HOBART TOWNSHIP BOARD

MEETING MINUTES 06/30/25

30 JUNE 2025 / 5:00 PM / HOBART TOWNSHIP TRUSTEE BLDG

ATTENDEES

Board President Joe Clemmons, Member Sue Pelfrey, Member Mike Ellis,

Advisor Mike Hannigan, Trustee Fred Williams, Tina Clemmons, Kelli Williams,

Tom Leonard and Joe Bachman.

AGENDA

Call to Order - Joe Clemmons 5:00pm

Pledge of Allegiance

Roll Call - Tina Clemmons - all present

Approval of Agenda

- President Clemmons asked to amend the agenda by striking the Board Discussion about the “Capital Improvement Plan”, as it would already be addressed with HB1641, and to amend “Bookkeeper Salary” to “Salary Ordinance”. He said the Board needed a new Salary Ordinance in place as Trustee Williams has been unable to locate a binder including that information after staff changes occurred in the office. Member Ellis and Advisor Hannigan stated that they didn’t receive an agenda. Trustee Williams sent Tommy down to the office to make copies, and Tommy returned stating he couldn’t access the computers or make copies, as the copy machine appeared to be not working. Member Ellis stated the Board can adopt the Bookkeeper Salary when they create the new Ordinance. Motion to adopt the agenda as amended by Member Ellis, 2nd by Member Pelfrey. All Aye, motion carried.

Approval of Minutes

- There were no minutes printed for the Board. Member Pelfrey stated that was the second meeting with no minutes provided. The Board needs minutes from the 4/14 and 5/29 meeting. Tommy again attempted to locate anything printed in the office and was unable to locate them. Member Ellis motioned to suspend approval of the minutes until the Board can review and approve them. He asked that the minutes be located by the office staff by the next meeting. 2nd by Member Pelfrey. All Aye - motion carried.

- President Clemmons asked the Board if they had any reservations about Tina Clemmons stepping in to take the minutes for the current meeting, as there was no Recording Secretary present. Member Pelfrey thanked Tina for being willing, and made the motion to approve Tina Clemmons as the Recording Secretary for the Board for this meeting with the same pay as usual. Motion had a 2nd by Member Ellis with his request that Tina get them the minutes before the next meeting. All Aye - motion carried.

Old Business

- Seeing none, President Clemmons moved to New Business.

New Business

- **HB1641** - Trustee Williams stated that he and Advisor Hannigan went downstate for the ITA meeting. They had been trying since the meeting to get information about HB1641. Trustee Williams has contacted Trustee Adrian Santos and Trustee Eric Blackmon in the attempt to get some guidance. Trustee Williams presented the response from Blackmon's office stating that it appears the law is active 7/1 but there is no template for the required Capital Improvement Plan. Trustee Williams then stated that it appears there is nothing the Board could do until there is a template and guidance. President Clemmons continued by reading the language from HB1641. Member Ellis commented that Hobart Township has no unrestricted money to allocate to a fund. Trustee Williams questioned what money they considered unrestricted and then where the money goes from the created fund if it has to be spent. Member Pelfrey stated that the County gets the money for capital infrastructure. President Clemmons asked if the Rainy Day fund qualified as unrestricted funds.

  Member Ellis stated that the Rainy Day fund was not unrestricted. President Clemmons then questioned the plan. He stated that there needed to be a motion today to create the plan, and then the Board could continue to seek guidance for the expectation. Member Ellis moved to open a Capital Improvement Plan for Hobart Township, which includes a fund created for road and infrastructure improvement. President Clemmons agreed with the 2nd. All Aye - motion carried.

- **Salary Ordinance** - President Clemmons explained again that there was a book missing from the Township Office that contained pertinent information including salaries. He stated that the Board needed to create a new Salary Ordinance that would address pay for the Township employees. Member Ellis stated that the Ordinance needs to include starting pay and "top" pay. He feels like a range is important for each position, and the Board needs to include that. President Clemmons moved to table the Ordinance to give the Board members time to gather information for the salary ranges, and hold a special meeting to create and adopt this new Ordinance. Trustee Williams asked the Board to set the date at that time, and President Clemmons proposed 7/10 at 5pm. The motion was 2nd by Member Ellis to table until 7/10. All Aye - motion carried.

- **Live Streaming** - Joe Bachman and Tom Leonard are present, serving as IT for the Board, for the purpose of being compliant with the law that requires governing bodies to live stream or record their meetings. Trustee Williams asked that Joe explain the issues they had. Joe then explained that the upload speeds for the building were sitting at 0.4MBps, which is basically dialup speeds, and not capable of live streaming. Joe and Tom worked with Shawn and the booster was relocated in the building in order to gain better upload speeds. Those speeds have been better, but Joe advised that the current set up (a cell phone on a tripod) would be best served for just recording the meetings and uploading them to be in compliance. Tom mentioned that a YouTube channel should be created for the Township Board where the videos can be uploaded. The “catch” would be that you need at least 50 subscribers to be able to live stream on YouTube. Tom didn't think that was an issue as we could share the info on social media and gain subscribers before the next meeting which would need to be live. President Clemmons agreed that this would be a good option. Joe mentioned that there was another option. It would be to subscribe to a service called StreamYard. The cost is about $450 annually, but the Board could just upload the meeting videos each time and YouTube would just recognize them as if they had enough subscribers. Member Ellis began to motion to spend the $450 for membership in StreamYard, but quickly rescinded when President Clemmons asked the IT team to please create the YouTube channel for Hobart Township, and see if we can get the 50 subscribers needed before the next meeting, in an effort to save money. Member Ellis agreed that was a better plan. Member Pelfrey also agreed, so long as the Board is in compliance with the new law.

BOARD DISCUSSION

Member Pelfrey said she had some questions and wanted them on the minutes.

- **Worker’s Compensation Insurance -** Who is insuring the Township? Trustee Williams answered that it was Meyers and Glaros, the same company as before. Member Pelfrey thought they had canceled the policy. Trustee Williams confirmed that the policy was all good.
  Post meeting, Trustee Williams was able to confirm the company name was McCowan. The policy had been sold to multiple companies, and this is the current.
- **New Employees** - Member Pelfrey said she heard there were two new employees, one in the park and one in the office. She asked if both had drug tests. Trustee Williams corrected that the park employee was a part time employee that had been there more than a year, but the new Bookkeeper (Ms. Liza Carnahan) would need to complete hers. Member Pelfrey asked that the drug testing be completed ASAP, and then asked if Ms. Carnahan was also bonded. Trustee Williams confirmed that drug

testing would be done and that Ms. Carnahan was in fact bonded. Member Pelfrey then followed by asking if Trustee Williams was also bonded. He confirmed that he was.

- **Monthly Reports** - Member Pelfrey moved on to state that in the past, she and Member Ellis used to receive monthly reports from the Township Office regarding their monthly expenditures, and requested that this process begin again. These reports would include fund appropriations, with monies spent and numbers for the remaining balances for each fund. Trustee Williams stated that this could be done and he would let the girls in the office know that the Board has asked for that to restart. President Clemmons then stated that he would also like to receive those reports, as would Advisor Hannigan. Tina Clemmons confirmed with the Board that each of them were requesting these reports. The Board confirmed. These reports will begin again in July 2025.
- **Draw** - Member Pelfrey asked Trustee Williams if he received the draw. It was to happen on June 26. Trustee Williams confirmed that the bank information was all corrected after the office changes occurred and the Township did receive the draw. He didn't have the exact number with him, but said he could confirm once back in the office July 1.
- **IC 36-6-4-10** - Member Pelfrey then stated that there was a law that states that the 1st Monday of August each year, the Township has to post a verified statement of all monies on the door. Members of the Board asked what that entailed. Member Pelfrey didn’t have the exact wording with her, but Tina Clemmons was able to pull it up and read the language. The Board will work with the Township office to ensure the proper documentation is posted by the 1st Monday of August.
- **AGENDA CHANGES**- Member Pelfrey stated there is a new requirement for future agendas that each Board Member signature must include the term beginning date and end date.
- **County requirements** - Member Pelfrey stated all Bookkeepers must submit their addresses to the County on 6/1 and 12/1 of each year. She asked that Trustee Williams confirm that Ms Carnahan has done that. Trustee Williams then said that each employee must do this to endure that these employees are not delinquent on their property taxes. He has been working to be sure the office staff has been keeping up with that requirement.
- **Ms Carnahan info-** Member Pelfrey then added that she wanted to be sure that the new bookkeeper knows to balance the bank statements monthly. Trustee Williams stated that this was already policy in the office. Member Pelfrey asked him to confirm with Liza. Then she asked if Ms Carnahan had also completed the internal control video. Trustee Williams responded that Ms Carnahan and Mr Leonard needed to complete the internal control video requirement.

President Clemmons asked if there was anything further to discuss. There wasn't anything further. Member Ellis moved to adjourn. Member Pelfrey 2nd.

ADJOURNMENT - Meeting adjourned by President Clemmons 5:21pm.