

Regular Board Meeting - Olive Township Board
110 S. Arch St, New Carlisle, IN 46552
Wednesday, April 24, 2024 @ 10:00 AM EST

Attendance: Josh Schweizer, Tina Scott, Will Miller, Bob Middlebrook, Tim Creason, and Keith Batzel, and Susie White

Others present: Diane Melady

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 10:04

I. Adopt Agenda **motion made by Tim; 2nd by Keith; motion passed by body 3/0**

II. Consent Items **motion made by Tim; 2nd by Keith; motion passed by body 3/0**

A. Reconciliation of accounts- Tina and Josh explained what 8604- line 2G was being used for. Keith stated that the meeting with Baker Tilly went well, and he agrees with the bank reconciliation reports. Tina will provide the balance sheet monthly to the board members. Tina stated she needs a new printer; it is printing lines on the pages. Will wants us to research printers and maybe lease one with Adams Remco.

B. Approving meeting minutes 3/27/2024- **motion made by Tim; 2nd by Keith; motion passed 3/0**

C. Internal Controls- Everyone watched the video and signed the consent form; except Tom who was absent.

III. Zoom Meeting- tabled for the next meeting, Keith stated that we should test the equipment to make sure everything works.

IV. Library Calendar/Township Website Discussion- The township website is getting updated with the meeting minutes. Tina is not sure how to add the meeting dates. Tim stated he believes he can help with that.

V. Purchase of CIMS Cemetery software proposal- Keith presented the quote and explained what the software provides. Keith is going to do some more research in regard to the software and get back with us.

VI. Fire Territory Meeting Updates- Josh provided a call report, breaking down how many calls they've received and what each one was for. Josh pointed out the training hours, that firefighters are working hard. They were able to do some training at Razor5.

VII. Assistance Report- The report was presented and showed how many families we have helped this year. Tina will start putting on the report how many families have been denied that have applied.

VIII. New Business/Old Business-

1. Josh explained that they interviewed 11/27 candidates that applied. 6/11 were interviewed again and then was narrowed down to 4. Josh wants to hire the first two and will bring them to the Fire Territory board to approve and then bring them to the Township board for approval. The first two on the list we are asking to hire. One of the candidates is a paramedic not a firefighter, the other candidate is finishing up his firefighter training.

2. The website is about to go live in a couple weeks. The website will link to the township website and the town's website.

3. ADP update- we are in the process of upgrading our payroll service. There has been several struggles, but Josh feels like it will be worth it in the end. We have not paid them any money yet.

4. Josh said shout out to Susie, she completed our CMS report. The form guarantees our pay rate from Medicaid/Medicare. If you don't complete it they cut our medical receivables in half. It was finished and accepted.

5. The fleet evaluation has been started. Josh stated that we will need additional apparatus. The 2018 Ambulance is overweight. It is not overweight until you put bodies in it. Now that we know it is overweight, we are liable. Josh reached out to Pete to see what our options are. He stated our only recourse is fraud. We only have 60 days to show that we were defrauded. The ambulance most likely was weighed without our equipment in it. Josh stated it is currently just sitting, so we only have one ambulance. Our new ambulance is due to be delivered mid-June. At the next meeting he will make a recommendation of what we do with the ambulance.

IX. Next meeting date: May 22, 2024 @ 10 am at the Trustee's office, 110 S. Arch St. New Carlisle, IN 46552

X. Adjournment: **11:34 motion made by Bob; 2nd by Tim; motion passed 3/0**

Robert Middlebrook, Board Member

Tim Creason, Board Member

Keith Batzel, Board Member

Will Miller, Trustee