Board Meeting - Olive Township Board
110 S. Arch St, New Carlisle, IN 46552
Wednesday, June 17, 2026 @ 10:00 AM EST

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

Others present: Daniel Dalton

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 Bob; 2nd by Keith; motion passed by body**

II. Consent Items-

1. Reconciliation of Accounts; - Keith said that the month end balance reports need a correction. The balance was not showing the $3,403.61 that was transferred from the EMS checking account to the main checking account. Daniel stated that it was just a timing issue. **motion was made by 2nd by Keith to accept the reconciliation of accounts with that correction made; 2nd by Bob; motion passed by body**
2. Approve Meeting minutes- 5-13-2026; Keith would like a correction to remove a sentence that was in there twice. **motion made by Keith 2nd by Bob; motion passed by body**

III. Budget Discussion-

1. Daniel said he already set up a budget planner and just needs to know from us what are the assumptions we are wanting for next year. He stated that the June financials will be out soon so we will have a better understanding since we will be at the halfway mark. We usually do a 3% increase each year. Tina said we do need to create a line item in the Township fund for insurance.
2. Will said we have been having issues with the Township assistance fund. Daniel recommended to cut that budget at 50%. Daniel stated he would have to look at the 1782 to see if the levy got cut or if we asked for the max levy for the Township. Tina will forward that Daniel. We were discussing cutting the cemetery budget. If we did not ask for the full levy, then we can ask to increase it. Will said we are going to try to put together a list of businesses in town that would like to be on list that we can give residents to go and apply to their businesses. We get property taxes for General Fund, Cemetery and Township assistance fund.
3. Will said that we need to transfer the money out of the Township General fund to the roads fund. Tina will figure out how we need to move that money.

4. Will asked about pay, are we doing an inflation type of raise. He said we will discuss this at our next meeting.

IV. Hiring of Tyler Sexton- Full Time- Josh explained that Jacob Wood is out on medical leave and we are not sure what the outcome of that will be. They are spending a lot of money on Overtime to make up for that. He hopes that by hiring another full-time person can help eliminate some of that cost in overtime. Josh is asking for the board to approve the full-time hire of Tyler Sexton (who is already a part time firefighter.) **motion was made by Bob; 2nd by Keith to approve the request; motion passed by body**

V. Resolution of Purchase of Skeeter Truck- Will read the resolution 2026-06-17 for the purchase of the Skeeter truck. **Motion made by Bob; 2nd by Keith to approve the resolution; motion passed by body**

VI. Switching Collection Companies for EMS Billing- Josh explained the issues they were having with the collection company and would like to request approval to switch companies. **Motion made by Bob; 2nd by Keith; motion passed by body**

VII. Approval Whitman agreement for the Fire Station RFQ- Josh explained that the Fire Territory gave a recommendation to approve using Whiteman for the build of the new fire station. **Motion was made by Bob; 2nd by Keith to approve the firm Whiteman for the build of the fire station; motion passed by body**

VIII. Fire Territory Updates- N/a

IX. Park Memorial- Tim explained that a memorial was placed at the park by a resident and she confronted Marcy about the town paying for the memorial. The memorial was already placed at the park, and she did not get permission from the town to place it there. The township board stated they are not going to help cover half the bill for the memorial.

X. Trustee's Building Plumbing- Tina had the plumbing bill in the binder and just letting everyone know that the building sewer pipe is crushed and needs to be replaced and the total cost of the repair.

XI. Web Security- Josh said he has reached out to DNS for our web security needs, and he believes they can service our needs.

XII. CIP- Daniel asked if we would have this discussion the same time as our budget discussion. Will said yes, we will. Daniel asked if he could have a copy of our CIP. He said if you restrict enough funds each year then you don't have to transfer funds. Daniel said we are slowly cutting into our reserves each year and we need to try to control how much of that money we are spending.

XIII. Cemetery Updates

1. Keith talked with SAM and they are going to provide us with a quote to mark every forty feet from the monument on the north property line and along the inside or the driveway on the south edge, starting at row N and moving through the entire modern section. Keith is going to contact him back and ask about including the historic section as well.
2. Keith discussed the tree line and fence installation. We need to ask St. Joseph County to gift us Marshall Road so that we can do the tree line clearance on the north end. Diane suggested that

if the full area was gifted to us, we might be able to add a few plots in the historic section that could be sold in the future.

3. Diane and Kelsi are going to start archiving the paper records in the summertime.
4. Hometown days were discussed and we are not possibly going to have a booth this time because it is hard to find volunteers. Tim stated he is not going to be the only one sitting at the booth.

XIV. New business/ old business- Meeting was changed from July 15th to July 8th.

XV. Next Meeting: July 8, 2026, at 10:00 am at the Trustee's office 110 S. Arch St. New Carlisle, IN 46552

XVI. Adjournment: 12:00- **motion made by Bob; 2nd by Keith; motion passed by body**

Bob Middlebrook, Board Member

Tim Creason, Board Member

Keith Batzel, Board Member

Will Miller, Trustee