

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
Friday, February 13, 2015
9:00 AM**

**General Business and
Budget Discussion**

Meeting Minutes

Opening

Invocation
Pledge of Allegiance
Roll Call

Trustee Lisa Allen
Board of Trustees
Fiscal Officer Allgeyer

Trustee Allen called the meeting to order at 9:00 AM and roll was taken.

Trustee Lisa Allen – Present
Trustee Claire Corcoran – Present
Trustee Lois Pappas Swift - Present

In Attendance: Fiscal Officer Cheryl Allgeyer, Administrator Lou Ethridge, Fire / EMS Chief Steve Pegram, Police Chief Rick Combs, and Service Director Bob Seyfried

Adoption of Agenda

75-2015 Trustee Corcoran motioned to adopt the agenda. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

New Business

2015 Operational Budget presentation

Administrator Ethridge presented the 2015 Operational Budget draft document and copy is attached for reference. Administrator Ethridge stated that the attached

document to be presented reflects expenses to new 2015 revenue and that it does not include usage of unencumbered funds. Administrator Ethridge stated that by taking this approach it would leave some of the funds in the negative which would require a transfer from the General Fund to the Police and Zoning Funds in particular and that these transfers would maximize the expenses compared to new revenue in the General Fund. Administrator Ethridge stated that the General Fund is the only fund flexible to pay for a possible catastrophic event, such as a tornado or snow storm, and that he recommends unencumbered money should be available in case such an event occurs. Administrator Ethridge stated with this in mind, his recommendation is to not use unencumbered fund money. Administrator Ethridge stated there are two areas where there is flexibility to make up the deficiencies in the Police Department, which is in the General Fund and Safety Service Levy Fund. Administrator Ethridge stated that the language on the Safety Service Levy ballot stated that both the Police Department and Fire Department revenue should be shared but that there was no definitive revenue split between the departments. Administrator Ethridge suggested to the split of the Safety Service Levy Fund revenue in 2015 to be that the Police Department receives 70% of the revenue and that the Fire Department receives 30% of the revenue. Administrator Ethridge asked the Board of Trustees for a definition of the Township Building debt and could the building expense be moved to the General Fund. Trustee Allen inquired of Administrator Ethridge if he was asking if the Township Building expense was split between the General Fund and Police Department accurately; Administrator Ethridge replied that was what he was asking and if the dollar amount was accurate. Administrator Ethridge requested the Board of Trustees for clarity regarding the Administrator salary split and should it remain split between funds or should the expense be put into the General Fund one hundred percent. Administrator Ethridge requested the Board of Trustees to decide if the Safety Service Fund 2192 revenue should be changed to a split of 80% to the Police Department and 20% to the Fire Department, but Administrator Ethridge stated if this revenue split approach was taken and approved that it would then create a deficient in the Fire Department and that the Administrator's current recommendation is to split the revenue 70% to the Police Department and 30% to the Fire Department. Administrator Ethridge stated that the current budget reflects the purchase of one ambulance and not two ambulances as originally requested.

Fire / EMS Chief Pegram asked for clarification on the current budget distribution of the Safety Service Levy revenue is that the Police Department would receive 70% of the revenue and the Fire Department would receive 30% of the revenue; Administrator Ethridge confirmed this revenue split. Trustee Swift inquired if the second ambulance requested could be purchased out right or could half be paid and finance for the remaining balance; Chief Pegram stated that the Township could not pay for the ambulance out right, that it would deplete the available unencumbered.

Trustee Allen requested that the salaries be totaled by department and add all funds together for one total. Trustee Allen commented that the budget presentation did include some funds are using unencumbered and asked that the Township Building expense which is split to be verified and to verify that the payment is accurate.

Trustee Allen stated going forward she would like a recap page for the Township to be presented along with the budget.

Administrator Ethridge stated that he has assessed what the Board of Trustees were looking for in the 2015 budget and that he has presented the budget draft with the Administrator salary split between departments and that expenses do not exceed 2015 revenue coming into the Township. Trustee Allen stated that she would need more information before making a decision on the budget. Trustee Corcoran stated she would like the Township Building payment to be verified. Trustee Allen stated she would like for the transfers currently listed in the budget draft be removed and the use of unencumbered to be removed so the Board of Trustees would know what funds have shortages. Chief Pegram asked for clarification if the Board of Trustees wants each fund to balance without using unencumbered. Trustee Allen stated she would like for each fund to show the shortage and then the Board could make the decision on how to fund the shortage by either using unencumbered or to move expenses to another fund. Trustee Corcoran stated no employee salary or benefits expense have been cut in this budget presentation and that employee benefit expenses have gone up 12% for medical and 3% for vision.

Trustee Corcoran inquired what is the Capital Outlay expense of \$14,000.00 in Fire / EMS Levy Fund 2193; Chief Pegram stated that Administrator Ethridge had asked for a review of the budget to see if there could be any reductions in expenses and that instead of buying a new vehicle for the Deputy Fire Chief's usage that the Township could purchase a used vehicle from the Fire Chief and that this vehicle could then be used by the Deputy Fire Chief and that this vehicle is already outfitted with emergency lights. Chief Pegram stated that a vehicle would allow the Deputy Fire Chief to respond to emergency calls in a timely manner. Trustee Corcoran requested that the \$14,000.00 expense be moved to Fire / EMS Levy Fund 2193 motor vehicle line item. Trustee Corcoran inquired how many vehicles the Fire Department currently has; Chief Pegram stated the Fire Department currently has one car which is used as the medic first responder vehicle.

Trustee Corcoran inquired about the document shredding contract and about possibly looking into purchasing individual shredders instead. Trustee Swift inquired about operating expense listed in the Fire / EMS Levy Fund 2193; Chief Pegram stated this amount is comprised of \$35,000.00 to purchase EMS supplies and \$5,000.00 to purchase building supplies. Trustee Swift inquired about the property insurance expense listed in the Fire / EMS Levy Fund 2193; Chief Pegram stated that this amount is determined by the Administrator. Trustee Swift inquired about the contracted services expense in the Fire / EMS Levy Fund 2193; Chief Pegram state that this is a total of separate vendors which currently the Fire / EMS department have contracted services with. Trustee Corcoran stated that currently cleaning in the Police Department is listed in the salary line item because an employee does the cleaning and Trustee Corcoran stated that individuals who are required to participate in community service have been cleaning the Township building. Trustee Corcoran stated that having individuals with community service requirements would save the Township money by allowing these individuals to clean

the building and she suggested that the Police Clerk no longer clean the Township building.

- 76-2015** Trustee Corcoran motioned to accept the terms of Memorandum of Understanding Fire Chief's Vehicle dated Tuesday, 02/10/15. Trustee Swift seconds the motion; motion falls.

Trustee Allen – Yes

Trustee Corcoran – No

Trustee Swift – No Vote

Trustee Corcoran inquired of Chief Pegram how the MOU was compiled; Chief Pegram stated he had sent the old MOU to Mr. Ernie Ramos with the County Prosecutor's office and that Mr. Ramos had made changes and sent the revised MOU back for Board of Trustee approval. Chief Pegram stated that this MOU would save the Township money by allowing the Fire Chief to use his own vehicle instead of purchasing a vehicle for the Chief's usage and that the Township pays for fuel. Trustee Corcoran stated that the MOU presented is requesting \$500.00 per month plus fuel; Chief Pegram stated on average the fuel cost for the Fire Chief is \$200.00 per month. Trustee Swift inquired instead of paying for fuel could Chief Pegram take the IRS standard mileage rate. Trustee Swift stated she did not have enough information to make a decision regarding the Vehicle MOU. Administrator Ethridge recommended to the Board of Trustees to put this motion on the next budget meeting agenda.

- 77-2015** Trustee Swift motioned to table the acceptance of the Memorandum of Understanding Fire Chief's Vehicle until the 02/24/15 meeting at 5:30 PM. Trustee Corcoran seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

- 78-2015** Trustee Corcoran motioned to table authorizing the Administrator to sign Fire Chief Vehicle Memorandum of Understanding until the 02/24/15 meeting at 5:30 PM. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

- 79-2015** Trustee Swift motioned to approve contract with Horton Emergency Vehicles for the purchase of one 2016 Ford F-450 ambulance at a purchase price of \$166,477.53, with the consideration of the 2015 budget process not completed to date. Trustee Corcoran seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

Administrator Ethridge stated that original motion tabled had been for the purchase of two ambulances and that the current motion is for the purchase of one ambulance and is recommending to the Board of Trustees to approve the purchase of one ambulance. Trustee Corcoran inquired that with the Board of Trustees not having made the 2015 budget approval motion, could this contract be approved; Administrator Ethridge recommended to the Board of Trustees to approve this

contract due to the time restraints for assembly and delivery of the ambulance. Trustee Swift inquired if the new cots were available to be installed; Chief Pegram stated new cots are not available but that they are being produced and estimated delivery should be in March.

- 80-2015** Trustee Swift motioned to approve Administrator Ethridge to secure 5-year financing with Republic National Bank for \$166,477.53, for one 2016 Ford F-450 / Horton ambulance with principal and interest to be paid from the Ambulance Fund 2191 with the consideration of the 2015 budget process not completed to date. Trustee Corcoran seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

Administrator Ethridge stated that the Fire Chief and Fiscal Officer have done their due diligence and that he is in agreement with them that financing is the most expeditious way to purchase the ambulance.

- 81-2015** Trustee Corcoran motioned to schedule Board of Trustee Special Meeting on 02/24/15 at 5:30 PM. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

Community Forum

Trustee Allen stated there would be no community forum at today's meeting due to it is a Board of Trustee work session and requested that community questions be directed to the Administrator.

Adjournment

- 82-2015** Trustee Swift motioned to adjourn the Special Meeting of the Board of Trustees at 10:30 AM. Trustee Corcoran 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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