

# Board Meeting Minutes

## February 18, 2025

### MINUTES OF THE MEETING OF THE TOWNSHIP BOARD OF PIKE TOWNSHIP

#### MARION COUNTY, INDIANA

The meeting was called to order by Chairperson, Claudette Peterson at 5:35 pm.

Board members present were Debra Bluitt, Ashley Hoguee, Kenya Perkins and Claudette Peterson. Others present were Jeff Bellamy, Township Attorney, Jeff Beam, Fire Chief, Beth Marsh, CEO Bookkeeping Plus, Annette Johnson, Pike Township Trustee, and Phyllis Robinson, Financial Administrator.

**Beth Marsh, CEO of Bookkeeping Plus was on agenda first due to other commitments.**

- a. **Fiscal Officers Report** – we don't have actual investments, checking account that earns interest

-The report shows the amount of interest we earn each month. Total interest received for 2024 is \$1,664,244.98.

-The next portion shows the end of the month balance for both the Regions Checking and the Regions Money Market account which is the Sweep account.

The ending balance for the checking is \$12,011,154.88, the sweep is \$31,560,000.00, total balance for both is \$53,671,224.16.

-A minimum amount is left in the checking to cover monthly budget then is sweep into the Money Market and interest is earned on the total. If needed it is swept back into the checking.

-Interest is allocated by taking the balance remaining in each fund and calculating a percentage, then apply the interest based on the percentages to those funds.

-Claudette asked if the funds listed are the budget. Beth explained that they are the balance in the checking account and includes all funds in the Township. Claudette asked if she could break down by fund and she will present those balances in the Annual Financial Report (AFR). The bulk is within Fire. The balances at year-end are always higher due to property tax distributions that are distributed in December and June which cover the budget for the next six months.

- b. **Year-end Financials** -List the budget and shows all expenses paid and recorded by the account they are charged to.

- For the new board members this report shows the budget for the year and what is spent each month by fund.

-The report is broken into 4 sections: 1's are Personnel Services (payroll, insurance, PERF, benefits), 2's are Supplies, 3's are Services and Other Charges (professional services, repairs), and 4's are Capital Outlays.

Township Fund and Small Claims are reported together as General Government in the (AFR)

-Township Fund spent 58% of budget

-Small Claims spent 79% of budget

- Welfare Administration spent 52% of budget
- Other Direct Poor Relief spent 61% of budget (Medical, Hospital, Burials were \$3,840, mainly burials, and rent, utilities, clothing, shoes, food assistance is \$280,411)
- Fire spent 90% of budget
- Cumulative Fire (equipment only) spent 25% of budget
- Overall total of all Funds spent is 84% of budget.

c. **Annual Financial Report** (AFR) 2024

- Reports activity for the entire year of everything financial and filed on the Gateway, software for government reporting.
- Page 2 – Cash & Investments Combined Statement by Funds
- Pages 3-5 – Detailed Receipts by Funds, only the Fire Dept gets property tax levy
- Pages 6-10 – Disbursements by Funds
- Pages 11-42 – Township Disbursements by Fund, Category, Paid to and Amount (1's personnel, 2's supplies, 3's Other Services, 4's Capital Outlays)
- Page 43 - Fund Type Schedule
- Page 44 - Debt Statement, Township has none
- Page 45 - Deficit Fund Balance, Township has none
- Page 46 - Leases – Township has none
- Page 47 - Transfers out (disbursements), Transfers in (receipts), balance due from EMS
- Page 48 - Fixed Assets, everything we own with depreciation
- Page 49 - Payables, encumber those we owe \$11,130.40, Equipment for Small Claims Court, and Receivables, due to us from EMS
- Pages 50 -52 TA7 – all the information on assistance, Township has standards to qualify, if they don't qualify we refer them to local partners for assistance
- Page 53 - Listing of Pensions, PERF and FUND77 for Police and Firefighters
  
- Claudette asked does the Township contribute to the Retirees Health Insurance Fund. Chief Jeff Beam responded that RHIF as part of the union contract puts in a set number once a year to the Trust and part of the retirees insurance is then paid back to the Township to cover retiree insurance. The Trust has a committee to manage the fund by National Bank of Indianapolis which reimburses Pike every two months toward Retirees insurance.
- Claudette asked how do we go about collecting the Accounts Receivable, is that part of Ambulance cost due. Med-Bill manages collections for Pike. The amount listed is what is deemed collectible. Med-bill lets us know if uncollectible and then is written off or continue collections
- Kenya Perkins asked if we could get the number of what is written off.
- Claudette asked if the Chief can include the figure of uncollectible in his monthly report.
- Claudette has questions more geared toward Chief Beam, whether he is Civilian or Merit pay. Chief responded he is Civilian employee. Claudette said resolution approved a couple years back 2021 and 2022 what the Merit and Civilian Chiefs salaries are. Based on the salary resolution approved last year seems to be more. Wants clarity and where we are because it seems to be off by a number of thousands of dollars. Chief Beam responded that Civilian and Merit go back and forth but are budgeted. No difference between Civilian and Merit Chiefs increases because they do the same Job. Chief Traggesser was Merit. The 2025 Salary Resolution was approved in 2024.
- Kenya Perkins asked if on page 50, 5a and 5ai does that difference represent more than one person in the household. Beth responded yes.

-Claudette said with 64% of spending for assistance with a lot of people in need in the Township, Claudette takes issue with not spending more of the budget. Beth explained with direct assistance, those may not qualify under the assistance guidelines.

-Kenya Perkins breakdown of AES, the detail sheets will show who and how much we paid, Beth said those figures are on pages 13 through 20.

d. **We did not have transfers so nothing required to approve.**

Claudette asked for a motion to approve the Annual Financial Report (AFR) for 2024, board members must sign.

Motion to approve the Annual Financial Report made by Kenya Perkins, seconded by Debra Bluitt, Claudette nay.

The investment report needs to be signed by the board members and Trustee as informational report, not required.

## **2. Approval of minutes**

a) **Board given time to review January 7, 2025 meeting minutes.**

-Motion to approve the January 7, 2025 made by Kenya Perkins, seconded by Ashley Hoque, all in favor.

## **3. PTFD Updates Fire Chief Beam**

### **2024**

-Ended 2024 just under 15,000 incidents: EMS-12,000, Fire-2,300, Hazmat and Chemical-675, compared to 2023 just over 14,000

-Engine 64 was damaged in accident, back in service in December

Engine 61 out in December for suspension and is back in service

-Ladder 64 out of service for transmission repairs

-Hired 3 new EMS staff in December to fill vacant positions.

-Hired new fire fighter EMT's, started employment on December 30, 2024

-Start new Recruit Academy on January 6, 2025, we have 5 recruits and Zionsville had 5 recruits as well

-Recognized by Fire House Station Magazine for design and display of the new Decontamination Unit and Maintenance Facility

-Replaced our aging cardiac monitors (11) and Auto Pulse equipment, upgrades were \$670,000 of equipment to be replaced

### **2025**

-For 2025 responded to 1,200 incidents: 82% were EMS which is 1.6% decrease from December 2024 and 2.6% decrease January 2024, like to see decreases

One retirement in January was Chief Hogwood after 29 years of service, wish her well in new endeavors.

Greg Roberts and Dan Pitts both received promotions to captains. Hired a new Admin Assistant as well as a Community Risk Specialist.

### **a. Motion to Surplus Property Resolution**

Motion to approve Resolution 2025-02-18-01 to declare Surplus Property as listed on exhibit "A" by Ashley Hogue, seconded by Debra Bluitt.

-Claudette asked about the usage of the 71st Street Decontamination and Maintenance Facility.

Usage after every major event (structural, fire, buildings)

**b. Board Designee – Retiree Health Insurance Fund Committee, to sit on the board.**

-Claudette said she will attend the meeting as a member of the RHIF Committee.

**Trustee Updates**

-Will have 2024 Trustee Accomplishments at next meeting

-Invite all staff and board members to attend the Fire Annual Recognition Banquet

-The website has been updated

Debra Bluit, Board Member commented that she is really thankful and glad they were able to attend the ITA Training for new board members.

Motion to adjourn the board meeting at 7:07 pm by Ashley Hogue, seconded by Kenya Perkins.

Next Board meeting: TBD

Secretary of the Board



Attested by

