

Trustees & Fiscal Officer
(513) 722-3400

Zoning
(513) 722-3400

Service Department
(513) 722-4600



www.goshen-oh.gov

Police
(513) 722-3200

Fire & E.M.S.
(513) 722-3473
or
(513) 722-3500

**Special Meeting – Goshen Township
Board of Trustees
Wednesday, December 10, 2014
5:00 PM**

Budget Discussion

Meeting Minutes

Opening

Roll Call

Fiscal Officer Cheryl Allgeyer

Trustee Corcoran called the meeting to order at 5:00 PM and roll was taken.

Trustee Lisa Allen – Present

Trustee Claire Corcoran – Present

Trustee Lois Pappas Swift - Present

In Attendance: Fiscal Officer Cheryl Allgeyer, Service Director Bob Seyfried, and Safety Service Director Pegram

Adoption of Agenda

477-2014 Trustee Swift motioned to adopt the agenda. Trustee Allen seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

New Business

Police Department budget draft

Safety Service Director Pegram presented the Police department's 2015 budget draft, copy is attached for reference.

Director Pegram stated that Police District fund 2081 contained the salaries for the Police Chief, Captain, Clerk, 2 Sargent's, and part time employees; Safety Service fund 2192 salaries include 4 full time officers at 2015 pay rate; per the passage of the levy 4 officers were hired.

Director Pegram stated he had met with Captain Bob Rose to determine the Police budget. Director Pegram stated ballistic vest would need to be replaced for all officers in 2015. Director Pegram stated that Police department was in need of a new patrol vehicle and would like to have the discussion on which fund the vehicle would be budgeted to. Director Pegram stated that adjustments had been made to Safety Service fund 2192 to account for 4 full time officers at 2015 pay rate. Trustee Swift inquired if the amount listed in Safety Service fund 2192 for salaries is correct; Director Pegram this amount includes: regular pay, overtime pay, court pay and holiday pay.

Director Pegram stated Drug Fund 2221 had a large unencumbered balance due to equitable sharing revenue received in 2014. Trustee Allen stated that revenue in this account is not sustainable year to year; revenue only comes in when seized equipment is sold.

Trustee Corcoran inquired of vet bill for canine unit; Fiscal Officer Allgeyer stated no payment had been made in 2014 towards vet for canine unit.

Director Pegram stated that Police Department has been running at a deficit for couple of years now and current budget deficit is estimated at \$150,000.00. Director Pegram stated that more vehicles are needed in the Police department due to the age of the current fleet and cost of maintenance & repairs, but he cannot find money in the budget to account for the purchases unless the Board approves the use of unencumbered funds to be used. Director Pegram stated the deficit is from only maintaining the current level of Police presence in the community. Director Pegram stated that there is some unencumbered money available to apply toward the Police deficit but that in order to maintain the current Police level the Board would need to approve a transfer of money from the General fund to the Police department in order to balance their budget. Trustee Swift inquired if more money in the Safety Service fund could be moved from the Fire Department to the Police Department; Director Pegram stated the Board could approve this but that it would go against what the voters were told when they passed the Fire/EMS levy in 2014. Director Pegram stated that voters were told in 2014 that no money would be taken away from the Fire Department in the Safety Service fund should the Fire/EMS levy pass. Trustee Allen stated that over the years the Police Department had received majority of the revenue in the Safety Service Fund and the Fire Department used other funds to budget for the employees which were hired from the passage of the Safety Service levy, over the years the other Fire funds were depleted to where the Fire Department in recent years needed a larger portion of the Safety Service fund revenue. Trustee Swift inquired what were the voters told the money would be spent on when the Safety Service levy passed; Trustee Allen stated that the voters were told the Safety Service levy would be used to hire 4 full time Police Officers and 3 full time Firefighters and over the most recent years the revenue allocation has been adjusted to align to this more accurately.

Trustee Swift inquired why no money had been budgeted to Proceeds for Forfeiture of Seized Property; Fiscal Officer Allgeyer stated that this revenue is not guaranteed and recommends it is not budgeted, should money be received throughout the year then it could be brought to the Board for revenue increase approval.

Trustee Corcoran inquired if the health insurance increase had been budgeted for the Police Department in 2015; Director Pegram stated that it had been budgeted for the Fire Department but it did not appear that Captain Rose had included the increase in the Police budget which this would increase the deficit. Director Pegram stated that there was not an issue with the budget for the level of service the Police Department was providing to the Township but that the issue was in the revenue stream received for the Police Department. Director Pegram stated that you could possibly save a bit of money by looking at each line item but this approach would not eliminate the current deficit and the issue of vehicle purchase had not been addressed yet. Fiscal Officer Allgeyer stated that to date in 2014 the Police Department had spent estimated amount of \$10,000.00 for vehicle maintenance & repairs and should the Board not approve the purchase of new patrol vehicle(s) that the budget for maintenance & repairs in 2015 should be increased due to the age of the Police fleet. Trustee Swift inquired if Service Department employee could possibly do any of the Police vehicle repairs; Service Director Seyfried stated if the employee was working on Police vehicle maintenance then that individual would not be available for road or cemetery needs and then any hours worked would need to be charged to the Police Department. Director Pegram stated the amount which the repair vendor charges the Township is less than what it would cost for the Township to use an employee from another Department due to the vendor gives the Township a discount from their normal rate.

Trustee Corcoran stated that each department will need to fund the Township Administrator salary in their 2015 budget. Director Pegram stated that with concerns specifically with the Police Department that they are already in a deficit and should the budget increase for the Administrators salary it will require a larger transfer from the General fund. Director Pegram inquired from the Board what their formula for splitting the Administrator's salary is; Trustee Corcoran stated the formula could be by percentage of employees or percentage of areas of concern. Fiscal Officer Allgeyer stated that should the Administrators salary be split between funds that the Administrator would be required to keep a detail timesheet of time spent on each fund; Trustee Corcoran stated she was aware of this. Trustee Allen stated she would be uncomfortable with a formula based on people and instead to think about what the Administrator would be doing for each department and base time split on projects worked in each department. Director Pegram stated that without any historical data it is difficult to create a formula and inquired if former Administrator had tracked his time to determine how much time was spent with each department; no one was aware of a current time track. Trustee Allen stated that if a base line formula was used to split the Administrator's salary that the Board should be prepared to review the actual hours spent throughout the year and possibly make adjustments later in the year. Service Director Seyfried inquired if on a monthly basis the Administrator's salary could be charged to the departments; Fiscal Officer Allgeyer stated that an amount needed to be agreed upon in order to budget for the 2015 appropriations and then on a monthly basis the actual hours worked by the Administrator would be posted to the system when payroll was reconciled.

478-2014 Trustee Allen motioned change the 12/15/14 Special Meeting time to start at 3:45 PM. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

479-2014 Trustee Swift motioned to change the 12/15/14 Special Meeting to General Business and Budget. Trustee Allen seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

Adjournment

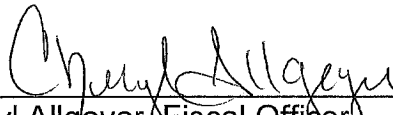
480-2014 Trustee Swift motioned to adjourn the Special Meeting of the Board of Trustees at 6:28 PM. Trustee Allen seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

Respectfully Submitted by:


Cheryl Allgeyer, Fiscal Officer


Goshen Township Trustee

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