

ADMINISTRATION BUILDING

JUNE 6, 2019

Chairman Madden called the meeting to order at 9:03 am. Trustee Gabram and Mueller were present. Fiscal Officer Karen Walder and Chief Frazier were also present.

FIRE DEPARTMENT: Mrs. Walder went over the Fire Department's five year capital needs submitted by Chief Frazier, and noted to the Trustees several capital items the Chief has indicated are eligible for grants.

Mrs. Walder noted that in his five-year capital plan, Chief Frazier included a lease-purchase option for the new Fire Engine so the Fire Department budget doesn't have to incur a huge cash outlay as it did when the new Fire Tender was purchased. Mrs. Walder advised the Trustees that some type of financing or a lease to purchase where the township could make a yearly payment over 10 years was preferred for budgeting purposes. The Trustees ask Chief Frazier to investigate plans for the most advantageous. Chief Frazier reported that the department has identified the options needed, and when the engine is ordered it is expected to take a year to be built. If the purchase is approved in 2020 the township would take delivery and have it in service in 2021. Chief Frazier said that the current engines that are in service are 30 & 31 years old. His plan would be to sell the 31-year-old Engine once the new engine is in service. Mrs. Walder told Chief Frazier that she needs at least 60 days so that she and the township's APA can review any contracts related to the engine purchase.

The brushfire pickup truck and one of the Expeditions are on the replacement schedule also. Chief Frazier advised that the pickup truck and the oldest Expedition are 1996 models.

Mrs. Walder said that the Fire Station is 18 years old and she is concerned that there is nothing budgeted in the 5 year plan for capital repairs for the Fire Station. Chief Frazier advised the Fiscal Officer that when repairs are made, he uses the repairs and maintenance buildings & grounds account. He also advised that since the roof has been kept up with that there have been no major issues.

Mrs. Walder went over the Fire Departments' expenditures and operations & maintenance trends. Expenditures are up from last year and O&M is about the same as last year. The cash reserves for each department are based on actual 2018 expenditures. Mr. Mueller said he would like a cash reserve account for every department so it is clear how much money is in the cash reserve accounts.

Chief Frazier advised the Trustees that he would like to move 4 firefighters from part-time to full time, explaining it is hard to staff with part time only, and there are times when the station is understaffed and there is no one to call in. Chief Frazier told the Trustees that there is at least one crossover call every week. The Chief estimated a cost of \$266,000 for this change, however Mrs. Walder noted that she had not received nor reviewed this estimate and it was not included in the 2020 Budget.

Chief Frazier went over the advances in telemedicine and how it's going to change how EMS responds: they will be able to do more on site than before and potentially fewer people will be transported to the emergency room. This could also have an impact on the time spent per EMS call, as well as fees received for EMS runs.

Mrs. Walder reported that collection for the Fire Bond could be reduced or ended early and she is working with bond counsel and the County Auditor on this matter. Trustees discussed need for a future Fire Department levy and various levy options. Mrs. Walder recommended that a decision on a levy be made once the new reserve study was completed, and the impact of the telemedicine changes can be evaluated..

Trustee Madden reviewed the status of the 2017 health care settlement as it related to the Fire Department.

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GENERAL FUND: Mrs. Walder went over the section of the budget materials that covers all departments. The townships total expenditures are up 30% and O&M has increased due to healthcare. Starting in 2012 -2013 the township has been tracking both increases and reductions in spending and reported overall savings of approximately \$1.2 million over the last 6 years. Mrs. Walder advised the Trustees that the township's calculated cash reserve used in preparing the 2020 Budget is \$3.5 million.

Mrs. Walder went over the General Fund's capital planning items. The General Fund is required to maintain the Administration building, Town Hall, Cemeteries, Old Fire Station, and Bob Hall Field.

The Administration Building needs the sidewalk repaired, and additional security upgrades are being considered. It would help with security and accessibility if the Zoning Department could move upstairs so all employees in the building are on the same floor.

As discussed in earlier meetings, the Old Fire Station needs a new roof, tuck pointing work, and more. Mrs. Walder prepared an analysis of funds that could be used for the construction of a new storage facility. The Police and Fire Departments would utilize the building for storage space, and the Road Department would utilize space in the shooting range for storage when it is not being used. The Trustees would like site plans and quotes for a new storage building.

The capital planning needs for the Town Hall includes a new roof, siding, plumbing and electrical work, and the ramp in the front of the building needs to be replaced as it is a safety hazard. The pipes in the building freeze in the winter, and it takes a very long time for the building to heat up in the winter due to poor or no insulation. The Trustees expressed support for the maintenance items. Mr. Gabram would like to see capital expenditures budgeted in line with the building's utilization.

In the Cemetery the historic church needs new shutters, which are included in the 2020 Budget. They should look historic to match the building. Mrs. Walder reviewed the current staffing and management of the cemeteries as well as the vulnerabilities of the cemetery records. The current system relies on out of date software which will no longer be supported in 2020. Mrs. Walder presented a plan and budget recommending an upgrade of the system and migrating the cemetery operation into the state's UAN system already employed by the Township. The Trustees expressed support of the plan.

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

The meeting was adjourned at 12:07 pm.

Justin Madden, Chairman

Karen Walder, Fiscal Officer

Recorded by: J. Dorka