

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Thursday, March 5, 2015
Vevay Township Hall at 11:00 a.m.**

MINUTES

Members Present: Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Bruce Walker and Douglas Shaw

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

The meeting was called to order by Supervisor Howe at 11:10 a.m. followed by the Pledge of Allegiance.

Set/Amend Agenda. The agenda was adopted as published.

Public Comment. None.

Municipal Employees Retirement System Benefit Review. Supervisor Howe distributed a handout and explained that Vevay Township's current benefits plan is coming under new standards and requirements outlined by the Governmental Accounting Standards Board (GASB). Research has identified that the Township's retirement plan through MERS has been underfunded (below 60%) for future retirement plans. Last year no action was taken to compensate for these deficiencies, but the Board could act this year to ensure compliance with new rules outlined by GASB. Supervisor Howe suggested that the Board consider contributing a \$15,000 lump sum and reducing the multiplier to 1.5%. Together, these measures could get the Township back to 60% funded. The Board – discussed in detail the current state of the Township's retirement plan and potential actions to be taken.

2014-15 Budget Amendments. The Board of Trustees – reviewed the revenues and expenditures report. Trustee Walker – Asked about the remaining property taxes that need to be collected before the Township reaches its projected revenues. Treasurer Sherwood – explained that projections will be met and reflected on the reports once final settlement funds are disbursed later this month.

The Supervisor and Clerk explained that they will be making some cost center adjustments to transfer funds for the *Trustee Salaries* and *Building and Grounds Repairs and Maintenance (Outside)* line items. Clerk Kean – noted a “watch” will be kept on the *Fire Runs* and *Building Permits* line items as they could easily be underfunded before March 31st if a house fire occurs or someone builds a new home. Vevay had no fire runs during the month of February which was quite unusual. Supervisor Howe – said that the two dry fire hydrants budgeted for last year have not yet been purchased as originally anticipated. He (Howe) has asked the Fire Chief to order and invoice the Township for the dry hydrant parts before the end of this fiscal year. Due to new

safety requirements, the cost will be higher than initially expected. Finally, he (Howe) explained that some funds in the Roads Maintenance line item will not be used in the 2014-15 fiscal year. The remaining funds will be moved forward into next year's budget to fund uncompleted road projects that will begin in the spring.

Building and Grounds. In order to pay the final utilities invoice for March a transfer will be required.

Motion Kean, seconded Walker, to authorize the transfer of \$700 from *Unappropriated Funds* (GL #101-000-676.000) to *Building and Grounds Utilities* (GL #101-265-920.000).

Roll Call Vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

Establishing a Deputy Educational Per Diem. Deputy Treasurer Tonya Maj has discussed the possibility of retiring from her position in the near future. In considering a replacement, the Township's policies regarding deputy training are being reviewed. In conjunction with the Deputy Clerk's ongoing training, the Board agreed there should be a discussion regarding how to address increasing educational demands for municipal employees. The Board reviewed a handout proposing a per diem for deputies going through training. The suggested per diem rates were \$75 for a full day (5 hours or more) and \$50 for a half day (less than 5 hours). The Township's *Expense Reimbursement Policy* would continue to address mileage, housing, meals, and parking reimbursements.

MOTION Walker, seconded Kean, to approve the Deputy educational per diem reimbursement rates at \$75 per full day (5 hours or more) and \$50 for a half day (less than 5 hours) and expensed to *Educational Meetings* (GL #101-101-960.000), effective immediately.

Roll Call Vote

Ayes: Kean, Walker, Shaw, Sherwood & Howe

Nays: None

Treasurer Sherwood – thanked the Board and emphasized that this is a necessary change to keep up with demands that are always increasing for municipal government employees.

Fire Proof Cabinet. The need for more fire proof storage has been discussed at previous meetings. Sufficient funds remain in the 2014-15 Budget to purchase one new fire-proof cabinet. That fire cabinet would be purchased for the Treasurer's office which does not currently have a large fire-safe cabinet. The Board – noted that next year's budget will include funds to purchase two fire proof cabinets for the Clerk and Supervisor's offices. The price for the cabinet is \$4,852 and an additional \$200 for delivery and installation.

MOTION Howe, seconded Shaw, to authorize the purchase of a fire proof cabinet for the Treasurer's Office at the cost of \$5,100 to be transferred from *Unappropriated Funds* (GL #101-000-676.000) to *Capital Outlay* (GL #101-210-970.000).

Roll Call Vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

Fold Up Security Truck. State Election Law requires municipalities to meet certain criteria for securing ballot bags that contain voted ballots. The Clerk has requested authorization to purchase a new security truck that would help meet these criteria. The cost is \$695 for the truck plus an additional \$200 for shipping. Clerk Kean – said that because this purchase is over \$500, the money for the purchase that is currently in *Election Supplies* should be transferred to *Capital Outlay* to maintain a complete list of equipment (over \$500) for auditing purposes.

MOTION Howe, seconded Sherwood, to authorize the purchase of a new security cart at the cost of \$895 and to transfer \$900 from *Election Supplies* (GL #101-191-728.000) to *Capital Outlay* (GL #101-210-970.000).

Roll Call Vote

Ayes: Sherwood, Shaw, Walker, Kean & Howe

Nays: None

Equipment Maintenance Agreement with Pitney Bowes for the Folding Machine.

The Township office's mail-folding machine was experiencing problems before a maintenance repairman came to service the machine in January. During that visit, the serviceman suggested that signing a service agreement could be more cost effective than paying for individual, periodic repairs. He provided an estimated cost of \$540 for the agreement. At last month's meeting, the Board authorized a service agreement with Pitney Bowes that did not exceed \$600 per year. Since that meeting, Clerk Kean has learned that the maintenance agreement price would be more expensive than previously thought due to the age of the Township's machine. Clerk Kean – said that upon her request, the representative she spoke with granted a discount. The discounted price is \$655.20, still exceeding the amount authorized at last month's meeting. She (Kean) clarified that a single service call costs approximately \$500.

MOTION Shaw, seconded Walker, to approve an equipment maintenance agreement with Pitney Bowes for the mail folding machine in the amount of \$655.20 and to transfer \$500 from *Unappropriated Funds* (GL #101-000-676.000) to *Office Equipment Leases and Repairs* (GL #101-210-818.000).

Roll Call Vote

Ayes: Shaw, Walker, Kean, Howe & Sherwood

Nays: None

Mound Removal on Township Property. *Harper Hill Forestry* has contacted the Township regarding the mound removal that was approved by the Board at last month's Special Meeting. Workers found steel fence posts at the bottom of the brush pile. Mr. Reister of *Harper Hill Forestry* has informed Supervisor Howe that the additional removal would cost about a quarter day's work. The Clerk and Supervisor will make a cost center adjustment to create sufficient funds in the appropriate line item.

MOTION Shaw, seconded Sherwood, to authorize final payment of the invoice to *Harper Hill Forestry* in the amount of \$2062.20 and expensed to *Townhall Grounds Repairs & Maintenance* (GL #101-265-932.000).

Roll Call Vote

Ayes: Walker, Kean, Howe, Sherwood & Shaw

Nays: None

The Board took a break for lunch at 12:40 p.m. The meeting resumed at 1:50 p.m.

Initial Review of 2015-16 Budgets. At this time, the Preliminary Budgets were reviewed. Several cost centers were noted for adjustments.

Deputy hours were discussed at length. Currently, any Deputy time sheet with over 12 hours per week must be signed by the Supervisor. Supervisor Howe – explained that the current policy has been in place for a number of years. He (Howe) said that he believes deputy hours should be determined by the Treasurer and Clerk. Treasurer Sherwood – noted that it is difficult to find a high-caliber employee when hours are limited to 12 hours per week. Trustee Walker – asked about variations in deputy hours according to the season (i.e. tax collection, elections, etc.). The Board reached a consensus that the 12 hour a week policy is outdated. The Board also acknowledged the need for deputies who are adequately trained and able to fulfill their primary function – performing the duties of the Clerk/Treasurer in the absence of that Elected Official.

The Board – discussed the compensation of various office staff in detail and explained how the salary estimates in the 2015-16 Budget were determined. All increases will be voted on at the upcoming Public Hearing on March 26. Special attention was given to the proposed increase of \$1,000 for the Assessor’s salary, given that his compensation has remained the same for a number of years. A proposed 3% wage increase for both the Office Secretary (50 cents/hour) and the Custodian (45 cents/hour) was also discussed and budgeted. Treasurer Sherwood – stated she would not be requesting a wage increase for the current Deputy Treasurer as she has indicated she will soon be leaving her position. Due to the two Elections in the 2015-16 fiscal year and the completion of intensive training, Clerk Kean requested increased hours and a higher hourly rate (at \$14/hour) for the Deputy Clerk. Regarding Elected Officials’ salary increases, the Compensation Commission has recommended a 2% increase, effective April 1, 2015 and again on April 1, 2016.

The adjustments proposed at this meeting will be made and a revised Preliminary Budget Report will be available at the March 12, 2015 Budget Workshop scheduled for 11:00 a.m.

Adjournment. The meeting was adjourned at 4:12 p.m.

JoAnne Kean, Clerk