

TOWN OF GREENSBORO
Meeting Minutes
09/09/2024

- I. Meeting called to order at 6:30pm by Mikel Knepley

- II. Attendees
Clerk-Treasurer, Mary E. Keck (Elly);
Board President, Mikel Knepley; Board Member, Jason Clark; Board Member, Jennifer Smith.
Greensboro Police Department: Chief Chris Pickens, Lt. Craighead
Citizens: Connie Ripburger, Misty Clark, Mary Adkins
Fire Department: Ben Madison

- III. Minutes from August 2024 meeting were read and approved by the board.

- IV. Open Issues
 - A. Ordinances Update B. Lawyer Contracting C. Painting lines at Stop Signs
 - D. Safe Deposit Box E. Additional Appropriation F. Underground Railroad Sign
 - G. Adding board member to bank account H. PD Budget

- V. Updates
 - A. Safe deposit box must have 2 keys turned in to cancel or a drill out fee will be charged. Approx \$200. Mary advised to check with Steve to see if he has the other copy.
 - B. Additional appropriation that was requested was not approved for the full amount. Approximately half of the amount requested was approved. Transfers were made from designated funds totaling the approved amount.
 - C. The Historical Society of Indiana sent instructions on how to restore the Underground Railroad sign. They do not provide the materials (paint) to complete the project. Seeking volunteer &/or donations to complete this project.
 - D. Bank Account
 - 1. Star Financial does not have a beneficiary or financial power of attorney option for adding a board member in the event of Clerk-Treasurer (CT) becomes incapacitated. The only option is to add someone as a signer with restricted access. SBOA recommends no other person other than the CT having access to town funds.
 - 2. In the event of the CT not able to access the account, this would not automatically grant broader access to the other signer. The board would need to hold a public meeting, vote to change the signer or access of current signer, draft minutes & sign. This information would be brought to the bank by the new signer along with their identification.
 - 3. Jason motioned to dismiss the request & Jennifer second the motion.
 - E. Previously scheduled PD budget meeting was canceled due to a scheduling conflict.

- VI. New Business discussed
 - A. Budget
 - 1. Elly provided 2025 town budget estimate for board review. Max appropriations were calculated based on max estimated funds to be received in 2025. Board did not request any changes to the amounts calculated for request.
 - 2. Public budget meeting is scheduled for 09/16/24.

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3. DLGF will likely reduce the requested appropriation amounts that will be approved.
4. PD submitted a reduced budget request that is closer to past approved amounts, for board review and approval.

B. GPD Account

1. Chris confirmed that a new, totally separate PD bank account was set up. The balance of town appropriated funds was transferred to the new account except for \$1200 remainder of Chief annual salary. (more detail to be given later in the meeting)
2. Elly requested approval to transfer the remaining \$1200 back to town account in GEN fund. Also requested permission to close the town GPD account. Mikel motioned to allow these actions & other board members concurred.

C. Debit Cards

1. SBOA again recommended that the town not use debit cards due to security concerns & internal control standards.
2. SBOA also advised any person with access to town funds in excess of \$3000 per year needs to have a surety bond. (meaning Jason & Chris would both need to be bonded with the arrangements currently in place)
3. Elly suggested eliminating debit cards but replacing Jason's card with a prepaid debit. Ben suggested acquiring a town credit card.
4. Board decided to gather more information before taking action.

D. Building / Grounds / Park

1. Elly will give presentation to Tri Kappa Alpha Zeta Chapter of Knightstown on Oct. 7. This is an application for grant money to fund playground equipment.
2. Mikel forgot to bring rental monies from the previous month (& financial info binder)
3. CB dumpster left unlocked by drivers picking it up? Elly will contact Rumpke.

E. Citizens' Concerns

1. Elly asked about ordinances currently in place. There is nothing stated in the ordinances posted on the town website that shows a fee being required for rummage sales or zoning/planning. It is understood that there were ordinances in place for these things in the past, but the board had recently said the only currently enforced ordinances are what is published online. Mikel confirmed that the only ordinances currently enforced are what is on the website.
2. Jason advised a local farmer wants to contract with the town to rent the back field at the community building for \$1 per year.
 - a. The farmer would like to remove trees in order to plant and harvest hay & would also make an annual donation to the town. No set amount had yet been determined in his & Jason's discussion.
 - b. Jason expressed concern over removing memorial trees – however some of them are already in very poor condition. Suggestion was made for the farmer to donate trees to replace any that would be taken down. Mary advised there used to be a map of all the memorial trees with town paperwork and plaques on some trees.
 - c. Concerns over insurance & liability were also mentioned.
 - d. Discussion was tabled until more information about memorial trees is obtained & details about the farmers exact plans.

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F. Elections

1. Mikel & Chris advised that the Clerk Treasurer term ends this year per SBOA. Mikel advised that Elly should register with the county if she wants to continue in this position. Anyone else wanting to run for the position would also need to register with the county & in that case an election would be held.
2. Elly said her understanding was the new term just started at the beginning of 2024 along with all board members. Mary advised to check with voter registration office for verification.
3. CT term is 4 years. Discussion was had about staggering terms of board members & CT. This has been looked into previously & will be addressed in the new ordinances.

G. Fire Department

1. Ben reported stats for August. 12 calls total. 11 were medical & 1 K-town Fire run.
2. Sept 28 golf outing fundraiser
3. Venmo account being set up for donations
4. Looking to purchase a generator to power the building in case of outages. Asking if the town would be interested in partnering to acquire one powerful enough for both the CB & FD. Will be looking for estimates & grants to complete the project.
5. Township meeting discussed a neighboring FD wanting to acquire part of GVFD territory. This will be considered and decided on by the Township advisory board.
6. Cumulative will be started in 2025 by Trustee
7. In the next 5-7 years, a new will Engine truck will be required.
8. 16 on the roster – 8 that show up consistently. 3 EMT's, 1 career firefighter, 3 paramedics
9. Gloves purchased recently costing \$2000

H. Citizen Concerns

1. Mary advised Dawson's recently moved out of town and offered their play equipment to be donated to CB. Board had no issue with this. Jason will look at it to see if it is in good enough shape to move.
2. Connie had questions about burning debris. Mikel advised to follow state laws/guidelines & it must be in control of the homeowner. FD advised to contact them if any concerns or there will be a known, large fire.
3. Jennifer asked if there will be a Halloween event held. YES - PD will hold event Oct. 26 from 6pm-8pm. Hot dogs, marshmallows & roasting pit will be provided also. Prizes & candy will be given.
4. Jennifer suggested offering marque sign messages to the community as a way to raise money.
5. Mary asked if a welcome gift will be provided to the new business owners in town. Board decided to purchase a dedication plaque to give. Mikel will handle obtaining it.

I. Police

1. PD asked FD to make sure the back doors on their building are being secured properly.
2. Pickens was in a hit & run accident, car was totaled, injuries to hand (jammed into dash).
3. Check will be issued to town when the claim is paid out from insurance.
4. Numbers for Aug. 225 patrol hours 331 training hours 52 admin hours 10 special event hours (for AA) 1 arrest 32 traffic stops 7 tickets 25 warnings 110 business checks 4 dispatch runs.
5. Roster was provided to board of new hires. Training was held in CB, first round class room training completed. 144 field training hours required to complete in the next 6-8 months
6. PD budget request was reduced to similar amount of previous years & provided to board.

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7. \$4 of each ticket written comes to PD & is placed in LECE fund.
 8. PD now has their own EIN. PD opened their own bank account (completely separate from town's GPD account) with Mikel as a trusted signer.
 - a. Pickens consulted with SBOA – all payroll s/b issued from GEN fund. Remaining funds from town's GPD account was transferred to their new account, minus chief salary to be placed in GEN fund.
 - b. Chief provided documentation of all transactions made with the town's GPD account before closing.
 9. Pickens says the SBOA advised Internal Controls need to be in place & town has been advised of this since 2022.
 - a. Pickens advised SBOA's only issue with new bank account was lack of internal controls & as long a trusted member was also on the account, they were fine with PD having it.
 - b. Elly asked if SBOA specifically said it is ok to have money outside of CT control. Is there any documentation for this? PD did not have documentation.
 - c. Elly provided email exchanges with SBOA where they indicated a separate GPD account is not required/advised. Info from her emails with SBOA was read & copies provided to the board. (attached to minutes). SBOA stated:
 1. Anyone with access to town funds should be bonded (Elly asked insurance rep to check on blanket bonds & other types of bonds. Still waiting on a response)
 2. PD account should still be under CT control
 3. SBOA does not recommend having debit cards for any accounts.
 4. Elly recommended further verification with a lawyer when board contracts with one.
- J. Internal Controls
1. SBOA provided examples to Pickens of towns that lacked internal controls & issues that have arisen due to this lack of policy.
 2. Jennifer asked if the board members' monthly review of account transactions & balances is Internal Controls. Elly advised this IS part of Internal Controls, but there is more that is required regarding polices being put in writing, plus verification that polices are followed.
 3. Elly will start drawing up Internal Control documents for Board review & approval.
- K. Roads / Streets
1. Stop sign at 4way; G.Pike & High St.– PD feels mounting it on the pole is too far from road. Jason suggested a bigger sign be purchased & added to the sign for better visibility. Options for a sign with blinking lights was discussed – but there are issues with power access – could we purchase a solar powered sign? Reflective spinners, rumble strips... (no decision made)
 2. Jason suggests speed limit sign needed going west out of town? Place speed trailer in this area? Mikel suggests Add "town-wide" to all speed limit signs?
 3. Jason asked where does Speed limit increase start when going out of town? Town limit or after the sign that indicated increased limit? Discussion indicated that the limit increases at the point of the speed limit sign. Asked for officers to be consistent in enforcement of this.
 4. PD Wants to get stop sign lines painted by October.

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Board adjourned the meeting at: 8:30pm

Minutes Submitted:

Clerk – Treasurer Mary (Elly) Keck

Mary E. Keck

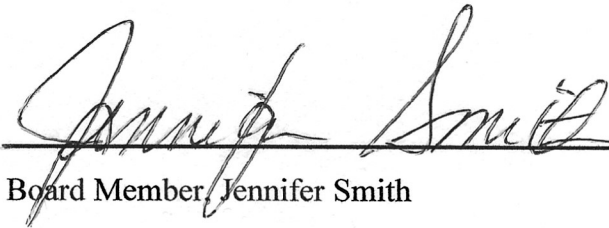
Minutes approved by:



President, Mikel Knepley



Board member, Jason Clark



Board Member, Jennifer Smith

-----Original Message-----

>> From: Clerk, Mary (Elly) Keck <clerk@townofgreensboro.in.gov>

>> Sent: Thursday, August 8, 2024 12:55 PM

>> To: SBOA Cities.Towns <Cities.Towns@sboa.IN.gov>

>> Subject: Surety Bonds

>>

>> **** This is an EXTERNAL email. Exercise caution. DO NOT open
>> attachments or click links from unknown senders or unexpected email.

>> ****

>>

>> I have a question about board members & other employee's having
>> access to the town's bank account. At the board's request, I opened
>> a separate checking account for our police department and the Chief
>> of Police has access to it, along with myself. They also requested
>> for one of our board members to have a debit card for our town
>> account because he does the mowing and maintenance at our community building.
>> These 2 actions were put into place several months ago. The Board
>> President is now asking for himself (or another board member) to be
>> added as a signer on the account as well. The reasoning is that if I
>> was to ever become "incapacitated", another person would have access
>> to the account. He has also indicated that this is standard
>> procedure in other small towns of Henry County.

>>

>> I began to question whether or not a board member would need to be
>> bonded in order to have full access to the account, since the
>> Clerk-Treasurer is bonded upon taking the office. From what I am
>> reading in IC 5-4-1-5.1 and IC 5-4-1-18, I am interpreting the
>> statute to say that *anyone* having access to over \$5,000 of the
>> town's money annually needs to be bonded. So if I am correct, the
>> Police Chief, the board member who currently holds a debit card and
>> now the President all need to obtain bonds.

>>

>> Please let me know your thoughts &/or experience with this topic.

>>

>> Thank you,

On 2024-08-13 09:15, SBOA Cities.Towns wrote:

> Mary,

>>

> I understand your concerns. You should be the primary person that
> can access the town's bank accounts. It makes sense to have one other
> person that can be delegated, to access the account if you should be
> incapacitated. But you should work out with the bank that until the
> delegation is made, you would be the only person to access the
> account.

> You are correct. Anyone who has access to the account should be
> bonded to protect the town.

I am not sure why the town needed a separate account for the police
>> department, but that account should still be under your control. If
>> the police department needs a "drug-buy" or confidential informant
>> fund to aid in investigations, there are procedures for that and that
>> would operate similar to a petty cash fund.

>>

>> We don't recommend debit cards as that gives the person with the card
>> direct access to the account. All disbursements from the account
>> should be done by the claims process and approved prior to the
>> disbursement. A debit card circumvents that process. You also need
>> to consider the safety of the Town's bank account. Allowing for debit
>> transactions from the account is a higher risk than checks.

>>

>> It is possible to set up a petty cash fund to handle small emergency
>> purchases for parts or fuel when the Town Hall isn't open. But that
>> would be a local decision. See the March 2022 Cities and Towns
>> Bulletin Page 8.

>>

>> <https://www.in.gov/sboa/files/CitiesTowns-Bulletin-March-2022.pdf>

>>

>> IC 36-1-8-3 Petty cash fund; establishment; use; reimbursement

>> Sec. 3. (a) The fiscal body of a political subdivision may
>> establish a petty cash fund for any of its offices in a like manner
>> to that prescribed by section 2 of this chapter.

>>

>> (b) The custodian of a petty cash fund shall use it to pay small
>> or emergency items of operating expense. A receipt shall be taken for
>> each expenditure made from the fund.

>>

>> (c) The custodian of a petty cash fund shall periodically file a
>> voucher, with all original receipts totaling the cash claimed
>> expended being attached to it, so that the fund can be reimbursed for
>> expenditures from it. Reimbursement must be approved and made in the
>> same manner as is required for other expenditures of the political
>> subdivision.

>>

>> [Pre-Local Government Recodification Citation: 18-5-18-2.]

>> As added by Acts 1980, P.L.211, SEC.1.

>> I hope this information is helpful.

>>

>>

>> Lori Rogers, CPA, CFE

>> Government Technical Assistance and Compliance Director Indiana State
>> Board of Accounts

>> 302 W. Washington Street, Room E418

>> Indianapolis, IN 46204

>> PH: (317) 232-2512 lrogers@sboa.in.gov

>>

>> The foregoing should not be construed as a legal opinion, but rather
>> the position we may take during an audit of your unit. Please consult
>> an attorney on all legal matters.

Adding signer to a public funds business account Information
Rental
Star Financial

Kelsie Conwell <Kelsie.Conwell@starfinancial.com>

Attachments

Thu, Sep 5, 12:30 PM

to clerk@townofgreensboro.in.gov

To whom it may concern,

I spoke with Mary today about options on adding signers/ or beneficiaries to the Town of Greensboro account. Adding a POD/ beneficiary is not an option as its public funds and the town being the owner of the funds will never die, so it would never take effect.

The option to add another signer is what we would recommend. Attached you will find a business resolution where each signer can be assigned different capabilities if needed, which are each described on the form. I also have attached a customer profile form that has what all information we will need to add the person as a customer in our system to be able to be added to the account. There is also option to just have a debit card on the account without being added to the account as a signer. The debit card limits would be set by you all for ATM(cash) POS (store spending).

To make the changes to the account we will have to have a signed letter or meeting notes that say who and what access before anything could be officially changed.

Let me know if you have any questions.

Thanks,

Kelsie Conwell | Personal Banker II

NMLS#2394728

403 Parkview

New Castle, IN 47362

P 765.593.5100

starfinancial.com |

Schedule an appointment