to allocate funds

- i. The year is almost up and there is very little time to get board approval for specifically designated transfers of funds approved in the last motion and Resolution 2022-09. Therefore it is recommended that the Trustee be given authorization to perform the specific transfers needed and report back those transfers at the next board meeting.
 - **A motion was made by Hession, as a result of the last motion, to allow the Trustee the ability to allocate money in the transfer of funds to and from the General Fund, Firefighting Fund and the Rainy Day Fund. This was seconded by Schnarr and approved unanimously.**

c) Contract Considerations

- i. Contracts for Bill Jones, Kelli Stump and Teresa Meyers were presented as consultants for the township in this reorganizing process. The hiring of the consultants was approved without contracts in the Board meeting on October 24, 2022. These are now the formal contracts presented for approval.
 - **Hession moved that the contracts presented be approved for Bill Jones, Kelli Stump and Teresa Meyers. This was seconded by Schnarr and approved.**
- ii. Board was presented with a financial report as to what was paid to C.L. Coonrod & Company (Coonrod) for services provided for the township in the last 4 years and what was paid. Interim Trustee Casanova stated that the company had

been advised that their services were no longer needed.

Casanova asked that the board confirm this decision.

- iii. The decision to hire Coonrod was made by Former Trustee Coles without Board approval, but Coonrod was paid because they performed services in good faith.

- **Motion was made by Hession to confirm this decision. This was seconded by Schnarr and approved unanimously.**

C. Interim Trustee Report

1. Trustee Training

- a) Monica Casanova reported she has been a trustee-in-training since the office has reopened. As much as possible, she has been sitting-in, observing, and asking questions of Teresa Meyers and Kelli Stump on the intake and interview process and generally how the trustee office runs (procedures, paperwork and policies).
- b) The Indiana Township Association (ITA) is offering all-day Training Sessions, in Dec and Jan for Trustees and board members. Casanova has already registered for this on her own and wondered about fee reimbursement. Hession said the Travel Expenses Policy could reimbursement all expenses associated with that and would make sure that the policy was sent to everyone.
- c) The health insurance program is something that was discussed: Can part-time employees be covered; Minimum number of employees to have a policy; Does it cover spouses. Bill Jones stated that he found out that it only takes 2 participants to start a program. FSA's and HSA's can be decided created for Full-time employees.
- d) Casanova contacted Express services about the possibility of having temporary employees and what the overhead expenses would be. They have sent over a contract but Casanova has not been able to review that information yet.
- e) Casanova's name has replaced Schnarr on all the bank accounts. A new debit card was issued in Casanova's name and the bank account has a number of restrictions; no cash withdrawals, limited to \$3000 per transactions.
- f) A new *Form 17: Resolution Establishing Salaries of Township Officials and Employees* was presented This form brings the maximum wages for 2023 for full-time employees to \$23/hour and part-time Maintenance to \$19/hour.
 - i. **Schnarr moved that the new Form 17 be adopted for 2023. This was seconded by Hession and approved unanimously.**

2. A Financial report was presented by Bill Jones; *2022 Fairfield Township wages analysis – Interim Trustees*. This give a specific amount of wages to be paid to the Interim Trustees during the remainder of 2022. This includes expected federal and state tax withholdings to be submitted.

a) **Hession moved that the report *2022 Fairfield Township wages Analysis – Interim Trustees* be accepted. This was seconded by Schnarr and approved unanimously.**

D. It has been determined that the townships expected date to finalize the annual report will not happen until March of 2023. Because of this the need for another board meeting in 2022 is highly unlikely. It is expected that this is the final board meeting for 2022.

E. Casanova Wished to express her appreciation for how Perry Schnarr has attempted to organize the township in the wake of the Former Trustee's resignation.

F. Schnarr stated that he could not have done it without the advice and assistance of Bill Jones, Teresa Meyers, Keli Stump in the Office and Rocky Hession and Monica Casanova on the board and generally pitching in and helping where they could.

IV. Next Meeting

A. It was proposed that the next Board meeting be held on Tuesday January 3, 2022 at the Township Office. The tentative time is at 1pm on that date subject to confirmation of schedules .

1. **Hession moved that the board meeting be held at the proposed date and location and the time subject to alteration. This was seconded by Schnarr and approved unanimously.**

2. Hession explained that the decision to make a motion was because of a resolution made at the end of 2020 that the board decide all meetings time, date and location. This was because the former Trustee had been trying to shut down all the board meetings that she did not want. However the resolution expires at the end of 2022. He encouraged the township to have regular monthly meetings though.

V. Hession made a motion to adjourn the meeting. This was seconded by Schnarr and approved.

Minutes respectfully submitted by Rocky Hession, Secretary.

RH

Township Board:

Board of Finance:

Perry Schnarr, Board Member

Perry Schnarr, Board Member

Susan Schechter, Board Member

Susan Schechter, Board Member

Arissa Beck, Board Member

Arissa Beck, Board Member