

NOTES

Monthly Twp Board Meeting - Olive Township Board

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

Wednesday, June 7, 2023 @ 10:00 a.m. EST

Call to order: 10:00 a.m

Attendance: Tina Scott, Keith Batzel, Tim Creason, Robert Middlebrook, Tom Keen

Absent: Josh Schweizer, Will Miller

- I. Adopt Agenda **motion made by Keith; 2nd by Tim; Motion passed 3/0**
- II. Consent Items **motion made by Tim; 2nd by Keith; motion passed by body 3/0**
 - A. **Approved Meeting minutes for 5/10/23.**
 - B. **Reconciliation of accounts-** Tina discussed that we won't be paying for Comcast for phones or internet. Tom stated that office station supplies are low. Tina stated we will have to up the budget for that. Gear is also low, due to MacQueen sending us bills from 2022, in 2023. She talked to Pete and he said we could do an encumbrment or the money. We might have to move money for this year to cover the gear. Tina and Josh will set up a PO System to help keep track of the budget better. **Motion made by Tim, 2nd by Keith; motion passed by 3/0**
- III. **Olive Township Complaint Affidavit Approval-** Keith wrote up an Affidavit. Tina sent out the Affidavit to all the Board members for suggestions/approval. All the board members approved, so Tina sent it to Pete. He approved the Affidavit. Tina will print it out on Township Letterhead and give to Tom Keen to hand out. Tom wants to do a water sample. **Motion made by Keith, 2nd by Tim; motion passed by 3/0**
- IV. **Township Website-** Will filled out the questionnaire. Tina stated we chose the \$100 package, \$1,200 a year. Tim printed out the site map to get content together. Keith, Tim and Tina sat down and put the content down for the site map. Tim wants to have a community event calendar for residents/businesses to add events to it. Clarissa stated that is what Facebook is for. Tim wants to get away from Facebook. Tim wants to send out a bulk mail to advertise the website. Tim stated he will help monitor the website. Tina suggested that they can send it to the Board members email address for any events that the community wants to add to it.
- V. **Office Renovation-** Will went to town halls meeting on 6/6/2023 to get approval for the renovations. We won't be able to start the renovations until sometime in July. Keith asked if the office was going to be closed during renovations. Keith stated that we should post a notice that the office is closed. Tom stated that it's not safe. Tina will probably close the office during construction due to safety issues. The board agrees. The office phone will be forwarded to the office cell phone.

- VI. **Internet Policy-** Josh gave Tina a copy of the Fire Department Internet policy. Tina will make changes to reflect the Township. We will add this to the next meeting once Tina has it updated.
- VII. **Township Standards-** Tina updated the ITA Sample Guidelines handbook. The only thing she needs to find is the SNAP benefits- Appendix. Keith stated that he can try to help with finding out that information.
- VIII. **Station Internet-** The Internet has been installed with Surf Net Internet with DHDP, a lease for 30 days and then it renews. It is free internet. We don't have an account and don't have a static IP address (a constant IP address.) We need that for the phones. Coming out today to look at the internet. Once the Internet is working, we can cancel Comcast. Josh met with Duneland Media and should have a second revision of the website. They need pictures and history.
- IX. **Resolution for Additional Appropriations-** Pete approved the resolution. Tina stated that she published the additional appropriation in the newspaper. Keith brought up he thought we needed \$35,000. Tina stated that the additional \$5,000 Will wanted can be pulled from the general fund. She read the Resolution to the board. All the Board approved the Resolution for Additional appropriations. **Motion made by Bob, 2nd by Tim; motion passed 3/0**
- X. **Salary Discussion-** Tina stated that she is in contact with her new Rep from Baker Tilly to have them do a salary analyst. Tina stated that we need to get a base analyst going so we can support an increase in salary for the Trustee, Board Members and Administrative Staff. Josh stated he can help Tina with that from a Fire Department standpoint. Keith stated that the number of duties and meetings has increased to more than one a month and he thinks they should be paid extra for that. Everyone agreed an increase should occur. Tina is meeting with Rob from Baker Tilly and she will discuss that with him. Josh also stated that he can help with finding a township similar to us from a fire department standard.
- XI. **Cemetery Board-** Tom stated we need to have a cemetery board. He would like to see a committee for that, maybe someone on this board. Once the township website is up and running, we can post something about wanting to establish a cemetery board. Keith stated that we should create a position for this.
- XII. **Adjournment:** 11:35

Bob Middlebrook, Board Member

Tim Creason, Board Member

Keith Batzel, Board Member

Will Miller, Trustee