

# **Veale Township Board**

Daviess County, Indiana

## **Township Board Meeting**

### **Minutes**

August 23, 2024

#### **Open Meeting & Welcome:**

The Veale Township Board meeting was called to order by Clint Young, Chairman, at approximately 1:59pm on Friday, August 23, 2024. 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 in attendance. 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 26, 2024 – Veale Township Board Meeting – Approval:**

Copies of the January 26, 2024 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 26, 2024, 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 26, 2024, as written.

Following the approval of the minutes, the Board Members signed the minutes. Trustee Killion also signed the minutes following the acceptance by the Veale Township Board.

- **Minutes of January 26, 2024 – Veale Township – Board of Finance Meeting – Approval:**

Copies of the January 26, 2024 Veale Township – Board of Finance minutes had been provided to the Board Members, in advance of this meeting. Clint Young, Chairman, asked

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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 of Finance minutes of January 26, 2024, 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 of Finance minutes of January 26, 2024, as written.

Following the approval of the minutes, the Board Members signed the minutes. Trustee Killion also signed the minutes following the acceptance by the Veale Township Board.

- **Veale Township -.IN.GOV email – Status:**

Trustee Killion reported that as of the morning of August 8, 2024 the new [vealetrustee@vealetownship14.in.gov](mailto:vealetrustee@vealetownship14.in.gov) email account was successfully installed and functioning.

He advised the Board that he had initiated the request for this email on September 25, 2023. Trustee Killion advised that he had worked with SHI's Josh Newton to setup and get the new email functioning during January and February 2024 without success. Killion terminated this effort on February 20<sup>th</sup>. He reinitiated this effort during July 2024. This email account costs \$66.00 per year.

- **Township Insurance Renewal – Liability, Errors & Omissions, Automotive, & Inland Marine (minimum coverage) – Astra:**

- **Invoice #2795 – Dated 1/19/2024:**
- **Premium Summary:**
- **Premium History 2019/20 – 2024/25:**
- **Invoice Paid – Check # 2062 - \$750.00 – 1/19/2024**
- **Renewal Effective - 3/1/2024 – 3/1/2025**

Trustee Killion reported that the Veale Township Insurance policy was renewed with Capstone Insurance Group. The renewed policy was effective 3/1/2024 and runs through 3/1/2025.

- **Washington Carnegie Library – Tax District Proposed Expansion:**

Trustee Killion reported that he has received no updates since he issued his May 11<sup>th</sup> letter to the Daviess County Commissioners and had his telephone call to the Daviess County

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Auditor's office. He requested to be notified if and when this topic was scheduled with the Commissioners.

### **New Business:**

- **SBOA Township Trustee Meeting – April 2024:**

Trustee Killion advised the Board that he had been unable to attend the April 2024 SBOA Township Trustee meeting. He had advised the SBOA meeting leaders that he would be unable to participate in this year's meeting. He received a response that this meeting was mandatory and that he was required to attend a minimum of once every two years.

- **New Trustee & Township Board Requirements:**

- **SBOA Presentation April 2024:**

Trustee Killion reviewed the presentations of the SBOA April meeting and emailed some questions. He received a reply from the SBOA in response to his submitted questions.

Trustee Killion shared some of the SBOA slides from this meeting with the Board during this meeting. The shared slides included the following topics:

- Conflict of Interest
- SBOA Annual Meeting
- Trustee Training Requirements
- Live Streaming and Archiving of Meetings
- Township Mergers
- Designation of Trustee
- Official Bond
- Advertising Requirements
- Compensation

A discussion and question/answer session occurred during the review of these slides. Discussions on actions and potential costs necessary to comply with the new requirements for the township also occurred.

- **2025 Wage Resolution – Veale Township – Township Form No 17 - Approval:**

The 2025 Wage Resolution – Township Form No 17 was presented to the Veale Township Board for their review and approval of the 2025 salaries. Killion advised the Board that

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the requested and recommended salary increase was 3.5%. This rate is in compliance with the Daviess County Council directive for 2025.

The Board members were provided a copy of the 2025 Wage Resolution – Veale Township – Township Form No 17 proposal, a copy of the 2024 approved Wage Resolution, and a copy of the Washington Times-Herald May 9, 2024 article on the **Daviess County Council proposed 3.5% pay hike** in the board packet prior to this meeting.

Following a discussion regarding the salary increases for 2025, Clint Young, Chairman, requested a motion to approve the 2025 Wage Resolution – Township Form No 17. A motion was made by Rosie McGuire to approve the proposed 2025 Wage Resolution. Clint Young seconded the motion. The board members voted unanimously to approve the Veale Township 2025 Wage Resolution – Township Form No 17.

Following the Board approval, Board Members, Clint Young, Sue Killion, and Rosie McGuire signed the resolution. Trustee Killion also signed the resolution following the acceptance by the Veale Township Board.

- **2025 Budget Public Hearing – Veale Township:**
  - **Budget Comparison 2025 vs 2024:**
    - **Township General Fund:**
    - **Township Assistance Fund:**

Clint Young, Chairman, opened the 2025 Budget Hearing at approximately 2:25pm. The Board members were provided copies of the completed budget forms prior to this meeting. In addition, the Board members were provided spreadsheets for the Township Fund and the Township Assistance Fund showing the 2025 Proposed Budget by line item per fund as compared to the adopted 2024 budget line items.

The board was advised that the 2025 Proposed Township Fund budget spreadsheet shows an overall increase of \$3,035.00. This increase includes additions of \$710 in Salaries, \$1,300 in Other Supplies, \$25 in Insurance, and \$1,000 in Computer Software Maintenance/Purchase. The Board was advised that the 2025 salary increases were in compliance with the Daviess County Council's recommendation of 3.5%. Trustee Killion reported that the township printer needs to be replaced since repairs were quoted at \$445.00. He also advised that some software and hardware will be required to comply with the 2025 requirements to digitally archive meetings and live stream meetings. The increases in Other Supplies and Computer Software Maintenance/Purchase were to cover anticipated purchases to comply with those requirements.



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Killion advised the Board that the 2025 Proposed Township Assistance Fund budget spreadsheet shows an overall increase of \$25.00. This increase was in Insurance.

The Board was shown that the proposed combined 2025 Veale Township Budget had a total increase of \$3,060. The board was informed that the 2025 property tax levy for the Township General Fund request was \$17,957 which is a \$28 increase to the 2024 Levy of \$17,929.00. The 2025 property tax levy for the Township Assistance Fund was \$4,442 which is a decrease of \$6.00 to the 2024 Levy of \$4,448.

A discussion and question/answer session followed the presentation of the 2025 Budget. Following the budget discussion, the Board members expressed their acceptance and agreement with the proposed 2025 budget and projected property levies.

The 2025 Budget Adoption meeting was confirmed for September 13, 2024 at 2:00pm.

Clint Young closed the 2025 Budget Hearing.

- **Investments:**

- **Investment Statement: July 2024**
- **Township Fund – Register of Investments:**
- **Township Assistance Fund - Register of Investments:**

Board members were provided copies of the July 2024 Investment Statement, Register of Investments for the Township Fund (dated July 28, 2024), and Register of Investments for the Township Assistance Fund (dated July 28, 2024) in the meeting packet distributed prior to the meeting.

Current investments for the Township Fund total \$72,005. The three investments mature on 11/4/2024, 11/5/2024, and 11/7/2024. For 2024, the Township Fund has already earned \$2,669.48 on an investment that was redeemed on 2/5/2024.

Current investments for the Township Assistance Fund total \$60,000. The four investments mature on 11/4/2024, 11/5/2024, 11/7/2024, and 12/25/2024. For 2024, the Township Assistance Fund has already earned \$1,779.67 on an investment that was redeemed on 2/5/2024.

- **Veale Township Assistance Summary – January – YTD 2024:**

	<u>REMC</u>	<u>DCRW</u>	<u>Rent</u>	<u>Total</u>
○ Case 2024-01 – 3/26/24	\$ 147.67	\$ 27.07		\$ 174.74

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○ Case 2024-02 – 4/11/24	\$ 248.00			\$ 248.00
○ Case 2024-03 – 8/2/24	\$ 125.23		\$1,000.00	\$ 1,125.23
<u>Aug (Estimate)</u>	<u>\$ 120.00</u>	<u>          </u>	<u>          </u>	<u>\$ 120.00</u>
<b>Grand Totals</b>	<b>\$640.90</b>	<b>\$ 27.07</b>	<b>\$1,000.00</b>	<b>\$ 1,667.97</b>

Trustee Killion advised that Veale Township has received three requests for assistance YTD 2024. All three requests were approved.

Updated cost for Case 2024-03 totaled \$251.23 for REMC and \$1000 for Rent for a grand total of \$1251.23.

Veale Township has paid a grand total of \$1,673.97 for Township Assistance YTD 2024.

- **CyberTrack – CyberSecurity Assessment Report:**

A copy of the CyberSecurity Assessment Report for Veale Township was provided to the Board members in the meeting packet prior to this meeting.

Trustee Killion advised the Board that this assessment involved completing the 70-page Cybertrack Written Discovery Request (5/7/24), participation in an On-Boarding meeting (4/11/24), and participation in a F4 Meeting with CyberTrack members, one from Purdue University and one from Indiana University. The Assessment Report was received on 7/9/2024. CyberTrack will schedule a follow-up meeting in six months. Veale Township would be eligible for a follow-up assessment by CyberTrack in two years.

Trustee Killion reported that this assessment involved several hours of work but he felt it was very beneficial and would recommend others to pursue this assessment. He advised that he has implemented some of the recommended actions and plans to continue completing these recommendations.

- **Veale Township Website:**

- **Current Website - Daviess County Developed**
- **New Website - partnering with IOT & Tyler Technologies.**
  - **Meeting with Tyler Technologies – August 6, 2024 @ 1:00pm**

The Veale Township website went live on May 6, 2024.



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During June 2024, Trustee Killion emailed Dale Quakenbush of Daviess County and advised him that the SBOA posted new requirement for townships. Effective July 1, 2025, townships would be required to provide public access to their meeting agenda's, meeting minutes, memoranda, and also audio copies of their meetings. Trustee Killion inquired if Mr. Quakenbush would be willing and able to modify our current site to add these additional features. Killion received a reply from Mr. Quakenbush on June 5<sup>th</sup>, that after discussions with the Commissioners and the Auditor that Daviess County did not have adequate resources to provide these changes.

Following that reply, Trustee Killion began exploring other options for a new website. He followed up with the Indiana Office of Technology (IOT) and was advised that they were in the process of modifying the price for local government website development and offerings. Previous to June 2024, IOT offered local government three options for websites including Basic - \$50/month, Professional - \$100/month, and Enterprise - \$250/month. IOT's approved supplier, Tyler Technologies, provided the new pricing including Standard - Free, Advanced - \$250/month, and Elite - \$500/month. Copies of the Local Government Initiative pricing sheets were provided to the board members.

Trustee Killion had a meeting with Clarissa Rodda of Tyler Technologies on August 6<sup>th</sup> to discuss their offerings and the process. Minutes of that meeting was included in the board members' meeting packet. Trustee Killion completed and forward the website sitemap and content to Clarissa Rodda on Sunday August 18<sup>th</sup>. He advised the Board that C. Rodda had told him, Tyler had a 6 - 8 weeks backlog for the website development.

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

- **Internal Controls Audit – January 2024 – Clint Young**
- **Internal Controls Audit – February 2024 – Sue Killion**
- **Internal Controls Audit – March 2024 – Rosie McGuire**
- **Internal Controls Audit – April 2024 – Clint Young**
- **Internal Controls Audit – May 2024 – Rosie McGuire**
- **Internal Controls Audit – June 2024 – Sue Killion**

Trustee Killion report that the Internal Controls audits for the first 6 months of 2024 were completed. All audits were conducted and approved by the board members as noted above.

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

- **Internal Controls Audit – July 2024 – Rosie McGuire**
- **Internal Controls Audit – August 2024 – Sue Killion**
- **Internal Controls Audit – September 2024 – Clint Young**

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The Board approved the following assignments for the July, August, and September audits. The July 2024 audit packet was provided to board member, Rosie McGuire, during this meeting.

### **Other Business:**

None

### **Comments – Board Members:**

None

### **Next Meeting:**

- **Township Board Meeting – September 13, 2024 at 2:00pm:**
  - **2025 Budget Adoption:**
- **Board of Finance – TBD:**

### **Meeting Adjourned:**

Having completed all the business outlined within the Veale Township Board Agenda for August 23, 2024, Clint Young, Chairman, asked if there were any additional topics that needed to be covered and/or discussed. Being none, Clint Young requested a motion to adjourn the Veale Township Board meeting of August 23rd. A motion was made by Rosie McGuire to adjourn the meeting. The motion was seconded by Sue Killion. The board members voted unanimously to adjourn the meeting of August 23, 2024. Clint Young, Chairman, adjourned the meeting at approximately 3:17pm.

### **Attachments:**

Veale Township Agenda – August 23, 2024  
Form No 17 – 2025 Salary Resolution – Veale Township – Signed  
Budget Comparison – 2025 Proposed vs 2024 Adopted – Line Item  
IN.gov – Local Government Initiative – 8-6-2024



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Form No 17 - 2025  
Salary Resolutions -



Budget Comparison  
- 2025 vs 2024 - July



Local Government  
Initiative - 8-6-2024.

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Minutes Approval:


**Veale Township Board:**

  
\_\_\_\_\_  
Clint Young, Chairman

9/13/24  
Date

  
\_\_\_\_\_  
Rosie McGuire, Secretary

9/13/24  
Date

  
\_\_\_\_\_  
W Sue Killion, Board Member

09/13/24  
Date

**Trustee:**

  
\_\_\_\_\_  
William R Killion

9/13/24  
Date