

**Regular Board Meeting - Olive Township Board
110 S. Arch St, New Carlisle, IN 46552
Monday, January 13, 2025 @ 10:00 AM EST**

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

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

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

II. Consent Items-

1. Reconciliation of accounts- **motion made by Bob; 2nd by Keith; motion passed by body 3/0**
2. Approve Meeting Minutes 12-18-204, 12-2-2024 and 1-07-2025 **motion made by Bob; 2nd by Keith; motion passed 3/0**

III. Longevity for Administrative Assistants- Josh explained that the Firefighters get Longevity pay for each year they are employed here and it gives you incentive to want to work here. Josh stated that he feels Susie and Tina should get paid Longevity pay. Josh will check with Pete to see if we can amend the Salary ordinance.

IV. Review Cash & Investment Combined Statement/AFR- Tina presented the Cash and Investment statement for the board's review. Keith asked if the figures on the statement were pulled from the AFR. Tina stated that it was correct. The board had no further concerns. Tina explained that it will be signed at the February 12th meeting and then advertised in the paper.

V. Fire Territory Updates-

1. Josh stated that one of the full-time firefighters has accepted a position in Niles, MI. Josh said that they have exhausted their candidates, so they are going to be posting the position for hire.
2. We have received \$16,000 in Grant Money for a Safe Station with an AED in it. Josh is looking for where good locations would be to put them in.

VI. Truck Financing- Josh presented the financing information for purchasing an Chevrolet Silverado (electric truck.) He presented the cost of the vehicle and the payment information. **Motion was made by Bob; 2nd by Keith to purchase the Chevy Silverado at the cost presented; motion passed by body 3/0**

VII. Website Promotion- Tim stated he would like to see the Website linked to Facebook and the community center updates. Tina stated that we can't change the domain address but can link it to GoDaddy. Josh stated it is linked if we need to change something he can do it for us.

VIII. -- Cemetery Updates-

1. Keith stated that January 17th is Wreaths Across America if you buy one you can get two free. He will send us the link if we would like to purchase one.
2. Diane said that Kevin had almost 60% inputted or had 60% more to go, she couldn't remember which one he said.
3. Tina said that the trash cans have been made and are paid for. Diane said they were already there. Tina said that she did not tell Mark where they wanted them. So, if we need to change the location we can.

IX. Community Center Update- Tim said that they had a very thorough meeting with the architect and the Redevelopment committee, and the feasibility study is underway, and things are moving along. He gave two important dates that public meetings will take place, April 10th at the Elementary School and May 14th at the Highschool.

X. Legislative Conference- Tim informed us of the Legislative conference taking place on February 10th and 11th. He went last year, and it was very informative.

XI. Assistant Report- Tina stated not much assistance in December, just one client that we paid his doctor appointment bills.

XII. Internal Controls- Will sent everyone the Internal controls scope of work that Baker Tilly will complete with us. **Motion was made to approve the agreement pending the services through January 31 by Bob; 2nd by Keith; motion passed 3/0.** Capital assets were brought up. Will and Tina are working with Amber from Baker Tilly to get that report completed. Tina to reach out to assessor to see what they have the Trustee's office, the cemetery and the Kelly Building assessed at.

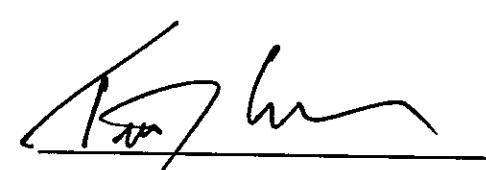
XIII. Schedule the remainder meetings for 2025- all dates were scheduled except September and October

XIV. Next meeting date February 12, 2025 @ 10 am at Trustee's office 110 S Arch St. New Carlisle, IN 46552

XV. New Business/Old Business- Bob recommended we get a cleaning person for the Trustee's office. Everyone approved of his recommendation. Tim is reaching out to his cleaning lady and going to give her my contact information.

XVI. Adjournment: 11: 47 motions made by Bob; 2nd by Tim; motion passed 3/0


Bob Middlebrook, Board Member


Tim Creason, Chair of Board



Keith Batzel, Secretary



Will Miller, Trustee