

ADMINISTRATION BUILDING

JUNE 5, 2018

Chairman Madden called the meeting to order at 9:01 am. Trustee Gabram and Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present. Chief Frazier was present.

**FIRE DEPARTMENT:** Mrs. Walder went over the Fire Department's five year budget. Mrs. Walder advised the Trustees that the collection for the fire station bond will be collected before all the payments are due. The levy collection for the Fire Station Bond will be done in 2020, with the bond expiring in 2022.

Fiscal Officer Karen Walder advised the Trustees that the Fire Department cash reserves for 2018 is low due to the purchase of the Fire Tender. The Fire Department has been increasing expenditures by \$50,000.00 a year since 2012, this includes more personnel and capital equipment. Between 2017 and 2021 the Fire Department has budgeted about 2 million dollars in new capital equipment.

Chief Frazier would like to add some more full time personnel after the Fire Station bond is paid off, being a part time Department he is always looking for available personnel.

Chief Frazier explained how mutual aid works between Russell and neighboring communities. Also discussed was the anticipated delivery of the new Fire Tender in July. Chief Frazier indicated this should result in some savings as the old Tender experiences high maintenance costs. The Chief further anticipates some revenue returned to the Fire Department when the old Tender is sold.

Mrs. Walder recommended that the Chief and Fiscal Office work together to map out the milestones for the next large equipment purchase - most likely a new Fire Engine. Chief Frazier will start working on specs now and research financing options, as well as looking into possible grants for the purchase.

**GENERAL FUND:** Mrs. Walder went over the General Fund's five year budget.

The general fund is responsible for maintaining four major buildings that have many long term projects. The five-year budget for the general fund - when all capital projects that are on the plan are included - is only secure until 2021. Mrs. Walder reiterated the fiscal management plan established several years ago in which the Township has been working to ensure that each Department can stand on its own.

One way to help the general fund remain secure would be to reduce the 1 mill of inside millage that the General Funds allocates to the Road Department, once the Road Department converts their 5-yr Levy to continuous as recommended by the Fiscal Officer.

Fiscal Officer Karen Walder discussed with the Trustees the challenge of managing all the budgeted projects going forward since the Fiscal Officer has changed. The Fiscal Officer can verify that the funds are available but would have difficulty managing multiple projects. Mr. Mueller suggested that perhaps a person could be contracted on a part time basis for General Funds projects. The Board will look into this. Mr. Madden also recommended that the Board revisit/review the township's strategic plan in order to establish priorities for the various projects.

The Zoning Department capital requirements over the next few years consist mostly of computers. The Zoning Commission and the Board of Zoning Appeals did not submit budgets.

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**Employee Health Care:** Mr. Madden remarked on the challenges in securing employee health care for 2018, and the continued instability and uncertainty regarding health care pricing looking forward. He made a recommendation to the Fiscal Officer to "start early" in securing quotations for employee health insurance options for 2019.

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

The meeting was adjourned at 11:38 am.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka