

ADMINISTRATION BUILDING

JUNE 16, 2015

Chairman Madden called the meeting to order at 9:05 AM. Trustees Gary Gabram 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 2016 budgets, reviewing the current budget and adjustments made, and implementing strategies for generating income and decreasing expenditures within each department.

ZONING: Zoning Inspector Diana Steffen was present.

Ms. Steffen discussed the progress that the Zoning Commission is making on the Land Use Guide Plan. She reported that it should be done by the end of this year but the Trustees will not have it adopted until next year.

Ms. Steffen went over the capital items that she would like next year such as a new photo copier, new computer, and an inspection vehicle. Mr. Mueller suggested that we get the Zoning Inspector magnetic signs for her car and the possibility of sharing a vehicle with the Road Superintendent and the Police Department since a new vehicle is not in the budget.

Chairman Madden suggested that once the Zoning photo copier is no longer working that Ms. Steffen share a copier with the Fiscal Office. Zoning is currently continuing to pay the \$600.00 a year copier contract to keep her copier functioning.

Ms. Steffen commented on how the County Prosecutor's office has been very helpful with the Board of Zoning Appeals, which has been very busy this year.

Ms. Steffen commented that she is very busy and needs help keeping up with all of the paperwork she has. Mr. Walder suggested that we utilize his staff for Road Department administrative work to help take away some of the paperwork and lighten the responsibility of the Zoning Inspector. Mr. Mueller suggested having a temp come in a few times a week to assist Ms. Steffen with some of her clerical work. Mr. Madden stated that more data needs to be obtained before any headcount consideration could be made.

Ms. Steffen was excused at 9:55 AM.

ROAD DEPARTMENT: After a short break, the meeting was reconvened with the Road Superintendent Mr. Layne was present.

Mr. Layne talked about how he would like to put a peaked roof over the entire Road Garage. He would also like to purchase a skid steer next year. This equipment would be very helpful in their day to day work, and would also be helpful at the Recycling Center and the Cemetery.

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Mr. Layne and Mr. Walder discussed taking money from the Road Departments carryover if necessary, to have an emergency road repair to Hillbrook Lane East, which washed out due to flooding from a storm.

The Road Superintendent reported that the new truck outfitting is on schedule and will be ready for this winter.

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

The meeting was adjourned at 10:54 AM.

Justin Madden, Chairman

Charles Walder, Fiscal Officer

Recorded by: J. Dorka