

**Regular Board Meeting - Olive Township Board**  
110 S. Arch St, New Carlisle, IN 46552  
**Wednesday, January 17, 2024 @ 10:00 AM EST**

Attendance: Josh Schweizer, Chad Hess, Will Miller, Bob Middlebrook, Tom Keen, Tim Creason, Susie White and Keith Batzel

Others present:

Community Members requesting permission to address the board on a specific agenda item are requested to complete a registration form for each item prior to the conclusion of Item III. Individuals will be permitted to speak at that time or during the specific agenda item excluding Consent Items. Any questions on the Consent Items shall be addressed to the Trustee by contacting his office. Persons will be restricted to one appearance per item and limited to three (3) minutes.

Call to order

Adopt Agenda motion made by Bob; 2<sup>nd</sup> by Tim; motion passed by body

**I. Consent Items motion made by Bob; 2<sup>nd</sup> by Tim; motion passed by bo**

A. Reconciliation of accounts- 2023 is balanced for the year; Tina is working with Baker Tilly to finalize issues with multiple bank accounts at First Source that are listed in Tomsweb. State Board of Accounts says we should only have one account. Josh wants to institute a Non-

Reverting Fund for our EMS billing, auction items...etc. This will provide access to these funds without having to do an additional appropriations. Josh is waiting to talk to Paige information.

B. Keith brought up the idea of using that money to invest with the State instead of just sitting in the checking account.

C. Approving meeting minutes 12/6/2023 **motion made by Bob; 2nd by Tim; motion passed 2/0** and 1/2/2024 **motion made by Tim; 2<sup>nd</sup> by Bob; motion passed 2/0**

II. Township office ramp quote-Will presented the quote for installing the ramp at the front of the Trustee's office. It's a black railing with a grip able handrail. The parts and installation should not exceed \$3,000. **Motion made by Bob; 2<sup>nd</sup> by Tim; motion passed 2/0**

III. Time off/Holiday Policy for Admin Staff- will sign the policy at the next meeting in February. **Motion made by Bob; 2<sup>nd</sup> by Tim; motion passed 2/0**

IV. Video board update- Discussion on the video board, zoom/electronic meeting interface options. Received a quote for \$5,657 for equipment and installation. **Motion** to approve the estimate from Converged Communication Partners **made by Bob; 2<sup>nd</sup> by Tim motion passed 2/0**

V. New Business/Old Business

A. Cemetery Board- Keith shared that Carol contacted Chisel Chest and they do restoration work and will provide us with a quote. Cemetery Board will be included on all agendas.

B. Tom would like to get sweatshirts/polos to wear to meetings and gatherings. Discussion was brought up about creating a logo design for the township. Tom will look into that.

C. Chad sent photos to the board members for review.

D. Josh is looking into updated quote for laptops for the board members.

E. Roanna Hooton was here in December and brought up the idea about sharing a community calendar. Keith expressed the concern over the number of events being on their website calendar. The township website has issues with being able to update the events. Tom is going to reach out to them to get some assistance.

F. Josh has redirected [www.olive-township.com](http://www.olive-township.com) to the township website for ease of sharing. Josh is creating the email for the cemetery board- [cemetery@olive-township.com](mailto:cemetery@olive-township.com) and it will forward to Tina, and an email [trustee@olive-township.com](mailto:trustee@olive-township.com) will forward to Will at [w.miller@olive-township.com](mailto:w.miller@olive-township.com). Josh brought up a discussion about the ability to do a phone tree

for the township lines. Email Tina at [t.scott@olive-township.com](mailto:t.scott@olive-township.com) if you want anything added to the agenda.

G. Bob asked if Josh could include a report with the call volume and type of call for the Fire Territory Board meetings. Bob will include a fire territory report each month at the township board meetings.

VI. Next meeting date: February 14, 2024 @ 10 am at the Trustee's office, 110 S. Arch St. New Carlisle, IN 46552

VII. Adjournment: **motion made by Bob; 2<sup>nd</sup> by Tim; motion passed 2/0**

\*\*\*DRAFT\*\*\*\*\*