

Veale Township Board

Daviess County, Indiana

Township Board Meeting

Minutes

January 3, 2023

Open Meeting & Welcome:

The Veale Township Board meeting was called to order by Sue Killion, Chairman, at approximately 6:35pm on Tuesday, January 3, 2023. The meeting was held at the Veale Township Trustee Office and the residence of the Trustee located at 1048 E 500 S, Washington, IN.

Sue Killion introduced and welcomed new board member, Rosie McGuire to the Veale Township Board. Bill Killion was also welcomed as the new Veale Township Trustee.

Sue Killion welcomed all participants. The participants included Sue Killion (Board Member), Clint Young (Board Member), Rosie McGuire (Board Member) and Bill Killion (Trustee).

Additionally, Maria Killion (Past Trustee) was in attendance.

The meeting agenda and board packet had been provided to the board members in advance of this meeting.

Veale Township Board Organization - Election of Officers - 2023:

- Chairman
- Secretary

Sue Killion advised that the first item of business for 2023 was the organization of the Veale Township Board and election of officers. She then opened the floor for nominations for Chairman.

- **Chairman:**

Sue Killion nominated Clint Young for the 2023 Veale Township Board, Chairman position. The nomination was seconded by Rosie McGuire. The board members voted unanimously to approve Clint Young, as Chairman for the 2023 Veale Township Board.

Sue Killion opened the floor for nominations for Secretary.

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- **Secretary:**

Rosie McGuire nominated Sue Killion for the 2023 Veale Township Board, Secretary position. The nomination was seconded by Clint Young. The board members voted unanimously to approve Sue Killion, as Secretary for the 2023 Veale Township Board

Following the election of the 2023 officers for the Veale Township Board, Sue Killion relinquished the lead of the meeting to Clint Young.

Old Business:

- **Minutes of December 19, 2022 – Township Board Meeting – Approval:**

Copies of the December 19, 2022 Veale Township Board minutes had been provided to the Board Members, in advance of this meeting. Clint Young, Chairman, asked if there were any changes or corrections to the meeting minutes. No changes or corrections were required. Clint Young, Chairman, requested a motion to accept the Veale Township Board minutes of December 19, 2022, as written. A motion was made by Sue Killion to approve the minutes. Rosie McGuire seconded the motion. The board members voted unanimously to approve the Veale Township Board minutes of December 19, 2022, as written.

Following the approval of the minutes, Board Members, Clint Young and Sue Killion, signed the minutes.

Maria Killion, Trustee, also signed the minutes following the acceptance by the Veale Township Board.

Cynthia Webster, 2022 Board Member, signed the minutes following the meeting.

- **2023 Bond – Recorded - Trustee, William R Killion:**

A copy of the Public Official Bond in the amount of \$30,000.00 for William R Killion was provided in the board packet. This bond is a one-year bond and covers 1/1/2023 to 1/1/2024. The bond cost was \$105.00.

This bond was recorded with Daviess County on December 22, 2022. The bond was retained by the Daviess County Recorder. A copy was obtained from the Recorder's Office for the Veale Township records.

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Bill Killion advised the board members that the State of Indiana requires the trustee and any other person writing checks and/or handling township money to be bonded. Since Bill Killion will be the only Veale Township Official and/or employee writing township checks, he is the only person required to be bonded. The state requires a \$30,000 bond for Veale Township.

- **Registration - ITA & SBOA – Training – Newly Elected and Appointed Officials – January 21, 2023:**

Clint Young, Rosie McGuire, and Bill Killion were all interested in attending the ITA training for Newly Elected and Appointed Officials on Saturday, January 21st. A copy of the paid registrations for these officials was included in the board packet.

Maria Killion, also plans to attend this training but since she is no longer an official of Veale Township, the Killions paid her registration fee, from their personal account.

- **Oath of Office – Documents - Board Members – Copies for Veale Township Trustee Office:**

Bill Killion had asked each board member to bring their Oath of Office document so copies could be made for the Veale Township records. This task was accomplished. The Veale Township Trustee Office has copies of all elected officials on file.

- **Board – Internal Controls Audit – Board Member Assignments:**

- **Internal Controls Audit – December 2022 – Clint Young:**

The Board was advised that a part of the Veale Township's Internal Controls Policy and practices, specifies that a Board Member performs a monthly internal audit of the financial results and reports. This responsibility is rotated among the three board members.

For the December 2022, Board - Internal Controls Audit, Clint Young was assigned. Clint will be provided the audit packet during January 2023, following the closing of the 2022 financials and the receipt of the December 2022 bank statement.

New Business:

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- **Veale Township Bank Account – Transferred:**

Bill and Maria Killion advised the Board that they had gone to Old National Bank on 1/3/2023 and met with Lana Voegerl, Banking Center Assistant Manager, to transfer the Veale Township checking account authorization from Maria C Killion to new Trustee, William R Killion. The authorization transfer was completed.

During the visit to Old National Bank, Bill Killion inquired about a better product for the Veale Township checking. Lana Voegerl advised that our current checking account was Public Funds Interest Checking which pays interest of 0.01%. She informed the Killions that ONB offers another product, Public Funds Interest Plus, that had tiered interest. However, the paid interest was also 0.01% and the product required a higher balance. This product included a significant increase in monthly transactions. Ms. Voegerl recommended that we should continue with our existing Public Funds Interest checking.

- **Veale Township - Current Credit Card Cancellation & New Credit Card Issuance:**

Bill Killion, Trustee, advised the Board that he had called Old National Bank about the Veale Township credit card during the week of December 26th and was told that the existing credit card would be canceled and a new application would be required to issue a new credit card.

During the Killions' meeting with Ms. Voegerl of ONB, she advised that the credit card was issued for Veale Township and the authorization could be transferred from Maria C Killion to William R Killion. She advised that ONB would not be involved in that transfer. She advised us to contact customer service from First National Bank of Omaha to request the transfer.

Bill Killion stated that he had called customer service of First National Bank of Omaha and he was advised to send them an email requesting the transfer. This action was required to start the process.

- **Nepotism in Employment Policy – Update – Board Approval:**

Bill Killion, Trustee, advised the Board that the State requires each township to write and approve a Nepotism in Employment Policy. Bill Killion advised that the existing policy had been updated to include the new trustee and the new board members. He asked the Board for their approval of this updated policy.

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Clint Young, Chairman, requested a motion to approve the updated Nepotism in Employment Policy. A motion was made by Clint Young to approve the Nepotism in Employment Policy. Rosie McGuire seconded the motion. The board members voted unanimously to approve the Veale Township Board, Nepotism in Employment Policy.

Following the Board approval, Board Members, Clint Young, Sue Killion, and Rosie McGuire signed the policy.

William R Killion, Trustee, also signed the policy following the acceptance by the Veale Township Board.

Bill Killion, Trustee, advised the Board that annually during the past four years a Conflict of Interest had been filed due to the relationship of Maria C Killion, Trustee, and Sue Killion, Board Member. Due to the Conflict of Interest, Sue Killion is not allowed to vote to approve the annual Veale Township budget. Bill Killion advised that he will also be filing a Conflict of Interest due to his relationship with Board Member, Sue Killion.

- **Nepotism in Contracting Policy – Update – Board Approval:**

Bill Killion, Trustee, advised the Board that the State requires each township to write and approve a Nepotism in Contracting Policy. Bill Killion advised that Veale Township currently had no existing contracts. He also advised that the existing policy had been updated to include the new trustee and the new board members. He asked the Board for their approval of this updated policy.

Clint Young, Chairman, requested a motion to approve the updated Nepotism in Contracting Policy. A motion was made by Clint Young to approve the Nepotism in Contracting Policy. Rosie McGuire seconded the motion. The board members voted unanimously to approve the Veale Township Board, Nepotism in Contracting Policy.

Following the Board approval, Board Members, Clint Young, Sue Killion, and Rosie McGuire signed the policy.

William R Killion, Trustee, also signed the policy following the acceptance by the Veale Township Board.

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- **Township Insurance Renewal – Liability, Errors & Omissions, & Automotive – Astra:**
 - **Agent – Capstone Insurance Group**
 - **Policy Review – Scheduled – January 5 @ 3:00pm**
 - **Current Policy - Coverage ends 3/1/2023**
 - **Renewal Effective - 3/1/2023 – 3/1/2024**

Bill Killion advised the Board that they had received a Renewal Proposal for the Veale Township insurance for 2023 from Astra and Capstone Insurance. The proposal duplicated the 2022 coverage of General Liability, Public Officials Errors and Omissions, and Automobile Liability. The 2023 Proposal showed an increase of \$74.00 (10.57% increase) increasing to \$774 from \$700 for 2022. Copies of the 2023 and 2022 costs were provided to the board members.

Bill Killion advised that the current policy ends on 3/1/23. He advised that the Automobile Liability covered Officials using their personal vehicles and non-owned vehicles on Veale Township official business. Bill Killion advised that this policy covers the Board members and the Trustee.

Bill Killion advised that a policy review was scheduled with Emily Schmucker of Capstone Insurance on Thursday, January 5th at 3:00pm.

- **2022 Financial Overview & Summary:**
 - **Cash & Investments**
 - **Payroll – Budgeted Appropriations vs Expenses**
 - **Non-Payroll – Township Assistance - Budgeted Appropriations vs Expenses**
 - **Non-Payroll – Township General - Budgeted Appropriations vs Expenses**

Bill Killion provided a preliminary summary of the 2022 financial (Ledger) results as shown below:

<u>Fund</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Ending Balance</u>	<u>Investments</u>
Twp General Fund	\$16,965.06	\$28,044.89	\$20,471.22	\$18,522.46	\$57,000.00
Twps Assistance Fund	\$19,052.57	\$ 4,562.38	\$ 5,047.41	\$18,567.54	\$40,000.00
Payroll Withholding	\$ 0.00	\$ 6,016.27	\$ 6,016.27	\$ 0.00	\$ 0.00

Bill Killion reported that all withholding and payroll taxes have been paid for 2022.

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Bill Killion reported that there was one outstanding 2022 check for \$256.26. The 2022 ending balance for the Veale Township ledger was \$37,090.00. The ending 2022 Bank balance was \$37,346.26.

Bill Killion reported the Veale Township 2022 performance to budget as follows:

	<u>Budget Amount</u>	<u>Budget % Utilized</u>	<u>Unused Balance</u>
Payroll	\$18,855.00	100%	\$ 0.00
Township (non-payroll)	\$16,215.00	47.5%	\$ 8,514.28
Township Assistance	\$14,775.00	34.2%	\$ 9,727.59

- **Board Approval - Indiana Township Association – Membership & Dues:**
 - **2023 Veale Township - Membership Dues - \$150.00:**

An invoice for the 2023 Indiana Township Association membership dues was presented to the board for their approval. Some benefits of this membership to Veale Township were discussed.

Following the discussion, Clint Young, Chairman, requested a motion to approve the Indiana Township invoice for 2023 membership. A motion was made by Sue Killion to approve the ITA invoice. Rosie McGuire seconded the motion. The board members voted unanimously to approve the ITA invoice for 2023 membership.

- **Township Assistance Request - December 2022 – Maria Killion:**

Maria Killion provided a briefing of the Township Assistance for 2022 and also a summary of the Township Assistance during her four-year term as trustee.

Maria reported that during 2022, she received nine legitimate requests for assistance. She received additional calls for assistance from individuals residing outside of Veale Township which were directed to the correct trustee. For these nine requests, applications were completed with all applicantes meeting the requirements and were approved. A total of \$3,404.92 of assistance was provided to the Veale Township residents. The breakdown included \$99.03 in Food assistance and \$3,305.89 in Utilities assistance.

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The following matrix is the summary of Township Assistance reported for Maria Killion's term as trustee (2019 – 2022):

<u>Year</u>	<u># of Requests</u>	<u>Total \$ of Assistance</u>	<u>Comments</u>
2019	3	\$1,101.18	Utilities
2020	5	\$4,334.14	Food, Housing, & Utilities
2021	3	\$1,148.44	Utilities
2022	9	\$3,404.92	Food & Utilities

- **W-4 Form – Completion (All Board Members):**

The Board members were all provided a blank W-4 Employee's Withholding Certification and were requested to complete and submit the form. Board Members were advised that unless they requested Extra withholdings no Federal Income Taxes will be withheld. The completed forms were collected and are on file in the Veale Township Trustee office.

- **Annual Financial Report:**

- **Board Review & Approval (on or before - February 21, 2023)**
- **Submission Deadline (Gateway) – 03/01/2023**

Bill Killion reported that the State requires an Annual Financial Report (AFR) from each township to be completed and submitted in Gateway by March 1st. The process involves completing questionnaires and providing financial and other quantifiable information into the Indiana Gateway system. Once all data is entered and verified, the preliminary report is provided to the Township Board for approval (deadline is 3rd Tuesday after 1st Monday in February or 2/21/23). A copy of the AFR with the 2022 Vouchers are to be provided to the Daviess County Auditor within 10 days after the Board approval. Publication of the AFR is required within 4 weeks after the 3rd Tuesday after 1st Monday in February or 3/21/23.

- **W2 Form – Planned Distribution – January 27, 2023 (Deadline 1/31/2023):**

Bill Killion reported that the 2022 – W-2 forms had been completed for the Veale Township Officials. Maria Killion distributed the completed W-2 forms to Sue Killion, Board Member, and Clint Young, Board Member. She advised that she would meet with Cynthia Webster, Board Member, to deliver her 2022 W-2 form.

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- **Board of Finance – Annual Meeting (January 27, 2023 @ 2:00pm):**

The State requires that each township hold their annual Board of Finance meeting during January. The Board had previously scheduled the Veale Township, Board of Finance annual meeting for January 27, 2023 @ 2:00pm. The Board confirmed this schedule during this meeting.

Other Business:

- **New Board Member Training – Rosie McGuire:**

Bill Killion advised that in addition to the ITA & SBOA **Newly Elected and Appointed Officials** training session January 21, 2023, the following documents and information will be provided to Rosie McGuire as part of her new Board Member training and onboarding.

- Accounting and Uniform Compliance Guideline Manual – State Board of Accounts
 - Chapter 2 – The Township Trustee
 - Chapter 6 – The Township Board
 - Chapter 11 – Miscellaneous Duties & Other Matters Relating to the Office of the Township Trustee
- Internal Control
 - SBOA - Uniform Internal Control Standards for Indiana Political Subdivisions – Introduction
 - SBOA - Uniform Internal Control Standards for Indiana Political Subdivisions – Part Two: Approved Personnel Training Materials Supplement
 - SBOA – “Internal Control Webinar”

Bill Killion will provide Rosie McGuire these documents during the next couple of months.

Comments – Board Members:

The board members expressed no additional comments or suggestions.

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Next Meeting:

- Date and Time for next meeting:
 - Township Board Meeting – January 27, 2023 @ 2:00pm
 - Board of Finance – Annual Meeting – January 27, 2023 @ 2:00pm
- Suggested topics for Next Meeting:
 - TBD

Meeting Adjourned:

Having completed all the business outlined within the Veale Township Board Agenda for January 3, 2023, Clint Young, Chairman, asked if there were any additional topics that needed to be covered/discussed. Being none, Clint Young requested a motion to adjourn the January 3rd Veale Township Board meeting. A motion was made by Clint Young to adjourn the meeting. The motion was seconded by Sue Killion. The board members voted unanimously to adjourn the meeting of January 3, 2023. Clint Young, Chairman, adjourned the meeting at approximately 7:24pm.

Attachments:

Veale Township Board Agenda – January 3, 2023

2023 Bond – Recorded

ITA – Training Registration

ITA – Invoice – 2023 Membership Dues



Township Board -
Agenda - January 3,



2023 Bond -
Merchants Bonding



Invoice - ITA -
Registration - New C



ITA Invoice - 2023
Membership Dues.p

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Minutes Approval:

Veale Township Board:




Clint Young, Chairman

1/27/23
Date



W Sue Killion, Secretary

01.27.23
Date



Rosie McGuire, Board Member

1-27-23
Date

Trustee:



William R Killion

1/27/2023
Date