



Buck Creek Township

Hancock County, Indiana

BOARD MEETING

March 12, 2024 @ 6:00 PM

AGENDA

- I. Pledge of Allegiance Micki Simunek
- II. Call to Order Micki Simunek
- III. Meetings will be recorded and transcribed Secretary
 - Approval of meeting minutes from Feb. 13 2024
- IV. Signatures for 2024 resolutions Micki Simunek
 - a. Resolution 2024-8 Transfer FEMA fund to Rainy Day Fund
 - \$177,292.62
 - b. Resolution 2024-9 Additional Appropriation
 - DLGF to Fire Fighting Fund for \$103,527.00
 - c. Sign the Annual Budget that was approved at the last meeting.
- V. Encumbrance: Clothing allowance, Technology, Physicals and Training Abby Parker
Coonrod and Associates
- VI. Fire Department Update Chief/Brandon Wilch
- VII. Adjourn, next meeting April 8th. 9th

March 12, 2024 Board Meeting

#	Print Name	Address	Phone #	E-Mail
1	Kenny Simmons			
2	Jennifer Fellerman			
3	ANDREW de Livrod			
4	Mitchell Kirk			
5	Abby Parker			
6	Cheryl Strawhacker			
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February 13, 2024, Buck Creek Township Board Minutes

Andy deLivron – Chair, Jennifer Fellerman – Secretary, Kenny Simmons – Board

All board members present, Trustee Micki Simunek in attendance via Zoom due to Covid, Fire Chief Brandon Wilch

The township's financial situation was discussed, including the overall financial statements, detailed listing of receipts, and disbursements for various funds. Trustee Simunek highlighted the corrective action plan they have implemented or will be implementing to address repeat offenses from the past administration and improve internal controls. She emphasized the need for additional funding and staffing for the fire department to address growing demands in the township, while providing information on the total revenue generated by the TIF area with upcoming development projects. The TIF area's revenue is to be around \$30 million and there are several development projects in the pipeline.

Action Items

- Signed and completed all resolutions from the meeting. Resolutions consisted of the 2024 Nepotism, Internal Control Standards, Approval of Claims, Petty Cash & Credit Card Policy, Capital Assets Policy and Personal Vehicle Mileage Reimbursement.
- Transfer funds from inactive FEMA fund to firefighting fund at March Meeting
- The preliminary 5-year budget projection has been sent to the county.
- Finalize committee specs for new fire truck, unsure of target date.
- Research whether fund transfer requires resolution or board approval.
- Discussed mileage reimbursement form.
- The accounting programmers at Toms Web are working on slimming down and updating budget report line items.
- The Township has responded to all repeat state audit repeat findings.
- The Fire Department is establishing an award committee.
- The Fire Chief and Trustee continue to meet with county officials to request increased and extended funding.

Township's financial records and lease information.

- The township board reviewed the annual financial report, highlighting beginning and ending cash balances for various funds.
- Township financial information includes fund disbursements and claims.

Transferring FEMA funds to another account.

- Discussed moving unused funds from a disaster relief deployment to the Fire Fighting Fund in March.

- **Township policies and resolutions.**
- Trustees seeks approval for resolutions, including nepotism policy.
- Trustee seeks approval of resolution for nepotism policy
- Discussion of capital assets

Township audit findings and budget items.

- The township trustee discussed budget items and repeat offenses by the former administration in an exit interview.
- Present at State Board of Accounts exit interview, Micki Simunek, Jennifer Condrey, Andy deLivron, Jennifer Fellerman & Eric Smith (SBOA)
- The trustee agreed with audit findings from past administration and outlines corrective action plan.
- The trustee discussed streamlining efforts on future disbursements & claims report, with a focus on slimming down reports and deleting unnecessary line items.
- The township will be updating equipment to comply with the state audio/video requirements by 2025.

Fire department funding and new equipment purchases.

- The department is hiring 9 staff, including 7 new positions, with funding from RDC.
- Chief Wilch is working on replacing a 20-year-old ladder truck and a reserve fire engine with newer equipment, with a cost estimate of \$1.8 - \$1.9 million for the ladder truck and \$800,000 - \$900,000 for the engine.
- The committee members, consisting of Buck Creek Township Firemen is working with Hoosier Fire and other partners to gather specs and pricing for the new equipment.
- The trustee will be considering financing options.

Fire department budget and growth.

- Chief Wilch discussed the challenges of budgeting for a fire department, including the need to balance realistic expectations with potential new development in the northeast corner of the township.
- The township's awards dinner is discussed, including the recognition of staff achievements and the formation of an awards committee to organize future events.

Budget projections and development in a township.

- Chief Wilch discussed a five-year projection for the fire department's budget, including projected costs and revenues, and the goal of lengthening the term of funding agreed upon with the county.
- Chief Wilch also mentions that the financial services firm Greg Guerrettaz Group has requested Buck Creek Township to provide a five-year projection for the department's budget and that this projection will help inform conversations with the county about funding.
- The Board Secretary asked about TIF revenue.
- The trustee responded with approximately \$30 million in total revenue in 2023 for the county, with more than 70% of the TIF area in the township.
- Chief Wilch provided updates on various development projects in the township, including hotels, apartment complexes, and residential areas.

RESOLUTION 2024-9

ADDITIONAL APPROPRIATION RESOLUTION


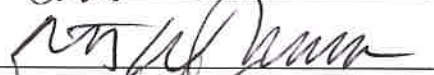

Whereas, it has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget of the Township Fire and EMS Fund.

Section 1. Be it ordained (resolved) by the Township Board of Buck Creek Township, Hancock County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to laws governing the same:

Fund Name: Township Fire and EMS Fund

	AMOUNT REQUESTED	AMOUNT APPROVED BY FISCAL BODY
Personal Services	\$ <u>103,527</u>	\$ <u>103,527</u>
TOTAL for Township Fire and EMS Fund	\$ <u>103,527</u>	\$ <u>103,527</u>

Adopted this 12th day of March 2024.

AYE




NAY

ATTEST: 

2024-10

RESOLUTION TO ENCUMBER FUNDS

WHEREAS, the Township Board of the Buck Creek Township, Indiana (“Board”) has the duty and authority to maintain and allocate funds as necessary from the duly adopted budget to maintain the fiscal integrity of Buck Creek Township (“Township”) and maximize efficiency; and

WHEREAS, it becomes necessary to encumber funds before the end of the year for the fiscal integrity of the Township.

NOW BE IT RESOLVED BY, the Township Board of Buck Creek Township, Hancock County, Indiana:

That the Township Trustee has notified and informed the Board of the need to encumber funds for the fiscal integrity of the Township before the end of the year.


That the following sums are to be encumbered:


FUND	AMOUNT	CATEGORY
0101 General	\$12,222.48	3GA: Technology
1111 Township Fire and EMS	\$3,765.14	3CA: Clothing Allowance
1111 Township Fire and EMS	\$1,566.67	3A: Physicals
1111 Township Fire and EMS	\$7,573.53	3FA: Training

This Resolution shall be in full force and effect from and after its passage and approval by the Township Board.

DULY PASSED AND ADOPTED, this the 12th date of March, 2024.

BUCK CREEK TOWNSHIP BOARD


Andrew deLivron, President


Jennifer Fellerman, Secretary


Kenny Simmons, Board Member