

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, March 1, 2010

Meeting called to order: 7:05 p.m. followed by the Pledge of Allegiance.

Members Present: Trustee Lynda Bowers, Trustee Donald Butler, Trustee Nanci Shanley, Fiscal Officer Shirley Bailey.

L. Bowers – Where do you guys want to start? You want to start with Service first? You want to go through that? Okay. Don, you're on.

D. Butler – We had two open areas of Service that we did not fully address. One was compensation for the Service Department, am I correct?

N. Shanley – Yes.

L. Bowers – Um-hum.

D. Butler – Okay. I would offer this – I have some reservations on pay raises per se, but one thing that's out of their control is the medical deductible that came up with the prescriptions and economically, probably the best thing to do, I would offer, is to pick up part of their deductible. It comes out to, if you, it's a \$2,000.00 additional deductible over what we've had, if you pick up half of it, it comes out to about a 2.8% pay increase.

N. Shanley – Is that \$2,000.00 per person?

D. Butler – Per family.

N. Shanley – Per family.

D. Butler – Per family. And you're talking about 2.8% pay increase, and it's really more than that because it would save the Township all the auxiliary fees on a pay raise and it would save them income tax on that, so it's probably a good 3, 3% plus pay raise if you picked up half of that at this point.

N. Shanley – Is it possible, are we talking about doing it for all four individuals that are ...

D. Butler – No. Just the Service Department.

N. Shanley – Okay.

D. Butler – This is something that they can do at Frank Harmon's office, they'd be happy to do it as a courtesy, they would set up a separate account just for the Service Department.

L. Bowers – Mrs. Shanley?

N. Shanley – Then, are we, are you then looking at line 2031-330-221-0000 Medical Hospitalization, increasing that, and by how much?

D. Butler – Well if you do that, that would be the reimbursement line. It'd be \$2,000 dollars. A thousand dollars per employee.

L. Bowers – But the reimbursement line already is \$2,000 per employee, right?

S. Bailey – It should be.

D. Butler – Okay, then you would...

L. Bowers – Yeah, so you would increase it to three per employee.

D. Butler – Three per employee.

L. Bowers – Mrs. Shanley, your thoughts.

D. Butler – And obviously, you and I would opt out of that.

L. Bowers – What I was, after Mrs. Shanley spoke, but I'll go ahead and say it now. What I was going to say is we have to approve it as an insurance change and then you and I would have to waive and I will waive on the record right now. I will not accept it.

D. Butler – So will I. Not a problem.

L. Bowers – So, so it, that way it would be done the way it needs to be done.

D. Butler – yes.

N. Shanley – I think that's a good solution. Because as I look around and talk to other Townships, really no one is giving increases, and this is a way to give something back to them and it's got the added advantage that they don't have to pay taxes on it, so.

L. Bowers – Mrs. Shanley, did you have an opportunity to check the peer townships.

N. Shanley – I did.

L. Bowers – Okay. How are we looking against those? Not that, not that I would, I think that this is a good solution too, I was just curious what you found.

N. Shanley – Yeah. I have found that the supervisors for different townships, they're sort of all over the map. We have everything from \$23.57 for Montville, Granger has no supervisor, Westfield is \$21.00 and that's really the only person, they have two part-time people, Sharon Township – the supervisors \$21.50 an hour. Where we differ is that our supervisor and his, the other full time person are very close in salary, whereas elsewhere you've got that higher salary for the supervisor but there's a big drop when you get to the first full time employee. So, it really kind of doesn't help to do this because I think we have maybe a little bit of a unique

situation here with our guys almost being on a par, so, I think that given that, I think that, you know, if the day every comes that, you know, we have turnover or Dave or Roy retire or something, we can revisit the salary scale. But the way it is now, I think the solution that Don has put forth is probably a pretty good solution.

L. Bowers – Okay, Don, you want to make a motion then?

D. Butler – I'll move that, set up a separate account for prescription reimbursement for the Service Department.

S. Bailey – We already have a separate account for reimbursement. Your HRA...

D. Butler – Well, this is gonna be a...

L. Bowers – You're increasing it \$1,000.00, is that your motion?

D. Butler – Well, it...

N. Shanley – It's a different pool?

D. Butler – It's not really that, because this is separate from the HRA in a way because they're doing as a favor to us. What's gonna have to happen, and since they get their, their cost to their prescriptions, they have to turn them into you, you have to forward them onto Frank,...

S. Bailey – Okay.

D. Butler – Frank will tell you how much we have to pay on top of all that. So I don't know if you do that within the HRA or...

S. Bailey – Well the HRA, they of course, they tell us how much has been spent out of it and they deduct it then from that account.

D. Butler – This is a separate account. The way I understand it, it is a separate account that they're willing to do for us at no cost.

S. Bailey – Okay.

D. Butler – Because you get into the HRA, you get into some legalities of who's covered, who's not covered. This way Lynda and I can opt out as Trustees and they'll just start a separate account.

L. Bowers – Shirley, I suggest you set up an HRA Prescription account.

D. Butler – Yeah, that's what it will be, is HRA Prescription account.

N. Shanley – Yup.

S. Bailey – Oh, I can, okay. HRA, you want to...

N. Shanley – Amend. You want to amend your motion?

L. Bowers – Is your motion to set up an HRA ...

N. Shanley – A supplemental HRA account?

L. Bowers – HRA Prescription account...

D. Butler – A prescription account...

N. Shanley - Account for prescription...

L. Bowers – and fund it...

D. Butler – for the Service Department.

L. Bowers - \$2,000.00.

D. Butler – Budget \$2,000.00.

N. Shanley – I will second that.

L. Bowers – All in...

S. Bailey – Two thou...I mean...

D. Butler – Pardon?

L. Bowers – Two thousand total.

S. Bailey – Two thousand total?

L. Bowers – One for each employee.

S. Bailey – One thousand for each employee.

D. Butler – Correct.

S. Bailey – Okay.

L. Bowers – And that was your second, Mrs. Shanley?

N. Shanley – Correct.

L. Bowers – Okay. All in favor, aye?

D. Butler, L. Bowers, N. Shanley – Aye.

L. Bowers – And opposed, same sign. And for the record, I waive as an employee.

D. Butler – I do too.

L. Bowers – And Mr. Butler waives as an employee. So we're, got that one taken care of. Anything else, Don?

D. Butler – Yeah, without going into long, we're looking at opportunity costs of time and there's a lot of things that I talked to the Service Department about that are not getting done that they would like to do but, and there's some things that are very labor intensive and time intensive, mainly the cemeteries and some of the flower beds around here. I would like to add to the budget enough money to at least go out and see what it would cost us to have that maintained by an outside service.

L. Bowers – Why would you have to budget to bid it?

D. Butler – Well, that's what, I don't know if we need it in the line or not.

L. Bowers – We can...

D. Butler – For contracted services.

L. Bowers – We can supplement.

D. Butler – Just increase the contracting services line.

N. Shanley – What line would you be looking at, Don?

D. Butler – That would have to be what, Roads & Bridges – Outside Contract Services.

L. Bowers – I don't know if you can do that out of there.

N. Shanley- Well we have a plain Contracted Services and then we have Contracted Services – Uniforms, Contracted Services – Engineers, Contracted Services – Crossovers. And currently in Contracted Services we have \$10,000.00.

L. Bowers – I think that would be sufficient to let it lay until we know. If you have to, if we decide to go that route, and we have to amend it, supplement it, we can do that.

D. Butler – Okay, fine. I just want to throw it out that, that...

L. Bowers – I'm just curious what work they are not getting done.

D. Butler – Mainly berming. The stuff we're talking about here...

L. Bowers – That's what they're saying?

D. Butler – is not only aesthetic, it's also just time consuming.

L. Bowers – They indicated they're not getting berming done and they want to spend more time doing that, that's what they told you?

D. Butler – Correct. Absolutely. Absolutely.

S. Bailey – This is on the cemetery?

D. Butler – Just maintaining the cemeteries and the beds. Not, not doing any mowing or anything around here.

S. Bailey – Oh, okay.

N. Shanley – Just (indecipherable).

L. Bowers – Beds in the cemeteries.

D. Butler – Pardon?

L. Bowers – You're saying beds in the cemeteries or the beds here?

D. Butler – No, no. Flower, the beds here on the...

L. Bowers – Yeah, that's what I thought.

N. Shanley – And the mowing of the cemeteries.

D. Butler – And the mowing of the cemeteries.

L. Bowers – Probably the weed whacking in the cemeteries is taking more time than the mowing.

S. Bailey – Right.

D. Butler – Well, I'm, I include that in maintaining the cemeteries, however you want to do it.

S. Bailey – Cause the, from what I understand from the Service Department, they don't mind the mowing at all, it's the weed whacking that is...

D. Butler – Well, it's time consuming. I don't care if you call it...

S. Bailey – Right.

D. Butler – It still takes time...

S. Bailey – Right, it does.

D. Butler – and there's other things they could be doing that they should be doing that they're not doing and that's an easy one to take and farm out and let them do what they should be doing.

L. Bowers – Well, and the only thing too that I want to say about landscaping contracts is you know, Lafayette Township Hall is not the Bond Court Hotel and we don't have to, you know, look like that. Just basic, mulch it...

D. Butler – That's all we're talking about.

L. Bowers – Basic services.

D. Butler – Basic service, keeping the weeds down, which sometimes the weeds exceed the flowers. And again, it's time consumption, labor intensive, and they can be doing other things.

L. Bowers – Okay. Anything else in Service?

D. Butler – Lynda?

L. Bowers – I'm sorry. Mrs. Heiszek.

S. Heiszek – Sue Heiszek. Are you including the gazebo area in that?

D. Butler – Yes.

S. Heiszek – Oh. Okay.

D. Butler – Yes.

S. Heiszek – That makes sense then.

D. Butler – Yeah. The only thing that happen, last year we did a clean up in the spring and then it all went to seed during all summer and all I'm saying is we, there would be an ongoing program whereby they would stop over, whatever it happens to be, clean up, make sure it looks good.

L. Bowers – Anything else in Service, Mr. Butler?

D. Butler – Not that I know of.

L. Bowers –Okay. Nanci, you want to go ahead and do Fire cause I know you have a guest and maybe we can get him in and out of here so he doesn't have to sit here all night. And our Fire Chief, who's getting records that I desperately need.

J. Hall – Two things. Yes, as far as your records, if, is there any way that can have a little bit of heads up, that's, unfortunately that's the reason I'm running late this evening.

L. Bowers – Got a call from the attorney this morning, went into his office, the hearing's tomorrow morning.

J. Hall – Alright.

L. Bowers – That's the best I can do.

J. Hall – I mean, we can do best we can, I got you what I got you.

L. Bowers – Sorry.

J. Hall – Unfortunately, that's it, so.

L. Bowers – Get me what you can get me and I'll go through it.

J. Hall – And Jeff Park from EAB Truck Service is here this evening in regards to the ambulance 107-2 if you'd like or have any questions for him, he'd be ultimately the best person to explain this situation. Thank you.

N. Shanley – Has that, are we moving forward on the repair? You went ahead and authorized it?

J. Hall - Yes.

N. Shanley – Okay. I guess, I guess the only question I would have is, initially when we heard about the problem with the ambulance we thought that the injector pump was still under warranty and then when Brad scanned the actual invoice and sent it to me, it looked like it was through January 23rd or something like that. Is there any hope of them helping us out with this at all, I mean, we're talking days from...

J. Park – Yes. I may start singing...(laughter)...have any preferences? As of 5:30, 5:15 this evening, the company that we're dealing with at this point is D & W located in Maple Heights, Ohio, that's where we bought the original part, Carnegie Body bought the original part. We have taken it out of the squad. It is over on their test bench, they are testing it out. They have, they are willing to work with us, to what extent I don't have any exact information at this point. EAB and, was doing the work on the squad, at this point is going to do whatever it needs to do to maintain a good relationship with this township. I don't have a definitive answer as to how they're going to help you but my gut feeling is based on the information that the Fire Department has provided us, and after conversations with the supervisor, and I have their numbers, I'd be happy to give you that, they are in the process of looking at and analyzing what, what can be done at a minimal if, minimal cost to nothing.

N. Shanley – Okay.

J. Park – So, at this point that's the best answer I can offer you.

N. Shanley – Okay.

J. Park – But, I will stay on top of it.

N. Shanley – Okay.

J. Park – I will have conversations with the Chief and the Assistant Chief to keep you guys informed. Do you have my card? Please don't hesitate to give me a call anytime.

N. Shanley – Okay. And as I understand it there was also an issue with the Allison transmission in the squad.

J. Park – That is still questionable. I don't, I don't, I'm not sure as to what avenue that is really there because of a modulator that we did have to change out that was causing a shifting problem which at first led us to believe that it was a transmission.

N. Shanley – Um-hum.

J. Park – I don't believe it is at this point, but I can't honestly say a hundred percent that I'm, that it's not.

N. Shanley – Um-hum.

J. Park – So, at this point I got to take a wait and see. I'm gonna ask you guys to take a wait and see and I should have a better answer within the next 24 to 36 hours as to what, what's going to happen with that, with that squad.

N. Shanley – Okay.

J. Park – Okay?

N. Shanley – Very good. Thank you.

J. Park – Do I have to go? Can I stay?

N. Shanley – If you're, may certainly stay.

L. Bowers – If you have a burning desire to stay at this meeting, you may, but if you want to beat a hasty retreat, now would be a really good time. Okay. Anything else you want to cover in Fire, Nanci?

N. Shanley- Well, we've got holes to plug in, in the Fire budget.

J. Hall – Those holes just walked in, so.

N. Shanley – Ah. Okay. We have the plugger-upper here.

D. Butler – (asked question of Ms. Bowers)

L. Bowers – I do not, Shirley, do you have an extra copy? She does.

D. Butler – Thank you. I won't mark it up.

S. Bailey – You can mark it up.

N. Shanley – Jeff, while we're waiting, Jeff Park, what are we, any idea what we're into so far on the squad, for the, for the modulator, for the transmission modulator, any clue?

L. Bowers – Good thing you didn't leave.

J. Park – Well, you've got police department out here too. We're approximately at a thousand dollars.

N. Shanley – Okay.

J. Park – Okay?

N. Shanley – Okay. Thank you. Brad or Jeff, do you want to walk us through what you've plugged in here?

B. Winter – Okay. Well, what we did from the last meeting is, as we were asked, is to go ahead and kinda combined everything into the, you know, at the last meeting we had, everything was kinda spread apart and showed a lot of stuff on there just basically for conversation purposes only. So if you look close, most of the changes were on page two and three, actually mostly on page three, if you look, we still left the Small Tools and Minor Equipment and Fire Small Tools, we still left those three different line items there cause those are basically going to be our SCBA Replacement Program, our Turnout Gear Replacement Program, and then our Miscellaneous Equipment, mounting hardware, radios and installation services for Engine 101-3. Cause when that work is complete then that line item will just essentially go away, the one for Engine 101-3.

N. Shanley – Right.

B. Winter – And then, as you look down, I know we had a lot of discussion about Building Maintenance and, let's see, Improvement of Sites and different things like that and what we did is we just, the items that we discussed, we didn't reduce the amounts at all, you know, like the cameras and different things like that, we just went ahead and added that all into that, that line item. And that would be under the Improvement of Sites line item on page number three.

J. Turpin – Can I ask you guys to announce the totals?

B. Winter – On every one of these lines?

J. Turpin – (indecipherable)

B. Winter – Okay. Let's see. On Improvement of Sites, last year's appropriation for Station #2 was \$9,823.00. We are asking for this year's appropriation to be \$22,000.00, that would include the sealing of the parking lot, fixing of the roof.

N. Shanley – Did we get some prices on the parking lot or are you just sort of ballpark?

B. Winter – It’s hard to get them this time of year.

N. Shanley - Year? Okay.

B. Winter – Yeah, we have to wait till springtime.

N. Shanley – Okay. So we’re just doing a ballpark here?

B. Winter – Yes.

N. Shanley – Okay.

B. Winter – Yes. And then Improvement of Sites for Station #1, we went from \$9,823.00 up to \$10,000.00.

N. Shanley – Right. We knew we were going to do that, okay.

B. Winter – We don’t really have a parking lot over here and stuff like that or a roof that we have to fix over here.

N. Shanley – So what, that was the only change?

B. Winter – Yeah, we just took and lumped all those together and then the other recommendations from the Fiscal Officer. Actually our uniforms, I did call Cintas and get our average monthly on that so our proposed appropriation for Uniforms from 2009 went from \$6,100 for the 2010 appropriation - \$7,000, but that also is, we have a uniform replacement program, the reimbursement program that comes out of our monthly checks, so.

N. Shanley – Right. So this is for paying those up front.

B. Winter – Yes.

N. Shanley – Before the reimbursement takes place. Okay.

B. Winter – And then, on the Fire Station Replacement Project for the Needs Assessment, we kept that at \$25,000.00 and then I went ahead and added the Property and Land Survey on the next line down at \$5,000.00.

N. Shanley – Okay.

B. Winter – We kind of talked about that a little bit.

N. Shanley – Shirley, can you create line items, accounts for those?

S. Bailey – Yeah.

N. Shanley – Okay.

B. Winter – And then...

S. Bailey – They would probably be in a different area though.

N. Shanley – Um-hum.

S. Bailey – Then where you have then.

L. Bowers – Just as long as they're all there.

N. Shanley – Yup.

B. Winter – There was the Capital Outlay also for New Building and Renovation. We just weren't able to plug that amount it because I think what our intentions were is, everything that was left over would be actually put into that amount and I wasn't able to come up with those figures because of, you know, the workman's comp. and all that other stuff that was based on what the proposed salaries for 2010 were.

S. Bailey – Are you talking about the Building and Renovation?

B. Winter – Yes.

S. Bailey – That...

N. Shanley – No, no, no.

S. Bailey – You don't have anything that goes into that.

B. Winter – Well, last year there was ...

S. Bailey – There was a million dollars...

B. Winter – Yes.

S. Bailey - and we had to take out to cover for your new truck.

N. Shanley – Right.

B. Winter – Correct.

S. Bailey – Cause if you add those two together you'd get a million dollars.

B. Winter – Correct.

N. Shanley – I think what he's saying is what that amount will be is predicated upon what is left.

L. Bowers – Whatever the investment amount is, that’s the number that’ll plug in there.

N. Shanley – Right. Right.

S. Bailey – Well...

L. Bowers – That’ll be the Capital Account.

S. Bailey – But, you had mentioned about the salaries and taxes, that has nothing to do with this line.

B. Winter – Okay, when we talked at the last meeting, it did. So, I understand it doesn’t do with that line, but it has, when you add all the numbers up it adds, it adds up.

S. Bailey – Well, yes.

N. Shanley – Yeah.

B. Winter – And so I’m not able to predict that...

N. Shanley – It’s, yeah, you can’t, you can’t project it.

B. Winter – Right.

N. Shanley – I mean, Shirley will be able to calculate it.

B. Winter – Exactly.

N. Shanley – Right. Right.

L. Bowers – Anything else?

B. Winter – That’s it.

N. Shanley – No.

L. Bowers – Mr. Butler, any questions? Mrs. Shanley, any questions?

D. Butler – None here.

N. Shanley – Nope.

L. Bowers – Shirley, any questions?

S. Bailey – No.

N. Shanley – Thank you very much for doing this work.

L. Bowers – Good job guys.

B. Winter – One other thing, one other thing.

L. Bowers – Didn't ask Brad if he had questions.

B. Winter – On the rescue squad, for the, for the EMS soft billing money, that's not something that goes on here, am I correct in saying that?

S. Bailey – No.

L. Bowers – No.

B. Winter – That's strictly expenses.

B. Winter – Okay. Okay.

N. Shanley – Yeah.

L. Bowers – Jeff, you have anything you want to add?

J. Hall – No.

L. Bowers – Okay. Then we're good.

Police Budget –

L. Bowers – Police. Well, we've got a little bit to talk about since the last meeting.

N. Shanley – Ah, yeah.

L. Bowers – Does everybody have the variables used for calculations I sent out today?

D. Butler – Yes.

N. Shanley – Yes.

D. Butler – Thank you.

N. Shanley – Thank you very much for doing that.

L. Bowers – You're welcome. Questions, comments, concerns? Thoughts? Mr. Butler? Don't want to go first? Mrs. Shanley?

N. Shanley – I've got questions.

L. Bowers – Mrs. Shanley.

N. Shanley – Okay. Where we're looking at option, I guess I'll just count down, option 3 and option 4. Option 3 says 16 hours per week, countywide, 8 hours per week countywide. Are we saying that that is what remains...

L. Bowers – Yes.

N. Shanley – That is not specifically covered in Lafayette...

L. Bowers – Correct.

N. Shanley – Where we would be dependent on countywide? Okay.

L. Bowers – Correct.

N. Shanley – That's how I understood it, I just wanted to make sure.

L. Bowers - Right now we have three full time officers, which gives us 40 hours a week from each officer, so that's five days a week out of seven, and they're on split days off, they don't, their days off aren't the same so we have two shifts, sixteen hours on first shift, sixteen hours on second, and sixteen hours on third that's currently not covered. Going with option 3 would take us to a total of sixteen hours not covered, which countywide kicks in, going to option 4 would take us to only a total of eight hours. Of course then, you know, we can go all the way up to 24/7. I mean, there's, I put every one there, that's the, you know, I'm going to recommend #3, but, if there's a reason that the Board would like to go somewhere else, that's fine, we can discuss that too.

D. Butler – So you're doing one full time and one part-time?

L. Bowers –No, one full time, which is 2,080 hours,

D. Butler – Correct.

N. Shanley – Um-hum. And the network...

L. Bowers – And then the part-time would be enough officers at part-time...

D. Butler – Oh, okay. (indecipherable)

L. Bowers - to cover 5,824 hours. And the discussion that I had with the Sheriff on that was, he felt that was a good way to do it, to identify hours and allow him to plug them in and he said, because he needs to be very careful. Thirty-two hours is where benefits apply and he needs to monitor the sign-ups for those to make sure that they actually don't do more than thirty hours a week so that if there's a time when they have to hold over because they're involved in some kind of a report or something like that, that they don't get pushed up. What he can do for us is make certain that the officers that sign up for those hours are willing to commit to the same hours for a full year so that we have the consistency of the same officers.

N. Shanley – Okay.

L. Bowers – We know who they're going to be, we know they're going to be here. Our officers that have been laid off are actually eligible for this and it's actually more income than unemployment would be and I've talked to our officers, they would actually prefer to work than to collect the unemployment, which is kind of unusual I think. But, it wouldn't, there's more part-time hours than our officers could cover as well. I also asked the Sheriff if it would be possible for a full-time employee to work like maybe two or three months on first shift, two or three months on second shift, two or three months on third shift, that same officer so that one full-time officer would have some consistency as far as working kind of as a liaison to make sure that the other officers know and coordinate the information that's going on in the Township. I think that's a reasonable way to do that. It gives us considerably more coverage, specifically, than we're getting right now for roughly the same dollars and...

D. Butler – You're talking eight thousand dollars.

L. Bowers – and now's a good time to do that.

D. Butler – You're talking eight thousand dollars more for about 2,000 hours of coverage.

L. Bowers – Yes.

N. Shanley – Um-hum.

D. Butler – That's not a bad deal.

N. Shanley – Pretty good value.

L. Bowers – And the fact that we no longer have control over keeping our officers, I know that, that the agreement with the public when we passed this levy was, you know, our officers are going to be here, but that's out of our control now. But, we will still, we will still have them a bit, except possible Steve Clark. Steve Clark's got a real dilemma now, because he's been offered a similar situation with another community and because the other community's a municipality he can't be commissioned on county and municipal level both. So that's a...

N. Shanley – Um-hum.

L. Bowers – So we may or may not have him. Also the Sheriff indicated to me, and I apologize, I haven't had the time to look at it, I just have to trust what he's telling me, that when our contract was renegotiated the Trustees having the option of who those officers are, to be able to approve or deny them was not included and he suggests we put that language back in.

D. Butler – I don't know why it was excluded.

L. Bowers – I don't think it was done purposefully.

D. Butler – No, I think, cause they went to Thorne, came back, and I don't know why it was...

L. Bowers – He...

D. Butler – I can't think, I looked, my notes, I can't find a reason we did that.

L. Bowers – He has agree that the County will probably try to push to include the dispatch and he will agree not to include it so we will continue to not pay dispatch fees. What I can do, is if we agree on that alternative, I can take the two contracts, the one that includes the part-time officers that the other Townships are, some of the other Townships are using, and some of the language from our contract and I, I will be in the Prosecutor's Office in the morning for that hearing so maybe we can hybrid some of those and bring back a contract for us to look at. Currently, the Sheriff has assigned officers to our Township so we are being, we are being covered.

N. Shanley – How many part-timers are we looking at here? A network of how many?

L. Bowers – Well, let me see. (calculator) Thirty-two hours times fifty is, that's sixteen hundred, fifty-eight... Four.

N. Shanley – Okay. And he feels he could maintain some kind of consistency over the...

L. Bowers – What he, what he does in the other Townships is he allows the officers to sign up for it, he'll tell us who has signed up for it; we get to choose. They sign up for a year at a time and we choose the officers that we want and he feels that, he feels that he will have no problem getting those part-time hours filled because he's got a bunch of laid off deputies that would probably want to do that.

N. Shanley – These part-time officers would not require us to pay uniforms, correct?

L. Bowers – No. The hourly wage that I have included is the same number, \$23.70 per hour, that Sharon Township currently pays and that includes their uniforms, everything.

N. Shanley – Okay.

L. Bowers – That's, it's just, it's just like working an off-duty job for them. Currently they work off-duty jobs for like parties and things like that at \$25 an hour...

N. Shanley – Um-hum.

L. Bowers – They work construction at anywhere from \$33 - \$37 an hour and while working Townships is a lesser amount of money, a lot of the officers tend to like that because of the consistency.

D. Butler – Yeah.

L. Bowers – So, even though the Sheriff indicated to me that Sharon Township will likely change, raise their rate just a little bit because they're in their budget cycle as well, he felt that \$23.70 was, was a reasonable place for us to start. It's consistent with the other Townships and, you know, I'm not going to suggest we go higher unless there's a reason to. He feels very comfortable that we'll have good officers that'll apply for that.

N. Shanley - And it's clearly understood that they're supposed to patrol Lafayette...

L. Bowers – Yes.

N. Shanley – only, and only leave on mutual aid calls?

L. Bowers – It'll be, yeah, it'll be the same language that we had in our last contract.

N. Shanley – Okay.

L. Bowers – And, you know, obviously the Trustees also have, you know, discussion control over that as well with the Sheriff, so.

N. Shanley – That's a concern, with fewer and fewer full-time officers on the County side, it becomes a bigger concern.

L. Bowers – It's interesting, and it's interesting too because as, as I was talking to other Trustees at the Health Department meeting just a couple hours ago, some of the other Townships who rely on countywide, you know, would love to be in the position that we're in but they don't have the kind of community support and funding that we had to keep our officers and they're struggling to find ways to fund part-time officers to cover for periods of time that they're not comfortable Countywide's going to be sufficient for them. So I think we're going to see more and more of this and then there's also the risk that the Commissioners might come to rely on that as well and countywide might disappear all together. So, it's, there's a lot of consternation out there right now.

N. Shanley - Well, I would support option 3.

L. Bowers – And so would I. Don, are you good with three?

D. Butler – I have no problem with it and in this economy and situation I think our quote our officers are a mute point and the more coverage we get the better off we are.

L. Bowers – Okay. I will go ahead, instead of us voting on that, we've got a consensus, I'll go ahead and work with the Sheriff and the Prosecutor's Office and get that contract together and ship it out via email as quickly as we can. The quicker we make the change the more money we save.

N. Shanley – And they will all use the one vehicle that we have, whatever vehicle that might be?

L. Bowers – Yeah, and that's the next thing we need to talk about. Couple of things – the Explorer is a decent vehicle right now. It's had some maintenance issues and it could very well have them again but right now it's, it's there. The Sheriff is suggesting that we go with one vehicle, whether we own it or we lease it from the County, the money's about the same, it's probably going to be just a little bit less if we would own it. The one thing that I did do and I sent out in the information I gave you that I was going to do, the concern that I have, I have no problem with a \$5,000.00 deductible, which is what the County's is on collision, I have no

problem with a \$5,000.00 deductible when we're talking about a vehicle that's only worth three or four thousand dollar top end if it get's totaled out and sold. But when we're talking about a \$25,000 vehicle, whether it's leased or owned, we're still responsible for it, and I checked with OTARMA, you have in front of you collision coverage with a \$250 deductible, is \$130 a year. It would just be ridiculous not to do that. I don't know if we can separate liability and collision, that's not a question that I asked because the County is going to carry liability anyway under, under the agreement that we have so I'm not sure how that works and if we would have to carry the liability as well, then the liability's \$216 more, but I think we might be able to separate that, I'm not sure.

D. Butler – So we're going to keep the County coverage, we're just going to cover our deductible.

L. Bowers – Yes.

D. Butler – That's...

L. Bowers – For a \$130.00 we...

N. Shanley – Yeah, I would be very curious to see if we can break down the premium at all and pick and choose. I know you can always choose comprehensive and drop everything else, but I don't know that you can do collision and drop other things.

L. Bowers – I asked her to break that down and when I talked to Renee, I think it was, yes, Renee today, we felt that we could but wasn't positive, so I don't want to, I don't want to say that we can without...but, here's the information and that's a decision that, you know, that we make if and when we get a car. I sent you everything on state bid and it looks like we could probably obtain and do set-up on a cruiser for somewhere in the neighborhood of \$23,000 - \$24,000. I know that, or I believe that that would be the Sheriff's preference because if we're leasing a vehicle then there's always that question, well, it's really not ours, for him I think it, things have changed. He's down in his fleet. The part-time officers will of course typically use a fleet car and currently he contracts with other Townships for fleet cars at \$5 an hour but he has shared with me that he has yet to bill that, he has never billed it because the way the part-time hours works and the cars he's already got sitting there. We will still have fuel and I gave you the number of the fuel that we used last year. Clearly that's going to go up probably by about 30-35%, but still, not a bad number.

N. Shanley – Um-hum.

L. Bowers – Ninety-...\$9,723 last year.

N. Shanley – I would prefer to see, not see the \$5 per hour in the contract at all. I know that there isn't that in the Granger contract.

L. Bowers – I can give that a shot. I can give that a shot.

N. Shanley – Yeah.

L. Bowers – It is in contracts that he's currently not imposing that.

D. Butler – What is your time table, Lynda?

L. Bowers – Well, the quicker we can get it done the quicker we start saving money and getting the higher coverage. I'd like to get it done yesterday, but...

D. Butler – So what do we do with the car we have now?

L. Bowers – We've got, we've got the Prosecutor's Office that we have to deal with to get the contract. Oh, you're talking about the time table on the car?

D. Butler – Um-hum.

L. Bowers – If we're gonna, if we're going to buy or lease a car, either way we need to do that now. The reason we need to do that now is because we don't know what's going to happen to the Explorer and it, it may serve us for another six months, another year, I hope it does, but what if it doesn't. If we buy a car, we're talking three to six weeks on an order probably in the best scenario, but the other thing is the Sheriff just took delivery of nine new cars and if we're going to lease we want to grab one of those, so either way.

N. Shanley – There doesn't appear to be a financial advantage to leasing, it ends up really costing us basically the same thing, at least...

L. Bowers – I don't know why I don't like leasing, I just don't.

N. Shanley – Um-hum.

L. Bowers – I can't verbalize why I don't, I just don't.

D. Butler – Well typically on a lease, what bothers me, those numbers were so vague as to why they were even doing it and normally you get a mileage problem in there.

L. Bowers – And the numbers that he used, that Scott Miller used when he put that together, admittedly he said he was just going off the numbers that were on the budget but I had seen the actual invoices from the Sheriff's Department and I knew that were larger. I had seen the actual invoices for those purchases on those cars so I would imagine those numbers would push up a little bit, but not enough to be significant. If, if we want to, why don't we try this – it's going to take us a few days or so to get this contract together anyway, while that's happening let me send out to two or three of the companies that are on state purchase and actually get physical quotes and set-ups so that we can actually look at the quotes and look at the vehicles.

N. Shanley – Would we, would we be, that's what I'm looking at right now, would we be looking at, we have a specific vehicle in mind, cause I'm seeing front wheel drive as an option here, which I'm assuming would be...

L. Bowers – I originally was looking at the same vehicle that the Sheriff had just ordered nine of, but one of our officers expressed some concern about that vehicle in that he thought that it

was too fast and that it would, and when he said that I specifically remember the Sheriff telling me that he tells our officers to patrol at thirty, thirty-fives mile an hour and I guess that those are quick little cars that he got, so...

N. Shanley – What did he get?

L. Bowers – I don't ah, I'd have to look at the state wide proposal, hang on a second.

J. Hall – I believe they're Dodge Chargers.

L. Bowers – Yes, they were.

N. Shanley – Okay.

L. Bowers –Yes, they were. You know, I don't know Jeff, what do you think about those cars, do you have any...

J. Hall – If I was a police officer...

N. Shanley – That's what you want.

L. Bowers – You'd want a fast car.

N. Shanley - That's what you want.

L. Bowers –Yeah.

N. Shanley – Well actually, yeah, that argument doesn't make sense to me because if you're ever in pursuit, that's what you want.

L. Bowers – Well, I understand that in pursuit, but what he's, but, you'd have to talk to Kevin. When he said it, it made some sense that, you know, fast will get you where you need to go and every one of them's going to go fast enough. He thought their take off was a little probl...but you know, I don't know. It's not, it's not something that I'm qualified to make a call on, so I'd want to talk to a few folks.

N. Shanley – I was looking at front wheel drive versus rear wheel drive only because of our weather.

L. Bowers – Yes, I like that idea.

N. Shanley – Yeah.

L. Bowers – I miss my front wheel drive right now. You know, and I'm not so sure that we need to worry about, you know, it used to be the big Crown Vic with the big back seat and, you know, we're part of the Sheriff's Department now and if we've got to be transporting people they can send a transport car.

N. Shanley – Um-hum.

L. Bowers – So I don't know that we need to have those big cars that suck a lot of fuel.

D. Butler – You're saying the fuel costs will go up, hopefully it won't go up as much, because these would be more efficient.

N. Shanley – Well, true. I mean, we're going to have more patrol hours, we're going to go through more fuel but if we can get a car that's less costly to run...

D. Butler – So you're saying we can get them ourselves through the state program cheaper than he's buying fleet prices?

L. Bowers – He's buying them, he's buying them through the state program too but there's choices on the state program...

N. Shanley – Um-hum.

L. Bowers – He bought the Chargers.

D. Butler – Oh, okay.

L. Bowers – And his, and he did his set-up locally. His set-up was \$4,700.00 a car. Larry Covey looked into the set-up that we would need on our vehicles, which is not as, it's a little different than theirs, and he felt that our set-up would be more in the nature of \$2,500 - \$3,000. So that saves us another \$1,700.00.

N. Shanley - And actually, if you look here, the Dodge, the Dodge products are actually a lot less than the Ford.

L. Bowers – You know, I was fine with, with the 5.7 liter, or the, I think it's in that, what the LXD Charger until Kevin made those comments and I guess I just thought maybe I should investigate that a little further, I don't know.

N. Shanley – Are we going to move forward with this at our regular meeting because there's people that I would like to talk to about that that I respect.

L. Bowers – Well, why don't we do this? Why don't I just get quotes?

N. Shanley – Okay.

L. Bowers – I'll only get quotes while I'm getting the contract and then we can make that decision, we don't have to make that decision now.

N. Shanley – Yup. I'd like to get some input from other officers and...

L. Bowers – Well talk to your husband, he should have some idea.

N. Shanley – That’s one of them.

L. Bowers – Figured it might be. Okay then, that’s a plan. I’ll get the contract worked up, we’ll put this on hold and, cause we don’t have to make that decision today, and I’ll get quotes, send them out. Mrs. Heiszek?

S. Heiszek – I just wonder, how is the Township able to exit the present contract without a ninety day notice on either the Township’s part or the Sheriff’s part?

L. Bowers – It’s by agreement and the Sheriff said he agrees. Mr. Maloney, is it? Villoni. Villoni, okay, sorry.

J. Villoni – Close enough. I missed a few meetings and what I wanted to know was, we have four full-time officers...

L. Bowers – Currently we have three.

N. Shanley – Three.

J. Villoni – Three. And we’re paying them? I just wonder how much we’re paying per hour for the three.

L. Bowers – Their hourly rate right now at their, at their level of service is \$31.15 per hour.

N. Shanley - \$31.15 per hour.

L. Bowers – And the part-time would be \$23.70 per hour.

J. Villoni – What about overtime?

L. Bowers – Well, we’re, if we have, if we manage this right, we’re trying to keep that down. We’ve done a pretty good job with that with our contract so far we’ve been able to keep that down. Obviously we can’t kick it out completely.

J. Villoni – But they do, they stay in Lafayette, there’s a response time would be...

L. Bowers – It’s really, it was really disconcerting when I read an article recently, I believe it was in the Gazette, and not the Gazette’s fault, not the reporter’s fault, it’s just that we understand the situation here and if you don’t understand it, it doesn’t always read real well but that headline article said that Lafayette has money but no police.

N. Shanley – No. Yeah.

J. Villoni – Right.

L. Bowers – And that’s absolutely not the case. We have police officers on the road every day just as we always have, it’s just they’re different bodies. They’re more senior officers than the less senior officers that, that they replaced. Anything else, Mr. Butler? Mrs. Shanley?

N. Shanley – Nope.

L. Bowers – Mrs. Bailey? Okay.

D. Butler – I will comment, nice job you did here putting this, all this together. I haven't had a chance to look at the thirty pager yet...but,...

L. Bowers – Thanks. Appreciate it.

Budget – General Fund –

L. Bowers – General Fund. That should go by pretty quickly. Shirley, do you want to go ahead and go through that line by line with us? It's just as easy for you to do it as it is us.

S. Bailey – Okay. Salaries for the Trustees, you have down \$34,555.88 is what we spent, which is actually over what we had appropriated last year. It's ...

N. Shanley – Shirley, how did that, how did that occur? Isn't it a fixed amount statutorily?

S. Bailey – It's a fixed amount but there was some changes in taxes which kind of threw things off. So, I would suggest running it, appropriate \$35,000.00 and be protected from any changes that might occur during the year.

L. Bowers – Hopefully we're doing the budget process this year in a way that we're not going back to the County Auditor's Office constantly making changes, cause I know this was a rough year on them up there with all of our changes, so I would agree to go a little bit higher on that.

N. Shanley – Thirty-five?

S. Bailey – Thirty-five.

N. Shanley – Thirty-five? Okay.

S. Bailey – That should take care of any extras that come up.

N. Shanley – Right. And the next one's being zeroed out, right?

S. Bailey – The next one is...

L. Bowers – That's the Trustee Staff Assistant.

S. Bailey – Trustee Staff Assistant, which would be...Joy.

N. Shanley- Well, wouldn't that be Township Secretary, that's the position title. That's the job description title and that's what we approved.

S. Bailey – Well, you can, I can just change...

N. Shanley – That would be fine.

S. Bailey – the title in there. That’s...

N. Shanley – Yeah. That would be fine. But I think it’s important that it be, it reflect the actual position that we approved.

L. Bowers – And the number on that? The amount? Stays at fifteen?

S. Bailey – Well, that’s what you have down is fifteen.

L. Bowers – Well, that was last year though. Somebody want to throw a number up there?

N. Shanley – Well, we had twenty-five hours a week times \$12 an hour...

L. Bowers – Sixteen.

N. Shanley – Let’s make it sixteen, yup.

D. Butler – What is it?

L. Bowers – Sixteen.

N. Shanley – Sixteen.

D. Butler – Sixteen.

N. Shanley – Fiscal Officer.

S. Bailey – That...

L. Bowers – Twenty.

S. Bailey – Again, that would have to be changed too. Let’s see, I would say probably \$20,500.00.

N. Shanley – Okay, so, 121-000 is \$20,500.00. Okay.

S. Bailey – And the next one is actually zero.

L. Bowers – Well, actually, I think we’re going to have to look at that because I know that the minutes that are being worked at right now are already at 80 pages.

S. Bailey – Okay. You want to use that line instead of...

L. Bowers – Well, whichever one you use, I don’t care. Which one do you want to take out? 1005?

S. Bailey – 1005, we can put the figures in there and I can take...

N. Shanley – The Office Assistant comes out?

S. Bailey – zero out, zero out the six. It can't be taken out, but

L. Bowers – Whichever one

N. Shanley – Zero it out though.

L. Bowers - ...to me, but we got to put a number in there.

S. Bailey – It'll be zero on 1006, but 1005, I know you said \$3,000.00, but doing...

L. Bowers – Well, and you've also got an audit this year and that's going to take hours, a lot of pulling records.

S. Bailey – Yeah, we've already gone through quite a bit with that.

N. Shanley – Well, going back to, we've actually increased the hours for the Township Secretary over what we had before. I think Joy had said she was about 17 hours and now we're at 25. So, we've got 8 hours more per week that we've already added on.

S. Bailey – Right. But the only thing is with these minutes being verbatim, the last ones that she just completed are 80 pages long. You know how many hours that takes? Because when you're listening to a tape and typing, you have to go back continuously to make sure you pick up everything. Once you're completed, you have to go back and read it while the tape is playing to make sure you didn't miss anything.

L. Bowers – Joy is... I'm sorry.

S. Bailey – It's very time consuming.

L. Bowers – I thought you were done, I apologize. Fifteen minutes a page a reasonable, some faster, some, well 80 pages is 20 hours.

N. Shanley – Is it 15 minutes a page, really?

L. Bowers – That's how long it takes me when I transcribe.

N. Shanley – Well I talked to a couple of transcript services awhile, not recently, but before, and they condense one hour of meeting time to one hour of transcription. But those are professional transcriptionists. And I know that's unreasonable to expect you to do that.

L. Bowers – You know what...

S. Bailey – That's their equipment too.

L. Bowers – And I got to tell you, I was doing professional court reporting for a period of time and its 15 minutes a page when you're typing it out.

S. Bailey – Right.

N. Shanley – Well, I mean, pretty soon we're at more than

L. Bowers – Long time ago, but still.

N. Shanley – We could easily get, we could easily get to more than 40 hours a week at this rate.

L. Bowers – Why don't we do a combined, why don't we do a combined 32 hours, and if it's got to go over 32 hours she's got to let us know and we make a decision.

N. Shanley – Well, let's, I would say let's leave the 16 where it is and let's put the remainder in that other line.

L. Bowers – Okay.

S. Bailey – Okay.

L. Bowers – How much?

N. Shanley – Well, actually, I didn't bring it. Actually, I had information from Brunswick Hills. They have somebody that does just minutes and they are doing transcripts, verbatim. And they have budgeted under \$3,000.00 for that and that's all this person's going to do. I don't know how they're doing it, that's, yeah...

L. Bowers – I expect they're gonna run out of that real quick.

S. Bailey – I don't see how they would do verbatim unless their meetings are very short.

L. Bowers – I mean, just this, just this last set of minutes, that's \$200.00. And let's say we do that 12 times a year.

S. Bailey – Twenty-four.

D. Butler – Twenty-five...

L. Bowers – Yeah. Yeah.

D. Butler - \$2,500.00.

L. Bowers – I'm just, I'm just thinking...

N. Shanley – And we're back to \$2,500.00. I think that's...

L. Bowers – I'm just thinking that that's one meeting a month and we've been having on average two meetings a month. So maybe \$5,000.00 is a good place to start and let's see where it goes? And, also don't forget she's got an audit going on and that's a lot of time intensive record pulling and verification.

N. Shanley – I would rather see \$4,000.00 and revisit it if we have to.

L. Bowers – That's fine.

N. Shanley – Okay.

L. Bowers – Work's okay. Work's for me. Don, does it work for you?

D. Butler – Four?

L. Bowers – Four. Legal Counsel – I don't think there's any need to leave that even in there. Does anybody think we need to have that? Zero it out?

S. Bailey – We haven't used it.

L. Bowers – Okay to zero it out, Don?

D. Butler – Um-hum.

L. Bowers – Nanci?

D. Butler – Yes.

N. Shanley – Um-hum, yeah.

L. Bowers – Okay.

S. Bailey – You move three there...

N. Shanley – So, just so I'm clean, so we've left 121-1006 and that is going to be \$4,000, am I understanding that correctly?

L. Bowers – Correct.

D. Butler – Correct.

N. Shanley – Okay.

D. Butler – 1005 is zero.

L. Bowers – Zeroed out.

N. Shanley – Right. Okay.

L. Bowers – It'll come off at the end of the year.

N. Shanley – Okay. OPERS?

S. Bailey – OPERS is 14% of the wages.

N. Shanley – Okay. So, if you take...

L. Bowers – (working on calculator)...For the Fiscal Officer's and the Trustees' it's going to be \$7,770.00, so why don't we make that eight?

N. Shanley – Well, we have, we have Joy.

S. Bailey – You have...you've already...

D. Butler – It's \$8,400.00 already.

L. Bowers – Ooh, I forgot about that one too.

S. Bailey – You have eight, eighty-four oh one is what we used already.

L. Bowers – I forgot to put Joy in.

N. Shanley – So that's \$20,000.00.

L. Bowers – Yeah. (working on calculator) \$10,600.00.

S. Bailey – Round it up to eleven?

L. Bowers – Fine. Don, eleven? Nanci?

D. Butler – No problem.

N. Shanley – Yes, that's fine.

L. Bowers – Okay.

N. Shanley – So, that's 211-0000 will be \$11,000.00.

L. Bowers –Yup.

N. Shanley – Medicare. That's a percentage too, isn't it?

S. Bailey – Yeah, it is. Can't think of it offhand. It's 1.45.

L. Bowers – Let's do 1.5. (working on calculator) \$1,133.00. You want to say \$1,200.00?

N. Shanley – Say \$1,200.00? Yup. Okay, so, 213-0000 is \$1,200.00.

L. Bowers – Hospitalization, Shirley, is that a number you can just plug in from you records when you check them?

S. Bailey – Um-hum.

L. Bowers – Okay. I don't know it, unless you know it offhand, I don't know it.

S. Bailey – It's ah, right now we're paying fifty-one fifty-two a month.

L. Bowers – But it has to break down.

S. Bailey – Not for the hospitalization.

L. Bowers – Well, you've got other employees that break out that aren't General Fund.

S. Bailey – That's true.

L. Bowers – So you'll ...

S. Bailey – Half of it is yours.

L. Bowers – Okay for Shirley to plug those numbers in then?

N. Shanley – Yes. No problem with that.

L. Bowers – Life Insurance too, you can plug that in?

D. Butler – Excuse me, you better plug that hospitalization number probably 15% higher?

S. Bailey – Yeah, cause if we go up again.

D. Butler – I guarantee you we're going to go up again.

S. Bailey – Oh, yes.

D. Butler – I'd say 15 would be low if it's all we go up.

S. Bailey – Right. By September we should know how much it's going to go up.

D. Butler – I wouldn't be surprised if it's 20 – 25% to be honest with you.

S. Bailey – Well, it went 9 ½ this last time.

D. Butler – Well, yeah, but...

S. Bailey – Right.

L. Bowers – And Worker's Compensation is a number you can plug in. That's one of your percentages.

S. Bailey – Right. Cause I have to go according to what we have coming in.

L. Bowers – And Drug Screening, some, one of us actually got drug screened?

S. Bailey – Yeah, me.

L. Bowers – (laughter) I'm sorry.

D. Butler – Are we then going to put the prescription reimbursement in the ...

L. Bowers – That would go in the Service Department.

D. Butler – Service account?

L. Bowers – That's Service Department.

D. Butler – Okay. That'd be a line item? You got to add that line item in the Service Department, okay?

S. Bailey – Right. I already wrote that in there. Unemployment, that varies. It all depends on what we have...

L. Bowers – What's a safe number?

S. Bailey – Well, it's very difficult to say, because ah...

L. Bowers – Well, we only, we only have one employee that's...

S. Bailey – No, we have several.

L. Bowers – In General. In General Fund there only one employee out of General Fund though that is eligible for...no, I guess that, the Zoning too. Forgot about that. Comes out of General. Twenty-five hundred?

S. Bailey – Unemployment comes out of General period.

L. Bowers – ooh.

N. Shanley – No matter who it is?

S. Bailey – Right.

L. Bowers – I did not realize that.

S. Bailey – Yeah.

L. Bowers – That's a new ...

S. Bailey – You're the employer.

N. Shanley – Even if it's, even if it's Fire?

S. Bailey – Right, because you're the employer. It comes out of the General Fund.

L. Bowers – And we only had \$80.98 in 2009? Oh, I'm sorry. Okay. I'm looking at the wrong line.

D. Butler – You spent \$13,000.00.

L. Bowers – Yeah. Okay. I'm looking at the wrong line, sorry.

S. Bailey – That's what was unencumbered.

N. Shanley – Shirley?

L. Bowers – So you want to budget the same amount?

S. Bailey – Well, I have an unemployment check in here right now that's for over \$4,000.00, about forty-three hundred. I don't know if that's going to continue – if it does, that'll be for another six months.

N. Shanley – I'm trying, I'm still trying to understand how we can pay salaries for Fire or for Service out of those specific areas but unemployment for those same individuals would have to come from here. I'm not understanding that for some reason.

S. Bailey – That's, that's how it's been set up and that's how it's been done. I can check into it to see if I can do out of the others, but, it's always...

N. Shanley – Would you mind? I mean, it just doesn't make any sense to me.

S. Bailey – always been under...

N. Shanley – Usually, any place that I've ever know of, it comes out of wherever the salaries come from cause that's your, that's your cost center for the salary. So if its unemployment, based on that, same kind of employee should come out of that same thing.

L. Bowers – We want to leave that questionable right now?

S. Bailey – It's possibly not...

N. Shanley – If it's possible to check into it, I would appreciate it.

S. Bailey – The General Fund covers everything, so it's...

L. Bowers – Let's leave, let's leave that one a question mark. We can fill that in. And Shirley, you get back to us with that information when we do the final document, we can, how's that?

Audience member – (inaudible)

N. Shanley – Same.

L. Bowers- We didn't...\$500? Drug Screens?

N. Shanley – Yeah.

L. Bowers – One for each of us. Shirley got lucky.

S. Bailey – Yeah.

L. Bowers – Employee Reimbursements. If, Nanci, you said you're going to start doing the conferences?

N. Shanley – Yes.

L. Bowers – Cause I think some of those come out of that, right Shirley?

S. Bailey – Conference – it comes out of training.

L. Bowers – Okay. So, what comes out of the reimbursements then?

S. Bailey – Only...

L. Bowers – Ink cartridges?

S. Bailey – If you buy something and you have to be reimbursed for it.

N. Shanley – Okay. So if you...okay.

D. Butler – What was bought this year for \$1,500.00?

L. Bowers – That's what I, yeah, that's what I'm curious.

D. Butler – I missed my share.

L. Bowers – I mean, I'm sure it's okay, but I, don't know what it is.

D. Butler – I missed my share.

S. Bailey – (speaking with Ms. Turpin while looking up information)

D. Butler – (speaking with Fire Chief)

N. Shanley – How many people yesterday?

J. Hall – Three...

L. Bowers – Ooh, low day.

N. Shanley – It went back down then.

L. Bowers – The novelty's wearing off.

N. Shanley - Well, the weather.

D. Butler – Can only eat so much sausage.

L. Bowers – I don't want you to go through all that trouble, Shirley, but I'm just curious what's coming out of that line, cause I really don't know.

S. Bailey – Well, I've had, for Lynda Bowers...

L. Bowers – Oh, thanks.

S. Bailey – I had for Don Butler...

N. Shanley – For what?

S. Bailey – Don Butler, and Don Butler.

L. Bowers – Oh, that's where, that's.

S. Bailey – On your Medicare.

L. Bowers – What was mine?

S. Bailey – I don't know.

L. Bowers – Ink cartridges?

S. Bailey – It might have been.

L. Bowers – It's the only thing I can think of.

S. Bailey – It was back in March of '09.

L. Bowers – How much money?

S. Bailey - \$156.00.

J. Turpin – You went to a conference and ...

S. Bailey – Oh, that's right.

J. Turpin – you were reimbursed for that conference.

S. Bailey – That’s right.

L. Bowers – Yeah, but I thought that came out of training.

J. Turpin – You, didn’t you pay ...

L. Bowers – Yes.

J. Turpin – We paid half of the hotel, I believe.

L. Bowers – Yes.

S. Bailey – But we were reimbursing it.

L. Bowers – Okay.

S. Bailey – So that has to come out of reimbursement.

L. Bowers – Okay. Cool.

D. Butler – Well, if it’s, if it’s the Medicare thing, then that was about \$1,200.00.

L. Bowers – Then that’s about...

N. Shanley – That would start accounting for it.

D. Butler – That (indecipherable) thing cost us about \$1,200.00.

L. Bowers – Okay.

N. Shanley – So, \$2,200.00 again?

D. Butler – Cost the Township \$1,200.00 and cost my wife and I \$1,200.00.

L. Bowers – So \$2,200.00 is good?

N. Shanley - \$2,500.00. I don’t know.

L. Bowers – Twenty-five’s good.

D. Butler – We don’t need it. We don’t need it.

L. Bowers – You’re not doing that anymore?

N. Shanley – Well no, but Don, I, I might go to conferences and pay and need to be reimbursed.

D. Butler – That comes out of training, you just said.

N. Shanley – Well no, not if I pay and I get reimbursed or ink cartridges, or...

L. Bowers – Comes out of training if the Township pays for it.

N. Shanley – Advances it.

L. Bowers – Advances it.

N. Shanley – If I pay for it and it gets reimbursed, then it comes out of this line item.

L. Bowers – And I almost always have to use my own credit card to reserve rooms and stuff like that. Usually I don't get a reimbursement.

S. Bailey – If you have me do it then I can do it.

L. Bowers – The only reason I got reimbursed for that one that one time is because Medina Township shared.

N. Shanley – Um-hum

S. Bailey – Right.

D. Butler – What I'm saying, if \$1,200.00 of that, roughly, was because of the Medicare, it's not going to be a reoccurring fee.

S. Bailey – No, but Nanci is saying though, that if she decides to go for any training and she pays for it herself while she's there, she's going to have to be reimbursed.

L. Bowers – And those hotel, even on government rate, those hotels are running \$150 - \$189 a night, so, I'd say \$2,500.00 is reasonable.

N. Shanley – Yeah.

L. Bowers – Cause both of us will probably be attending those. Auditing Services – that should come down this year.

N. Shanley – What are you suggesting, Shirley?

S. Bailey – Well, it's up to seventy-two right at the moment.

L. Bowers – But you split it out and...

S. Bailey – Yeah, I break it down to...

N. Shanley – The different areas.

S. Bailey – Different areas, right, that they're working on.

N. Shanley – So what do you suggest?

S. Bailey - \$5,000 should be fine because that, it'll probably cover it and then some.

N. Shanley – Okay.

L. Bowers – UAN?

S. Bailey – UAN – so far is, seems to be holding its own. I haven't heard anything about going up yet.

N. Shanley – So four?

L. Bowers – Forty...

N. Shanley – Well...

S. Bailey – We have forty-seven

N. Shanley – We appropriated...we have forty-seven and we spent \$3,744.

S. Bailey – And I think we'll probably be safe with the \$4,700.00.

L. Bowers – Okay. Tax Collection Fees.

S. Bailey – Okay. That is something I have no control on whatsoever on...

N. Shanley – Is the County increasing its rates by any chance?

S. Bailey – I, no.

N. Shanley – Okay.

S. Bailey – They don't...

N. Shanley – I don't...

S. Bailey – It all depends on how much we get on our advances and how much they have to pay out for different services.

N. Shanley – So the same?

S. Bailey – I would keep it at the same...

N. Shanley – Okay.

S. Bailey – because I have no idea, I know that we got our tax assessments and, for the General Fund is was only like \$28, so...

L. Bowers – Training Services?

S. Bailey – Just don't know.

L. Bowers – Sorry. Training Services – That's...

S. Bailey – That's where, if you're going to be doing any training, if you want me to set it up, that's going to be coming out of there.

L. Bowers – Well, we did \$1,000.00 last year. I'd say go \$2,000.00 this year.

N. Shanley – Um-hum.

D. Butler – Only spent half of that though. Why would you double it?

L. Bowers – It's because I never take reimbursement. Because I'm the only one that goes. If there's more than one of us going we'll probably start splitting those costs and I'll take the reimbursement.

N. Shanley – Um-hum. Yup.

L. Bowers – I usually pay for them myself.

N. Shanley – Well, the next line item can certainly drop. We just have to pay hosting out of there.

L. Bowers – How much is that running? You okay with that number, Don?

D. Butler – What's that?

L. Bowers – The one before. You never said...\$2,000.00, you okay with that?

D. Butler – Yeah, yeah, yeah.

L. Bowers – Okay.

N. Shanley – I would budget hosting at \$300.00 a year.

S. Bailey – That sounds good.

L. Bowers – Okay. Copier.

D. Butler – The website's \$300 a year?

N. Shanley – The hosting is \$300 a year.

L. Bowers – Just the hosting.

D. Butler – Okay.

N. Shanley – And that’s actually with a little bit of a buffer.

D. Butler – Instead of \$3,000.00?

N. Shanley - \$300.00. \$300.00.

D. Butler – Right now it says \$3,000.00.

N. Shanley – Right, because the...

D. Butler – Okay. I’m just making sure we’re on the same line item.

N. Shanley – It’s being done internally now, so we’re paying it through the increased salary for the...

D. Butler – Gotcha.

N. Shanley – Secretary.

S. Bailey – The copier, I would leave where it’s at.

N. Shanley - \$2,500.00?

S. Bailey – Yes.

L. Bowers – Repairs and Maintenance – the same?

N. Shanley - Eight-thirty’s an odd figure.

S. Bailey – Yeah.

L. Bowers – I think that, I think that was because that’s what was spent the year before probably. And then this past year it was ninety. Why don’t we...

N. Shanley - \$800.00?

L. Bowers – Why don’t we do \$500.00. We only spent \$90 last year.

N. Shanley – Okay.

S. Bailey – Right. \$500 should be fine.

L. Bowers – That anticipates a problem. Maintenance to the Town Hall. Where’s that coming from now because it’s not coming out of this line?

S. Bailey – Well, there’s another line for that one.

N. Shanley – Should we zero that out?

D. Butler – It is zeroed out.

S. Bailey – On the next page you'll see Building and Maintenance for the hall, so it's...

N. Shanley – Okay. Zero it out?

S. Bailey – Yeah. Well, it's already zeroed out.

L. Bowers – What's the difference between the Training line and the Travel & Meeting Expense?

S. Bailey – Okay, Training line is paying for your training, okay, or actually put in the hotel.

L. Bowers – The travel and...

S. Bailey – The Travel and Meeting Expense, in other words...

L. Bowers – That's reimbursement for mileage and that sort of thing?

S. Bailey – If you're reimbur...Right.

L. Bowers – Gotcha.

S. Bailey - Or ah, lunch, whatever.

N. Shanley – Meals.

S. Bailey – Right.

N. Shanley – Okay.

L. Bowers – And we spent none last year.

N. Shanley – Shirley? Excuse me a second, you said the one previous was zeroed, I didn't, that was two-fifty last year. Repairs and Maintenance.

L. Bowers – No it wasn't. Zeroes. All the way across. Travel and Meeting Expense was two-fifty.

N. Shanley – I am on the wrong line, I'm sorry, sorry, sorry, sorry.

S. Bailey – Repairs to the hall was zero.

N. Shanley – Got it. Okay. Yup, I skipped a line.

L. Bowers – Travel and Meeting Expense probably, I should, I don't know that that needs to change really.

N. Shanley - \$250?

L. Bowers – Yeah, that's just mileage and meals.

N. Shanley – Okay.

L. Bowers – We didn't do anything last year.

N. Shanley – Telephone?

S. Bailey – Telephone right now, like it shows, twenty-seven, but I don't know if...

L. Bowers – Leave it where it's at? Three?

S. Bailey – Yeah, I would leave it where it's at because right now the bills have been down but we have to make any, a lot of long distance calls or anything then it's going to go up.

N. Shanley – Did we ever go into the flat program with no long distance calls charged, did you ever explore that?

S. Bailey – We have that on the Fire and their bills are costing us a whole lot more.

N. Shanley – What are we paying per month for that?

S. Bailey – I don't know it off the top of my head.

L. Bowers – We can look on their sheet.

N. Shanley – I believe there's one, we have two lines coming into the Town Hall, is that correct?

L. Bowers - \$4,200.00 for Fire phones.

N. Shanley – What's that, Joy?

J. Turpin – Administration Building.

N. Shanley – For the Administration Building. I think there's a way to make just one of those lines a line you use for outgoing long distance calls and pay the flat fee on that.

S. Bailey – That's what they did with...

N. Shanley – The Freedom Plan.

S. Bailey – That's what they did with the Fire Department and it's costing us more money.

L. Bowers – Well, let's, for right now let's leave it where it's at and then you can check on that and see if there's any ...

S. Bailey – I know the phone bills...

L. Bowers – Change available.

S. Bailey – out of Fire Station 2 are running between \$300 and \$400 a month.

N. Shanley – With a flat rate?

S. Bailey – With a flat rate.

N. Shanley – Well, that shouldn't be. It should be a flat amount.

S. Bailey – I've asked the phone company about it and that's how it's set up.

N. Shanley – Okay.

S. Bailey – And we're not getting charged for the long distance calls ...

N. Shanley – Okay.

S. Bailey – But we get charged all the extra fees that go with it.

N. Shanley – Okay. Would you have any problem with us asking Joy to contact our phone company to see what plans are available that would give us a flat rate? Thank you.

L. Bowers – Cell Phone the same?

S. Bailey – Cell Phone I think would be coming down. Although it, it didn't, well...

L. Bowers – Well, until it comes down maybe we should leave that where it's at and then we just, we don't have to spend it.

S. Bailey – Right. But the only reason why it's up there is because we had the higher rate at the earlier part of the year and then came down.

L. Bowers – Oh, okay. So what do you want to do with it?

D. Butler – What higher rate? On the cell phones?

S. Bailey – On the cell phones. At the beginning of the year we had a higher rate, now we're down a little lower.

D. Butler – Last year.

S. Bailey – Yeah, well...

N. Shanley – You mean fewer phones?

L. Bowers – 2009.

N. Shanley – Because we have fewer phones?

S. Bailey – And we have fewer phones, too, right.

N. Shanley – Well we dropped the phones in 2008.

S. Bailey – But this cell phone, that is just my phone. But as you had stated back last year, you wanted the bill to be...

L. Bowers – Prorated.

S. Bailey – Well, right, prorated, in other words...

L. Bowers – Spread out.

S. Bailey – Averaged out to everyone, so.

N. Shanley – You're on the same plan as two other phones.

S. Bailey – My phone isn't used that much but it's...

N. Shanley – Your phone is on the same bill as say two other phones for other departments and what you're saying is you take the, that amount and prorate it by x number of phones.

S. Bailey – I take the bill and then I, we have four phones...

N. Shanley – Um-hum.

S. Bailey – That are out there and I just divide it up four ways...

N. Shanley – Okay.

S. Bailey – And then it goes into each of those departments.

L. Bowers – Okay. Thank you. Postage?

N. Shanley – So what are we, what are we appropriating there?

S. Bailey – Said to leave it the same right at the moment.

N. Shanley - \$4,200.00?

L. Bowers – No, it's \$600.00.

S. Bailey - \$600.00.

N. Shanley – I keep skipping lines, I’m, no, and I was doing that. I’m sorry, okay. Alright, so \$600.00. Okay.

L. Bowers – If her cell phone was \$4,200 I think we’d be having a different discussion.

N. Shanley – I was gonna say, my ...that must be every cell phone in this Township. Postage.

S. Bailey – Postage is down, but if you want to start to do a newsletter...

N. Shanley – Newsletter.

S. Bailey – Then you’re gonna need that in there.

L. Bowers – Leave it alone.

N. Shanley – Okay.

L. Bowers –Advertising. Well that comes and goes. Leave \$250, Shirley?

S. Bailey – I would say \$250, leave it there.

D. Butler – Leave it there.

L. Bowers – And Other Communications, Printing, and Advertising - \$500, leave it alone.

D. Butler – Leave it there.

N. Shanley – I’d leave.

L. Bowers – Electricity looks good.

S. Bailey – And the street lighting should be where it’s at too.

L. Bowers – Okay.

N. Shanley – Okay.

L. Bowers – Water and Sewage looks...

N. Shanley – Joy, do you want us to read the amounts? No?

J. Turpin – If they’re staying the same then no.

N. Shanley – Okay.

L. Bowers – Natural Gas, boy that’s a difference.

N. Shanley – Um-hum.

D. Butler – Go back to Water and Sewage. Why are leaving it \$700 when we haven't spent anywhere near that?

L. Bowers – Okay. Good question.

D. Butler – Just asking.

N. Shanley - \$300?

S. Bailey - \$300 would be fine.

L. Bowers – Okay.

N. Shanley – And certainly Natural Gas could stand to be like \$4,000 instead of \$8,500. We spent \$2,697.87 last year.

L. Bowers – I think four's safe.

S. Bailey – Okay.

L. Bowers – Computer Support - \$2,000.00 probably a little aggressive?

N. Shanley – Um-hum.

S. Bailey – Yes.

L. Bowers -\$500?

S. Bailey - \$500.

L. Bowers – Okay. Cable looks okay. Property Insurance Premiums – can we cut that in half to \$1,000? Shirley?

S. Bailey – Ah, yes.

L. Bowers – Don?

N. Shanley – Um,...

D. Butler – Yeah, not a problem.

L. Bowers – Okay.

N. Shanley – I have a question about cable. It says Station 1?

S. Bailey – That’s because the coding, the 7586 reads Cable 1 – Station 1 and the other one reads Station 2. If I have cable, I have to pick up one of the other. I can’t take that off. It’s still cable, but...

N. Shanley – This is the cable internet service for the Administration Building?

S. Bailey – Right. It’s Time Warner.

N. Shanley – Right.

S. Bailey – But I can’t take the, the Station 1 off of it because when they, 7586 was set-up, it was set up for Station 1 for cable.

N. Shanley – Is it still being...

S. Bailey – And if I want cable...

N. Shanley – Is Station 1’s cable still being paid out of that line?

S. Bailey – Not that line just the code, the 7586 is a code.

N. Shanley – Okay, so you can’t change that to read Administration Building?

S. Bailey – No, it cannot. You cannot change those.

L. Bowers – It has to stay Cable – Station 1?

S. Bailey – Right.

L. Bowers – It can’t say Cable – Administrative Building?

S. Bailey – No. Cannot.

L. Bowers – Okay. Okay. Liability Insurance, can we bring that...

N. Shanley – Property.

L. Bowers – down to...

N. Shanley – Did we leave Property where it was?

L. Bowers – Yeah, we did Property...

S. Bailey – Property at \$1,000.00.

L. Bowers – We went to \$1,000.00.

N. Shanley – Okay.

L. Bowers –Liability, can we reduce that to three, Shirley?

S. Bailey – I'd go with three.

L. Bowers – That comes down quite a bit. How about our Bonds?

S. Bailey – Well, your bonds are zero.

L. Bowers – Zero.

S. Bailey – And although they were asking me about my bond and I don't understand why and I have to get back to Renee and find out why because my bond was supposed to be paid and covered to the end of my term, so I wouldn't be paying anything this year. So that should be, that line should be zero for this year.

L. Bowers – Zero it out? Okay.

N. Shanley – What about Joy?

S. Bailey – Joy's bond is on my bond or on my term.

L. Bowers – Hers runs the same term as yours.

N. Shanley – Okay. But you're not being contacted about Joy's bond just your bond?

S. Bailey – Right.

N. Shanley – So if we have to pay it again what would it be?

S. Bailey – It varies. Last year was ...

N. Shanley – Well didn't we get some sort of a break

S. Bailey – Six or seven hundred...

N. Shanley – With OTARMA?

S. Bailey – Right. It was \$700, \$785 I believe it was.

L. Bowers – Why don't...

N. Shanley - \$1,000.00?

L. Bowers – If you need to some, well, I would say I don't think she's going to have to do anything.

S. Bailey – I shouldn't have to.

L. Bowers – The bonds run for the term. If something changes then we need to check in and see why because it runs with term, so...

N. Shanley – Okay. So zero. Okay.

L. Bowers – Office Supplies - \$2,000.00?

S. Bailey – That'd be good.

N. Shanley – That sounds good.

L. Bowers – Small Tools and Equipment?

N. Shanley – We spent \$22.75.

S. Bailey – Twenty-two...

L. Bowers - \$500.00?

N. Shanley – Yeah.

L. Bowers – Dues and Fees - \$4,000.00.

N. Shanley – Yes.

L. Bowers – That's UAN stuff too. Other Expenses...

N. Shanley - I would leave that at five.

L. Bowers – Yeah.

N. Shanley – What kind of thing goes in there, Shirley?

L. Bowers – Anything that doesn't have a line.

S. Bailey – Well, have to look it up.

N. Shanley – Is that the catch-all?

S. Bailey – That, it's a catch-all.

N. Shanley – Okay.

L. Bowers – Custodian – zero. Tax Collection.

S. Bailey – That's the assessments. And...

L. Bowers – Nanci, we, do you understand what those are? The assessments? We have, we have assessments for the Fire Station down at Heatherhedge and there's certain water lines...

N. Shanley – Um-hum.

L. Bowers – We have in some of the subdivisions the Township has portions of the roadway that we're assessed for, intersections and that sort of thing, so that's what they add up to. So, \$5,500, Shirley?

S. Bailey – That'd be fine.

L. Bowers – Those really shouldn't change much cause those valuations don't really change.

N. Shanley - \$2,500 for Repairs and Maintenance?

L. Bowers – Repairs and Maintenance. Yeah, that sounds good. Repairs and Maintenance on the Hall – Don, have you heard anything from the Service Department, anything special they think is going to cost a lot of money here?

D. Butler – No, because we're, we have that Hughes Proposal that's putting everything on hold.

L. Bowers – Okay. So \$2,500 there, then?

N. Shanley – Yeah.

L. Bowers – Repairs and Maintenance to the Hall - \$2,500.00.

D. Butler – It sound be, yeah, it should be, you know, we're not going to do anything.

L. Bowers – Well, that's kind of if something comes up that we don't have a choice, I think. Is...

S. Bailey – For maintenance.

L. Bowers – Now, does that take care of the floor contract as well or is that in Contracted Services?

S. Bailey – No, that's...

L. Bowers – The floor polishing?

S. Bailey – That comes under this one.

L. Bowers – Okay.

N. Shanley – So, okay. If we were to need a new furnace we'll just have to reappropriate.

L. Bowers – Yeah.

N. Shanley – Comprehensive Plan – ten?

L. Bowers – Well, \$7,500 I think is, is enough, isn't it? Isn't that where we are at?

N. Shanley – I think they're gonna be over.

L. Bowers – Okay. Let's do ten and if we don't spend it we don't spend it, that's good.

S. Bailey – You don't want...

L. Bowers – This is a zeroed line.

S. Bailey – You don't want it shared with the other funds?

L. Bowers – Well, I thought that it was. It is, as far as I know, it's in some of the other ones proportionately.

S. Bailey – Right. That's what...

N. Shanley – Proportionately? Okay, so do you want to drop it?

L. Bowers - \$7,500 I think is...

N. Shanley - \$7,500.00 as long as it's getting shared, okay. Alright.

D. Butler – You're changing \$7,500 to what?

L. Bowers – It's left at \$7,500.00.

N. Shanley – It's left at \$7,500.00.

D. Butler – Okay.

L. Bowers – This line comes out, Salaries – Office Assistant.

S. Bailey – It's already zeroed.

L. Bowers – Yeah. Worker's Compensation – Drug Fund Recovery – what on earth?

S. Bailey – That is for the Drug Free Workplace.

N. Shanley- We didn't spend anything.

S. Bailey – No, well it's, when you go for drug testing, and you had that on the other one, didn't you?

L. Bowers – Yeah, it's already been in there.

D. Butler – Yeah, we already...

N. Shanley – Um-hum. Zero?

L. Bowers – Zero it.

S. Bailey – Yeah, for drug screening.

N. Shanley – Okay. Refunds.

L. Bowers – That's, that's something, that happens when Shirley gets a check in and she's overpaid or something, we still have to appropriate so she can pay it back.

S. Bailey – Right.

N. Shanley – Okay. \$100.00?

S. Bailey – That's...

N. Shanley – Even though we didn't do anything with it.

L. Bowers – And does that, does that come under Town Hall deposits too, do you have to use that for that as well, Shirley?

S. Bailey – That's where it's used most of the time.

L. Bowers – That's what it's used. Is \$100 enough for you?

S. Bailey – Yeah.

L. Bowers – Okay. Repairs and Maintenance – Mann Ball Field.

N. Shanley – Well, that was the fence, right?

L. Bowers – That was the fence. Should not be doing that again this year.

N. Shanley – No.

L. Bowers - \$1,000.00 okay there?

N. Shanley – Um-hum.

L. Bowers – Okay. Lion's Park - \$1,000.00 there I would say, just to give us something in case something comes up.

N. Shanley – Right. Other...

L. Bowers – Other – let's get rid of Other, Shirley. Can we get rid of Other?

S. Bailey – Yeah.

L. Bowers – Okay.

S. Bailey – Well, I can zero it, I can't get rid of it.

L. Bowers – Yeah, right.

S. Bailey – I can zero it.

L. Bowers – Get rid of it at the end of the year.

N. Shanley – Improvement of Sites – Administration Building.

L. Bowers – I'd leave \$2,000.00 in there just for emergencies.

N. Shanley – What, what did we spend, oh, we only spent \$150.00.

S. Bailey – No.

L. Bowers – Cause, they've got a lot of filling up work that they're going to have to do on this parking lot.

N. Shanley – So \$2,000.00?

L. Bowers – I'd say we're gonna have \$2,000.00 in gravel out there anyway. Don, you okay with that?

D. Butler - \$2,000.00 instead of \$1,500.00?

L. Bowers – Yeah. Cause at the very least I think we're gonna have to do some work out in the parking lot.

D. Butler – Absolutely.

L. Bowers – And Improvement of Sites – Mann Ball Field, that's...

N. Shanley – Zero.

L. Bowers – Zero. Yeah. Almost done. Machinery, Equipment & Furniture...

S. Bailey – Spent a lot on that.

N. Shanley – Uh-huh.

L. Bowers – Zero.

N. Shanley – Should we zero it, well...

S. Bailey – You don't know what, what might come up during the year though.

N. Shanley – Let's leave \$1,000.00?

L. Bowers – Yeah.

N. Shanley – Okay.

S. Bailey – Just leave it.

L. Bowers – And if anything has to be replaced it could be that ...

J. Turpin – What about this machine...

N. Shanley – The deck...

L. Bowers – Yeah, how much is that?

S. Bailey – Oh yeah, that'll be coming out of that.

J. Turpin - \$400.00.

S. Bailey – Yeah.

J. Turpin – Plus the software.

S. Bailey – The \$1,000.00 will cover it.

N. Shanley - \$1,500.00?

L. Bowers - \$1,500.00, yeah.

N. Shanley – Penalty Charges...

S. Bailey – That's my charges.

L. Bowers – Late fees?

S. Bailey – Right.

L. Bowers - \$152.00. We appropriated \$180 last year, is that good?

S. Bailey – Should be fine.

N. Shanley – How, when does that happen? How does that happen?

S. Bailey – When I don't get checks signed in time to get them out, if I'm held up on something...

L. Bowers – If the bill comes in late or report can't get done in time.

S. Bailey – Right. Cause the reports, they all are at different times of the month and if they aren't out at that time...

L. Bowers – And she doesn't necessarily always have the information on time, like payroll.

S. Bailey – Then they come back with it. Right.

N. Shanley – Okay, I just...

S. Bailey – There, there are times where it's going to overlap and gonna wind up with a charge.

L. Bowers – Sometimes she has to wait till a meeting for us to approve something before she can put it on.

S. Bailey – Also had it where the system will print out an amount, say for instance with Job and Family Services on our Ohio Tax, when I send it out to them with the report and then they'll come back saying that it was short.

N. Shanley – And they fine you.

S. Bailey – Right, they'll find me because it's short.

N. Shanley – Okay.

S. Bailey – But I only can do whatever the system kicks out.

N. Shanley – Right. Okay.

L. Bowers – Shirley, Transfers Out – is that Zoning and Cemetery?

S. Bailey – Right.

L. Bowers – Okay. So when we get there, that number will get plugged in.

S. Bailey – Right, that stays zero until you...

L. Bowers – Other Financing.

N. Shanley – Financing Uses, what is that?

S. Bailey – That's just like a miscellaneous type, I don't even know what the eleven eleven was for off hand.

L. Bowers – Let's zero it out. Cause, if we don't even, if you don't even know what it's for, clearly it can go somewhere else for \$11.00.

N. Shanley – Right.

L. Bowers – Budget Stabilization – you used \$4,194 moving around last year. Five give you enough? Is that a decent comfort level?

S. Bailey – You were at \$10,000.00 last year, right?

L. Bowers – Well, I’m, this is showing \$4,194.00.

S. Bailey – That’s showing what was left.

L. Bowers – That’s what, oh...

S. Bailey – See, it doesn’t tell you what’s spent.

L. Bowers – That doesn’t, that’s right. That’s one of those accounts that moves down.

S. Bailey – Right.

L. Bowers – Okay.

S. Bailey – Because it’s still within the fund, and as long as it’s within that fund it’s not going to do anything except ...

L. Bowers – So what do you need there for emergencies?

S. Bailey –Well, I ...

N. Shanley – What does that get used for? I realize if there isn’t enough money somewhere but where, where would there be an instance of needing \$10,000.00?

S. Bailey – It’s not just \$10,000.00, it, you have \$10,000.00 in it but...

L. Bowers - \$500 here and \$500 there...

S. Bailey –at \$500 or maybe even a few dollars but...

L. Bowers – Let’s say, let’s say there’s, in the Training Reimbursement, let’s say that you paid for something that’s more than what the money is there...

N. Shanley – Right, she has to take it from here.

L. Bowers – She’ll take \$200 from there...

N. Shanley – Right.

L. Bowers – If a computer breaks down and they have to replace it and that's \$1,500 and she doesn't have a line item, she'll move this money into that line item and last year from whatever we started with, looks like you probably used \$6,000 then doing that last year.

N. Shanley – Um-hum.

L. Bowers – Of moving around.

S. Bailey – Of having to readjust in order to pay the bills.

L. Bowers – We budgeted pretty good though, I think \$5,000 is probably okay.

N. Shanley - I was going to say, I'd be comfortable with \$5,000, but...

L. Bowers – And then if something comes up then we make a supplemental appropriation.

N. Shanley – Yeah.

L. Bowers – To that account, so. You comfortable with that, Don?

D. Butler – No problem.

L. Bowers – Five? Okay.

Cemetery Budget –

L. Bowers – Move onto Zoning and Cemetery. Cemetery comes up first. I would actually propose we keep the same budget that we had last year and the difference in last year's budget was we had \$2,000 in Salaries and we were able to do the Waltz Cemetery for \$1,125.00.

N. Shanley – Is he going to do anymore?

L. Bowers – Well, Waltz Cemetery was not our worst cemetery.

N. Shanley – Okay.

L. Bowers – It was like third but since it's our only active I wanted to start with that one first because that the one people use. I would suggest that we take that \$2,000 now and move to Shaw, which is the worst that we have and see what he can get done in there and if he hasn't run out of money and hasn't run out of time send him into Spitzer. I've talked to Mr. Weiland, he's willing to take Lafayette Township on but he needs to know because he's got other Townships that are...

N. Shanley – I'm fine with \$2,000.00.

L. Bowers – Okay with that, Don?

D. Butler – Yes.

L. Bowers – He did, for \$1,125.00, he did incredible work in Waltz.

N. Shanley – Um-hum.

L. Bowers – Okay then. Cemetery's done. Zoning.

N. Shanley – Are we budgeting enough for burials, since we're going to be farming those out?

L. Bowers – Well, I think we do because the family pays the company, the Township doesn't.

N. Shanley – Okay. But we had \$4,000.00 in Contracted Services. Are we just leaving it the same?

L. Bowers – But we didn't use any of it.

N. Shanley – Right. So are you zeroing it out, leaving it, or...

L. Bowers – I'd leave it the same...

N. Shanley – Okay.

L. Bowers – And see how that works because we really don't know what going to, for instance, I've got to go out tomorrow, I have got a family picking a lot tomorrow and that burial's going to be a son of a gun. Cause it's a mess in there. I don't even know how I'm going to, I don't even know how I'm gonna find the plot. Gonna wear boots.

Zoning Budget –

L. Bowers – Zoning. We didn't go over anywhere did we, Shirley? We ended up reappropriating, just like we do at the end of every year, maybe we should...try to get it right.

S. Bailey – Best to do it ahead, right.

L. Bowers – Try to get it right this time.

S. Bailey – Best to try and get it at this time instead of having to adjust it at the end.

D. Butler – What do we adjust, salaries?

N. Shanley – Compensation of Board?

D. Butler – What is our big adjustment, salaries?

S. Bailey – Right.

L. Bowers – Yes.

S. Bailey – Mainly, mainly the salaries.

N. Shanley – Well, should we just quickly go line by line here?

L. Bowers – Yeah, and I'd say we pay more attention to the year to date spent than we do what was appropriated.

N. Shanley – Yup. Okay. Board and Commission Members – we spent \$6,090.00. Should we do eight?

L. Bowers – That's, I'd do seven.

N. Shanley – Seven?

J. Turpin – You have two alternates.

D. Butler – Just for Zoning...

N. Shanley – You have an additional alternate and..

S. Bailey – You have alternates now.

L. Bowers – Yeah, I'd go eight.

D. Butler – Pardon?

N. Shanley – And there's going to be Zoning Commission meetings...

L. Bowers – Plus there's going...yeah, you're right.

N. Shanley – For the,

D. Butler – Oh, yeah.

N. Shanley – For the language. So I would say \$8,000.00.

L. Bowers – I'm sorry.

D. Butler – We need that.

L. Bowers – We did \$6,090.00 last year for Board members salaries, we're proposing \$8,000.00 budgeted this year.

D. Butler – Oh, okay. I'd do at least eight, yes.

N. Shanley – And the other salaries, is that Zoning Inspector and Zoning Secretary?

L. Bowers – Correct. I'd go...

N. Shanley – And what are they now, are they \$550.00 a month?

S. Bailey - \$550.00, right.

L. Bowers – I'd go fifteen.

N. Shanley- Well, is it \$550 times 12 times 2, what do we get?

L. Bowers - \$13,200.00. But we had \$14,831.58. Because, I think that, well, you wouldn't do mileage and things out of this.

S. Bailey – Taxes are changed out of there.

L. Bowers – Oh. All of that. Okay.

S. Bailey – We had changes.

L. Bowers - Yeah, I'd say fifteen then, cause we did \$14,831.00 last year.

S. Bailey – Um-hum.

N. Shanley – So fifteen? Okay.

D. Butler – You say taxes are changing, what's changing in taxes that would increase that?

S. Bailey – Payroll taxes were changing. They were changing around and it comes out of my system automatically, I have no choice as to what comes in or comes out of that for state and for the payroll.

L. Bowers – UAN automatically sets it for you.

S. Bailey – Right.

L. Bowers – And every time there's a change, they reset.

S. Bailey – Um-hum.

N. Shanley – Salaries – Miscellaneous.

L. Bowers – What is that? That would be a zero.

S. Bailey – That is zero.

L. Bowers – Okay.

N. Shanley – We spent \$35.00, whatever that was.

S. Bailey – Well, I can look it up if you want me to spend the time.

N. Shanley – No, no.

L. Bowers – Zero.

N. Shanley – OPERS - \$6,000.00? Is that not dependent upon what we pay? It's a percentage.

S. Bailey – It's 14%.

N. Shanley – Okay. So if we're increasing, well we've got, what, \$23,000.00 total in salaries, right?

L. Bowers - \$3,220.00.

N. Shanley – Well, that can't be.

L. Bowers – And that, well, yeah, it is. And we ran into this last year and it took us awhile to figure it out but Shirley's system holds over, remember that mess we had last year because it holds over at the end of the year and it plugs it in.

S. Bailey – Right.

L. Bowers – So what do we need to do with that this year to not have that problem again.

S. Bailey – Well, as you can see for this year it was \$5,755.00. So if you go \$6,000.00 you should be fine.

L. Bowers – It's holding that amount in and paying it in arrears in the, because of the, it brings it forward from the last year...

N. Shanley – Um-hum.

L. Bowers – Because in December is when all of that comes due...

N. Shanley – Um-hum.

L. Bowers – But it kicks it over because it shows that it's not payable until the first of the year in that report.

N. Shanley – Okay.

S. Bailey – It's actually not payable until...

L. Bowers – Cause she pays it in a different report.

S. Bailey – It's not payable actually until the 15th of the following month.

N. Shanley – Okay.

L. Bowers – And we pay the most out of Zoning at the end of the year.

S. Bailey – Right.

N. Shanley – Well, once again though, we're estimating higher on the salaries, so should, are we, should our amount...

L. Bowers – I'd go six, yeah.

N. Shanley – Six? Well, we were at \$5,755.00.

L. Bowers – No, we were at \$4,397.00.

S. Bailey - \$5,755.00.

N. Shanley – No, \$5,755.82.

L. Bowers – Mine says \$4,397.00. It does.

S. Bailey – Then you've got one that hasn't been adjusted.

L. Bowers – Apparently not.

N. Shanley – What's your date on yours?

L. Bowers – December 31, 2009.

N. Shanley – Oh, no, mine's 1/26/2010.

L. Bowers – Oh, okay. I was using my end of year.

N. Shanley – See, I don't think...

L. Bowers – That's the first one that's been different. Then maybe we need to go \$8,000.00 on that one too.

N. Shanley - I think so.

L. Bowers – Yeah, okay. Medicare.

N. Shanley – Medicare.

L. Bowers – Shirley?

S. Bailey – Since you have, you have more going...

N. Shanley - \$700.00?

S. Bailey – It's going to be coming out of that...

D. Butler - \$500.00 should do it.

S. Bailey – I would, I would say, yeah, I was going to say raise it up to \$500.00, that should do it.

L. Bowers – Okay, \$500.00.

N. Shanley - \$500.00.

L. Bowers – Workers Comp.

N. Shanley – Well Medicare’s a percentage, right? Isn’t that the 1 point...

S. Bailey – Yeah, it’s a percentage, but you have more employees now too.

N. Shanley – Correct. That’s why I’m wondering if that’s enough, because it was \$447.88 last year.

S. Bailey – Well, Medicare is a small percentage.

N. Shanley – What was it, 1 point...

S. Bailey – I think it’s 1.45.

L. Bowers – It’s \$345.00.

N. Shanley – So \$500.00 should be fi...well, it (indecipherable) we get to \$447.00?

L. Bowers – Because it’s not payable until...

N. Shanley – Until the same thing, okay, the same arrangement, alright.

L. Bowers – I think five will do it.

N. Shanley – Medicare?

S. Bailey – You got Worker’s Comp.

(changed tape)

N. Shanley – Okay, go.

S. Bailey – Worker’s Comp was \$580.00. That was at 100%. In other words, when I had anything that was for Worker’s Comp. I had to plug it in there.

N. Shanley - \$700.00?

S. Bailey – I don't know what that was for off hand, I would have to look it up. But I think it would be fine to leave it where it's at because that's something that we have to adjust whenever something happens.

L. Bowers – Okay. Employee Reimbursements.

N. Shanley – So that's staying at \$580.00 then, you're saying?

S. Bailey – I would say leave it at the \$580.00 just in case.

N. Shanley – Okay. That's not a percentage of salary?

S. Bailey – No.

L. Bowers –No.

S. Bailey – No, it's not.

N. Shanley – Okay. Alright.

L. Bowers – Employee Reimbursements? Leave it, round it to \$1,500.00?

S. Bailey - \$1,500.00 should be good.

L. Bowers – Training Services, do you need anything there, Shirley?

S. Bailey – I'm surprised we didn't have anything in there before, cause that \$1,500.00 for the reimbursements, that was because of training, and they paid for their own and then we had to reimburse them.

L. Bowers – Well let me, let me ask you a question on that Training Services. If we end up having Joy take over cemeteries, as far as Trustees, the input is the UAN system and we had talked about having Joy do that. The input is the UAN system and she'd have to be probably trained on that, so would that make more sense to come off of the training in this...

N. Shanley – In Zoning?

S. Bailey – This is Zoning.

L. Bowers – No, I'm sorry. I'm sorry. I'm sorry, it's late.

N. Shanley – We should revisit cemetery then.

L. Bowers – No, we can, we can talk about it...

N. Shanley – Or no, we should General Fund.

L. Bowers – Yeah, we can talk about it on Joy's.

N. Shanley – Okay.

L. Bowers – My mind was going there, I'm sorry.

N. Shanley – Should we zero that then since it was nothing last year?

L. Bowers – Well, that, isn't that the one where if you take training you pay for the applications for the schools in that?

S. Bailey – Right, if they take anything that is going to be cost, costing the Township.

L. Bowers – Yeah, I'd say \$500.00.

N. Shanley – Okay, now, didn't some of the Boards pay their training last year and we reimbursed them?

S. Bailey – Right. That's the reason why you have the \$1,357.00....

N. Shanley – Okay.

L. Bowers – Yeah, but some of the members go to...

S. Bailey – Under the reimbursement.

L. Bowers – Some of the members go to Ohio Planning Conference, that's a \$75 fee.

N. Shanley – Would that not be under Employee Reimbursements then?

L. Bowers – Not if the Township pays those.

S. Bailey – Not if we pay for it ahead of time.

L. Bowers – And the Township usually does those registrations.

N. Shanley – Okay. Well last year we appropriated \$37.00 and we used nothing.

L. Bowers – But we probably shouldn't, because all of our, most of our folks went to the University Center one, so we probably shouldn't have that again this year because most of them went to it last year. So we could probably drop that one to five instead of fifteen hundred.

S. Bailey – And the \$37, I think was left because I had to move money into the reimbursement one.

N. Shanley – So we have \$500.00 then under...

L. Bowers –Yeah, I'd put five on each one. Because remember, they, most of our, most of our members met their training qualifications for their entire term. And the only ones that they go to now are Department of Planning Services, and those are free.

S. Bailey – Right.

N. Shanley – So \$500.00 on each line?

L. Bowers –Yeah. That's what I'd say.

N. Shanley – Okay. Postage. We spent five fifty-four last year.

L. Bowers – Give them...

N. Shanley – But, if we get, if we get applications for variances and we have to mail contiguous property owners...

L. Bowers - \$50.00.

N. Shanley – That comes out of there, correct?

L. Bowers - \$50.00.

N. Shanley – Okay.

L. Bowers – Printing and Publications – I don't know how, looking at printing and advertising both together, I don't know how Marlene got done some of the advertising that she needed to on variances for that little bit of money. Where's that being paid out of, Shirley?

S. Bailey – It should have been out of that.

L. Bowers –Yeah, that's what I was thinking.

N. Shanley – That couldn't cover some of that stuff though...

L. Bowers – No, not possible.

N. Shanley – It was much longer than that.

S. Bailey – I know hers, when they come in are low. They're, she doesn't have anything that's extremely high as we've had on some of the others.

L. Bowers – Why don't we look at \$100.00 on both lines there.

S. Bailey – But if you add those two together, you've got, what...

L. Bowers – Less than \$200.00.

N. Shanley – I'm fine with \$100.00 on each line.

S. Bailey – That's where it's at now.

L. Bowers – Yeah, I think that's what we should do.

N. Shanley – Insurance and Bonding.

L. Bowers – In Contracted Services, those are for maps, and I'd do \$100.00 on there this year because we're going to be looking at some Zoning things.

S. Bailey – Okay. I was going to say, because we haven't used that at all.

L. Bowers – Yeah that, that's maps. Insurances and Bondings – we, we don't do anything there, do we, Shirley?

S. Bailey – We haven't.

L. Bowers – We don't need to this year.

S. Bailey – No. We haven't been doing anything out of there. Because...

L. Bowers – Zoning Inspector's bond doesn't change every year.

S. Bailey – No, it doesn't.

L. Bowers – Hers is a four year bond, I think.

S. Bailey – Right.

N. Shanley – Office Supplies.

L. Bowers - \$500.00.

N. Shanley – What gets paid out of this?

S. Bailey – For office supplies?

L. Bowers – Files, filing cabinets, printer cartridges, envelopes.

N. Shanley – Since we have codes that different departments use for the copier, are we charging the copier leasing fee proportionate to the usage?

S. Bailey – No.

N. Shanley – Okay.

L. Bowers – Zoning's all paid for out of General Fund anyways, so...

N. Shanley – Yeah.

L. Bowers – And all the Zoning money that's turned it goes into General Fund, so it's kind of, it's kind of an exercise in accounting that's probably not real necessary.

N. Shanley – Okay.

S. Bailey – That's true.

L. Bowers – Telephone and Cellular Phones, that's, you're just doing a fourth?

S. Bailey – The cell, your cell phone.

L. Bowers – Again?

S. Bailey – Right.

N. Shanley - How much?

L. Bowers – It's, the year to date spent, \$598.00, was the same as Shirley's, so I'd say just change that \$1,100.00 to \$600.00. That's part of splitting it four ways.

N. Shanley – Where do you see \$1,100.00?

L. Bowers – Oh, I got a different one, sorry.

N. Shanley – Ah, okay, cause I only see \$598.25.

L. Bowers – Yeah, that's what was spent.

N. Shanley – Okay. And that's what's...

L. Bowers – But \$1,100.00 was appropriated.

S. Bailey – It's showing appropriated too.

L. Bowers – Yeah.

D. Butler – Eleven, eleven.

N. Shanley – Yeah, appropriated was \$598.25.

D. Butler – Yeah.

L. Bowers – I've got one that's a month earlier, sorry. And I had all my markings on it, so. Machinery, Equipment and Furniture.

N. Shanley – Zero.

L. Bowers – Zip, nada. Anything more for the cause, Mr. Butler? Nanci?

N. Shanley – Nope.

L. Bowers – Okay. One last item. Reviewing secretarial duties. Joy, bring on up a chair, please.

J. Turpin – Do you want me to start?

L. Bowers – I don't know, Nanci, you can run this part of it and Joy, you can start, I don't care how it goes.

N. Shanley – Yeah.

J. Turpin – Okay, the questions that I had and I reviewed with you shortly, I haven't added anything since we met on Wednesday. Are there specific hours, I know we've talked about 25 hours averaging a week. Are there specific hours that you're wanting covered, specific days. Currently, or not currently cause I've changed, but, what I was doing was Monday, Wednesday, Friday. So I know that we're looking at additional days and I want to know if the Trustees are wanting coverage every day – I do have a commitment Tuesday mornings that I would like to continue with.

N. Shanley – I would like to see us be open Thursdays but maybe mornings, just to give people a different time that we're available to them. And I would, again, looking around at other Townships, some of them have cut back on their office hours because their zoning permits are way down and their business in general to the public is down. I don't have a problem with cutting back on the hours on either Monday, Wednesday or Friday, I don't care which one to give you more time that the phone isn't ringing and people aren't coming in that you can focus on website work or minutes work or something like that, so you have uninterrupted time.

J. Turpin – Are you okay if I...

S. Bailey – Pardon me, it won't be uninterrupted though because we get a lot of phone calls from eight o'clock in the morning on.

N. Shanley – Those Townships, when they are quote unquote not open to the public, they don't answer their phones during those periods, they just get caught up. I know Montville has Tuesdays, they do minutes and one of the people does not get involved with answering the calls and that sort of thing. I mean, when you're open, you're open to phones, you're open to the door, people walking through the door. I'm not after taking away our availability but maybe trying to find a happy medium where Joy has some time that's uninterrupted so she can focus on some of this work. It does take concentration.

L. Bowers – So on, what you're saying, on Thursdays, when she wasn't in the office anyway, on that day she'd be there but act like she wasn't.

N. Shanley – Either that or be there from 9 – 2, and take another day and ...

J. Turpin – Just vary some hours is what you're...

N. Shanley – Right. Vary the hours a little bit.

J. Turpin – So are you open if I set, if I don't have set hours per se, except right now our set hours are Monday, Wednesday, Friday 11-2.

N. Shanley – Eleven...um-hum.

J. Turpin – For public records, is when we're, we're definitely open on those days. As far as, that's when we would expect people that we would deal with them immediately as far as any public records or anything that were to come in.

N. Shanley – Are your doors open from two o'clock on to members of the community?

J. Turpin – Yes.

N. Shanley – So you're still open.

J. Turpin – And, you know, we're there to serve them, so I'm, ...

N. Shanley – Right.

J. Turpin – It's not a problem, quite honestly. Right now I'm a little overwhelmed just because we have had so many meetings. I don't like being behind in the minutes. They are taking more time. So, I think by varying my hours, as you're saying, if I can come in at a time when I'm kind of there maybe by myself, I can concentrate and really go through those a little bit faster. So, but I get, are you alright with me determining what my hours need to be within that 25 hours as long as I'm there Monday, Wednesday, Thursday, Friday.

N. Shanley – I guess, I would like some kind of an idea so we know if we need you, when we can reach you there. I'm fine with you being the person who makes a suggestion as to what those are, but I would like to know when you're there so that if I need to interact with you I know when you're going to be there and when I can catch you there.

J. Turpin – Okay.

N. Shanley – Again, I would be, eleven to five is when we're really open to somebody coming through the door.

S. Bailey – Eleven to four.

N. Shanley – Four? But you're there eleven to five?

J. Turpin – I have been.

N. Shanley – Okay. That's what I thought.

S. Bailey – But we always say eleven to four because I don't want people coming in or calling at a couple minutes to five ...

N. Shanley – For example, in lieu of say Wednesdays, like a Monday and Friday, Wednesday, as far as I'm concerned, you could be not open because Thursday you would be open at a different time, nine to two. That's, and I'm not saying it has to be that way, I'm looking for a mix so that there's people that can't come in the morning that, or that can't come in the afternoon that might be able to come in the morning and that accommodates them.

J. Turpin – Okay. Can I work on a set schedule and send that out to the Trustees then...

N. Shanley – Sure. Yup.

J. Turpin – If you're wanting something more.

N. Shanley – Yup.

J. Turpin – Okay. I will probably not schedule the full twenty-five hours within that time so that there are times when I just, I'm this close and I want to finish, so I want to be able to have a little bit of flexibility with that extra hour or whatever time.

N. Shanley – Oh, that's fine. What I'm more after is, jeez, I need Joy, is she there or isn't she there right now.

J. Turpin – Um-hum.

N. Shanley – If you need to stay, I don't have any problem with ...

J. Turpin – And even on Tuesday, like I say, I have a commitment Tuesday morning, but I don't mind coming in Tuesday afternoon if I need to just to double check and make sure, which is what I've been doing the last couple weeks, to make sure that there's not an email that I need to follow through or to check the messages. So I can still follow through with anything that's out there. The next question...

D. Butler – Joy, excuse me,

J. Turpin – I'm sorry.

D. Butler – The other side of it, we talked about last year, I'd like to see you post hours on the window and you have to put a shade up so the public doesn't keep walking in. I know it's nice to be of service but that's when concentration gets broken and that's when it takes a lot of extra time, you're in a thought process, someone walks in, I've got to take care of this and it's hard to get back. I think the public needs to be trained that these are the hours the window's open and other than that, because we're here doesn't mean we're going to wait on you.

J. Turpin – It varies so much, and I know that I've used that answer quite often. Today there was a period where just as soon as one person left another person came in.

D. Butler – No problem.

J. Turpin – There are some days where it's, it's just that way. There are other days when not a soul comes in. I personally would hate to have somebody come that has driven here and they see that sign, they can tell somebody's in there and they're being turned away. I know personally, as a resident, I would be very upset if I, knowing that I was going to have to come back after I've made that trip. That's just my opinion.

D. Butler – Well, if the hours are posted it should not be a problem, number one. If people know what the hours are and they show up, that's their problem.

L. Bowers – But they don't know that till they get there.

N. Shanley – Here's a thought.

L. Bowers – They don't know that till they get there.

D. Butler – Post doing it, post it on the website.

N. Shanley – Here's a thought. If we are going to change hours, if after we sit down and look at this, we're going to change it, with some advance notice, say effective a month from now so that everybody sort of has a head's up. You don't do it instantly. I don't think that in a community like Lafayette it's reasonable, I wouldn't expect as a resident in a township our size, with staff our size, to have the office open and available to me no matter when I show up. Because we've got communities that are much bigger than we are that don't have that either.

L. Bowers – Why don't we play it by ear for awhile and see if there's a problem. I just can't even imagine somebody pulling up and seeing a car sitting there and looking in the window and seeing a head in there and banging on the door and we refuse to answer it, that's just wrong.

N. Shanley – Well, I agree, but at the same time I'm also clogged to the fact that we have one person in Joy and she's going to be pulled in a lot of directions and she's got a lot of responsibilities and I think that it might be a little unrealistic to that we can always be open and always be accessible and she's still going to be able to get all this done.

J. Turpin – Can we, I said right now is...

L. Bowers – Let's see if it's a problem.

J. Turpin – a very busy time, but is that something, as Lynda's saying, can we revisit that, especially once I kind of get caught up on these minutes? I don't foresee this as a problem.

N. Shanley – That's fine.

J. Turpin – Because we're having an abnormally large number of meetings right now that...

N. Shanley – Right.

J. Turpin – we don't, so once we get going I don't foresee it as a problem but I'm willing to look at that again.

N. Shanley – I think we have a question.

S. Heiszek – You were talking about a newsletter, so when you, when you do the newsletter, you could post Joy's hours in the newsletter.

N. Shanley – Right.

S. Heiszek – So...

N. Shanley – By that time we should have a handle on it, I would think. Yup.

J. Turpin – Speaking of the website, are there any additions or anything that the Trustees would like to see done to that, that they can look at right now. I'm going to be getting more familiar with what's current in there, but once that's done, is there something that we would like to see added to it?

D. Butler – To what are we talking about?

J. Turpin – The website, the way it currently is. Like, I know one thing I would like to see on there is the Zoning Book for one thing so that people, people come and they'll say, you know, I need the Zoning Book. They really only need two pages. I hate to charge somebody \$25 for two pages that they could look at.

N. Shanley – Right. And that was the plan awhile back and then there was discussion about waiting until it was revised and this and that. I think that should be up there and if we ever get forms that are, certain forms...

L. Bowers – We can scan that book and those forms in PDF right now and put them on.

N. Shanley – Yup. We could.

J. Turpin – Is there anything else that you can think of at this time?

L. Bowers – I would want it in PDF though because you...

N. Shanley – You don't want to ever put word files up because they can be changed.

L. Bowers – It's typed in word right now and somebody could take, make a change and take it, and even inadvertently.

N. Shanley – And actually, PDFs, there's software that you can change a PDF with too, but that's a whole lot harder to envision somebody doing.

L. Bowers – I'd like to see the Township's financial information put up on the website, I'd like to see our budget, I'd like to see our warrants, our contracts – a lot of communities are moving

to that, it's just open and transparent and we have the technology and we have the employee ability.

N. Shanley – Is there a way to generate anything out of the UAN system that's uploadable? No?

L. Bowers – Well you can run copies and PDF them though.

S. Bailey – I can run copies and then you can scan them but you can't upload them.

N. Shanley – Well, more user friendly to the public might be if we take those documents and make them into something that's more understandable?

J. Turpin – The problem with that, and I know that Shirley is concerned about...

L. Bowers – Creating another record.

J. Turpin – is we're creating a new document that would need to be...

N. Shanley – A new record.

L. Bowers – yes.

N. Shanley – Yeah. I'm just looking at this on the website as being of minimal value.

J. Turpin – We can take that and pull things out of that.

L. Bowers – The County Auditor lists their requisitions, lists their warrants, I mean, it's just a straight line, you can go and look in the County's website and see all of that stuff all day long. It's just a straight line.

N. Shanley – I guess in the short term, I would say, just to keep it reasonable. The number one thing I want to see is that it's always current.

J. Turpin – Um-hum.

N. Shanley – Like the events and all that stuff and then as, that's my personal perspective. The Zoning Book I think is huge.

L. Bowers – I think let's work on that first.

N. Shanley – Yeah, and then as time goes by and everything else gels then start working about the fin...I mean I would like to see the financial stuff up, but I think it's a lot to bite off right now.

J. Turpin – Oh, I'm not speaking of immediate.

N. Shanley – Okay.

L. Bowers – But once our budget is generated, that's, you know, that's eight pages – scan it. Pop it up there.

N. Shanley – And the other, the only other thing is, a links page, which I always meant to get done, but to other County agencies, not to commercial ventures, but to other County agencies. Quick links to the Auditor's Office, or whatever.

J. Turpin – Okay. The newsletter – do we have an idea of when we would like for that to go out? Preferably not any time before June.

N. Shanley – I was going to say, I would say mid-year to...third quarter hits me, only because, I would like something earlier that could talk about what we're planning for the year, but for this year I just don't think it's practical.

J. Turpin – We'll think about it?

N. Shanley – Yup. I would say for this year third quarter, just because I think it's going to be feasible and not before then. And then we can recap some of what we've done or what we're planning and then revisit it after that.

J. Turpin – Okay. And I'll start trying to gain information. If there's anything that you can think of that you would definitely like in it just forward it to me. I'll start trying to get a file on that. The Town Hall. Right now the policy is that when, that the Town Hall, it's been having more and more bookings, it's doing pretty well actually. If the Trustees decide they need to have a meeting, it would take precedence over somebody who's already paid a deposit. I want to see if that's where we still want to stand with that or do we want to honor the fact that people have put a deposit down. I did put in each of your boxes today a calendar for March and I know we briefly discussed the ability to actually publish, at least among ourselves, some type of calendar to keep us all informed of that information.

L. Bowers – In twelve years, I can't recall a time that we've ever booted somebody out for a Trustees' meeting. We've, and we have had to have them. I remember one time we had one over on what they call a set of chairs over in the Fire Department or down in the Administration Building.

D. Butler – We can do it in the Conference Room down there.

L. Bowers – When someone, yeah, when somebody makes plans and, you know, sends out invitations, that's just not appropriate.

N. Shanley – Have we bumped anybody in the last two or three years?

J. Turpin – No, but that's always been something that is a possibility. I've, it's always made me nervous.

N. Shanley – Yeah.

J. Turpin – So I would like to know for sure that we would, we would honor our commitment to people when they fill out that paper work.

N. Shanley – Yeah, I think if we know when something's planned, we can generally work around it.

J. Turpin – Great.

L. Bowers – You know, we have the option of publishing, cause we got to publish our meetings anyway, we could even go to the University Center if we had to, I mean, we've got options.

J. Turpin – Okay, good. As I said, I put a copy of the calendar in everybody's box today. Does, do each of you want to continue receiving a monthly calendar and there's a very good possibility I'll have a change on it tomorrow or I'll have a change next week, do you want to receive every time I have a change on that calendar? I do give this to the Service Department and when I have a change I give it to them also so that they are aware of everything that's happening in here.

N. Shanley – I wouldn't mind if when you have it ready, I don't mind getting an email with that.

J. Turpin – Okay.

N. Shanley - You're doing it in a format you can just upload to an email?

J. Turpin – I'll have to check on that cause this is that different one that I'm not as used to.

N. Shanley – Okay.

D. Butler – Can't you scan that?

J. Turpin – Scanning requires me to go to another computer and I've got a jump drive that's misbehaving and ...

N. Shanley – I don't want to, yeah.

J. Turpin – It's, it becomes a thirty minute deal.

L. Bowers – A lot of time.

N. Shanley – I don't want to add, yeah, I don't think we...

L. Bowers – That's a...

N. Shanley – Yeah, I don't want to make extra work. I mean, if it's...

L. Bowers – And we've got to clean up the equipment. But that's a discussion for another time.

J. Turpin – Right.

D. Butler – I’m just asking, cause in our office, which I don’t understand...

J. Turpin – I would love to have better scanning.

D. Butler – You scan something – it’s on our email. There’s no computer or nothing.

J. Turpin – That’s something that we had talked about back when we were looking at the possibility of bringing a modem in.

L. Bowers – Her equipment won’t do that. Her equipment won’t do that.

D. Butler – That’s why I’m asking.

L. Bowers – It drives me nuts that she can’t scan.

J. Turpin – Right. I would love to have that ability if that’s something we can consider at some point.

L. Bowers – Drives me nuts that Shirley can’t scan.

J. Turpin – We could do it with the copier, which would be lovely, but it would require some type of different wiring or a modem.

N. Shanley – Printer scanners are so inexpensive anymore that it wouldn’t be worth going through all that extra hoopla. It’s cheaper just to buy a printer scanner and just have you have the ability to do it.

L. Bowers – You could have a second scanner...

N. Shanley – But for generating the...

L. Bowers – on your computer for \$75.

N. Shanley – If you’re generating it in a format that you can email it, I just would like to save you the step of having to scan something that you can just upload and send.

J. Turpin – Okay. On the mail, I currently know that I have permission to open any mail that comes addressed to Lynda. Do I have permission to open your mail or would you prefer I leave it sealed putting it in your boxes?

D. Butler – Makes no difference to me. You can open it up.

L. Bowers – Any mail we receive is not our mail anyway – it’s public record, it’s the Townships. If it’s required to be confidential by law, you’ll know what those are.

D. Butler – If it's anything personal confidential, which I don't think I ever received, leave it alone, I'll ...

N. Shanley – That's the only reason I hesitate is if there's something confidential. I mean, I don't have any problem with the mail getting opened.

L. Bowers – Well if it's confidential by law, it's not protected from the, from, you know, the Administrative employees, our employees. It's not, we're not required to not let them see it. But they're bound by the same...

S. Bailey – If it's confidential, it's marked on the, it's marked right on the envelope confidential.

L. Bowers – They're bound by the same confidentiality.

N. Shanley – Okay. I guess I would say if it's marked on the envelope confidential, don't open it. Anything else I'm fine.

J. Turpin – Okay.

N. Shanley – Okay.

J. Turpin – On the requisitions, I will aim for getting an original out to you the Thursday before the meeting of the listing. We have had, every single month, changes to that.

N. Shanley – That Fire Department.

J. Turpin – That lovely Fire Department and it can't be helped. There's just nothing that can be done, so I apologize, but I will, every time I get an update, I will send you another update.

N. Shanley – That's fine, yeah, that's fine.

J. Turpin – So, as long as you're okay with that. Even, even an hour before, if necessary. Thank you, Jeff. On the advertising for meetings, I know that Lynda, as President, you've been doing quite a bit of that. I know that in the past Shirley has been doing that. How do we stand on that?

N. Shanley – Well, at our Organizational Meeting, we passed a resolution that said that the Fiscal Officer would do it. We can certainly do something different.

L. Bowers – You know, as long as I'm charged with the duty of calling those meetings, I just really like to do my notices and get them out and I post them on the door and I just make sure they're done and that way I know that it's done. It just gives me a comfort level. I don't have any problem handing it off to Joy, but I'm going to want a confirmation when it's done because that's, that's my butt, that's not...

N. Shanley – Well, it's, it's in the job description, and I don't have a problem with Joy doing it, but if that's what we're going to do then we, you know, I don't know that we, do we need to

formally go back, we did pass a resolution January 4th that stated that the Fiscal Officer would be responsible.

L. Bowers – That’s, that’s our standard, and I know that Shirley did it while Don was President, but the requirement is incumbent upon the person who calls the meeting.

N. Shanley – Right.

L. Bowers – And it’s, I think it’s a weak excuse to say well, you know, they’re supposed to do it and it didn’t get done. I just...

N. Shanley – I don’t, I’m not saying that Shirley should do it; I’m just saying should we revisit that resolution and have Joy do it. I don’t have any problem with Joy doing it.

L. Bowers – I don’t have any problem changing the resolution, we can do that. But I’ll probably...

N. Shanley – You feel you can handle that?

L. Bowers – But I’ll probably keep doing it.

J. Turpin – I would work with them, it’s...

N. Shanley – Okay. Then I would say

J. Turpin – I’m fine with whoever.

N. Shanley - let’s revisit the resolution because we’ve got something on the record that’s completely opposed to what we’re doing, so, or different from.

J. Turpin – Okay.

L. Bowers – I’ll put that on the agenda for the next meeting.

N. Shanley – Okay.

L. Bowers – And I’ll make the, I’ve got the document in my computer, I’ll make the change.

J. Turpin – On time sheet, do, how, do y’all want to visit my timesheet. I fill that every day.

N. Shanley – I would, since this is a new position and since we are actually, you are a resource to a lot of entities, I would at least for that six month period that we talked about being probation, it’s really probationary to see how the job is working out and see how many directions you’re being pulled in and how many hours you’re spending doing something for Fire, versus Shirley, verses Trustees, I’d like to see, and you can design it, and just bring it to us, something that tracks your time by whom the work is being done for. And I don’t mean Don, or Lynda, or me, I mean by area.

L. Bowers – Department.

N. Shanley – By department.

J. Turpin – And then as far as signing it, whatever Trustee, or?

N. Shanley – Oh, I think whoever walks through the door first that can, when it's ready.

J. Turpin – Okay.

N. Shanley – Right?

L. Bowers – Works for me.

N. Shanley – Can we get a copy, whoever signs it can we get a copy? Just throw a copy in the boxes?

L. Bowers – Sure.

N. Shanley – Okay.

J. Turpin – Did I just ask this question? I have something down here about, can I share information directly with the departments before notifying the Trustees. If I, if something comes in that is obviously for Service, are you fine if I go ahead and just talk with Service about that or do you need to be notified before, same thing with Fire.

N. Shanley – I don't need to be notified before but I would like to know that it's happening.

L. Bowers – Just use your judgment, for me, Joy, on, most things are very routine, but if it's something that's going to require Trustees' input or something that we should know about, you know the difference.

D. Butler – If it's a policy change or for financial consideration, yes, but otherwise, day to day operations, just handle it.

J. Turpin – Okay. Just want to make sure that we're all clear, is all.

N. Shanley – Um-hum.

J. Turpin – The other thing is, before anything was determined about this job I had planned some vacation days and it's Thursday the 11th of this month through Monday, the 15th. I would be back, my plane arrives back Monday around noon. I intended to come immediately back to the office to do whatever I need to get ready for that meeting.

L. Bowers – I think we can survive a week.

N. Shanley – Yup.

J. Turpin – I know, I'm so very important, but I know you can deal with it.

L. Bowers – You're going to love that. When you, when you type that in the verbatim minutes (laughter) you're going to love that way that reads. I'm just saying, you're gonna love the way that reads.

J. Turpin – That's all I have. Is there anything else that you would like to discuss with me or clarify for me?

N. Shanley – No.

J. Turpin – Thank you very much.

J. Hall – Just on the party rental or the Town Hall rental, could I just be copied that there is something going on here so I can double check parking. It's happened in the past where we've had people parked up here and instances like that in front of the fuel tanks, etcetera.

L. Bowers – Were you in the room when we were making fun of your meeting space? Well, I'll clarify that...

J. Hall – No, probably not.

L. Bowers – I was making fun of your meeting space. Do you still have the truck seats or whatever they were over there that you...

N. Shanley – No.

J. Hall – Just used them tonight.

L. Bowers – Were those ripped out of a truck?

J. Hall – No.

L. Bowers – That's what they look like. It looks like the bench seat out of a truck.

N. Shanley – Speaking of which, the fuel tanks, can we add to the agenda some way to mark that off so we don't have that problem with the softball or the baseball. Cause remember Dave...

L. Bowers – Instead of putting it on the agenda, why don't I just go talk to Dave and take some old tires, drop some cement in them, put the posts on them, and go out there and lay them out during the summer. It's not that big of a deal.

J. Hall – There are signs, there is a no parking sign, but it's not effective at all.

S. Bailey – Right.

N. Shanley – Is it paved right in front of the tanks?

S. Bailey – No.

N. Shanley – No, it's dirt.

J. Hall – Well, it was, but (indecipherable)...

L. Bowers – Can we do that, Don?

D. Butler – I don't have a problem with that.

L. Bowers – Just have them take some old tires...

D. Butler – Yeah.

L. Bowers – Put some cement in them, put some posts on them, and run a line between them and just move them as they need to. That'll...and you can use them too.

D. Butler – I don't think you even need to move, just got to put the line up during...

L. Bowers – Yeah. You can use them too.

N. Shanley – They'd say up, you guys take it down to fuel up and then you put it back up when you're done and it just stays permanently marked off. Does that make sense?

L. Bowers – That's so easy to do. We don't need to, I don't think we need to...(indecipherable)

N. Shanley – That's fine. However way we can solve it, but I just remember that being a problem.

S. Bailey – It is a problem.

D. Butler – I'm not sure about putting cement in tires and moving them around.

L. Bowers – They've got a back hoe.

D. Butler – Geez.

L. Bowers – They've got a back hoe. Do you want me to take care of that? I'll do it.

N. Shanley – Should we just ask Dave to come up with an idea, I mean, tires and cement and, I mean, that's kind of, whatever something easy to move for them since you guys have to move it every time you fuel up.

L. Bowers – That's the way they do it at the city. Okay. Anything...Mrs. Wenslow?

N. Shanley – Wenslow.

L. Bowers – You have to, sorry, you have to come up. I apologize.

D. Wenslow – Dianne Wenslow. Just so you're aware, the Zoning Department is updating the Zoning Book as we speak.

N. Shanley – Right.

L. Bowers – Anything else? Adjourned. Adjourned at ten after nine.

Meeting adjourned at 9:10 p.m.

Approved: _____

Donald Butler, Trustee

Lynda Bowers, Trustee

Nanci Shanley, Trustee

Shirley Bailey, Fiscal Officer