

**Westchester Township Board Meeting
December 3, 2025
5:00 p.m.**

Attendance:

Westchester Township Trustee Suzanne Philbrick; Township Board Members Calvin Chubb, Barbara Stroud, and Cheryl Evans; Township Board Attorney David Hiestand; Town of Porter Fire Chief Jay Craig, Jr.; and Town of Chesterton Fire Chief Sean O'Donnell were present. Zernul Shackelford, owner of Darque Syde of D'Lyte, was on hand to provide streaming and recording services for the meeting.

Approval of expenditures from Fire Cumulative Fund:

Chesterton Fire Chief Sean O'Donnell requested review and approval of their request for payment of their bill of \$6949.55 for fire reporting software used by the Chesterton Fire Department. Upon review, Board Member Barbara Stroud made a motion to approve the disbursement of \$ 6949.55 relative to Invoice #ESO-179672 from ESO Solutions, Inc. for the Chesterton Fire Department. Board Member Calvin Chubb seconded the motion. There was no further discussion, and the motion was carried unanimously.

Approval of Prior Meeting Minutes:

Board Members reviewed the minutes of the September 24, 2025, meeting. Upon review, Board Member Stroud made a motion to approve the September 24, 2025, minutes as presented. Board Member Chubb seconded the motion. There was no further discussion. The motion carried unanimously.

Certification of Compliance – Nepotism Statute:

Township Trustee Suzanne Philbrick provided Board Members with the annual certification of compliance paperwork relative to Nepotism for the 2025 calendar year. Board Members, along with the Trustee, in agreement, signed the Certification of Compliance with Nepotism Statute, IC 36-1-20.2, for 2025, certifying under penalties for perjury that they did not violate the Nepotism Statute IC 36-1-20.2 for the year 2025.

Certification of Compliance – Contracting Policy:

Township Trustee Philbrick provided Board Members with the annual certification of compliance paperwork relative to Contracting Policy for the 2025 calendar year. Board Members, along with the Trustee, in agreement, signed the Certification of Compliance with the Contracting Policy, IC 36-1-21 for 2025, certifying under penalties for perjury that they were in compliance with the Contracting Policy IC 36-1-21 for the year 2025.

Update on Capital Improvement Plan:

Trustee Philbrick provided Board Members with a status update from the Indiana Department of Local Government Finance (IDLGF) that the Township's Capital Improvement Plan was approved along with the budget submitted for 2026.

Update on Township Road and Infrastructure Memorandum:

Trustee Philbrick informed the Board Members of responses to the Township's Memorandum of Understanding that was sent to the Town of Chesterton, Town of Porter, Town of Burns Harbor, Town of Dune Acres, City of Portage, and the County of Porter with regard to the money that will be distributed from the newly created Township Roads and Improvement Fund in 2026. To date, the only acceptance has come from the Town of Burns Harbor. The Town of Chesterton and Town of Porter both declined the memorandum, feeling the amounts distributed from the fund should not be split evenly between the six entities. Trustee Philbrick was still waiting on a response from the Town of Dune Acres, the City of

Portage, and the County of Porter. After discussion, the Board Members asked that Trustee Philbrick reach out to the entities that have not yet responded so that the Trustee and Board Members can discuss how to distribute the funds in 2026, and table further discussion till the next Board meeting.

Resolution for Intrafund Transfer of Appropriations:

Trustee Philbrick tabled discussion on this item until the next meeting.

Response from Township Attorney David Hiestand on Future Township Representation:

On November 19, 2025, Township Attorney David Hiestand presented a letter to Trustee Philbrick saying that after 2025, he will no longer be offering legal services for local townships and that the Township would need to retain new legal representation for 2026. =[letter attached to end of meeting minutes]= Board members thanked Attorney Hiestand for his legal service to the Township and wished him well. Trustee Philbrick said that she will begin looking for new representation going forward.

TrustINDiana:

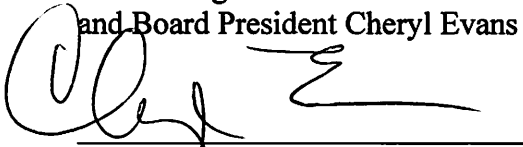
Board President Cheryl Evans asked that Trustee Philbrick provide any updates on the TrustINDiana savings account. Trustee Philbrick let the Board know that it's been difficult linking bank accounts with the savings account, encountering issues with Chase Bank and having the Township's local bank account verified. There was \$1000 initially deposited into the savings account, and the account has had an average yield rate of 4.1148% and had earned \$19.56 in interest as of the end of October, 2026. 25

Next Meeting:

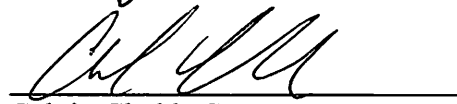
Township Trustee Philbrick and the Township Board Members discussed the date of the next Board meeting. A consensus agreed that the next meeting would tentatively be set for January 28, 2026, at 5 p.m.

Adjournment:

As there was no additional business to discuss, Board Member Stroud made a motion to adjourn the meeting. Board Member Chubb seconded the motion. This motion was carried unanimously, and Board President Cheryl Evans adjourned the meeting.



Cheryl Evans, President



Calvin Chubb, Secretary



Barbara Stroud, Member



Smith Legal Group
WHERE CLIENTS COME FIRST

David C. Hiestand
david@smithlg.com

November 19, 2025

via e-mail and mail
westchestertrustee@gmail.com

Westchester Township
Attn: Suzanne Philbrick, Trustee
100 W Indiana Avenue
Chesterton, IN 46304

Re: Township Representation for 2026

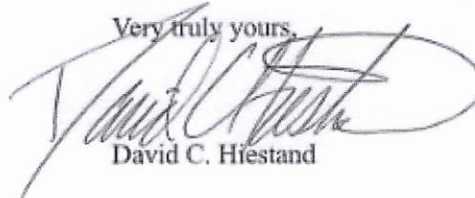
Dear Suzanne:

I have enjoyed working with you and feel honored that you have allowed me to assist Westchester Township with its legal needs over the last few years. After 2025, I will no longer be offering legal services for local townships. My practice has focused away from local government and I think you will be best served by an attorney that can continue to focus on local government law and its ever evolving needs.

Please note pursuant to our current contract, I will continue to provide legal services until the end of this year. I recommend that the Township seek legal counsel from another firm prior to the end of the year to ensure an attorney is retained by 2026.

I sincerely appreciate the opportunity you gave our office to work with you and wish the Township every success in the future. Should you have any questions, please do not hesitate to contact me. As always, I remain

Very truly yours,



David C. Hiestand

DCH:arh