

Veale Township Board

Daviess County, Indiana

Township Board Meeting

Minutes

January 27, 2023

Open Meeting & Welcome:

The Veale Township Board meeting was called to order by Clint Young, Chairman, at approximately 2:18pm on Friday, January 27, 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.

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

Old Business:

- **Minutes of January 3, 2023 – Township Board Meeting – Approval:**

Copies of the January 3, 2023 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 January 3, 2023, 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 January 3, 2023, as written.

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

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

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- **ITA & SBOA – Training – Newly Elected and Appointed Officials – Comments:**
 - **Clint Young**

Clint Young participated in the ITA & SBOA training on January 21st remotely. Clint advised that there was an initial issue with the audio which was resolved, however, he commented that the audio was still not very good. He also reported that he was kicked off the session on three different occasions. He commented that his internet is from RTC and did not appear to be the problem. He reconnected with the training with audio only and completed the training.

- **Rosie McGuire**

Rosie McGuire participated in the ITA & SBOA training on January 21st in person. Rosie commented that she found the training interesting and informative.

- **Maria & Bill Killion**

Maria Killion & Bill Killion participated in the ITA & SBOA training on January 21st in person. Maria reported that she and Bill had attended similar training by ITA four years ago when she first took office. Both commented that the participation was much larger than the participation four years earlier. Bill advised that he was told by one ITA employee that there were over 200 participants at the training and over 140 virtually participating. Another ITA employee reported more than 180 participants at the training and over 100 virtually participating. Maria and Bill both felt that the order of the topics could have been improved. Both felt the session by Wes Bennett should have been significantly shortened. Both felt that Debbie Driskell's two sessions were of the highest priority for the participants, however, her time allocation was inadequate on both sessions. Both felt that the Understanding Budget Orders should have been omitted from this training, but included at some future offering. Maria & Bill reported that four years ago the ITA and the SBOA had separately scheduled meetings. Bill initially felt having a combined meeting was better but changed his assessment during the training on January 21st. Both felt that the training provided significant information for the newly elected officials, but could have been considerably improved.

Bill also commented that handouts for all the presentations were not available on Friday, January 20 to provide to Clint for participating remotely. Bill also commented that some handouts were not readily available at the training site.

Bill advised the board that he planned to provide some comments and assessment of the January 21st training to ITA.

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- **Conflict of Interest – Filed – 1/5/2023:**

William R Killion reported that he had filed a Conflict of Interest disclosure for the family relationship between Board Member, Sue Killion and William R Killion, Trustee. This requirement is an annual disclosure that started during Maria Killion's tenure as Trustee. This conflict restricts Sue Killion from voting on the Annual Budget. Killion provided copies of the disclosure to the Board Members in the meeting packet.

- **Township Insurance Renewal – Liability, Errors & Omissions, & Automotive – Astra:**

- **Addition of Inland Marine (minimum coverage) – No Additional Cost**
- **Renewal Effective - 3/1/2023 – 3/1/2024**

As reported during the January 3rd meeting, Killion advised the Board that he 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.

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

William Killion reported that he and Maria Killion had a policy review with Emily Schmucker of Capstone Insurance Group on January 5, 2023. During the review, the Killions asked questions regarding the inland marine computer virus coverage and various extensions noted in the proposal. Ms. Schmucker advised that she would need to consult with the Underwriter and would advise.

In her follow-up, Ms. Schmucker advised that the basic inland marine coverage could be added including the virus coverage and noted extensions to our policy at no additional costs. Ms. Schmucker was advised to add the basic inland marine coverage.

Killion reported that he has accepted the renewal proposal and has electronically signed all the required documents. He is awaiting an invoice to issue a check. Capstone was advised to invoice Veale Township by February 5th.

Also, during the policy review, Ms. Schmucker strongly recommended that Veale Township add Cyber Coverage to our policy. As a follow up, Killion completed applications for the Cyber coverage. Capstone Insurance solicited quotes for this coverage.

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- **Veale Township - Credit Card – Transfer & New Card Status:**

William Killion reported that the transfer of the Veale Township credit card has been a much more time-consuming process than expected. As of this meeting, the credit card still has not been officially transferred from Maria Killion to William R Killion. Killion reported that the existing card remains usable. Killion reported that the process has involved a call to Old National Bank, a meeting with Old National Bank, a call to the credit card company, an email to the credit card company, a letter to the credit card company, and the completion of a partial application. Killion is waiting on the credit card company's next request.

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

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

Clint Young reported that he had a few questions regarding the December reports that needed clarifying to complete the December 2022 Internal Control Audit. He and Bill Killion agreed to meet at the close of the meeting.

At the end of this meeting Clint Young and Bill Killion met for clarifying Clint's questions. Following the meeting, Clint Young approved and finalized the audit. Clint reported No Errors Found.

New Business:

- **2023 Cyber Coverage Insurance – Proposals:**

○ Arlington/Roe			\$2,255.00
○ Hiscox	\$1,670.00	\$1,670.00	\$2,131.00 (+ \$150.00)

Copies of the quotations for Cyber Coverage Insurance were provided to the Board Members in the meeting packet.

Bill Killion advised the Board that during the insurance review on January 5th, Emily Schmucker of Capstone Insurance Group strongly recommended that Veale Township add Cyber coverage to our policy. She advised that small and mid-sized businesses were prime targets for hackers. Ms. Schmucker advised that in the event that our system would be hacked, this insurance would pay for professionals to come in to assess the situation, resolve the issue, restore our data, prepare communications, cover liability for breach of identity, repay ransoms, etc.

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Ms. Schmucker did advise that several insurance companies are no longer writing cyber policies and as a result cyber coverage is experiencing higher rates as well as more limited coverage.

Killion advised the Board that he felt our risks included our financial system backup on the Elephant Drive (Cloud Storage), accessing internet sites such as ITA, Gateway, SBOA, DLGF, Staples, Microsoft, Dell, remote access by AS2, etc. Killion advised that the system is connected to the internet 100% of the time. Data on the system includes SS Numbers of the past and present Trustee and Board members, and Township Assistance clients. Banking information is also contained in the systems. Also included is payroll tax information such as W-2, W-4, 941, WH-1, WH-3, W-3, W-9, and 1099.

Killion did advise that currently the system does have a firewall and virus protection using Microsoft Defender. Defender is setup to run system scans during the month. Killion checked and was not able to determine the frequency of these scans. Killion advised that monthly (at the beginning of a month), he performs a backup of the system, runs a Quick Scan, a Full Scan, and a Microsoft Defender Antivirus (offline scan) using Microsoft Defender. Additionally, he monthly scans the system using Malwarebytes.

Killion advised the Board that he did not recommend the Cyber coverage. He felt a more economic and proactive option would be to increase the protection by potentially increasing the scan frequency with existing antivirus software, adding other antivirus software, etc. He plans to consult with an IT professional that the Killions have previously used for their personal systems, as well as the Veale Township system. He additionally plans to talk with Phil Folkerts of AS2, provider of our financial software.

Chairman, Clint Young, expressed that he favored improving our system's virus/firewall protection and not adding the Cyber coverage. The Board members each expressed their directives were to evaluate and improve the Veale Township system's firewall & antivirus protection and not to add the Cyber Insurance coverage at this time.

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

Board Members were provided a copy of the Veale Township - 2022 Annual Financial Review Full Report in the meeting packet prior to the meeting.

Bill Killion provided a brief review of the report. Page 2 of the AFR is similar to a BookWiz report distributed to the board during the January 3rd meeting. Killion advised

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that Page 3 of the AFR report shows the income streams for the township which includes property taxes, excise taxes, local income taxes, and earnings on investments and deposits. A brief discussion took place with questions and answers.

Following the review, discussion, questions, and answers, Clint Young, Chairman, requested a motion to approve the Veale Township 2022 Annual Financial Review. A motion was made by Rosie McGuire to approve the 2022 Annual Financial Review. Sue Killion seconded the motion. The board members voted unanimously to approve the Veale Township 2022 Annual Financial Review.

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

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

- **Home based Office Rent Policy – Update – Board Approval:**

Bill Killion, Trustee, advised the Board that the State requires each township having a home based Trustee office to write and approve a policy specifying the agreement between the Board and the Trustee, including the rent to be paid to the Trustee.

Bill Killion advised that the existing policy had been updated to specify the annual rent for 2023, 2024, 2025, & 2026 as agreed to between the Board and the Trustee. This policy was updated with the new Board Members and new Trustee. He asked the Board for their approval of this updated policy.

Clint Young, Chairman, requested a motion to approve the updated Home based Office Rent Policy. A motion was made by Sue Killion to approve the Home based Office Rent Policy. Rosie McGuire seconded the motion. The board members voted unanimously to approve the Veale Township Home based Office Rent 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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- **Internet Service Policy – Update – Board Approval:**

Bill Killion, Trustee, advised the Board that the State requires each township to write and approve a policy covering their Internet Service agreement.

Bill Killion advised that the existing policy had been updated to include the new trustee and the new board members. Killion advised the Board that his residence currently has a fiber based high-speed internet service and personal account with RTC Communications with 1 Gig internet and unlimited bandwidth. Killion advised that to minimize the cost to Veale Township for their internet service, the trustee recommends that the Trustee Office utilize his personal internet account with a cost sharing agreement between the Board and the Trustee. The agreement would permit and provide the Veale Township Trustee office access to the Killions' private high-speed internet service to satisfy their internet needs. He asked the Board for their approval of this updated policy.

Clint Young, Chairman, asked the Board if there were any further questions. Being none, he requested a motion to approve the updated Internet Service Policy. A motion was made by Rosie McGuire to approve the Internet Service Policy. Clint Young seconded the motion. The board members voted unanimously to approve the Veale Township Internet Service 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.

- **Personnel Policy – Update – Board Approval:**

Bill Killion, Trustee, advised the Board that the State requires each township to write and approve a Personnel Policy. Bill Killion advised that the existing policy had been updated with the new trustee and the new board members. He advised the Board that the Personnel Policy outlines that the Board Members and the Trustee receive no benefits except their salary. He additionally advised that the policy also states that Veale Township will not carry Worker's Comp insurance and that the Trustee and Board Members acknowledge this position and agree to file no Worker's Comp claims against Veale Township. He asked the Board for their approval of this updated policy.

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Clint Young, Chairman, asked the Board if there were any further questions. Being none, he requested a motion to approve the updated Personnel Policy. A motion was made by Clint Young to approve the Personnel Policy. Rosie McGuire seconded the motion. The board members voted unanimously to approve the Veale Township Personnel 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.

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

- **Internal Controls Audit – January 2023 – Sue Killion**
- **Internal Controls Audit – February 2023 – Rosie McGuire**
- **Internal Controls Audit – March 2023 – Clint Young**

Killion advised that the list above shows the planned Board Member assignments for Internal Control Audits for the first quarter of 2023. He will prepare audit packets and provide them to the assigned board member following the close of each month.

Other Business:

- **ITA Newly Elected Officials Training:**

Board Members, Clint Young and Rosie McGuire and Trustee, William R Killion signed the Certification of Completion for the ITA Newly Elected Officials Training held on January 21, 2023. These records will be maintained in the Trustee Office.

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

Rosie McGuire was provided the Accounting and Uniform Compliance Guidelines - Chapters for her board member on-boarding on January 27th. She was also provided Certification of Completion documents to sign and return to the trustee upon her completion of these chapters.

- Accounting and Uniform Compliance Guideline Manual – State Board of Accounts
 - Chapter 2 – The Township Trustee – **Provided 1/27/2023**
 - Chapter 5 – The Township Board – **Provided 1/27/2023**

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- Chapter 11 – Miscellaneous Duties & Other Matters Relating to the Office of the Township Trustee – **Provided 1/27/2023**
- Internal Control (Trustee to provide Training Documents prior to or by 3/31/2023):

Killion will provide new Board Member, Rosie McGuire copies of the SBOA Internal Controls training documents following her completion of the Accounting and Uniform Compliance training. Killion expects to provide the Internal Controls documents prior to or before March 31st.

- 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”

Other Business:

The Board had no additional topics or business.

Comments – Board Members:

The board members expressed no additional comments or suggestions.

Next Meeting:

The Board foresaw no immediate need for another meeting, so no meeting was scheduled. A future meeting will be scheduled upon the request of the Trustee or Chairman.

Meeting Adjourned:

Having completed all the business outlined within the Veale Township Board Agenda for January 27, 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 27th Veale Township Board meeting. A motion was made by Clint Young to adjourn the meeting. The motion was seconded by Rosie McGuire. The board members voted unanimously to adjourn the meeting of January 27, 2023. Clint Young, Chairman, adjourned the meeting at approximately 3:14pm.

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Attachments:

Veale Township Board Agenda – January 27, 2023

2023 Cyber Insurance – Cost Summary



Township Board -
Agenda - January 27



2023 Cyber
Insurance - Cost Sur

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Minutes Approval:

Veale Township Board:




Clint Young, Chairman

8/25/2023
Date



W Sue Killion, Secretary

08-25-2023
Date



Rosie McGuire, Board Member

8/25/2023
Date

Trustee:



William R Killion

8/25/2023
Date