

## NOTES

### Monthly Twp Board Meeting - Olive Township Board

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

Wednesday, January 17, 2024 @ 10:00 a.m. EST

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

Absent: Tina Scott

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: 10:00 am

Adopt Agenda **motion made by Bob; 2<sup>nd</sup> by Tim; Motion passed 2/0**

**I. Consent Items: motion made by Bob; 2<sup>nd</sup> by Tim; motion passed by 2/0**

A. Reconciliation of Accounts- 2023 balanced for the year. Tina is working with Baker Tilly to finalize issues with the multiple bank accounts at First Source that are listed in Tomsweb. State Board of Accounts says that we should only have one bank 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 appropriation. Josh is waiting to talk to Paige to get more 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 Tim; 2<sup>nd</sup> by Bob; motion passed 2/0-** and meeting minutes on 01/2/2024 **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-** The board will be presented the new policy before the next meeting in February to review and sign. **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 Communications 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 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 their 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 his concern over the number of events 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). 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: Wednesday, February 14, 2024 @ 10 am at the Trustee's Office, 110 S. Arch St. New Carlisle, IN 46552

VII. Adjournment: 2:06 pm

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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

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