

## RECORD OF PROCEEDINGS

Minutes TOWNSHIP TRUSTEES

SPECIAL

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held ADMINISTRATION BUILDING

JUNE 3, 2013 20

Chairman Dickinson called the meeting to order at 9 AM. Trustees Justin Madden and James Mueller were present. Also present was Fiscal Officer Charles Walder.

This was a special workshop meeting called for the purpose of reviewing the proposed 2014 budgets, reviewing the current budget and adjustments made, and implementing strategies for generating income and decreasing expenditures within each department.

**ROAD DEPARTMENT:** Road Superintendent Gene Layne was present. The meeting started with a review of last year's goals. Then, it was discussed that the 2013 expense budgets were adjusted to reflect actual revenue due to an error in calculation. As such, the Road Department is spending at a rate consistent with the inflated budget and is running at a deficit. The loss anticipation is not expected to last more than to 2014, but expenditures must be decreased or income increased to offset this loss.

Ideas discussed to have sufficient carryover for the 2014 budget include reducing the road paving load, joining the Maintenance and Road Departments together and selling or renting the current Maintenance building, and renewing levies. The Trustees agreed that laying off any staff would be the absolute last resort.

The Trustees and Fiscal Officer suggested that the Road Department get prior approval for purchases over \$5000.00 as well as to seek approval from the Trustees before any overtime is allotted.

**MAINTENANCE DEPARTMENT:** There was a short break and the meeting reconvened at 10:30 AM with Maintenance Superintendent Jack Gallagher.

After a review of last year's goals, the error in calculation of the revenue for the 2013 budget was discussed. Multiple accounts in the General Fund were reduced in the 2013 budget, and, as the Maintenance Department is part of the General Fund, spending has to immediately decrease.

The sewer project was discussed. The original budgeted amount had to be consumed in the new budget and proposed budget for 2014 to make the budgets balance. As such, there is currently no significant funding for the sewer. Mr. Madden questioned why there was no indication as to whether or not the Township was signed up to participate in the sewer program and whether or not the Township was obliged to participate. Mr. Gallagher reported that he had heard the Township was currently not scheduled to go ahead with the project. Mr. Dickinson requested that Mr. Gallagher call the County to see why the Township was taken off the list to participate in the project.

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There were several suggestions to cut spending for the Maintenance Department and the general fund as a whole. Such ideas included cutting overtime, getting rid of the current cleaning and water services, selling or renting out the Maintenance building, and joining the Maintenance and Road Departments together to create one large department. Mr. Gallagher stated that the Maintenance building couldn't be rented without the sewer. Mr. Walder stated that he was not sure of the burden the Maintenance building put on the Township's funds as the funding and costs were put together into one lump sum in previous years.

Mr. Dickinson suggested that the Township consider selling off assets that are not being fully utilized. However, all Township-owned buildings are zoned as office space which may limit the sale or rental of such buildings.

Mr. Gallagher was advised that purchases over \$5,000.00 as well as any expected overtime have prior approval from the Trustees.

*Mr. Mueller made the motion to adjourn. Mr. Madden seconded the motion and it passed unanimously.*

The meeting was adjourned at 11:30 AM.



James Dickinson, Chairman



Charles Walder, Fiscal Officer

Recorded by: B. Milite