

COMMUNITY ROOM

March 16, 2026

The meeting was called to order at 5:01 pm by Chairperson Hare. Trustee Port was present and Trustee Heutmayer joined at 5:09 pm.

Board Administrator Melissa Palmer and Fiscal Officer Karen Walder were present.

The following Department Heads were present: Police Chief Tom Swaidner. Fire Chief John Frazier joined the meeting at 5:40pm.

The Pledge of Allegiance was said.

Please see PowerPoint presentation made by Mrs. Walder, which included four topics: Terminology; Review of past Budget process; Review of 2025 cash carry over – General Fund; and Fiscal Officer recommendations to better align the Township's 2027 Budget process.

Mrs. Walder discussed health care and HRA funding. Conservative budgeting based on a family level, and fully funding of the HRA – which allows a two-year claim to look back - results in encumbering for the maximum exposure. Mrs. Walder stated that HRA claims historically have used between 45%-65% of the allocated funds and recommends reducing the HRA encumbrance to better align with our experience.

Mrs. Walder stated the Township has been using ClearGov for three years and the platform has provided significant value to the Fiscal Office for capital planning, but it has not been widely adopted or appreciated by the Board or Department Heads. Based on the renewal cost of about \$25,000 for a three-year subscription, Mrs. Walder suggests an alternate process be established, as the current level of utilization does not justify the expense to taxpayers. Ms. Port indicated she was not able to access ClearGov and had opened a support ticket. Mrs. Walder explained that the email notifications were not coming through because ADP was alerted to a suspicious email by Ms. Heutmayer. Mrs. Walder said that she was working with ADP and ClearGov on a resolution.

Mr. Hare said the Board needs realistic info from each department on project plans for this year. He also said that the inside millage growth should be used as the first line of support for the departments. Ms. Port noted past practice where each department was self-funded. Mrs. Walder said while that approach had been in place since inheritance taxes were phased out in 2013, she recommends that General Fund resources should be to avoid going to the voters for a Levy. Ms. Heutmayer remarked on the broader property tax conversations going on at the State level, and that project placeholders in the Budget which are not expended become hidden taxes over time. She suggested a reset on how the Board approaches budgets.

COMMENTS FROM THE PUBLIC WERE RECEIVED

Mr. Hare pledged to do right with the budget process going forward. Mrs. Walder again stressed the importance of permanent appropriations, since the Township's current appropriation measure establishes the beginning balance for the 2027 Budget. Ms. Port requested that Reserve Funds be added to the terminology. Mr. Hare recognized the Chiefs and Road Superintendent for their work in seeking ways to save money, including Grants.

TOWNSHIP TRUSTEES

SPECIAL

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Schedule for a special meeting was discussed. Mrs. Walder asked that the Board provide the list of capital projects that should be included for permanent appropriations. Mr. Hare asked each department to submit an email to the Board indicating the projects that are new requests, versus projects that were included in the 2026 Budget, so they could be discussed at the special meeting. The Board

indicated their intent to hold a special meeting on March 27th at 12:30 to approve a permanent appropriation resolution.

Mr. Hare made the motion to adjourn. Mrs. Heutmaker seconded the motion, and it passed unanimously.

The meeting was adjourned at 7:06 pm.

Christopher Hare, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone