

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, November 6, 2017

Meeting called to order: 2:50 p.m.

Members Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola, Fiscal Officer Shirley Bailey.

2:50 p.m. Ms. Bowers made a motion to recess into executive session for the purposes of discussing pending litigation subject to ORC 121.22G3.

Roll Call Vote- Bowers-yes, Costello-yes, Warchola-yes

3:04 p.m. Ms. Bowers moved to adjourn executive session and reconvene to the Special Meeting.

Roll Call: Bowers-yes, Costello-yes, Warchola-yes

Ms. Bowers announced no decisions were made and she noted the executive session was for informational purposes only.

Ms. Bailey stated she received information for the GCI conferences along with a mandatory meeting for OSHA and the deadline to register is December 1st. Ms. Bailey stated there is also a meeting on record keeping held by safety council. Ms. Bowers will review all the information and inform Ms. Bailey if attendance is necessary.

Ms. Bailey state she received the renewal information on the accidental and health supplemental insurance for the fire department personnel. The renewal is effective February 2018. Mr. Costello stated this is the supplemental insurance in addition to the VFIS insurance. Ms. Bowers will review and fill out the enclosed questionnaire.

Ms. Bowers gave a brief explanation on Certificate of Resources. She stated at the end of the year the Certificate of Resources must be consistent with township appropriations and tax budget. The tax budget and appropriations cannot exceed the totals available on the Certificate of Resources and the totals fluctuate and reflect the estimated revenues. Typically the last meeting of the year, the trustees make temporary appropriations for the fiscal officer unless the budget is completed. Ms. Bowers would like to complete the budget so temporary appropriations won't be necessary this year.

Ms. Bailey provided copies of the revenue status to the trustees. Ms. Bowers will devise a spread sheet based off the estimates on the Certificate of Resources and compare to the current and anticipated carry overs and present at the next meeting. She explained Ms. Bailey needed to move \$100,000.00 into the account from investments to cover for revenue being down and expenses for the new safety services building.

Ms. Bowers explained the schedules for the levy which show real estate valuations. She pointed out there are three collection entities, Lafayette Township Cloverleaf School District, Lafayette Township Medina City School District, and Lafayette Township Chippewa Lake Village. Ms. Bowers explained the type 2 annexation and a property must meet eight criteria and the property owner or 100 percent of the property owners wish to annex which is driven completely by the property owner.

Ms. Bowers said Lafayette's property values have increased and anticipates township revenue projections for 2018 to be significantly higher. Due to a ten mil limitation 2.4 mils of inside millage goes to Road and Bridge due to Chippewa Lake Village. This causes the General Fund to be low and Road and Bridge high and requires a court order to transfer out of Road and Bridge back to the General Fund. Ms. Bowers explained that the township typically reviews the roads for major repairs every eight to twelve years and currently the township roads are in good shape and she feels we can go another three to four years without a major road project. She recommends looking at what other townships are doing on roads we share and if there are no major projects she recommends taking the 2.4 inside mils and move to the general fund and pay down the safety services building.

Ms. Bailey mentioned that the service and fire department are not keeping track of their department spending which falls under the blanket certificates and she is receiving invoices for purchases that do not have enough funds within the blanket certificate. Ms. Bowers instructed Ms. Bailey to send written notice and have the department supervisor's sign informing them that no expenditures can be made over \$100 without 24 hour prior notice to the department liaison and fiscal officer or the department supervisor will be held personally responsible. Ms. Bowers said we do need to allow for some flexibility for unforeseen circumstances.

Mr. Costello will review the Sheriff Department 2017 hours submitted and will provide a spreadsheet at the next Regular Trustee meeting. Ms. Bailey said she spoke with Carol from the Sheriff's Office and the print out for deputy hours includes the hours worked both for Lafayette and the sheriff's department. The trustees voiced concern over how to discern hours that are being billed to Lafayette versus what should be billed to the Sheriff's Office. The trustees stated there are several discrepancies on what Lafayette is being invoiced and they request clarification.

Ms. Bowers said the trustees will be figuring the budget utilizing the most current appropriation status.

Trustee salaries increased to \$34,000.00 to accommodate for the increase in trustee pay. Ms. Bowers stated two years ago the State Legislature and State Auditor agreed trustees could sign a document once a year indicating they are a liaison and specify the percent of time spent on a specific department which would allow for that particular percent to come out of that departments funds. She said local government funds are being cut and general fund money is decreasing and feels it is in the best interest of the township to have that available if needed. Ms. Bowers explained the process that would be required.

Increase trustee staff salary to \$28,000.00. Discussion over the township administrative assistant's hours took place recognizing the position is becoming increasingly busy. Ms. Bailey stated if it is more than thirty hours on a consistent basis, the township is required to pay benefits. Ms. Bowers suggested we follow legal counsel advice. Ms. Buell stated with the increase in the number of

meetings this year, keeping up with meeting minutes has been trying while maintaining the everyday office duties. She suggested having zoning secretary, Heather Osborn help with the typing of meeting minutes. Ms. Bowers agreed utilizing the zoning secretary may be an option but suggests holding off for the current time. Ms. Bailey stated she has not yet received zoning meeting minutes from Ms. Osborn and reminded that she must retain copies of all meeting minutes in the office.

- PERS increase to \$11,000.00
- Hospitalization increase to \$32,000.00.
- Worker's Compensation increase to \$11,000.00- Ms. Bailey stated this is paid in December every year
- Unemployment compensation increase to \$2,000.00
- Open House levy line item- remove
- Accounting and Legal Fees increase to \$35,000.00
- UAN decrease to \$3,500.00
- Auditing Fees increase to \$4,000.00
- Tax Collection Fees decrease to \$5,000.00
- Tax Collection Fees and Assessments increase to \$4,500.00
- Election Expense no funds needed
- Professional and Technical Services (research) increase to \$3,000.00
- Professional and Technical Services (Website) decrease to \$3,000.00- Discussion was held regarding the future additions to the new website with the goal of providing fast, easy access to information for Lafayette residents.

Ms. Bowers stated she has received numerous complaints within the subdivisions concerning multiple trash haulers collecting trash on multiple days of the week. The residents voiced concern over the effect the heavy trucks have on the roads, the noise and the look of having trash out several days of the week. Ms. Bowers suggests sending a survey to Lafayette residents for their opinions on the township contracting with a single trash hauler.

- Administration copier decrease to \$1,000.00
- Remove Deerview Lane line item- project complete
- Postage increase to \$2,000.00 in anticipation of a newsletter for 2018
- Communication, Printing & Advertising decrease to \$2,500.00
- Electricity Increase to \$2,500.00
- Electricity (Townhall) increase to \$2,000.00
- Electricity (lions Park) increase to \$700.00
- Electricity (Gazebo) increase to \$700.00
- Remove Water & Sewage (Deerview Lane) line item
- Natural Gas decrease to \$2,000.00
- Property Insurance Premiums increase to \$3,000.00
- Liability Insurance Premiums increase to \$7,500.00
- Office Supplies increase to \$3,200.00
- Small Tools and Minor Equipment increase to \$1,000.00
- Dues and fees increase to \$5,000.00
- Other Expense (Mental Health) decrease to \$3,000.00

- Other Expenses (Contract, SPCA) increase to \$3,500.00
- Special Events decrease to \$1,500.00
- Repairs and Maintenance (Administration Building) increase to \$1,500.00
- Repairs and Maintenance (Building Maintenance Hall) increase to \$1,500.00
- Improvement of Sites (Lafayette Memorial Commons) increase to \$500.00
- Repairs and Maintenance (Mann Ball Field Maint) increase to \$5,000.00
- Repairs and Maintenance (Lions Ball Field Maint) increase to \$500.00
- Contributions to other organizations decrease to \$100.00
- Improvement of sites (Admin Building) increase to \$250.00
- Improvement of sites (Townhall) decrease to \$250.00
- Remove Demolition of Sites (Demolition)
- Machinery, equipment and furniture decrease to \$1,000.00
- Other Financing Uses (Budget Stabilization) increase to \$10,000.00

Ms. Bowers moved to adjourn, seconded by Mr. Warchola

Meeting adjourned at 5:17 p.m.

Approved: _____

Lynda Bowers, Trustee

Michael Costello, Trustee

Martin Warchola, Trustee

Shirley Bailey, Fiscal Officer