

ADMINISTRATION BUILDING

JUNE 5, 2019

Chairman Madden called the meeting to order at 3:01 pm. Trustees Gabram and Mueller were present. Fiscal Officer Karen Walder and Trustee Assistant Melissa Palmer were also present. The following Department Head was present: Road Superintendent Gene Layne.

**ROAD DEPARTMENT:** Mrs. Walder went over the Road Department's five year budget, revenue sources and assumptions, and expenditure trends and assumptions. Mrs. Walder commended Mr. Layne for the continued efficiencies of the Road Department and noted O&M expenditures have been stable for the past five years.

Mrs. Walder stated she discussed his submitted five year capital needs with Mr. Layne and this resulted in two changes. The first was a change for equipment capital for 2022. The Gradall is anticipated to be around \$350,000.00, a significant expenditure for which a purchase plan spreading costs over a 10-year period is recommended.

The second change was for building capital/O&M. If the new storage building goes forward, it is recommended that each department contribute towards O&M and that is reflected in the budget. Mr. Gabram remarked that with some changes to the new building plan, the Road Department will probably not be involved in the new building. Mr. Gabram said that Mr. Layne will utilize the existing shooting range building with his smaller equipment.

Mrs. Walder reported that the Facility Coordinator, Shane Wrench, received a quote to reroof the salt shed with metal roofing in 2020. The estimate came in at \$23,500.00. Mr. Layne said it is currently a shingle roof and the way the wind blows, the shingles are blowing off.

Mrs. Walder reviewed the Road Department's revenue since 2013, noting the new Levies and the new revenue sources from the increased Gas Tax and Permissive Tax. She also noted that all road levies are now continuing.

Mrs. Walder stated that there may be an additional \$350,000.00 in capital for 2020 due do the OPWC funding we are anticipating receiving in 2019 for the County Line Road project. Mrs. Walder also stated that another \$40,000.00 may become available in 2020 as a result of the settlement of the 2017 health insurance claims. Mr. Madden would like to closely monitor the available capital so that the Township may take the opportunity to pave Roads previously submitted to the County Engineer.

Mr. Layne was asked about the state of his equipment and workforce and he reported that they are both in good shape.

In other business, Mr. Layne reported on the County Line Preconstruction Meeting held on May 31, 2019. He also advised the Trustees of a developing issue with a large 36" culvert pipe on Marden Drive.

**ZONING DEPARTMENT:** Mr. Wrench reported that the BZA does not require iPads but would like the Zoning Inspector to have a "D" size printer to be able to print larger drawings for the meetings. It is not a budget priority at this time as there are more cost effective alternatives available.

A new laptop for the Zoning Inspector is budgeted in 2022 under the General Fund budget.

A discussion was held regarding part-time help for the Zoning Department. Ideally, this individual would help in the administration of the Zoning Department and take minutes for ZC and routine BZA meetings. Also, discussed expanded use of a court reporter for more involved BZA meetings. The cost is estimated at \$90/hr and \$5.00

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per page to have a court reporter. Mrs. Walder has increased the budget \$10,000.00 in anticipation of these expenses. The Trustees asked Mr. Wrench to identify roughly how many hours a week that a part-time employee could be utilized. He indicated that April through September is typically the busiest time.

Noting the significant costs of certified mailings and that some neighboring Townships no longer do certified mailings, Mr. Wrench was also asked to research the feasibility and process to provide Zoning notices via non-certified means.

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

The meeting was adjourned at 4:35 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Sustar