

## NOTES

### Monthly Twp Board Meeting - Olive Township Board

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

**Wednesday, May 10, 2023 @ 10 am EST**

Call to order: 10:00 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; 2<sup>nd</sup> by Keith; Motion passed 2/0**
- II. Consent Items **motion made by Tim; 2<sup>nd</sup> by Keith; Motion passed 2/0**
  - A. Approved Meeting minutes for 4/12 and 4/25 meetings.
  - B. Reconciliation of accounts- Tom Keen had a question on 1H for Fire Territory, the Volunteer compensation, Will explained that was to fully fund the agreement. Will stated we are getting low on office supplies. Tina explained we are low because of the two laptops we ordered, one mac book for herself and Josh ordered on as well. Will explained about the overtime. The training is almost done with, that is why there is so much overtime.
- III. Olive Township Complaint Affidavit Approval- Keith wrote up two different affidavits and changed the wording on them. Keith didn't like how the wording was on the initial affidavit. Everyone agreed that they did not like the original affidavit. Bob said he liked the friendly approach first. Tim questions the order of how things are listed on it. Will likes the idea of having an affidavit for citizens to relay their concerns. Tim and Keith will come up with something. We will have to send it to Pete once we finalize it.
- IV. Township Website- We had a zoom meeting with Clarissa from in.gov and she went over a presentation with us. The cost for it is \$100 for the Professional portfolio. Everyone was pleased with what they had to offer. We are going to follow through with using them as our website designer.
- V. Office Renovation- Will wants to do additional appropriations for the update of the office. Will wants to ask for \$35,000, a buffer to not have to come and ask for more. We are checking with Baker Tilly to start the process for additional appropriations.
- VI. Cemetery Improvement update- Will wants to do additional appropriations to pave the drive for the cemetery. He is going to contact Walt's paving to get a quote for paving. He believes it was \$30,000. Will stated that the cleanup went really well and trees were cut down and looks very nice. Tina changed the address to Timothy Road from Marshall.

- VII. Salary Discussion- Will wants to do a salary analysis for administration, board members and the trustee. Will asked Tina to reach out to Baker Tilly about doing an analysis for comparable townships to see what they are paying for these positions.
- VIII. Station Internet- The Internet has been installed. The fire department is using it right now. Tina is still connected to Comcast. Tina has not been giving the network information yet. Once we have everything set up Comcast will get canceled.
- IX. Chad Hess- PTO and benefits approval- Everyone approved pto days and benefits for Hess.  
**Motion made by Tim; 2<sup>nd</sup> by Keith and 3<sup>rd</sup> by Bob; motion passed 3/0**
- X. Adjournment: 12:02

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Bob Middlebrook, Board Member

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Tim Creason, Board Member

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Keith Batzel, Board Member

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Will Miller, Trustee