

RECORD OF PROCEEDINGS

Minutes of TOWNSHIP TRUSTEES

SPECIAL SESSION Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held RUSSELL ADMINISTRATION BUILDING May 31, 2013

Chairman Dickinson called the meeting to order at 8:02 A.M. Trustees Justin Madden and James Mueller were present. Also present was Fiscal Officer, Charles Walder.

BUDGET PREPARATION: Mr. Dickinson opened the meeting inquiring about the current state of the Budget. Mr. Walder indicated that the preliminary 2014 budget was complete and ready for departmental workshops. Mr. Walder advised Trustees of the necessity to adjust the 2013 expense budgets in order to increase 2014 carry over and account for an overstatement of revenue on the 2013 budget. Mr. Walder indicated that the overstatement issue presented a 2013 expense challenge and that departmental budget expense items would need to be watched closely to avoid end of year issues.

Mr. Walder pointed out that in order to balance the preliminary 2014 budget he consumed a significant portion of the Townships remaining carry over balances, deleted provisions for the 87/306 sewer project, and indicated a cash flow challenge would exist beginning in early 2015 as the Township's carry over would be dangerously low. Belt tightening throughout 2013 and 2014 was strongly recommended to conserve as much carry over as possible.

After much discussion it was agreed that all departments would be encouraged and advised as follows:

- 1.) Cut all discretionary overtime (unless approved by Trustees)
- 2.) Pre-approve all purchases over \$5,000 by a Trustee & Fiscal Officer.
- 3.) Delay any capital purchases if possible.
- 4.) Invoke all available cost saving measures and encourage departmental costs cutting programs.

Many ideas were put on the table and discussed including:

- 1.) Merging of departments and departmental functions.
- 2.) Consolidation of Township property and assets.
- 3.) Investigate the Township's longevity program, elected official's salaries, & annual pay raises.
- 4.) The Township's benefits package and vacation/sick time buy back policy.
- 5.) Investigate any and all avenues of revenue increase and expense decrease.

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

The meeting was adjourned at 9:44 A.M



James Dickinson, Chairman



Charles Walder, Fiscal Officer
Recorded by: C. Walder