

**Troy Township
Finance Committee Meeting Notes
Monday, March 16, 2015
6:00 p.m.**

Committee Chairman Larry Ryan called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

In Attendance:

Supervisor Joseph D. Baltz

Assessor Kim Anderson

Administrator Jennifer Dylík (acting as Secretary)

Trustee Larry Ryan (Chairman)

Highway Commissioner Thomas R. Ward

Absent: Trustee Donald Walden (arrives later at 6:15 p.m.)

A quorum is established.

Chairman Larry Ryan asked for any citizen comments. No citizens were present.

(Please note that Clerk Cross arrived at 6:25 p.m., Trustee Theobald at 6:40 p.m., and Trustee Wheeler at 6:45 p.m.)

Chairman Ryan presented the Rules for Persons Addressing the Troy Township Finance Committee. Administrator Dylík explained that every committee needs to adopt its own set of rules for the public to address that committee. The rules are the same rules that the Board has adopted. Motion made by Assessor Anderson; seconded by Highway Commissioner Ward to adopt the rules as presented. Motion carried.

Supervisor Baltz read aloud an introductory memo and then placed it on file with the Chairman.

Chairman Ryan opened the meeting for questions and discussions on the Road and Bridge Fund tentative 2015-2016 fiscal year budget.

Highway Commissioner Ward commented that he has presented a conservative budget. Crews work out of a building built in 1979 that has only one heated bay. There are no big plans for equipment purchases other than selling an older tractor and buying a newer one from another township. Funds are built into the budget, on both the income side under Loan Proceeds and on the expense side under R&B Capital Outlay and Debt Principal so that another lease purchase could be done on a large piece of equipment, if it was needed. Staffing is expected to stay the same however funds were budgeted under Health Insurance for a third full time employee to access our benefit program if needed.

Trustee Donald Walden arrives at 6:15 p.m.

In summary, Highway Commissioner Ward stated that he intends to keep moving forward with what he has. Some road projects are being planned and some with be tar and chip.

Motion made by Supervisor Baltz; seconded by Trustee Walden for the Finance Committee to recommend to the full Board that the tentative Road and Bridge Fund Budget for the 2015-2016FY be accepted as presented. Motion carried.

Chairman Ryan opened the meeting for questions and discussions. Administrator Dylík summarized the major changes from the prior fiscal year:

- Building Maintenance Coordinator from part-time to full-time.
- Roof repairs on the older section of flat roof.
- Parking lot repairs to address drainage and surface issues.

Dylík reported that tackling the roof and parking lot in the upcoming year would require using some of the carry over balance.

Chairman Ryan reviewed the increase in carry over balance over the past few years and noted that the Town Fund including the Assessor's budget has been coming in under budget each year. Chairman Ryan noted that he was very encouraged to see that although the tax levy has increased over the past years, you can see a direct parallel to the increase in carry over balance.

Administrator Dylík and Assessor Anderson both asked that the roof repairs be the number one priority in this year's budget. Further discussion was had about repairs that are needed to the parking lot.

Chairman Ryan reported that a need has certainly been demonstrated for the roof and the parking lot would fall second to that.

Administrator Dylík distributed a summary of possible cost savings that may be realized by the part-time maintenance coordinator position becoming full-time. Dylík reminded that the position had been full-time for many years. When it first went to a part-time position, the person who held that position also worked full-time for the Assessor's office and was therefore on site on a full-time basis for any need that did arise. When that employee resigned both of his positions the building maintenance position remained part-time. The position has been difficult to fill as part-time because the position requires a great deal of flexibility and for the person to be on-call. Dylík reported that approximately \$4,000 has already been taken out of the proposed budget for spring and fall clean-up of landscaping. Additional savings could be realized with a possible phase out of snow plowing and cleaning services. Administrator Dylík reported that she, Assessor Anderson, and other employees have all had to deal with salting, shoveling, roof leaks, moping, etc. because there is not a full-time maintenance person on site.

Administrator Dylík reported that costs have increased for the Pace Dial-A-Ride program due to a direct result of increased usage of the Dial-A-Ride program.

Chairman Ryan confirmed that the tentative budgets will be accepted as tentative at the April meeting. The Budget Hearing and final approval will occur at the May meeting. An additional finance committee meeting will be called if needed and additional questions can be directed on a one-on-one basis to Chairman Ryan, Administrator Dylík, Supervisor Baltz, Highway Commissioner Ward or Assessor Anderson.

Motion made by Highway Commissioner Ward; seconded by Assessor Anderson for the Finance Committee to recommend to the full Board that the tentative Town Fund Budget for the 2015-2016FY be accepted as presented. Motion carried.

Chairman Ryan asked for any other new business. After asking three times, no new business was brought forward.

Motion made by Trustee Walden; seconded by Highway Commissioner Ward to adjourn. Motion carried. Meeting adjourned at 6:51 p.m.

Submitted:


Jennifer Dylík
Secretary