

RECORD OF PROCEEDINGS
Jerome Township Board of Trustees

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-2336 FORM NO. 10146

Held

November 16, 2018

20

The Jerome Township Board of Trustees met in special session on November 16, 2018 at 8:00 a.m. for the purpose of discussing the Township budgets. Board Chairman Ronald Rhodes called the meeting to order. Ronald Rhodes, Joe Craft and C.J. Lovejoy answered the roll call. Also in attendance were Robert Caldwell (Fiscal Officer) and Doug Stewart (Fire Chief).

Mr. Caldwell began by providing those in attendance with a memo addressing the various fund budgets through the beginning of November. Below is an excerpt from the memo.

Attached please find the budget to actual comparisons as of November 4, 2018. Below are some observations.

General Fund

- Operating surplus of \$207,205 (better than expected)
- Property tax receipts are in line with budgeted amount (+\$9,649)
- Local govt. distributions were a little higher than County Auditor estimate (+\$6,827)
- Interest rates were higher than estimated (higher returns by investing in certificates of deposit and keeping money invested)(+\$56,765)
- Administrative expenditures under budget (-\$8,613)
- Township Hall expenditures under budget due to no significant repair/main projects (-\$10,908)

Motor Vehicle License Tax Fund

- Current year expenditures for road maintenance exceeded current year receipts reducing fund balance

Gasoline Tax Fund

- Fuel and road salt costs under budget
- Current year expenditures for road maintenance exceeded current year receipts reducing fund balance

Road and Bridge Fund

- Property tax receipts are in line with budgeted amount (+\$27,572)
- Operating expenditures are in line with budgeted amounts and include the purchase of a Ford F350 truck for the Road Division and continued payments on the large snow plow (\$42,127 in lease payments remaining over the next year and a half)

Cemetery Fund

- Although receipts are lower than budgeted, there is an operating surplus due to no improvement projects undertaken during the year

Police District Fund

- Property tax receipts are in line with budgeted amount (+\$21,172)
- Expenses are under budget due to the fact that a fourth officer was not added until later in 2018 and payments are made a quarter in arrears

Fire District Fund

- Property tax receipts are greater than the budgeted amount (+\$165,805)(7.3%) (need to discuss long-term plan for levies)
- Operating expenditures are greater than originally budgeted to the employee retirements, turnover, and overtime needs. Expenditures also include the purchase of a new engine in 2018.

Zoning Fund

- Receipts exceeded budgeted amounts by \$157,000 resulting in an operating surplus of \$110,844

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 101-18

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- Payroll costs were in line with estimated amounts (two full time and limited overtime)
- Legal and consulting costs were high as anticipated due to various zoning matters encountered during the year.

Ambulance & EMS Fund

- Receipts exceeded estimated amounts (+\$30,000) due to an increase in runs
- Operating expenditures were under budget resulting in an operating surplus for the year of \$32,000
- Reserve balance may be used to purchase a new EMS unit

Conclusion: Overall the actual performance for the year was as expected or better than anticipated in several areas.

Pending matters to be addressed

1. Continued legal costs, make sure that monies are appropriated and encumbered before these costs are approved. Vetting of when and how often outside counsel should be used.
2. Fire Division expansion on levy structure
3. Staffing needs including oversight
4. IT needs
5. Planning
6. Miscellaneous zoning and administrative needs
7. Township Hall maintenance matters

The Board focused on several aspects of pending matters relating to the budget including the creation of an administrator position, an administrative assistant, building improvements including siding and windows, and additional staff for the Road Division.

Mr. Caldwell provided the Board with a summary of the legal costs incurred thus far in 2018. The total costs through the end of October amounted to \$99,374. Of this total, \$35,436 was for miscellaneous zoning matters, \$29,460 was for the FedEx Appeal and \$9,159 was for matters relating to the creation of a joint economic development district (JEDD). Members of the Board expressed their concern over the costs of legal counsel. Mr. Lovejoy proposed that the Board adopt a policy that two trustees must approve a matter before it is taken to outside legal counsel. Mr. Caldwell was given action to create a process.

The Board discussed the matter of raises at the beginning of the year, the creation of the position of Director of Departments (or Administrator) and the fact that there needed to be some accountability for Township staff.

Fire Chief, Doug Stewart addressed the Board. He stated that repairs to the entry way at the Township Hall should be made for safety concerns. He reported that he is obtaining quotes as part of a group purchase of ballistic vests. He reported that he would like to plan on purchasing a new medic unit in 2019 moving the 2005 unit to backup status at an estimated cost of \$240,000. Related to this purchase would be the purchase of a power cot for the unit. He indicated that the company is providing a discount currently while delaying delivery to coincide with the purchase and delivery of the medic unit. He expressed the desire to hire three additional full time firefighters to meet staffing needs and to reduce the amount of overtime being utilized. He also addressed retirements and promotions. He announced the retirement of Lieutenant Bemiller. After discussion of the budget Chief Stewart asked the Board to approve the hiring of a replacement to backfill the vacant position and to hire one additional full time firefighter at this time. It was moved by Joe Craft and seconded by Ron Rhodes that the Jerome Township Board of Trustees adopt the following resolution:

The Jerome Township Board of Trustees approve the hiring of two full-time firefighters, one as a result of a retirement and one new position.

The vote resulted as follows:
Ronald Rhodes, yes

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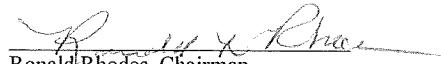
Meeting

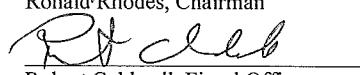
GOVERNMENT FORMS & SUPPLIES 644-224-3330 FORM NO. 10148

Held November 16, 2018 20 _____Lonnie (Joe) Craft, yes
Charles (C.J.) Lovejoy, yes**The resolution carried. (Res. 18-127)**

Chief Stewart also reported that may be an opportunity to connect to fiber optics being installed down Industrial Parkway by the City of Marysville. In addition, he reported that estimates are being obtained for a fuel station management system for the fuel pumps to better manage fuel usage. He stated that the cost is estimated to be between \$6,800 and \$10,000.

At 11:02 a.m. it was moved by Ron Rhodes and seconded by Joe Craft that the Jerome Township Board of Trustees adjourn. The motion carried.



Ronald Rhodes, Chairman

Robert Caldwell, Fiscal Officer