

## **ST. JOHN TOWNSHIP BOARD MEETING MINUTES**

**Tuesday, December 15, 2025; 6:00 P.M.**

**St. John Township Community Center, 1515 W. Lincoln Highway, Schererville, IN 46375  
Main Meeting Room**

Meeting was called to order at 6:11 p.m. by Chairman, Lisa Elder, and opened with the Pledge of Allegiance.

### **PRESENT:**

#### **BOARD MEMBERS**

- Lisa Elder, Chairman
- Michael Quigley, Secretary
- Eric J. Stanich, Member

#### **TRUSTEE**

- Cathy J. Lareau

#### **TOWNSHIP ATTORNEY**

- Adam J. Sedia

#### **LAKE HILLS VOLUNTEER FIRE DEPT.**

- Steve Michalak, Fire Chief
- Tom Van Vleet, Deputy Chief
- Missy Michalak, Lake Hills Board President

### **CITIZEN INPUT**

None

### **REPORTS**

#### **1. Fire Department Reports**

##### **a. Lake Hills Fire Department October & November 2025 Financial Reports, October & November 2025 Calls & EMS Reports**

Michalak, Lake Hills Board President, stated financial reports are looking well and the First Financial Savings account is now closed. She briefly went over bills paid and stated they have been receiving donations already. These donations are deposited into a separate fund titled "Donation Fund." Chief Michalak added they send out a donation letter that always informs the public of what the fire department is striving to purchase. This year it will be to help purchase headsets for the firefighters to use for protection inside the trucks. Chief Michalak explained the October and November Calls and EMS Reports. In October, they had two special assignments – Home Depot kid's workshop for fire prevention and trick or treating patrolling the neighborhood while giving out treats. They have already exceeded the total number of calls from 2024. There was brief discussion regarding the total dollar amount generated and the total monies received in the November 2025 EMS Report. Deputy Chief Van Vleet gave an update per Osage that the new ambulance may be completed May 1<sup>st</sup> instead of June. A more exact date should be available after January. A mockup of the new ambulance was distributed to the Board members

and Chief Michalak explained this mock up. There was discussion regarding the county 5961 number on the new ambulance. A brief discussion followed regarding the proper way to sell the old ambulance since the Township owns it. There will be a State inspection that must take place on the new ambulance.

**Elder accepted the Lake Hills Fire Department October & November 2025 Financial Reports, October & November 2025 Calls & EMS Reports and the Lake Hills Fire Department design of the new fire truck as a matter of record.**

## **2. Trustee Report**

Lareau reported on the client Christmas Party this past weekend. She explained Turkey meals for Thanksgiving are also distributed in the middle of the Christmas Party planning. Lareau stated that these take a lot of work and commended the whole Township staff on a fabulous job. Lareau also stated the Township partnered with Schererville FOP Shop with a Cop that took place yesterday. She gave details of this event. Lareau lastly explained the Blue Envelope Program after being contacted by St. John Police Chief Flores. This program is for anyone that drives and is on the spectrum of Autism. They receive a blue envelope with their card information with a sticker on the card to make the officers aware that the driver could be autistic. This helps the officer to deescalate any issues. This is a safety measure for the police as well as the driver. Lareau met with all of the Chief of Police from each town in the Township along with the Sherrif Department's Chief of Police. Attorney Sedia drafted a Community Service Agreement. The Sherrif Department does not want to sign an agreement and will be involved with the Blue Envelope Program separately. Lareau stated any donations for this will be handled through the Township and explained this money would be placed in a donation fund. Should there not be money in this donation fund, the Township will be able to pay out of the Community Services line item. Lareau explained she has started finalizing the fire contracts at the town meetings and she will be addressing the Blue Envelope Community Service Agreements at these meetings as well.

## **3. Attorney Report**

None

## **4. Board Reports**

None

## **OLD BUSINESS**

### **1. Approval of October 14, 2025 Executive Board Meeting Minutes**

Lareau explained no details can go into these minutes. The start and end time as well as what notice was posted are included in these minutes.

Quigley made a motion to approve the October 14, 2025 Executive Board Meeting Minutes as submitted. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

### **2. Approval of October 14, 2025 Board Meeting Minutes**

There were no questions.

Quigley made a motion to approve the October 14, 2025 Board Meeting minutes as submitted. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

## **NEW BUSINESS**

### **1. Township Assistance Reports October & November 2025**

Lareau explained even though the numbers are low, the office has been very busy with the client Christmas party, Thanksgiving meal distributions, influx of food donations due to the government shut down along with township assistance. She commended the Township Assistance team on the wonderful job they do. There were no questions.

**Elder accepted the Township Assistance Reports October & November 2025 as a matter of record.**

### **2. Township Financial Reports October & November 2025**

Lareau indicated the high interest earned in the Trust Indiana account and the Fund Balance Sheets balance. There were no questions.

**Elder accepted the October and November 2025 Township Financial Reports as a matter of record.**

### **3. Disbursement from Unspecified Donation Fund 9501.4 in the amount totaling \$399.65 and from Township Assistance Unspecified Donation Fund 9501.9 in the amount totaling \$300.35 as follows: Speedway Fuel Gift Cards for Clients**

Lareau explained the Speedway Fuel Gift Cards were purchased through the Township credit card, a Credit Card Issue Form filled out and then logged. Since these are disbursed under the Unspecified Donation Funds, the Board must view all Unspecified Donation Funds and accept as a matter of record.

**Elder accepted the Disbursement from Unspecified Donation Fund 9501.4 in the amount totaling \$399.65 and from Township Assistance Unspecified Donation Fund 9501.9 in the amount totaling \$300.35 as follows: Speedway Fuel Gift Cards for Clients as a matter of record.**

### **4. DLGF Decision on Excess Levy Appeal Request for 2026 Budget**

Lareau explained the request was denied because “the department does not find that a decade long erosion issue constitutes a natural disaster, accident or another unanticipated emergency as required for an excess levy under Indiana Code 6-1.1-18.5-13-8-3. Further the Department finds the Township has not demonstrated that it would be unable to carry out its governmental functions in the ensuing year.” The denial then suggested the Township explore grant opportunities or other funding options. Attorney Sedia stated under Statute the Township has 45 days to challenge this and file a petition in the Indiana Tax Court. Sedia explained that the Board could vote to pursue this option. He suggested an Executive Session may be an option to discuss this topic in further detail. There is also the choice of the Board authorizing Attorney Sedia and Lareau to take the steps forward to appeal the denial. The Township would essentially be challenging the statement that the erosion is not a natural disaster. There was brief discussion about disaster. Lareau stated she has already reached out for other funding and could further the search for funding but there have been other cuts happening in government at this time and questioned whether there would be any funding available for something like this. Attorney Sedia added historic preservation funds are cut first. Lareau explained this is a one-time appeal that, if not granted, the Township could reapply for the Excess Levy next year. Discussion followed. Attorney Sedia stated that the Board could make a motion authorizing Sedia and Lareau to take the steps forward to appeal the denial.

Quigley so moved the motion. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

**Elder accepted the DLGF Decision on Excess Levy Appeal Request for 2026 Budget as a matter of record.**

**5. 1782 Notice Notes Report Pay 2025**

Lareau explained this report states what DLGF is approving of the Township budget. She then went over the approved budget and any changes that were made. There were no questions.

**Elder accepted the 1782 Notice Notes Report Pay 2025 as a matter of record.**

**6. Resolution 2025-12 Transfer of Unused and Unencumbered Balances to Rainy Day**

Lareau explained this transfer was to cover the expense of ALS. She pointed out the transfers are not to exceed 10% of the 2025 budget.

Quigley made a motion to approve Resolution 2025-12 Transfer of Unused and Unencumbered Balances to Rainy Day. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

**7. Resolution 2025-13 Ratifying Community Service Agreement with Shop with a Cop**

Lareau explained that the Community Service Agreement was signed in November and the Board needs to ratify it.

Quigley made a motion to approve Resolution 2025-13 Ratifying Community Service Agreement with Shop with a Cop. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

**8. Resolution 2025-14 Establishing Salaries of Township Officers and Employees 2026**

Lareau explained this resolution has the 3% cost of living adjustment the Board had approved. The bartender does not have this adjustment. Lareau stated that the bartender rate is still competitive.

Quigley made a motion to approve Resolution 2025-14 Establishing Salaries of Township Officers and Employees 2026. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

**9. Lake County Holiday Schedule for the Calendar Year of 2026 with Township Closures for Election Days**

Lareau stated this is the County schedule voted on by the county for their 2026 holidays. The Township always follows the County's holiday schedule adding the two elections because the Community Center is a polling location.

**Elder accepted the Lake County Holiday Schedule for the Calendar Year of 2026 with Township Closures for Election Days as a matter of record.**

**10. 2025 Nepotism Certificates**

Attorney Sedia explained the Statute requires all public officials, both elected and appointed, to certify they are in compliance with the nepotism in contracting policy. He briefly went over the certificates.

Lareau stated these go in their files, are available for SBOA and get uploaded to Gateway. There were no questions.

**ANY AND ALL OTHER BUSINESS THAT MAY COME BEFORE THE TOWNSHIP BOARD**

**1. Other**

None

**2. The next scheduled meeting of the Township Board to be held Tuesday, January 6, 2026 at 6:00 p.m. for Annual Meeting of Township Board to Organize (IC 36-6-6-7).**

**ADJOURNMENT**

Quigley made the motion to adjourn the meeting. Stanich seconded the motion.

**Elder called for a vote. Motion carried 3-0.**

**Meeting was adjourned at 7:06 p.m.**

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Lisa Elder, Chairman

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Michael Quigley, Secretary

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Eric J. Stanich, Member

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Submitted and attested by Cathy J. Lareau, Trustee