

NOTES

Monthly Twp Board Meeting - Olive Township Board

Olive Township Trustee's office
110 S. Arch Street, New Carlisle, IN 46552

Wednesday, August 16, 2023 @ 11 am EST

Call to order: 11:10 am

Attendance: Will Miller, Tina Scott, Bob Middlebrook, Keith Batzel, Tim Creason, and Tom Keen

Absent: Josh Schweizer

- I. Adopt Agenda **motion made by Tim; 2nd by Keith; Motion passed 2/0**
- II. Consent Items **motion made by Keith; 2nd by Tim; Motion passed 2/0**
 - A. Approved Meeting minutes for 7/19/2023 meetings.
 - B. Reconciliation of accounts- no questions on the balance sheets.
- III. 2024 Budget Discussion- Tina explained that Will had me increase our numbers by 3% for each line item. Form 1 was sent out to all the board members prior to the meeting. Will stated that we need an assistant for the Trustee's office. Will said that Tina making \$27.50 an hour is too much. And that we need to still hire another person and also get it approved by Fire Territory board. Will stated that the town is expanding and there will be more work. Will wants the new hire to be trained in all areas of the job. Will suggested we change the clerical budget to \$40,000 for the town and \$40,000 for the Fire Territory. The assistant will start at \$18 an hour if hired before 2024 and Tina will stay at \$20 for the year. Next year both will get a raise. Tim stated it would be nice if we could have a written description of everyone's duties. Tina explained the next step. Pete will have to write up a salary ordinance for 2024.
- IV. Township Website Finalization- Website link was sent out for everyone to review the site before it goes live. Website to go live on September 11, 2023. Tim suggested doing post cards and has looked into what we need to do at the post office. The cost would be around \$400-500 to do a mass mail out to advertise the website.
- V. Township Standards- Snap Benefits- Tina is going to continue to see what she can find; we might have to just use the 2022 numbers because she can't find anything more recent.
- VI. Park and Cemetery Board- Will asked if we were going to get one. We had one but they never really met. Tim suggested we can put a banner on the website.
- VII. Internet Policy and Resolution- Pete is typing up a resolution for the Internet policy to be adopted. We will sign the resolution at our next meeting in September.

- VIII. Uber Account- Tina set up the account and created a folder for login information if we ever need to use the service. The folder is in the closet in the Trustee's office.
- IX. Salary Discussion/Assistant Position- Board agreed to add a second person for an assistant for Tina. The pay will start out at \$18 an hour and next year will bump up. Tina will stay at \$20 an hour until next year and will get a raise next year. Pete will need to write up a new salary ordinance stating the new information.
- X. New Business New Hires- Grace Sigsbee and Lauren DeMont- Tina presented the hire letters to the board members. Both positions were approved pending Fire Territory approval. **Motion made by Tim; 2nd by Keith; motion passed 2/0.**
- XI. Old Business-
- XII. Adjournment: 12:39

Bob Middlebrook, Board Member

Tim Creason, Board Member

Keith Batzel, Board Member

Will Miller, Trustee