



Town of Yorktown

PO Box 518 • 9812 W Smith St

Yorktown, IN 47396

765-759-4010

www.yorktownindiana.org

April 15, 2020

To Whom It May Concern:

In the event that the Clerk Treasurer is temporarily unable to perform essential duties, the Deputy Clerk Treasurer, Amanda Reinke, the Town Manager, Pete Olson, and the Council President, Rich Lee, will be notified by email and by phone that the following procedures will begin.

Essential duties will be performed by Amanda Reinke including payroll, accounts payable, claims docket, paying taxes, sorting mail, creating council meeting minutes, and making daily bank deposits. Events that require a signature will be authorized through MutualBank/Northwest Bank and will be performed by Rich Lee and Amanda Reinke. Furthermore, Rich Lee will review and approve each check before signing. If the Clerk Treasurer and the Deputy Clerk Treasurer are unable to perform their duties, Erin Hurley, will be given access and authorization to take over essential duties of the office. If Rich Lee is unable to be a co-signer, then Robert Ratchford will be authorized in place of Rich Lee.

Additionally, Milo Sutton should reset the email password and provide a temporary password to access the email account of the Clerk Treasurer to whomever is performing the duties of the Clerk Treasurer. Donna Vinson of Hartman & Williams should be consulted to assist in assigning tasks, completing tasks, and overseeing the essential activities of the Clerk Treasurer's office. Monthly bank reconciliations should be completed by Donna Vinson in the event of a prolonged absence. After the Public Health Emergency and the temporary replacement of the Clerk Treasurer has concluded, Donna Vinson should be engaged to assist the Clerk Treasurer with reviewing and ensuring that all transactions were properly processed.

Contact information:

Consultant-Hartman & Williams

Donna Vinson

dvinson@hartmanandwilliams.com

765-730-3890

MutualBank/Northwest Bank-

Kristi Ingram

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765-759-7748

Rachel Lunsford

765-759-7748

Town Attorneys-

Steven Murphy

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Maura Hoff

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State Board of Accounts-

Todd Caldwell

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317-232-2513

Susan Gordon

Keystone Software

1-800-875-1553

Information Technology-Taylor Made Technology

Milo Sutton

milo@taylormadetech.com

765-730-1259

Sincerely,



Mr. Lance Turner

Clerk Treasurer

Town of Yorktown

765-759-4010 work

765-748-0583 cell

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lantrn@outlook.com

Approved by:

Rich Lee

Council President

Yorktown Town Council