

Veale Township Board
Daviess County, Indiana

Township Board Meeting

Minutes

January 2, 2024

Open Meeting & Welcome:

The Veale Township Board meeting was called to order by Clint Young, Chairman, at approximately 6:33pm on Tuesday, January 2, 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.

Veale Township Board Organization - Election of Officers - 2024:

- Chairman
- Secretary

Clint Young, Chairman, advised the board that the first order of business for 2024 was the organization of the Veale Township Board and election of officers. Clint then opened the floor for nominations for Chairman.

- **Chairman:**

Sue Killion nominated Clint Young for the 2024 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 2024 Veale Township Board.

Clint Young opened the floor for nominations for Secretary.

- **Secretary:**

Sue Killion nominated Rosie McGuire for the 2024 Veale Township Board, Secretary position. The nomination was seconded by Clint Young. The board members voted unanimously to approve Rosie McGuire as Secretary for the 2024 Veale Township Board.

Veale Township Board
Daviess County, Indiana

Old Business:

- **Minutes of September 29, 2023 – Veale Township Board Meeting – Approval:**

Copies of the September 29, 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 September 29, 2023, as written. A motion was made by Rosie McGuire to approve the minutes. Sue Killion seconded the motion. The board members voted unanimously to approve the Veale Township Board minutes of September 29, 2023, as written.

Following the approval of the minutes, the Board Members signed the minutes.

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

- **2024 Budget Order – 1782 Notice – Veale Township:**

A copy of the 1782 Notice for Budget Year 2024 was provided to the board members within the meeting packet prior to this meeting.

During the meeting, Trustee Killion reported that he had received the 1782 Budget Order from the DLGF on November 28. He reviewed the document and found it to be what had been requested for 2024. He signed the document and checked “No Changes Requested” and emailed this acknowledgement to DLGF on November 29th.

Trustee Killion thanked the board again for all their work and efforts on the budget.

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

Trustee Killion reported that he submitted the required letter and purchase order to SHI on October 24 for the purchase of the Google Workspace email. Since receiving no response from SHI, he emailed his SHI and his IOT contacts on December 4 to check on the status. SHI requested a ST-105 and the shipping & billing address again which was provided on December 4th via email.

On December 31st, Trustee Killion emailed SHI concerning the status. He received a response on January 2, 2024 that the order had been processed and that he would be receiving instructions for implementing the new email.

Veale Township Board

Daviess County, Indiana

- **Veale Township Webpage – Daviess County - Status:**

Trustee Killion reported that in discussion with Dale Quakenbush, IT Director of Daviess County, that Dale had offered to incorporate a Veale Township Webpage within the Daviess County website at no cost to Veale Township. However, when Trustee Killion sent Dale a copy of the webpage specifications, Dale was concerned that it was too complicated and would require contract resources to develop. As a follow-up, Killion modified the specifications to eliminate areas of Dale's concern and reduced other areas. On December 4th, Trustee Killion emailed Dale the revised specifications and the majority of the pictures, write-ups, images, etc. that were needed for the website. Killion advised Dale that he still owed him 2 pictures and the ITA Logo and would send these later.

Dale replied to this email and acknowledged that the IT department was involved in the Courthouse remodel and would be busy on that project for a while, but he would move forward with the website development as time permitted.

Trustee Killion reported that he has obtained the ITA Logo and one of the needed pictures. He will get the other picture and will also include the new email.IN.Gov for the website. He plans to follow-up with Dale during early February.

- **IOT – Cyber Security Assessment – IOT/IU/Purdue – Application Completed 9/6/23:**

Trustee Killion reported that he has received no updates on when the Cyber Security Assessment will be conducted by the joint Purdue University/Indiana University team. At the time of the application submittal, he was told that it would be 6 months or longer to start the assessment. Killion stated that he would keep the Board advised.

- **SBOA Audit Reports 2023 – Daviess County Townships:**

- **000000295A - Washington – No Non-Compliances**
- **000000598A – Reeve**
- **Elmore – No 2023 Report Posted**
- **B54816 Elmore – 4/3/2020 Report**

Copies of the 2023 SBOA audit reports for Washington Township and Reeve Township were provided to the board members in the meeting packet. Since no 2023 audit report for Elmore Township was found, Killion included a copy of the most recent SBOA audit of Elmore Township.

This audit information was provided to the board member for their knowledge. Trustee Killion advised that he felt it was good for the Board Members to be aware of the non-compliant audit findings at other townships, so Veale Township can take a proactive

Veale Township Board
Daviess County, Indiana

position to prevent similar issues from occurring during future SBOA audits within our township.

- **PACE – Energy Assistance Application Events – Participation:**

Trustee Killion had reported during the previous meeting that he had contacted three Veale Township residents regarding the PACE – Energy Assistance Application event and encouraged them to participate.

In follow-up with the residents, two residents participated and submitted applications. One resident was approved and received \$475.00 towards their electricity charges. The other resident had not received word on the status of their application.

The third resident did not participate.

- **Board – Internal Controls Audit – Board Member Reports:**
 - **Internal Controls Audit – August 2023 – Clint Young:**
 - **Internal Controls Audit – September 2023 – Sue Killion:**
 - **Internal Controls Audit – October 2023 – Rosie McGuire:**
 - **Internal Controls Audit – November 2023 – Clint Young:**

The Board Members reported that the Internal Controls Audits had been completed for August (Clint Young), September (Sue Killion), and October (Rosie McGuire) with no non-compliance, errors or issues found during their audits.

During the meeting, board member, Clint Young submitted the Internal Controls Audit documents for November 2023 and reported that he had completed this audit and found no non-compliances, errors, or issues.

Trustee Killion reported that all Internal Control audits were up to date.

New Business:

- **SBOA Charges for Veale Township Audit – B61857:**

A copy of the Statement of Engagement Cost for the 2023 SBOA audit B61857 was included in the meeting packet. The cost for this audit totaled \$1,069.67.

Veale Township Board

Daviess County, Indiana

During the meeting, Trustee Killion provided the Board copies of the December 13, 2023 County Auditor's Certification of Tax Distribution that showed the charges from the 2023 SBOA audit being deducted from Veale Township's Tax Distribution. Trustee Killion advised the Board that this type of payment arrangement prevents the SBOA audit charges from being shown in the Veale Township financial reports and records.

- **2024 Bond – Recorded 10/24/2023 - Trustee, William R Killion:**

A copy of the 2024 Public Official Bond for Trustee, William R Killion was included in the meeting packet. The bond was recorded with the Daviess County Recorder on 10/24/2023.

- **2023 Certification Nepotism in Employment Policy & Contracting Policy – Trustee:**

A copy of the signed 2023 Certification Nepotism in Employment Policy & Contracting Policy by Trustee, William R Killion was included in the meeting packet.

Trustee Killion advised that the trustee and the board members were required to sign these certifications annually.

- **2023 Certification Nepotism in Employment Policy & Contracting Policy – Board – Approval & Sign:**

A copy of the 2023 Certification Nepotism in Employment Policy & Contracting Policy for Board signatures was signed during the meeting. Trustee Killion will file the signed document.

- **Amended State Examiner Directive 2018-1 – August 22, 2023:**

A copy of the Amended State Examiner Directive 2018-01 providing the guidelines for the use of "Indiana Gateway for Government Units" was provided to the Board as part of the meeting packet.

During the meeting, Trustee Killion advised that this document outlines the monthly and annual requirements for the upload of documents to Gateway for the government units. He advised that additional requirements were added to the township with this amended directive. He noted that failure to comply with this Directive has resulted in SBOA audit findings noted in some of the other Daviess County Townships.

Veale Township Board

Daviess County, Indiana

- **Indiana Township Association - Voluntary Special Dues Assessment – Board Approval:**

A copy of the 10/9/2023 email and dues invoice from the Indiana Township Association for a Voluntary Special Dues Assessment was included in the meeting packet.

Trustee Killion reported that this special assessment was issued by ITA to pay the balance for the 2022 ITA Study for Efficient and Effective Township Government. The study was conducted by the Indiana University Public Policy Institute.

Following discussion by the Board and Trustee, Clint Young made the motion to approve the 10/9/2023 dues invoice from the Indiana Township Association for a Voluntary Special Dues Assessment totaling \$100.00. The motion was seconded by Sue Killion. The board members voted unanimously to approve the 10/9/2023 dues invoice from the Indiana Township Association for a Voluntary Special Dues Assessment totaling \$100.00.

- **Indiana Township Association – Membership & Dues - Board Approval:**
 - **2024 Veale Township - Membership Dues - \$150.00**

Trustee Killion provided a corrected invoice from the Indiana Township Association for Veale Township's 2024 membership dues at the meeting.

Trustee Killion recommended to the Board that Veale Township continue their membership in ITA. He advised that they have been a great source for sample documents such as policies, procedures, and guidelines needed for the township. He advised that they were extremely helpful during Maria's term as Trustee, and continued to provide assistance such as with the Township Assistance Guideline and Administrative Policy updates last year. Their training has also been extremely valuable.

Following the discussion, Sue Killion made the motion to approve the 12/27/2023 dues invoice from the Indiana Township Association for the 2024 Membership Dues totaling \$150.00. The motion was seconded by Rosie McGuire. The board members voted unanimously to approve the 12/27/2023 dues invoice from the Indiana Township Association for the 2024 Membership Dues totaling \$150.00.

- **Remote Participation – Board Member Policy – New Policy – Approval:**

Copies of a new proposed policy for Veale Township covering Remote Participation for Veale Township Board members was provided in the meeting packet.

Veale Township Board

Daviess County, Indiana

Trustee Killion advised that this is a new policy but a practice that has been used over the past five years. He advised that State statutes require Board meetings to be physically attended by a majority of the Board members and the Trustee. The proposed policy allows for one board member to participate remotely in the event of illness or due to being out of town.

Following discussion by the Board and Trustee, Clint Young made the motion to approve the Remote Participation – Board Member Policy. The motion was seconded by Rosie McGuire. The board members voted unanimously to approve the Remote Participation – Board Member Policy.

Following the approval of the policy, the Board Members signed the document.

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

- **Township Insurance Renewal – Liability, Errors & Omissions, & Automotive – Astra:**
 - **Agent – Capstone Insurance Group**
 - **Policy Review – Scheduled – January 4 @ 3:00pm**
 - **Current Policy - Coverage ends 3/1/2024**

Trustee Killion distributed copies of a letter dated December 27, 2023 from Astra and a Premium Summary document provided by Capstone Insurance regarding the renewal of Veale Township's insurance for 2024. The premium summary reflected a cost of \$750 for 2024 coverage which is a reduction of \$24 from 2023.

Trustee Killion showed the Board the detailed 2024 Proposal and advised that he has a meeting scheduled for January 4th at 3:00pm to review this proposal with Capstone Insurance.

- **2023 Financial Summary – Actual vs Budgeted Results:**
 - **Township Fund:**
 - **Township Assistance Fund:**

Trustee Killion distributed spreadsheets for the 2023 Budgeted Spending and Actual Spending for each line item and category classification to the Board for the Township Fund and the Township Assistance Fund.

Trustee Killion advised that there were no line items that exceeded budgeted amounts. He reported that the Budget for the Township Fund was \$35,330 with actual spending totaling \$27,307.99. The Township fund was underspent by \$8,022.01. The Township Assistance

Veale Township Board
Daviess County, Indiana

fund had a budget of \$15,275.00 with actual spending of \$4,026.43. The Township Assistance fund was underspent by \$11,248.57.

- **Township Assistance Summary - 2023 – William R Killion:**

Trustee Killion distributed a spreadsheet summarizing the Township Assistance cases and spending for 2023. The report showed that Veale Township had 5 TA Cases for 2023 with all 5 being approved. Areas of assistance included electricity, water, LP gas, prescription drugs, food, and household supplies. Total assistance for 2023 was \$2,428.86.

- **W-4 Form – Any Changes:**

Trustee Killion inquired if the board members wanted to make any changes to the W-4 Forms on file for 2024. No changes were required.

- **Annual Financial Report - Deadlines:**

- **Board Review & Approval (on or before - February 20, 2024):**
- **Submission Deadline (Gateway) – 03/1/2024:**

Trustee Killion advised the Board on the deadlines for the 2023 Annual Financial Report. He told the Board that he intended to have the AFT ready for their review and approval on the January 26st meeting. If not, a meeting would need to be held during February.

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

- **Internal Controls Audit – December 2023 – Sue Killion:**

Trustee Killion advised that Sue Killion was slated to perform the December 2023 Internal Control Audit. Clint Young asked Sue if she was ok with performing this audit and she affirmed her willingness to perform this audit. Trustee Killion advised he would prepare the audit packet upon the receipt of the December bank statement.

Other Business:

Trustee Killion distributed a notice from the Indiana Department of Revenue that the 2024 filing frequency for filing and paying Indiana withholding taxes was changed from Annual to Monthly as of January 1, 2024.

Comments – Board Members:

The board members expressed no additional comments or suggestions.

Veale Township Board

Daviess County, Indiana

Next Meeting:

- **Date and Time for next meetings:**
 - Township Board Meeting – January 26, 2024 @ 2:00pm
 - Board of Finance Meeting – January 26, 2024 @ 2:00pm
- **Suggested topics for Next Meeting:**
 - **Veale Township Board - Topics for January 26 Meeting:**
 - Annual Financial Report – Review & Approval:
 - Annual Conflict of Interest Filing:
 - Township Insurance Renewal:
 - Distribution of 2023 W-2 forms:
 - **Veale Township, Board of Finance - Topics for January 26 Meeting:**
 - Organization & Election of 2024 Officers:
 - 2023 Veale Township Investment Report, Results, & Approval:
 - Veale Township – Investment Policy Review & Confirm:
 - Indiana Department of Treasury – Approved Depositories:
 - January 2024 – CD Rates:

Meeting Adjourned:

Having completed all the business outlined within the Veale Township Board Agenda for January 2, 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 January 2nd 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 2, 2024. Clint Young, Chairman, adjourned the meeting at approximately 7:31pm.

Attachments:



Township Board -
Agenda - January 2,



2023 Certification -
Nepotism - Townshi



2023 Actual
Spending vs Budget



Township
Assistance Analysis

Veale Township Board
Daviess County, Indiana

Minutes Approval:

Veale Township Board:



Clint Young, Chairman

1/26/24
Date



Rosie McGuire, Secretary

1/26/24
Date



W Sue Killion, Board Member

01/26/24
Date

Trustee:



William R Killion

1/26/2024
Date