

MEETING #4 MINUTES

November 18, 2015

The budget workshop meeting opened at 7:00 PM Dave Sprigg asked Mike from Franklinton Fire Company if they had received their check yet. Mike said they had not yet received it but they had also not picked up the mail for the day. Discussion was held on the EMS and Franklinton Fire Company checks. Pam said that the EMS check went out but she had to check on the fire company check. Mike said that they had a verbal agreement three years ago when Ed was here was that they would get the money in January and then June or July of each year so they would have an even cash flow. He discussed their bills and the money they also get from the state.

He said he spoke with Scott McClintock and that they also want their money distributed at the same time. The companies will jointly send a letter into the township stating they want their monies split into two payments for distribution in January and June. Pam asked if they could definitely send us something in writing so that it's on record. Naomi said that she thought Michelle talked about putting the payment schedule into QuickBooks for January and June. EMS could be on the same schedule. At the January meeting, the BOS can make a statement that payments will be made in January and June so it's in the minutes.

Pam checked to see if the check was made out/sent. \$12,375 was sent in June and the State Shared Revenue check was also sent. \$12,375 is still owed to Franklinton Fire Company. Pam stated that if it was in as a Memorized Transaction in QB, it would have come up for payment. The BOS instructed Pam to cut the check; they would sign it and give it to Mike. Pam checked and said that it was in QB with payment dates for June and again for 12/1. The payment dates have to be changed to January and June.

The confusion seems to be that it was never put in writing so the information didn't get passed from the last treasurer to the interim treasurer to Pam correctly. Also, the payment schedule was not correct in QB. Pam will correct the Memorized Transaction list to reflect January and June for Franklinton Fire Company, Citizen's Fire Company and Citizen's EMS.

Budget discussion was started with 413.00, 413.18, Construction Code Officer-RAS. Expenses were gone through line by line. For 413.18, Don stated that more houses may be built next year. For UCC Building Permits-DCED, projected was more than budgeted for last year so it was agreed to raise this line to \$250. For UCC Publications, Pam said there has been no actual expenses for that for the last two years. Dave said maybe it's because information can be printed directly from the Internet now. This line was decreased to \$250. For 413.32, BCO Salary, Pam stated that she was under the impression that Nancy absorbed those duties and the BCO duties are included in her salary; that we don't actually pay Nancy a separate salary for BCO work. The BOS agreed on the above statement but decided to let this line item in the 2016 budget in case Nancy isn't in the position in the future. Pam stated that 413.37, Code Enforcement Officer Salary, is the time Carol spends on Codes Enforcement which is less than Zoning. Pam said the majority of times on Carol's time sheets are under Zoning; the same is true for Carol's mileage. The time and mileage should be broken down between Codes and Zoning.

Codes Enforcement/Zoning Officer only goes out if there is a written complaint. Don stated that is what Franklin Township has stipulated. An audience member asked if in comparing the Codes Enforcement/Zoning Officers budgeted salaries with actual salaries and with all of the stormwater management problems and other zoning issues (2nd residencies, etc.), should this stipulation be changed? There are people that have additional structures that don't have stormwater management systems that are in violation. There was concern that the township may be losing tax monies on structures that are out there but there aren't/weren't permits ever issued for. The BOS said that these structures may have already been reassessed and the resident may already be paying taxes on it. Discussion was also held on a recent variance request addressed at a Zoning/Hearing Board meeting. The question was brought up that if the Codes Enforcement/Zoning Officer is going to investigate a complaint, should she/he verify all of the structures, etc. on that property because of stormwater management, electrical inspections, taxes, etc.?

413.38, Code Enforcement Officer Miles was reduced to \$500 from \$1,500 and 414.36 Mileage-Zoning was increased to \$1,500 from zero. A question was raised on if ZHB members are paid per meeting or per hearings held for one meeting. ZHB members are paid per meeting. For the Zoning Board Solicitor line, it was stated the actual should be higher. There was a meeting held in the first quarter, none in the second and third quarter and more hearings have been held in the fourth quarter. Pam printed the quick report for Reager & Alder to review the amount charged to 414.12, Zoning Board Solicitor. It was decided to budget \$10,000 for 2016. The BOS instructed Pam to take line 414.14, Planning Supplies out. 414.15 Zoning Board Salary was raised to \$500. 414.17 Training Zoning was raised from zero to \$300; 414.21 Supplies Zoning from zero to \$200 and 414.33 Plan Recording Fees from \$400 to \$800.

For Emergency Management, all budget numbers were left the same for 2016 as 2015. There were questions on why there were zeros in 415.21, Repairs & Maintenance and 415.25, Radio License. Were any repairs made on equipment or any batteries purchased? And who pays for the radio license? Pam said she would check with Laurin.

CDL Drug & Alcohol Testing was raised to \$300. Highways budget items were left the same for 2016 as 2015 through 437.00 Equipment Maintenance except one line. Line 430.76 Miscellaneous Expense was raised from zero to \$500.

Discussion was held on the amount for 438.14 Highway Maint Wages and 438.15 Highway Wages Non-Project. It was decided instead of keeping 438.14 at \$65,000 and 438.15 at zero to split the monies into both lines but bring it more in line with the projected for 2015. Each line was budgeted \$25,000. 438.51 Miscellaneous Expense was increased to \$500 and 438.55 Equipment Rental was reduced to \$1,000. The board instructed Pam to check with Gary on 438.45 Contracted Services-Hwy to see what all that covered and if the budgeted amount for 2016 was okay. 439.15 Highway Wages-Project was budgeted zero. Pam will check with Gary to make sure there aren't any projects scheduled for 2016. She will also double-check with Gary on all budget lines for Highways in the General Fund.

lines, 405-459 were kept the same for 2016 as 2015. A question was raised as to when water fountains will be put in at the parks. Don also brought up that there is an issue with the electric going to the girls softball shed. The BOS said Parks & Recreation would have to look at that. A question was raised if money is contributed from soccer and baseball for field maintenance; discussion followed. Budgets for 471.00 Debt Principal, 472.00 Debt Interest, 481-484 Employer Paid Benefits and 486.00 Insurance were also kept the same for 2016 as 2015. Dave mentioned he would like to see an updated Health Benefits overview of what the township pays, the employee pays, etc. There is nothing in the Employee Handbook that states how much the township pays vs. what the employee pays. For Dental and Vision, the question was asked if they were increasing for 2016? Pam will check with Nancy. Discussion was held on if there would be an employee wage increase in 2016 for employees that are under the Health Insurance. One of the supervisors mentioned that if there was an increase it would be no more than 2%. Discussion was then held that the health insurance premium that the township was absorbing was far more than 2%. Wages will be discussed and voted on at the January reorganizational meeting.

Pam asked the board what line was used to balance the budget last year. Dave thought that one of the the Interfund Operating Transfer lines was used but to double-check with Michelle. A meeting date was discussed to approve the budget. Due to advertising requirements, it was decided to hold the meeting on December 22, 2015 at 9:00 AM.

The board approved the minutes from the 10/27/15 budget meeting. Dave made a motion to approve the minutes and Don seconded the motion. Discussion was held. Dave amended the motion to approve the minutes contingent on revision of the second sentence in the second paragraph. Don seconded the amended motion; the motion passed.

Pam asked if anyone within the township is supposed to clean the offices. The board thought that it was the road crew that was to clean the offices. Discussion was held on possibly hiring a cleaning service to clean once per month. Pam said she didn't mind cleaning her office. The board asked Pam if she'd want to do the vacuuming, dusting and general light cleaning. She said she'd think about it for 2016. She suggested hiring someone to do the initial cleaning then keeping after it once that is done. The wages would have to be kept separate. John Holder is going to wax the new floor.

Pam said a bill came in from Wilson Paving for the paving of the parking lot and walking path at Century Lane Park which she paid from the Recreation Fund. She asked the board if they wanted money transferred from the Recreation West of 15 fund to the Recreation Fund to cover that since they talked about spending that fund down. They said they were expecting the rest of the pavilion roof expense at Ponderosa Park would take care of that.

Don also said that metal handrails should be on both sides of the new sidewalk out front. The board then held an Executive Session meeting.

The meeting adjourned at 10:05 PM

Pam Williams