

Trustees & Fiscal Officer  
(513) 722-3400

Zoning  
(513) 722-3400

Service Department  
(513) 722-4600



[www.goshen-oh.gov](http://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  
Thursday, March 12, 2015  
3:45 PM**

**Budget Discussion**

**Meeting Minutes**

**Opening**

Pledge of Allegiance  
Roll Call

Board of Trustees  
Fiscal Officer Allgeyer

Trustee Allen called the meeting to order at 3:45 PM and roll was taken.

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

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

**Adoption of Agenda**

**102-2015** 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 he had been directed by Trustees to move a portion of the Administrator salary to the Zoning fund and

transfer to Zoning is notated on page 3. Administrator Ethridge stated no changes had been made in the Lighting District Fund or Capital Funds.

Administrator Ethridge stated that the Board of Trustees had Service department questions regarding the salt and paving appropriations and that he had worked with Director Seyfried and Trustee Swift to identify the line items appropriate for the expenses. Director Seyfried stated that \$25,000.00 has been spent so far in 2015 for salt and to put salt total to 350 tons would take the remaining balance. Trustee Swift inquired what the current salt tonnage is now; Director Seyfried stated currently has around 60 tons on hand. Administrator Ethridge stated that paving expense was listed in Road & Bridge Fund 2031 and PMVL Fund 2231 for a total of \$51,000.00 for 2015 appropriations and this budget document does not use available unencumbered for 2015 paving. Administrator Ethridge stated that Director Seyfried had put together an estimate for paving which totaled \$101,000.00 which would pave the scheduled roads. Administrator Ethridge requested the Board of Trustees review the paving schedule and decide what roads are to be paved in 2015 and if unencumbered money could be used. Trustee Corcoran inquired if the quote Director Seyfried had was from the County bid; Director Seyfried stated he had used the County quote of \$77,000.00 to \$78,000.00 for roads not paved in 2014. Administrator Ethridge stated by not using unencumbered for paving that only \$51,000.00 had been budgeted for paving in 2015. Trustee Corcoran stated she does not want to use unencumbered and would like to make decision for paving appropriation using definite numbers and not estimates. Administrator Ethridge stated he would like for Director Seyfried to contact the County for paving amounts. Director Seyfried stated he has bid amounts from the County but would not have bid amounts from vendors directly for several weeks. Trustee Allen stated in her opinion that at minimum the roads scheduled in 2014 which had not been paved should be paved in 2015.

Administrator Ethridge stated the Safety Service Levy Fund 2192 revenue had been split in that 75% of revenue was allocated to the Police department and 25% of revenue was allocated to the Fire department. Administrator Ethridge stated that Trustee Allen had requested him to review this revenue split and that after his review he still recommends the 75 / 25 split. Administrator Ethridge stated in Drug Law Fund 2221 that the purchase of a new Police vehicle had been budgeted and that funds were available for the purchase. Chief Combs stated he did not want to deplete the unencumbered in Fund 2221 so only one vehicle was listed in the budget but that two vehicles are needed and that he will have mechanics go through the vehicles to evaluate the Police fleet. Trustee Allen inquired if the grant was still available to purchase the second Police vehicle; Chief Combs stated the grant was denied for the second purchase.

Administrator Ethridge stated that Chief Pegram had put together a Fire / EMS budget which addressed many of the Board of Trustees issues.

Administrator Ethridge stated he would present to the Board of Trustees at a later date a proposal for additional computer software to process purchase orders, check printing, financial tracking, and payroll. Trustee Allen inquired what ADP cost were

posted to the Fire department; Administrator Ethridge stated no ADP cost were posted to the Fire department and the amount in accounting and legal fees was for union contract negotiations. Trustee Allen inquired if other departments would contribute to the proposed software recommendation; Administrator Ethridge stated it had been budgeted in the General Fund, Fire department, and Police department. Trustee Allen stated that the Board of Trustees and the Fiscal Officer should be included in any software conversations. Trustee Allen stated that the Board of Trustees could make necessary resolutions in that the Department Heads would have to seek a second tier for purchase approval and this could be done internally without the cost of a software program. Fiscal Officer Allgeyer stated she had not been consulted regarding any financial software or payroll program change and that going forward she should be included in any conversations regarding either of these. Trustee Corcoran inquired if Administrator Ethridge had used another software program; Administrator Ethridge stated he had used a secondary program for Department Heads and Management to use. Administrator Ethridge requested that Chief Pegram address the Board of Trustees regarding the software appropriation to the Fire department. Chief Pegram stated that Administrator Ethridge had expressed an interest in this software and that \$20,000.00 of the software cost would be allocated to the Fire department. Chief Pegram stated after this discussion that he moved \$20,000.00 to account for the possible software purchase and Chief Pegram commented about needed capital equipment purchases in the coming years. Trustee Allen inquired where Chief Pegram had adjusted his prior budget to account for the possible \$20,000.00 software expense; Chief Pegram stated he reduced his salary line item in order to budget for the software cost.

Administrator Ethridge stated the Board of Trustees would need to make a decision regarding road paving and capital purchases. Trustee Corcoran inquired of Administrator Ethridge if revenue descriptions had been determined, capital purchases determined, and if salaries and employee cost are accurate because employee cost are 66% of the budget. Trustee Corcoran stated she would like to see historical data for salt purchases. Trustee Corcoran stated she would like to work on capital equipment purchases on a 5 year plan in either April or May. Trustee Allen inquired of Trustee Corcoran if the capital plan is for 2015 or beyond; Trustee Corcoran replied she is not prepared to make a comment if capital purchases would be in 2015 but would like to have a purchase schedule put together.

Trustee Allen stated she is concerned with the revenue split in the Safety Service Fund 2192 and stated she understands the importance of not using unencumbered but would like for the Board of Trustees to do their due diligence. Trustee Allen stated she would like a recap page for the Township as a whole presented with the next budget document.

Administrator Ethridge stated he could have the Board of Trustees questions answered by Monday morning. Fiscal Officer Allgeyer stated if the Board of Trustees was not prepared to approve the budget as presented on Monday that the Board should consider increasing temporary appropriations. Administrator Ethridge

suggested scheduling the next budget meeting for Monday, March 16, 2015, at 9:00 AM.

**103-2015** Trustee Swift motioned to approve the hiring of Civilian Police employee, Asa Burrough at the rate of \$11.43 per hour, effective date 03/16/15, contingent on the Homeland Security background check. Trustee Corcoran seconds the motion; motion carries.

Trustee Allen – Yes

Trustee Corcoran – Yes

Trustee Swift – Yes

Chief Combs stated Mr. Burrough has several years of experience in Police work and is certified with the County Sheriff and he has worked with bar coding of evidence rooms and vehicle maintenance. Chief Combs stated he is still awaiting the Homeland Security check but everything else has returned back cleared. Trustee Swift inquired if Mr. Burrough could be paid more on the hour; Chief Combs replied that due to current labor contracts that he would not want to start an individual out with a higher pay rate than what is in current contracts and that Mr. Burrough would not have staff reporting to him. Trustee Swift inquired if the bar coding application could be used throughout the Township; Chief Combs stated he believed it could with additional modules.

## **Community Forum**

Ken Klosterman – Goshen, OH

Mr. Klosterman congratulated Chief Pegram for his Salute to Leader award and that if the Board of Trustees started a CIC that he would like to be on the CIC board again. Mr. Klosterman suggested for the Board to schedule meetings after 5:00 PM and commented on the hard work the Park Board is doing, and would like to see the Boys and Girls Club return.

Jim Constable – Blanchester, OH

Mr. Constable inquired if the Safety Service Fund 2192 beginning unencumbered balance is accurate on the budget document because it differs from the amount Fiscal Officer Allgeyer had submitted to the County.

## Adjournment

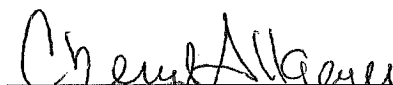
**104-2015** Trustee Corcoran motioned to adjourn the Meeting of the Board of Trustees at 5:02 PM. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes

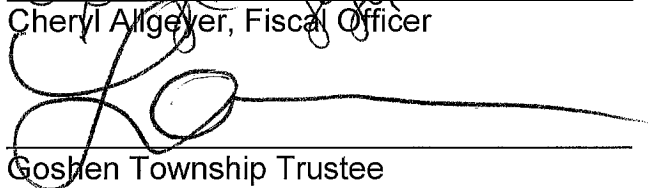
Trustee Corcoran – Yes

Trustee Swift – Yes

Respectfully Submitted by:



Cheryl Algeyer, Fiscal Officer



Goshen Township Trustee

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