

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting/Budget Work Session
Thursday, March 13, 2014
Vevay Township Hall – 11:00 a.m.**

MINUTES

Members Present: Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Douglas Shaw and Trustee Bruce Walker
Members Absent: None
Staff Present: Deputy Clerk Brett Linsley

The Budget Work Session was called to order at 11:09 a.m. by Supervisor Howe followed by the Pledge of Allegiance.

Approval of Agenda. The agenda was set as published.

Public Comment. None

Delinquent Miscellaneous Receivables. Clerk Kean presented to the Board members a packet concerning delinquent account receivables in the total amount of \$676.00. There were three invoices being deemed uncollectible for various reasons.

The collection process currently used by the Clerk, with support from the Supervisor, was reviewed with the Board. The initial invoice is sent as soon as it has been received from the Mason Fire Department (MFD). If not paid in 30 days, monthly “late notices” are sent. After a period of time (approximately six months), with no (or no further) payments, the person(s)/business, is sent a “final collection letter” stating they have 30 days before the invoice is sent to District Court. Supervisor Howe reviewed the District Court process, which includes a filing fee. The Board also reviewed the complete list of outstanding receivables, in the amount of \$4,716.

First, Invoice #006 was in the amount of \$1,930 for MFD response to a kitchen fire in 2009. While only \$1,560 was collected, the currently infirm state of the citizens in question led the Board to approve cancellation of this debt.

Second, Invoice #010 was in the amount of \$371 for a MFD response in 2010, of which only \$100 has been collected. The individual in question currently resides in Delta, Ohio. The Board conceded that the remaining \$271 is not an adequate amount to justify the time and expenses required to collect said monies from out of state parties.

Finally, Invoice #143 was in the amount of \$35 for an annual SLU review fee for 2013. As this business was never activated, the Board agreed that this invoice should be cancelled.

The Board was concerned that residents will absorb the cost of the payoffs. (Note: By law, past due receivables cannot be a lien on the tax roll.)

MOTION Walker, seconded Kean, with regret that Account Receivables Invoice #006 (Gentry), #010 (Murry), and #143 (Loughan) in the total amount of \$676.00 be deemed uncollectible and be cancelled.

Roll call vote

**Ayes: Howe, Sherwood, Shaw, Walker & Kean
Nays: None**

Bank Resolutions Authorizing Signees to Vevay Accounts. Mason State Bank provided the Township with the necessary documentation for adding the Deputy Clerk's name to signature cards. Treasurer Sherwood stated that this would be a temporary situation until the Deputy Treasurer's anticipated return in May. At that time, this process will have to be repeated.

MOTION Howe, seconded Shaw, to approve the addition of Deputy Clerk Brett Linsley's name to the signature cards for the Mason State Bank accounts (General Fund, GF Money Market, and Trust & Agency Account).

Roll call vote

**Ayes: Sherwood, Howe, Kean, Walker & Shaw
Nays: None**

2013-14 Budget Amendments as of 3-13-14. At this time, the Board extensively reviewed the 2013-14 Revenues and Expenditures Report.

Clerk's Office. Clerk Kean requested authorization to purchase a laptop computer, wireless mouse, and software for the new Deputy Clerk to perform required duties. IT Support Frank Vargas gave an estimate of \$600 for said purchases. The 2013 General Appropriations Act (Res #13-01, Section 8) states that *no transfers of appropriations for line items related to personnel may be made without PRIOR Board approval by budget amendment.*

MOTION Kean, seconded Walker, to authorize the transfer of \$600:

**From GL #101-215-703.000 (Deputy Clerk Wages)
To GL #101-215-728.000 (Clerk Supplies)**

Furthermore, to authorize the purchase of a laptop computer and other miscellaneous supplies.

Roll call vote

Ayes: Shaw, Sherwood, Howe, Kean & Walker

Board of Review (BOR). The BOR met on March 10th and 11th with nine persons coming before the Board. For 2014, nine applications have been processed for tax exempt status as allowed by the new Veterans Tax Exemption law. Jewett Airport came before the BOR and actually had its taxes increased due to the amount of tillable land.

Zoning Board of Appeals. **MOTION Kean, seconded Walker to authorize the transfer:**

**From GL #101-815-826.000 (Legal Services – ZBA) in the amount of \$1,000
From GL #101-000-676.000 (Unappropriated Funds) in the amount of \$5,400**

To GL #101-815-827.000 (Circuit Ct. Litigation Expenses) in the amount of \$6,400.

Roll call vote

**Ayes: Walker, Kean, Shaw, Sherwood & Howe
Nays: None**

The Board took a lunch break at 12:41 p.m. The meeting resumed at 1:27p.m.

Review of 2014-15 Budgets. At this time the Board reviewed the 2014-2015 budgets with specific comment on the following:

City of Mason 425 Tax Refunds (101-101-957.000). Treasurer Sherwood was informed by City of Mason's Treasurer Eric Smith that *Gestamp* was currently negotiating through the tax tribunal process for a reduction of their property taxes. If authorized, it will most likely include multiple years. The Township's portion could be as much as \$10,000 to be refunded in the coming year. The Board was informed so that they can plan accordingly.

Revenue Account for Cemetery Supplies – Hawley (101-000-645.209). Trustee Walker inquired why the line item titled "Cemetery Supplies – Hawley" was listed under revenues, as the title seems to indicate expenditures. The Board conceded that, in order to remedy this confusion, the title of General line item #101-000-645.209 should be changed from "Cemetery Supplies –Hawley" to "Cemetery Miscellaneous - Hawley."

Fire Department – New GL Line Item for Capital Outlay (101-336-970.000). Supervisor Howe said that at a multi-municipal Fire Department meeting, he was informed of an equipment need in our Township to assist the MFD. Locations for two dry fire hydrants have been selected, approved by the property owners, and have an ample water supply available for use by MFD. One location is on the eastern boarder of the Township on Kelly Road and the other on Rolfe Road. The total cost for both dry fire hydrants will be \$3,000.

MOTION Sherwood, seconded Walker that the 2014-15 Budget be amended to include a new line item for the Fire Department, GL #101-336-970.000 – Capital Outlay. Also, to authorize \$3,000 for its 2014-15 Requested Budget.

Roll call vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

Road Maintenance (101-444-969.000). The Board had an extensive discussion on the attention many Township roads need. Last year, the Township used the 2-step process of leveling & chip sealing which led to more road repairs than in previous years. The Board conceded that even more road improvements be pursued in the coming year. The County's portion of \$30,000 will be matched by the Township. Similarly, if the Township pays an additional \$30,000 for materials, the County will match that amount in labor costs. Supervisor Howe suggested that unspent monies from the 2013-14 General Fund Budget be brought forward and included as part of the 2014-15 GF Budget. He (Howe) will confirm with Auditor David Williamson on the best way to proceed with this idea.

Appropriations Act, Section 5. Total General Fund Estimated Revenues for 2014-15 = \$710,600

Appropriations Act, Section 7. Total General Fund Estimated Expenditures for 2014-15 = \$709,700

Trustee Shaw left the meeting at 3:06 p.m.

A revised copy of the ***Recommended*** 2014-15 Budgets will be presented at the March 25, 2014 Public Hearing scheduled for 7 p.m.

A brief discussion was held regarding a generator for operation of the Township Hall. Bids have been received on a 200 AMPS, 3-phase system with an estimated cost of \$22,500.

Any Other Board Business: None.

Additional Public Comment: None.

Meeting adjourned at 3:15 p.m.

JoAnne Kean, Clerk

*Transcribed by Deputy Clerk Brett Linsley
Mar13 2014 at 11am SpecMtgWkSesMins*