

**Troy Township  
Finance Committee Meeting Notes  
Monday, March 20, 2017  
5:45 p.m.**

Committee Chairman Trustee Larry Ryan called the meeting to order at 5:45 p.m.

The Pledge of Allegiance was recited.

In Attendance:

Supervisor Joseph D. Baltz

Trustee Larry Ryan (Chairman)

Assessor Kim Anderson

Highway Commissioner Thomas R. Ward

Administrator Jennifer Dylik non-voting member (acting as Secretary)

Absent: Trustee Donald Walden – Excused

A quorum is established.

Clerk Kristin Dawn Cross and Trustee Brett Wheeler are also in attendance. Collector Bryan Kopman arrives at 5:53 p.m. Trustee John Theobald arrives at 6:14 p.m.

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

Chairman Ryan opened the meeting for questions and discussion on the General Town Fund & Assessor's tentative 2017-2018 fiscal year budget.

Administrator Dylik distributed the updated estimated ending cash balances as of March 20, 2017, and also updated budget vs. budget and actual vs. budget charts. Administrator Dylik brought specific attention to the fact that the estimated ending cash balance for the Road District has increased significantly from the original budget presentation dated February 27, 2017 to the estimates dated March 20, 2017; increasing from \$677,767.76 to \$711,739.03.

Additionally, Administrator Dylik informed attendees about a recent problem with the domestic water pump and vessel and that the line item of Maintenance of Equipment for the Town Fund is proposed to be increased by \$10,000.00, going from \$14,500.00 to \$24,500.00 to cover any necessary repairs, replacement, or reconfiguration of said domestic water pump. This change changes the proposed net income of the Town Fund from (\$10,408.80) to (\$20,408.80).

Supervisor Baltz complimented Administrator Dylik on the budget proposal and presentation and thanked her for the time she spent with him, Assessor Anderson, Highway Commissioner Ward, and Trustee Ryan to put together these figures.

Chairman Ryan asked attendees to review the Capital Improvement projects detailed on chart on pages 33 and 34 of the budget proposal.

Administrator Dylík informed attendees that the 2016 levy extension figures were received on Wednesday, March 15<sup>th</sup> and the numbers were right in line with what was estimated in the budget presentation. Therefore, no changes need to be made to the proposed general property tax revenue.

Collector Kopman arrived at approximately 5:53 p.m.

Trustee Ryan noted that the combined carry over balances of all three funds give a healthy financial picture for the Township. Additionally, he noted that when looking at the average monthly expenditures of the Town Fund that fluctuations in the average monthly expenditures from year to year are usually tied specifically to large capital improvement projects in that given year such as the south office roof replacement project in the 2015-2016 fiscal year.

Trustee Ryan asked that all elected officials take the time to walk the building and take a look at the mechanical room to get a better feel for building expenditures as they relate to building maintenance and maintenance of equipment.

Trustee Ryan expressed concern about the proposed Town Fund parking lot replacement project and unknown and unforeseen expenses once the project starts that may exceed the budgeted funds for this project.

Trustee Ryan asked that the department heads please keep the Trustees informed and educated about details such as building needs (using the domestic water pump problem as an example), about personnel changes such as salaries, etc. Supervisor Baltz reminded that all doors are always open and the Trustees can talk to him, Administrator Dylík, Assessor Anderson, and Highway Commissioner Ward at any time with any questions they may have.

Trustee Ryan asked for details about how the Board could go into closed session to discuss employee salaries. Administrator Dylík noted that the Board can go into closed session to discuss a specific employee's salary negotiation but not to discuss an entire class of employees' salaries. Trustee Ryan asked if Administrator Dylík could send out a document to all Board members detailing the Open Meetings Act exemptions that allow a board to go into closed session.

Trustee Wheeler commented that the cost of health benefits has increased substantially and he is not comfortable with the current costs. Administrator Dylík commented that when preparing the budget a potential increase of 20% was used to estimate health insurance expenses and a potential increase of 8% was used for dental insurance. She worked with Steve Orlando of the Candos Agency to come up with these percentages. Trustee Wheeler asked if the health insurance would be priced out before the July 1, 2017 renewal. Administrator Dylík confirmed that yes, it would. Collector Kopman asked what the participant's contribution was towards their health insurance. It is 2% of their gross wages. Trustee Wheeler is concerned about the ratio of the increases in premium vs. the percentage paid by employees.

Trustee John Theobald arrived at approximately 6:14 p.m.

Administrator Dylík noted that the budget numbers allow for all employees to use 100% of their HRA funds. Additionally she explained that there is the potential for an employee to use all of their available HRA funds two times in one fiscal year. This is because the HRA is calculated on a calendar year basis. Therefore, for example, an employee could max out their HRA in November and then max it out again in January which those funds affect one fiscal year for the Township.

Trustee Ryan asked for any other questions regarding the Town Fund and encouraged all attendees to review the chart on pages 35 and 36 of the budget presentation. Administrator Dylík reminded that the purpose behind putting together the capital improvement chart was to give the Board a high level view of all possible building needs with regard to replacement of equipment, fixtures, etc. and lends credibility to the Board's focus on building up the ending cash balance of the Town Fund. The capital improvement spreadsheet is a "living" document that is updated regularly.

Trustee Ryan moved on to reviewing the Assessor's budget and had three areas of concern where the actual vs. budgeted increases were substantial. Those areas are salaries, training, and professional services.

Assessor Anderson commented that salaries increased more than usual because funds are budgeted for overtime this year as it was an expense in 2016-2017 that was not planned for. The overtime was due to a high volume of appeals. She further noted that training fluctuates every year based on availability of the classes with various agencies and the class locations. Additionally one more staff person will attain their CIAO designation this year bringing the total to four people who need to have the necessary training to maintain their designation. The professional services line item also covers fees for appraisers to help with commercial appeals.

Trustee Ryan moved on to reviewing the General Assistance Fund budget. Administrator Dylík commented that the Emergency Assistance line item was a new program started in the 2016-2017 fiscal year. At that time a general estimate was done and \$10,000.00 was allocated towards Emergency Assistance. The Township ended up using approximately \$700.00 of the \$10,000.00 allocated. Therefore, in the 2017-2018 proposed budget this line item is reduced to \$2,500.00. If General Assistance needs are low, and the Emergency Assistance needs rise beyond what is budgeted, Administrator Dylík can come back to the Board and ask for funds to be transferred from the GA line time of rental assistance (for example) to make more funds available for Emergency Assistance.

Trustee Ryan noted that in General Assistance it has been almost three years since the Town started allocating more funds towards the Town Fund via the levy. Administrator Dylík informed the attendees that starting with the 2017 levy, funds will start to shift back allocating more to General Assistance. Trustee Ryan asked if General Assistance should start picking up some expenses of General Assistance such as building expense, computer expense, utilities etc. Administrator Dylík reminded that in years past General Assistance did help to pay some building expenses. Once the Board started allocating less funds to General Assistance via the levy is when those expenses were stopped. Supervisor Baltz reminded that funds can always be transferred to GA but not transferred out of GA.

Trustee Ryan moved on to discussing the Road and Bridge Fund Budget. Administrator Dylík made special note that the net income for the Road and Bridge Fund for the 2016-2017 fiscal year will be approximately (\$6,333.06). Administrator Dylík noted that the State of Illinois is no longer behind on their State Highway Maintenance payments. Highway Commissioner Ward commented that he is still considering the upcoming year road projects and the extent of those projects be it overlay, tar and chip, etc. Highway Commissioner Ward will be reviewing these options.

Trustee Ryan asked if Highway Commissioner Ward was considering any personnel changes or equipment purchases. Highway Commissioner Ward commented that he has no plans for personnel changes other than slight raises for some of the guys who have really stepped up. As for equipment, funds are budgeted if the need arises to do another lease purchase of a large piece of equipment. The last payment on the current lease purchase will be made in September of 2017. Purchasing the equipment in this manner helped to not diminish the Road Fund's carry over balance and spread the expense out over a few years. There is currently no intent to have another truck built at this time.

Trustee Wheeler asked if the street lights can be switched over to LED lights to save money. Highway Commissioner Ward commented that the street lights are ComEd lights and they would have to initiate a change to LED as they are ComEd owned lights. If the street lights were owned by the Road District then we could initial the change. The Road District only pays ComEd for usage on a per pole basis and the Road District does not own the lights.

Highway Commissioner Ward commented that he will continue working on drainage and will keep an eye out for deals on used equipment from other municipalities.

Trustee Ryan noted that, even if approved today, there is still time to make changes or answer any questions regarding the budget if they arise.

Trustee Ryan motioned; seconded by Assessor Anderson for the Finance Committee to recommend to the Township Board that the Town Fund, General Assistance Fund, and Road and Bridge Fund budget be approved as presented today. Motion carried.

After asking three times, no additional new business was brought forward.

Motion made by Highway Commissioner Ward; seconded by Supervisor Baltz to adjourn. Motion carried. Meeting adjourned at 6:47 p.m.

Submitted:

Jennifer Dylík  
Secretary

