

TOWN OF CLERMONT
9049 Crawfordsville Road
Clermont, IN 46234
317-291-0394

Meeting Date: August 14, 2025

Call to Order: 6:00 PM

Subject: Internal Control Standards Oversight Committee Meeting Minutes

Attendees: Council President Sue Topf, Police Chief Steve Dulworth, Clerk-Treasurer Larry Beiter,
Town Attorney Robert Lutz, Councilor Mike Beam

The Oversight Committee, comprised of the Council President, Town Attorney, Clerk-Treasurer and Police Chief meet twice each year to review the current Town control standards, identify potential gaps or risks in the program and revise the Town's Internal Control Standards as required.

I. Review status of Action Items from the December 12 2024 meeting minutes:

- A. Complete review and update of Social Media Plan – Complete
- B. Purchase and install back-up hard drive – Complete
- C. Approve total purchase costs for new Police Vehicles – Complete
- D. Develop Clerk Contingency Plan – 90% Complete – Reference further review below
- E. Hire additional experienced Police Officer – Reference further review below

II. Employee Contingency Plans – Succession Planning

It was previously recommended that a Clerk Contingency Plan be developed to ensure a smooth transition without impact to operations. A 90% draft was presented to the Council previously. A final version will be sent to the Oversight committee and placed on file for reference. Attorney Lutz noted that there are now Statutory requirements for a Clerk contingency scheme which he will locate for review. No further updates or approvals are required. A part-time Clerk was hired in February and she is currently being trained on routine clerk responsibilities.

The Town and Chief Dulworth are continuing to pursue the hiring of an additional, experienced officer as part of long-term succession planning to reduce risks associated with overburdened staff, employee burn-out and employee retirement. The recent changes in City and Town funding, combined with the fire protection contract burden have caused the Town to remove the additional officer headcount from the 2026 budget. Baker-Tilly has been contacted to identify grants that could potentially provide additional funding for the Police Budget. This issue remains a medium level risk that needs to be addressed.

III. Review for other Operational Concerns and Risks

The committee discussed other issues, concerns, events raised/occurring since the last meeting to identify other potential risks to the town operations. No major issues, financial or otherwise were noted. The following items were deemed to be moderate or minor in nature and will be tracked to completion by this committee.

IV. Long Term Town Financial Health – Rainy Day Fund

The challenges of the Fire Protection Contract Cost, potential escalation of new Town Hall property costs and changes to Town Revenue due to 2025 State Legislation all may place a strain on the Town Rainy Day fund. These issues continue to be monitored as part of ongoing operations with a focus on maintaining a healthy Reserve Fund. No further action is required at this time but this topic will be addressed again at the next meeting.

V. Uninsured Town Contractors - Handypersons or Cleaning Persons

The Town is pursuing the hiring of contractors who do not carry their own business insurance policy; liability, workers compensation, etc. We have spoken with our Insurance Agent and these individuals can be covered under our current liability insurance policy with some minimal cost increase. The Agent will be notified concerning the Janitorial Contractor.

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VI. Direct Debit Accounts

The Clerk-Treasurer provide some background on the Town's current and previous use of electronic transfers for payment of various vendors. Vendor payments are predominately paid through PNC using the Bank Pay function. The only remaining vendors where electronic payments are initiated through the vendor website are as follows: INPRS (Indiana Public Retirement System), Anthem BCBS (Blue Cross / Blue Shield) Medical and Dental, US Internal Revenue Service, Indiana Department of Revenue. BCBS is the only set-up with an auto-payment.

The attendees discussed State requirement and potential risks. It was agreed to discontinue the auto-payment of the BCBS Medical and Dental Bills but continue to initiate payments through the IRS, INPRS and Indiana Dept of Revenue sites.

VII. Police Station and Town Hall Keys

Cleaning persons working for the Town are given Keys to the Police Station and Town Hall to allow them access the building to clean during off hours. This represents some degree of risk to security in having someone with access to the facility without supervision and a risk of injury by having a person working in the office alone at night. The new cleaning person is currently planning on coming on Friday evenings after 4:30. It was proposed that the second shift officer, Kory Thompson, make it a point to check in at Town Hall more frequently on Friday's when the contractor is on-site.

VIII. ADA Transition Plan

The Town's ADA transition plan has not been updated since it was originally drafted in 2017.

Part of the Street Commissioner's role is to serve as the coordinator of this plan. The Clerk-Treasurer will follow-up with Councilor Lambard and USI to ensure that any responsibilities/requirements are addressed.

IX. Town PC/Laptop Virus Protection

The Town currently employs a third-party virus protection software on the Clerk's Office PC. All other laptops and desktop computers rely solely on Window's based virus software. This results in some degree of risk to the computers and network on site. Councilor Beam has included money in the 2026 Town budget to subscribe to a new virus protection service, Upfort, which is sponsored by our current Cybersecurity protection insurer.

X. Bank Fraud

The Clerk-Treasurer provided an overview of concerns raised by PNC Banks fraud protection representative. Their focus is the risk to the Town from the use of checks vs. ACH transfers. They would like us to move to ACH transfers. They also offered a Fraud Protection Plan that would allow us to verify all payments prior to release of funds. The Clerk-Treasurer will investigate this option further and bring to the Council for review.

XI. Saturday August 9th Party at Mosque

The attendees discussed the party at the Sabeel'ul Faoz Mosque on August 9th. Issues with loud music, purported incendiary statements over the loud speaker and illegal street parking have resulted in a large number of irate citizens. Future parties of this nature have the potential to escalate into a conflict that could result in direct confrontations and more unhappy residents. The illegal parking on Tansel creates a danger in blocking emergency response vehicles and preventing residents from entering/exiting their property. The attendees discussed the appropriate response.

The following was agreed upon:

- Additional towing capacity needs to be available to allow the streets/throughways to be swiftly cleared in the event of illegal parking.
- Two Councilors and Chief Dulworth should quickly meet with leadership at the Mosque to discuss the incident and agree on how to prevent future incidents and respond to resident concerns.
- The draft revision to the Municipal Code should be reviewed to ensure that street parking is clearly prohibited from Crawfordsville to the railroad tracks or where ever it would block normal traffic.

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Action Items

- A. Finalize Clerk Contingency Plan and place on file - LBeiter
- B. Evaluate how to fund hiring of an additional Police Officer. Locate grants. SDulworth / LBeiter
- C. Notify Walker Insurance about janitorial contractor. – LBeiter
- D. Discontinue Anthem auto-payments. - LBeiter
- E. Speak with Officer Thompson concerning janitorial contractor support and oversight. - SDulworth
- F. Review ADA requirements with Councilor Lambard – LBeiter
- G. Enroll in more advanced virus protection for all Town personal computers – MBeam
- H. Investigate PNC Fraud Protection program and present to the Town - LBeiter
- I. Secure additional Towing capabilities for future reference – SDulworth
- J. Meet with Leadership at Masjid Sabeel'ul Faoz – SDulworth / STopf
- K. Verify draft Town Municipal Code concerning no-parking zone on Tansel Road - RLutz

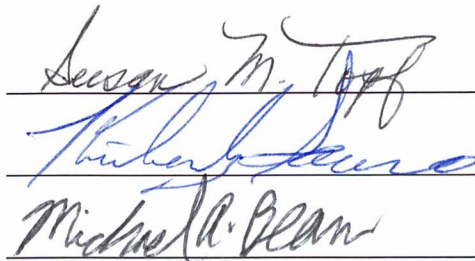
XII. Date of Next Meeting – December 11, 2025 – Prior to Regular Council Meeting

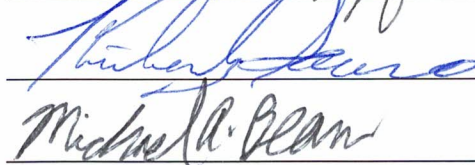
XIII. Meeting Adjourned: 6:41 PM

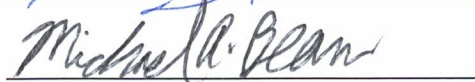
Approved: Councilors











Attest: Clerk-Treasurer

