

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, July 11, 2011

Meeting called to order: 7:00 p.m. followed by the Pledge of Allegiance.

Members Present: Trustee Lynda Bowers, Trustee Nanci Shanley (sent notice she would be arriving late), Trustee Bryon Macron, Fiscal Officer Shirley Bailey.

Ms. Bowers noted that the new minister for the Lafayette United Methodist Church, Brian Anshutz, was in attendance.

Bid Opening – Mr. Macron reported that bids would be opened for T. H. 85 Ballash Road, Lafayette Township, Medina County. Five bids were received.

1. HsH Construction & Excavating, Wadsworth, OH - \$44,098.50. An alternate bid was also received in the amount of \$42, 098.50.
2. N & N Construction, Wakeman, OH - \$52,298.00.
3. Catts Construction, Inc., Strongsville, OH - \$49,573.00.
4. D.R.S. Enterprises, Warrensville Heights, OH - \$64,489.74.
5. D & M Earthmoving, Wakeman, OH - \$53,000.00.

Mr. Macron moved to accept receipt of the bids, table the bids and forward them to the County Engineer's Office for them to place bid tabs and meet Friday, April 15, 2011 at 9:00 a.m. to award the bid. Ms. Bowers seconded the motion. Mr. Macron and Ms. Bowers voted in favor. Ms. Shanley was not in attendance. Motion passes.

The Special Meeting was recessed at 7:08 p.m.

The Special Meeting reconvened at 7:10 p.m. (Ms. Shanley in attendance)

Tax Budget – Ms. Shanley has reviewed the budget and has no questions. **Ms. Bowers motioned to approve the tax budget as presented by the Fiscal Officer for her to forward to the County. Mr. Macron seconded the motion. All voting in favor.**

Fire Budget – Ms. Shanley asks to have the Board disregard the single page budget that was distributed and utilize the two page budget. Ms. Shanley explained the layout of the document as presented.

Chief Hall stated that the 2010 numbers are the only accurate numbers. He explained the 2010 revenue and expenditures. The \$1,141,484.87 carryover from 2010 was the number that was reported to the Auditor's Office in February. The Auditor's Office suggests using an estimated collections number for future years of \$410,000.00. The Soft Billing revenue is also being underestimated at \$90,000.00.

The Operating Budget includes payroll, truck maintenance, Worker's Comp., and everything that is currently on the payment ledger. It does not include the Capital purchases. The SCBA

purchases are also included in the Operating Budget figures for each year. This was a six-year replacement program that would end in 2013.

Ms. Bailey reported that the Fire Department has expenditures in 2011 thus far of \$1,016,880.00. This also includes the Capital Outlay carryover of \$457,000.00. Ms. Shanley asked for clarification of what expenses have actually had checks cut for them. The 6/13/11 report shows an encumbered amount to be \$422,310.96. Ms. Bailey stated that the budget should be based on the amount that is encumbered. The 6/17/11 report shows revenue at \$565,700.00. The Board continued discussion regarding the figures to utilize.

Ms. Bowers noted that from 2010 to 2016 there is a 94.7% increase in salaries. Ms. Shanley explained that the operating budget as presented includes more than just payroll. It includes repairs on equipment, utilities, phones, cables, etc. This is also adding additional personnel for additional coverage. Asst. Chief Winter explained that the calculation they used was to add 10% to their operating budget each year. The bottom line number includes that 10% additional each year plus the additional personnel in the indicated years. Ms. Bowers feels the 10% is unrealistic. Asst. Chief Winter stated they were presenting worse-case scenario. Ms. Bowers would like to break down the operating figures to be responsibly accurate as possible. Ms. Shanley pointed out that some of the apparatus is getting old and will require more maintenance and repairs and that utilities do tend to go up in price.

Ms. Bowers suggests that if the Board has to look at a levy for this department that they should look at each of these line items. Ms. Shanley agrees that the Board and the residents will have to decide if they do want the additional coverage. Mr. Macron feels the Board needs to know the thought process that goes into the line items. He thanked the Fire Department for the work they have done on the current presentation. He feels the Board needs to sit with each department manager and review the budget line item by line item. The Fire Department is the biggest expense in the Township and the one that requires the Township to go back to the residents to determine if they want to change staffing. Ms. Bowers states that there is history to review to help determine what increase amounts would be responsible for the utilities, repairs, and etcetera. The Board needs to have the information to be able to justify to the public what the expenses are today versus five years ago. Ms. Shanley feels there is no problem going line item by line item. Mr. Macron would like to see everything busted out for operating and equipment. Ms. Shanley explained that the increase the Board was seeing in this spreadsheet includes approximately \$100,000 for additional staffing and the community will have to make that decision as to whether they want that level of service or not.

Ms. Bailey stated that there are year-end financial reports that display figures by line item for each year. Ms. Shanley asks to have a printout of the last five years that are available on Ms. Bailey's computer.

Ms. Shanley pointed out that this report shows that the department is actually doing okay until the point is reached for a new station at Station 1 in 2016. A discussion was held regarding the past ten years equipment replacement. The rescue truck that was recently sold was due to the amount of maintenance it was requiring and being able to get a better value at that time. Chief Hall reported that that vehicle is still having those maintenance issues. The department's goal was to replace two vehicles with one vehicle that would be dual-purpose. Ms. Bowers stated that there will continue to be expenses for vehicle replacement as the cycle continues. Chief Hall stated that

by having regular routine maintenance the department is actually saving money by not having the problem with equipment that has been experienced in the past. Another ambulance may need to be purchased by 2017 when that ambulance is ten years old. Chief Hall suggests tagging some of the soft billing money each year for that purpose. Ms. Shanley stated that for the past three years the department has been recovering from the hit of having to repair and replace equipment that had not been properly taken care of under the previous fire administration.

The Board agrees that the projected carryover on the worksheet for 2015 is not a healthy carryover. Ms. Shanley will take the financial information and create a spreadsheet for the Board to utilize. Discussion was held on what the financial workshop product should look like and include. Mr. Macron stated that this process needs to help the Board determine when a possible levy should be presented to the residents. Asst. Chief Brad Winter explained that the department was asked to forecast out five years for the big expenses. They utilized the budget from this year and added 10% each year for the operating budget. The operating budget would cover all utilities, repairs, seal parking lots, computers...everything except buying new equipment. The SCBAs are also already included in the operating expense for those corresponding years.

Ms. Bowers stated that it has been difficult in the past to determine the level of improvement but the Township now has a way to make that determination since we do now have staffing. Asst. Chief Winter stated that the Township has also not taken advantage of having ISO come back to grade the Township. This could potentially have insurance rates go down. The department could initiate a review but does not feel they should proceed with it at this time.

Ms. Shanley pointed out that the calculations for the year 2016 are incorrect for the bottom lines. The correct number should be \$2,462,779.85. Mr. Macron stated that his experience tells him that a levy for equipment only may be the way to go. The majority of the expense is equipment versus personnel.

Mr. Macron feels that the paving of the parking lot should be a Township expense and not a fire expense to come out of their operating expense. It should be separated out into a Capital Improvement. Ms. Shanley asked for clarity as to what fund an improvement/repair like that would come from. Ms. Bowers stated that a project like the new building is one that should be a separate levy as a Township project.

Asst. Chief Winter related that many years ago the Service Department took care of all building repairs. Mr. Macron stated that there is no doubt that there are problems with the Township buildings. He doesn't feel the Fire Department should be paying the price for the building repair but rather that money should go to saving a life. Ms. Bowers stated that there will come a time when the residents will say they can support a new building but that time is not now.

The Board wants the Chief and Asst. Chief to know they appreciate the work that was done on the spreadsheet presented. Asst. Chief Winter stated that there are expenses, such as a possible new heart monitor down the road, that they would anticipate being a part of the operating budget rather than an equipment purchase.

CDBG Funds – Ms. Bowers reported that some CDBG Funds may have become available and an application has been sent in for handicap parking spaces. The application has made it through the site review. The reviewer suggested some revisions including putting a gable on the double doors

of the Town Hall as well as a handicap assist button. The grass area would need to be reconfigured for the handicap parking. The Township may have to pay for some additional paving not covered by the grant. The Fire Department has no objection to this.

Station 2 Repair – Asst. Chief Winter asked if the Trustees would be willing to have the repairs done to the front of Station 2. The estimate is approximately \$48,000.00. A discussion was held determining that Station 2 would stay in its present location. Ms. Bowers feels there is room in the General Fund. Ms. Shanley asks that the formal proposal be brought to the Board. Ms. Bowers would prefer to wait until the last disbursement has been received by the beginning of October before a decision is made. Due to the local government funds decreasing it would be best to assure a healthy carryover first. Ms. Shanley asked if the Township has recently received a sizeable estate amount. Ms. Bowers replied we had but is concerned about the carryover. Mr. Macron would like to see the five year forecast from all departments but does agree there is a need for the repair.

Discussion was held regarding the remaining Electrical Aggregation funds.

Parking Lot – Ms. Bowers spoke with Mark Albrecht regarding what he would do with the Township parking lot. She encourages the Trustees to also have that discussion with him. Mr. Figgers suggested scraping the lot and putting down gravel. Ms. Bowers replied that was also Mr. Albrecht’s suggestion. To pave the large square would be \$150,000.00.

Requisition – Ms. Bailey presented an addendum for the Fire Department. **Ms. Bowers moved to approve the requisition. Mr. Macron seconded the motion. All voting in favor.**

Meeting adjourned at 8:23 p.m.

Approved: _____

Lynda Bowers, Trustee

Nanci Shanley, Trustee

Bryon Macron, Trustee

Shirley Bailey, Fiscal Officer