

The November 27, 2007 budget hearing of the Delhi Township Board of Trustees was called to order at 5:30 p.m. by President Albert C. Duebber. Trustee Michael D. Davis, Trustee Jerome F. Luebbers, Fiscal Officer Kenneth J. Ryan, Administrator Gerard G. Schroeder and Law Director David C. Lane were present.

2008 Operating Budget

Administration:

Administrator Schroeder reviewed the budget for Administration.

Revenue:

- Inheritance Estate Tax – budgeting \$400,000.

Fiscal Officer Ryan advised that it was a realistic number while being somewhat conservative. Administrator Schroeder advised that the revenue well exceeds the expenses.

- Liquor Permit Fees – \$23,000 – consistent.

In response to Trustee Duebber's question regarding eliminating the Katrina fund Administrator Schroeder responded that it would go away this year but always be a part of the record.

- Interest – \$375,000 - including checking, Star Ohio, Seasongood, Fifth Third Payroll
- Municipal Court - \$19,000 – no change.
- Cable Franchise Fees - \$225,000 estimate.
- Other – Bureau of Workers' Compensation refund - increase
- OSHA Consult Fees – no change - \$750 x 3 x 12 months.

In response to Trustee Duebber's question how many townships have confirmed Administrator Schroeder confirmed three.

- Transfers In - \$655,025 – amount needed to retire the bond payment for this year (transfer out of TIF)
- Recycling Grant – change – add \$20,000

Total Projected Revenue - \$2,629,199.18

Expenses:

- Salaries – Trustees and Fiscal Officer – roughly 3% increase established by the Ohio Revised Code, roughly 3%.
- Computer Supplies & Equipment - duplicated in the Information Services budget.
- Office Supplies & Stationery – slight increase - \$4,000 for Admin./\$500 is for Information Services.
- Other Insurance – two underground storage tanks – assuming a slight increase –
- Legal Counsel - retainer for the Law Director – slight increase
- Legal Counsel Fees – contract negotiations - for labor related issues, next year two contracts coming up, Blue and Gold units for Police.
- Legal Counsel Fees Other – 10% increase – research related to nuisance abatement expenses.
- Delinquent Lands – slight increase.
- Election Expense – for 2007 Election cost.
- Civil Defense Maintenance – cost for repairs remains the same.
- Contingencies – for any major disaster – YTD expense – Voice Stress Analysis equipment purchase.

- General Services Salaries – 3% increase - Margie, Beth, Lori, Dan Ryan, Bruce Raabe, and the two part time receptionists at Fire Headquarters.
- Consultant Fees – increase – BWC claims.
- Membership Fees – slight increase – Center for Local Government, Ohio City County Management Association, Ohio Township Association.
- Subscriptions – periodic updates for the Ohio Revised Code.
- Postage – slight increase.
- Legal Ads – slight increase. Administrator Schroeder advised that this account included the expenses related to employment ads in the Enquirer and Delhi Press.
- Other Misc. – for Health & Safety training materials, Labor Relations, Ohio Township Conferences, Computer classes (\$13,500 as mentioned by Patti during the IS Budget Hearing).
- Benefit Expense – Drug and Alcohol testing, Employee Assistance Program fees, Safety Council and proposed Wellness program (\$7,200 towards a Wellness program).
- Service Charge/Bank Fees – for bank fees and investment losses.
- Transfers Out – amount of money to fund the Zoning Department.
- General Salary Administrator – 3% increase.
- Landscaping Administration – slight increase – bid for grass cutting service.
- Other Improvements Administration – rough estimate of \$5,000 to replace carpeting on the 1st floor.
- Utilities - gas, electric, water & sewer, telephone – standard increase.
- Street Lighting – Delhi Pike - slight increase.
- Salaries – \$1,500 - part time salary expense for 40 weeks @ 2 ½ hours for landscaping.
- Series 2001 Bonds – Bond payment.
- Salaries – \$23,000 – Recycling Program - salaries related to the Christmas Tree and Clean Up Day programs (delete the \$22,000 line item).
- Letter Prevention Equipment – expense of recycling bins at the Senior Center, Delhi Park and Clean Up Day (increase due to the additional number of bins).
- Litter Prevention Printing – Newsletter expense.

Fiscal Officer Ryan explained that we are not losing money on the Recycling program but that we start to draw down on the balances as the program supports those qualifying expenses.

Administrator Schroeder advised the balance was raised to \$40,000 to cover the qualifying expenses.

Trustee Luebbers stated that the vast expense went to Rumpke.

In response to Trustee Davis' question regarding screening around the bins Administrator Schroeder advised that bids were being obtained.

Trustee Duebber stated that even though the Recycling fund shows an ongoing balance the reality is there is no profit.

To Trustee Luebbers question regarding the 2007 Planting Pride appropriation of \$10,000 Fiscal Officer Ryan advised that the account number was 2635, the YTD expense through 10/31 was \$4,300 and there was \$5,800 on the revenue side (donations).

Administrator Schroeder advised that the appropriation was inadvertently omitted; he would add back \$1,500. Trustee Duebber recommended increasing the number to \$5,000.

- Anticipated Revenues - **\$2,609,199.18**
- Anticipated Appropriations - **\$2,262,475** (included in that number is the total Admin. and IS combined anticipated expenses not included on this report).
- Difference of Revenue over Appropriations - **\$346,000**

Trustee Luebbers made two recommendations regarding General Fund expenses:

1. Grass cutting/landscaping - \$4,500 - continue to do the work in house using seasonal employees moving those employees to General Services account 2601.
2. Budget \$125,000 for park projects (i.e.: removal of the existing driveway and seeding/landscaping of the area, construction of a shelter house, fencing at the north side of the Lodge, Lollypop Soccer field)

Trustee Duebber preferred to have a project list supporting the \$125,000 appropriation.

Discussion took place regarding a \$60,000 Park appropriation for various projects scheduled for completion in 2007. Trustee Luebbers advised that the majority of the items on the 2007 project list would be completed by the end of 2007.

Discussion took place concerning some of the pending Park purchases i.e.: pressure washer, security camera and signage.

Discussion took place concerning the management of the seasonal Park employees being supported by the General Fund.

TIF Requests:

Administrator Schroeder commented that the revised the November 27 list advising that changes included a correction to Police, corrections to Parks and a minor change to Public Works changing a request from high to medium.

Fire Department:

Request to purchase a Class "A" Pump 110' Quint to replace a 1989 Pump 50'

- details include a 10 year payment plan of \$127,000 a year to begin in 2009
- current truck at the end of its life cycle
- maintenance cost drastically increasing
- difficult to find parts
- No longer meets Specifications and Standards of NFPA
- The department currently can't meet the risk assessment and risk analysis that exists in our jurisdiction
- Current Life Hazard concerning high rise structures – do not have the linear reach with the 50' ladder
- Mutual Aid increased response time of 9 – 13 minutes
- New equipment would provide a 15 – 20 year life cycle w/ proper maintenance
- 10 year payment of a 20 year asset
- TIF payback of one year due to the sale of current equipment (\$185,000 - \$200,000)

- New truck would meet compliance update re: CBRNE (chemical, biological, radiological, nuclear, and explosive type certification).

Trustee Duebber suggested consulting with the LNE Group concerning a recommendation.

Fiscal Officer Ryan advised that the General Fund is an emergency reserve. He commented that the fund is not bottomless; several years ago the fund was reduced to nothing. He commented on the earlier request to transfer the salaries of the Park seasonal employees to the General Fund. He stated that the purchase of a truck for the Fire Department should be prioritized with the other TIF requests.

The Information Services items were removed from the TIF requests.

Parks & Recreation:

Mrs. Monahan stated that many of the items on the list were removed from the Operating budget.

- Relocating Tot Lot equipment - \$16,000 (confirmed estimate)
- Fencing around the Skate Park - \$23,000 (confirmed estimate)
- Driveway to the Lodge - \$31,000
- Story Woods trails B & C - \$14,000
- Lawn Equipment - \$13,700

Total TIF request - \$97,700

Trustee Luebbers stated that fencing around the Skate Park and the driveway to the Lodge were two new projects; relocating the Tot Lot, trails at Story Woods and the lawn equipment were items pulled from the department's Operating budget – total of \$43,700.

Mrs. Monahan advised that by moving the items from the department's Operational budget to TIF brought the Operational budget for closer to balance.

Trustee Luebbers commented that the General Fund would have to subsidize the department in order to complete the projects.

Police Department:

- 3 Police cruisers - \$66,000 (normal rotation)

Total TIF request - \$66,000

Chief Coletta advised that the Jeep was ready to be retired from the fleet. He commented that the Citizens Police Association was interested in it.

Administrator Schroeder advised that we do not need to increase the number of cars in the fleet; an equal number of vehicles would be available for trade in as compared to the number of vehicles purchased. He stated that after the mechanic has determined the condition of the Jeep they would have to make a decision as to what to do with it.

In response to Trustee Duebber's question regarding the purchase of an unmarked car Chief Coletta advised that it was in the Operational budget.

Public Works:

1. Truck – replacement of the 3rd of the five vehicles that are 1987 model International
2. 2008 Street Rehabilitation Project – 1 \$267,500 grant match – Morrvue and Pembina
3. \$50,000 Reserve Balance Account – 1st of four annual payments for a Vacuum truck to perform catch basin cleaning (for managing Phase II Storm Water regulations – to be determined).
4. Truck – replacement of the 4th of the five 1987 trucks – wish list

Referencing Item #3 Mr. Bass will research the cost to contract out the catch basin cleaning as requested by Trustee Duebber.

Trustee Luebbers approved of the replacement of Item #1 regarding the replacement of the 3rd 1987 Model International truck and the \$267,500 grant match for street rehab.

Discussion took place regarding the 2008 Capital budget requests by department and the remaining balance in TIF.

Fiscal Officer Ryan reviewed the submitted 2008 TIF requests. Considering the sizable balance in the TIF fund at the end of 2008, he suggested using the TIF fund for future road projects and substantial purchases such and the pumper truck rather than paying down the balance in the General Fund. He is not in favor of increasing the TIF fund at the expense of the General Fund.

Discussion took place regarding the legal requirements of establishing a reserve balance account for TIF.

Administrator Schroeder distributed a worksheet showing the amount of funds available in TIF to be used for discretionary spending for 2008.

Trustee Duebber reported that future TIF expenditures include replacement/renovation of Station #36 and the Lodge.

Fiscal Officer Ryan commented on the increase of receipts from 2006 to 2007.

Meeting Adjournment:

There being no further business to come before the Board on motion of Trustee Luebbers seconded by Trustee Davis the meeting was adjourned. Trustees Duebber, Davis and Luebbers voted YES. Motion carried.

_____, Kenneth J. Ryan, Fiscal Officer

Approved: _____, President of Board

_____, Vice President

_____, Trustee

I hereby certify that the amounts needed to meet the above obligations have been lawfully appropriated and are in the treasury or the process of collection free from any and all obligations.

Kenneth J. Ryan, Fiscal Officer