

REGULAR SESSION  
July 8, 2008

Mr. Dwelle called the meeting to order at 6:00 p.m.

Roll call was answered by Trustees Timothy Coleman, Jeffrey Ferrell, and William Dwelle.

The next regular meeting will be July 22, 2008 at 6:00 p.m.

Mr. Coleman moved to adopt the agenda as presented. Mr. Ferrell seconded the motion. All were in favor.

Mr. Coleman moved to approve the minutes of the Regular Meeting of June 24, 2008 and the Work Session of July 1, 2008. Mr. Ferrell seconded the motion. All were in favor.

Mr. Ferrell moved to approve the Financial Statements for the period July 1 – July 8, 2008 and for the month of June 2008. Mr. Coleman seconded the motion. All were in favor.

Mr. Dwelle then opened the Hearing on the 2009 Budget. Mr. Dwelle explained the process that the Board and Department Heads go through each year. This is not to say that what is adopted now is what will actually be done come January 2008.

Ms. Schaefer, Fiscal Officer, explained the Proposed 2009 Budget Report, Versions #1 and #2, which each Trustee had received. Version #1 was based on the first drafts submitted by each department. Version #2 incorporated changes that were included after the Fiscal Officer talked with each department head. Lt. Parthemore was still working on the one for the Police Department.

Mr. Ferrell asked a question regarding the health insurance expenses. It was explained that there was an increase projected, but it may not be what the actual increase would be.

Lt. Parthemore stated that their revised budget did include additional manpower, repair, or replace the dispatch recording system, equipment. Superintendent Sternberg said that his budget includes additional manpower and equipment.

Daryel Sternberg said that the only thing that had not been settled was the maintenance of the software for the cemetery program.

Mr. Dwelle said that it was not the intention of the Board to adopt the Budget tonight because of the additional input was needed.

Mr. Ferrell asked Chief Myosky if he put in the 8<sup>th</sup> man in his 2009 request. The Chief said that he had.

Mr. Dwelle said that this was the first step in the process of showing the County Budget Commission our needs. After the receipt of the Budget Commissions estimate of funds, the Board will then need to review the proposed budget to bring it in line with the funds that are actually available. This will also be adjusted for any carryover amounts.

Ms. Schaefer presented the Auditor's estimate of evaluation for the township and the estimate of 2009 taxes per fund. She also advised the Board that a new 1.0 levy would generate approximately \$381,000. This was obtained for budgeting purposes only.

Ms. Schaefer also explained that one purpose of the Budget is to show the Budget Commission need. It is also used in calculating the Local Government formula funds.

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Ms. Schaefer said that she would incorporate the Police Department changes and have Version #3 ready on Thursday.

Mr. Coleman asked how soon they would receive the estimate of available resources once we filed our budget. Ms. Schaefer said that she thought it was in August or September.

Mr. Dwelle asked when the Budget had to be filed. Ms. Schaefer said that it had to be adopted by July 15<sup>th</sup> and filed by July 20<sup>th</sup>.

Both Mike Fitzpatrick, Sandusky Register reporter, and Mark Adams asked what the Budget amount was for the 2008 Budget. Ms. Schaefer said that she would have to check the file for that figure. (The amount submitted in the 2008 Budget was \$7.59 million)

Mike Fitzpatrick asked how many new officers were to be hired. Lt. Parthemore said that eight new officers were included in the request for the Police Department. Mr. Dwelle explained again that the actual expenditures would be reviewed after receipt of the Certificate of Estimated Resources.

**Resolution #2008-0072  
REALLOCATION OF APPROPRIATIONS**

Mr. Coleman moved to reallocate 2008 appropriations as follows:

GENERAL FUND		
1000-210-190-0067	Salaries – Longevity	\$1,000.00
1000-210-190-0001	Salaries – Full time	(\$1,000.00)
1000-210-351-0000	Electricity	\$500.00
1000-210-420-0000	Operating Supplies	(\$500.00)
ROAD & BRIDGE		
2031-330-319-0000	Professional & Technical	\$320.00
2031-330-740-0000	Machinery, Equipment, Furniture	(\$320.00)
CEMETERY		
2041-410-352	Water & Sewer	\$200.00
2041-410-323-0000	Repairs & Maintenance	(\$200.00)
2041-410-211	OPERS	\$20.00
2041-410-213	Medicare	(\$20.00)
FIRE & EMS		
2192-230-323-0071	Repairs & Maintenance - Repairs	\$2,500.00
2192-220-740-0000	Machinery, Equipment, Furniture	(\$2,500.00)
2192-230-323-0071	Repairs & Maintenance – Equipment	\$5,000.00
2192-220-323-0070	Repairs & Maintenance - Building	(\$5,000.00)
ENFORCEMENT & EDUCATION		
2271-210-190-0001	Salaries	\$140.00
2271-210-420	Operating Supplies	(\$140.00)

Mr. Ferrell seconded the motion. Under discussion Ms. Schaefer explained that when the original appropriation were adopted there was only one salary account. Then subclasses were created to better identify the type of salary like longevity, overtime, etc. As we go through the year it will be necessary to transfer money from the main salary account to the subclasses under we get a better estimate of these amounts. Originally some of the utility accounts were not being charged to the department that benefited from the utility such as the police department, parks, and cemetery. In the Fire Department there were transferred from Building Repairs to Equipment Repairs.

Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

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Mr. Dwelle explained that in the recent OTA Conference and Local Government Conference it was stressed that money could only be transferred from one account to another with the approval of the Board. In response to a question from Cheryl Best-Wilke, Ms. Schaefer said most of the subcategories were to better identify the expenses.

**Resolution #2008-0073  
SUPPLEMENTAL APPROPRIATIONS**

Mr. Coleman moved to make the following Supplemental Appropriations:

<b>GENERAL FUND</b>		
1000-910-910-0000	Transfers – Out	\$6,000.00
<b>MOTOR VEHICLE ACCIDENT</b>		
2193-220-740-0000	Machinery, Equipment	\$6,110.00
<b>DRUG LAW ENFORCEMENT</b>		
2221-210-599-0036	Court Order Reimbursements	\$1,000.00
<b>EMS GRANT</b>		
2282-230-740-0000	Machinery, Equipment	\$5,000.00
<b>STREET LIGHTING</b>		
2401-310-360-0000	Contracted Services	\$2,000.00
<b>EMERGENCY PREPAREDNESS GRANT</b>		
2904-220-740-0000	Machinery, Equipment	\$84,304.00
<b>PUBLIC WORKS</b>		
4401-760-700-0000	Contract Services	\$100,000.00
<b>BUILDING DEPARTMENT</b>		
9003-130-510-0043	3% Fees	\$3,000.00

Mr. Ferrell seconded the motion. Ms. Schaefer explained the individual additional appropriations. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

**Resolution #2008-0074  
AMEND 2008 REVENUES**

Ms. Schaefer explained that the first column were the estimates of income as of March 31, 2008. The second set of numbers is the estimate as of June 30, 2008 based on either actual receipts or notified amounts. Mr. Coleman moved to amend the 2008 revenues as follows:

<b>GENERAL FUND</b>		<b>3-31-08</b>	<b>6-30-08</b>	<b>Increase</b>
1000-103-0048	Permissive Sales Tax (Motel Tax)	253,226	663,226	410,000
1000-301-0000	Licenses & Permits	27,948	0	-27,948
1000-302-0029	Fees - Building Inspection		1,300	1,300
1000-302-0039	Fees - Tower Rental	33,516	70,516	37,000
1000-302-0041	Fees - Non-Voluntary Compliance	560	700	140
1000-302-0042	Fees - 15% Building Fee	14,166	20,000	5,834
1000-302-0046	Fees - Insurance Reports	89	200	111
1000-302-0049	Fees - Zoning Fees	196,910	50,910	-146,000
1000-302-0051	Fees - Franchise Fee	65,273	122,000	56,727
1000-401-0040	Fines - Parking Ticket	25	300	275
1000-401-0047	Fines - Juvenile Division	125	200	75
1000-401-0050	Fines - Traffic	15,870	20,000	4,130
1000-531-0000	Estate Tax	0	444,000	444,000
1000-601-0000	Special Assessments	7,659	0	-7,659
1000-801-0000	Gifts & Donations	100	3,100	3,000

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<b>1000-892-0000</b>	<b>Other - Miscellaneous</b>	<b>797,001</b>	<b>16,016</b>	-780,985
		<b>1,412,468</b>	<b>1,412,468</b>	<b>0</b>
<b>MOTOR VEHICLE TAX</b>				
2011-104-0000	Permissive MVL Tax - Township	8,609	16,609	8,000
2011-701-0000	Interest	102	150	48
<b>2011-892-0000</b>	<b>Other - Miscellaneous</b>	<b>73,855</b>	<b>65,807</b>	-8,048
		<b>82,566</b>	<b>82,566</b>	<b>0</b>
<b>GASOLINE TAX</b>				
2021-537-0000	Gasoline Property Tax	58,424	103,424	45,000
2021-701-0000	Interest	610	2,000	1,390
<b>2021-892-0000</b>	<b>Other - Miscellaneous</b>	<b>103,041</b>	<b>56,651</b>	-46,390
		<b>162,075</b>	<b>162,075</b>	<b>0</b>
<b>ROAD &amp; BRIDGE</b>				
2031-601	Special Assessments - Weed		17,827	17,827
<b>2031-892-0000</b>	<b>Other - Miscellaneous</b>	<b>196,910</b>	<b>179,083</b>	-17,827
		<b>196,910</b>	<b>196,910</b>	<b>0</b>
<b>CEMETERY</b>				
2041-302-0059	Fees - Opening & Closing	0	6,000	6,000
2041-804-0000	Sale of Lots (Includes O&C)	8,845	5,695	-3,150
<b>2041-892-0000</b>	<b>Other - Miscellaneous</b>	<b>15,580</b>	<b>12,730</b>	-2,850
		<b>24,425</b>	<b>24,425</b>	<b>0</b>
<b>FIRE &amp; EMS</b>				
2192-302-0052	Other - Charges for Services - MVA	3,109	0	-3,109
2192-302-0060	Fees - EMS Charges	244,558	444,558	200,000
2192-532-0000	Local Government Distribution	14,440	0	-14,440
<b>2192-892-0000</b>	<b>Other - Miscellaneous</b>	<b>186,543</b>	<b>4,092</b>	-182,451
		<b>448,650</b>	<b>448,650</b>	<b>0</b>
<b>MVA ESCROW FUND</b>				
2193-302-0052	Fees - MVA Charges	0	4,500	4,500
		<b>0</b>	<b>4,500</b>	<b>4,500</b>
<b>DRUG LAW ENFORCEMENT</b>				
2221-401-0000	Fines	3,293	6,000	2,707
2221-402-0000	Forfeitures	803	1,000	197
		<b>4,096</b>	<b>7,000</b>	<b>2,904</b>
<b>PERMISSIVE MOTOR VEHICLE LICENSE</b>				
2231-104-0000	Permissive MVL Tax - Township	35,406	65,000	29,594
2231-701-0000	Interest	408	700	292
<b>2231-892-0000</b>	<b>Other - Miscellaneous</b>	<b>230,490</b>	<b>199,604</b>	-30,886
2231-931-0000	Transfers - In from General	2,500	3,500	1,000
		<b>268,804</b>	<b>268,804</b>	<b>0</b>
<b>LAW ENFORCEMENT</b>				
2261-512-0000	Proceeds from Federal Law	134	5,150	5,016
<b>2261-892-0000</b>	<b>Other - Miscellaneous</b>	<b>17,298</b>	<b>12,282</b>	-5,016
		<b>17,432</b>	<b>17,432</b>	<b>0</b>
<b>ENFORCEMENT &amp; EDUCATION</b>				
2271-401-0000	Fines	1,527	2,000	473
2271-801-0000	Gifts & Donations	500	3,787	3,287
<b>2271-892-0000</b>	<b>Other - Miscellaneous</b>	<b>15,045</b>	<b>11,285</b>	-3,760
		<b>17,072</b>	<b>17,072</b>	<b>0</b>
<b>SPECIAL ASSESSMENT - LIGHTING</b>				
2401-931-0000	Transfers - In from General	0	2,000	2,000
		<b>0</b>	<b>2,000</b>	<b>2,000</b>
<b>PARK DEVELOPMENT</b>				
2913-531-0000	Estate Tax	44,733	93,580	48,847

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2913-931-0000	Transfer - In from General	29,304	0	-29,304
		<b>74,037</b>	<b>93,580</b>	<b>19,543</b>
<b>PUBLIC WORKS COMMISSION PROJECTS</b>				
4401-931-0000	Transfers - In	277,500	377,500	100,000
		<b>277,500</b>	<b>377,500</b>	<b>100,000</b>
<b>BUILDING DEPARTMENT - ASSESSMENT</b>				
9003-302-0043	Fees - 3% State Permit Fee	4,120	7,000	2,880
9003-302-0061	Fees - 1% State Permit Fee		120	120
		<b>4,120</b>	<b>7,120</b>	<b>3,000</b>
	<b>GRAND TOTAL</b>	<b>2,990,156</b>	<b>3,122,102</b>	<b>131,946</b>

Mr. Ferrell seconded the motion. Ms. Schaefer explained that she has still not been able to find anything that identifies the Other Miscellaneous accounts that are listed in Bold. On those funds that have a Miscellaneous account, there is no actual change. There is just a reallocation to increase/decrease the funds with an offsetting amount to the Miscellaneous account. The one major change is to the Road & Bridge Fund. Since the salaries for cutting weeds comes from Road & Bridge, the money that is collected under special assessment should be returned to Road & Bridge, not General Fund. Ms. Schaefer advised that the Cemetery Fund might require a transfer from the General Fund. Park Development, formerly called Nature Work/Strickfaden Park is now being funded by the 30% from Estate Taxes. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

**Resolution #2008-0075  
TRANFER OF FUNDS**

Mr. Coleman moved to approve transfers as follows:

From 1000-910-910 General Fund	to 2401-931-000 Street Lighting	\$ 2,000.00
From 1000-910-910 General Fund	to 3101-931-000 Debt Retirement	\$45,082.50

Mr. Ferrell seconded the motion. Ms. Schaefer said that the Board had approved this, but not officially with a resolution. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

**Resolution #2008-0076  
NOXIOUS WEEDS**

Mr. Coleman made a motion to process the following noxious weed complaint:

- Parcel #32-01140.000, North of Ann Drive
  - Parcel #32-01137.033, vacant land in Heimlich Subdivision
  - Parcel #32-00572.000, vacant land behind Ann Drive
- All the above properties owned by Anita Cantelli

Charges are \$200 per hour with a one-hour minimum. Additional charges may apply. Mr. Dwelle reminded everyone that the landowner would receive a notice. If they cut the weeds, then our highway department does not have to do it and there is no charge. Mr. Ferrell seconded the motion. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

**Notices:**

Ms. Schaefer reminded the board of the following items

- Bid opening for second phase of Issue II – Peterson Lane is set for 3:30 pm on July 15<sup>th</sup>.
- Zoning Hearing for NASA land will be held July 22<sup>nd</sup> at 6:00 pm

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- Alex MacNicol – Erie Regional Planning – would like to give a presentation of the meeting on July 22<sup>nd</sup> to discuss the Regional Collaboration Grant Program. Mr. Coleman wanted to be sure that Mr. MacNicol was aware that we were having a zoning meeting that evening.
- Application of OPWC Round 23 (2010) is due September 5<sup>th</sup>. Superintendent Sternberg said that this was a little earlier than usual. Mr. Dwelle explained that by the time we actually aware the contract the original estimate are two years old. The Township must pay any increase in costs, as the amount awarded under the OPWC does not change once it is awarded.

**Correspondence & Reports –**

Ms. Schaefer presented the Board with notification that Don Bass was resigning for the Zoning Board of Appeals. He has relocated to Houston.

**Accept Resignation of Don Bass**

Mr. Coleman moved to accept the resignation of Don Bass. Mr. Ferrell seconded the motion. All were in favor.

The Board will wait for Zoning Inspector James Lamb to make a recommendation for a replacement.

**Trustees:**

None of the Trustees had anything at this time

**Department Heads:**

Lt. Parthemore reported that he has completed the 2008-2009 DARE Grant. The deadline for submission is August 15, 2008. It will be placed on the agenda for the next regular meeting.

Superintendent Sternberg reviewed the options for removing the building on the Bell Avenue property. The first option, to burn, did not meet the approval of the Fire Department because of the asphalt roof. The second option is to have Speer Bros. handle the removal. This would also require storage containers. Total cost would be an additional \$6,690. The third option is to have Burdue Excavating handle the removal at a cost of \$5,500 to remove the concrete. Mr. Dwelle said that there was a change in that the pad needed to be removed also.

**Resolution #2008-0077**

**AWARD CONTRACT TO BURDUE EXCAVATING**

Mr. Coleman moved to award a contract to Burdue Excavating for the demolition and removal of building and concrete at the Bell Avenue property for the cost of \$5,500.00. Mr. Ferrell seconded the motion. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

Chief Hodges presented Steve Westcott's associate degree in applied fire science.

**Resolution #2008-0078**

**AWARD STEVEN WESTCOTT A 4% EDUCATIONAL INCENTIVE**

Mr. Coleman moved to award Steven Westcott an additional 4% Pay Education Incentive as per contract as evidenced by his diploma. Mr. Ferrell seconded the motion. Under discussion Ms. Schaefer asked when the effective date should be. The Board said that the date would be the date of the graduation. (This was May 9, 2008). Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Resolution adopted.

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**Public Forum:**

Cheryl Best-Wilke asked if we were still eligible for the grant money for the Bell Avenue project. Mr. Coleman said that we had received a six-month extension, mainly because of the weather.

With nothing further for regular session, Mr. Coleman moved that the Board go into executive session to discuss personnel matters concerning the Police and Highway departments. Mr. Ferrell seconded the motion. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Motion adopted.

Mr. Coleman moved to come out of executive session and into regular session. Mr. Ferrell seconded the motion. Roll call: Mr. Coleman, yes; Mr. Ferrell, yes; Mr. Dwelle, yes. Motion adopted.

With no further business to be conducted, the meeting was adjourned.

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William Dwelle, Chairman

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Diane Schaefer, Fiscal Officer