

MEETING MINUTES
BUTLER TOWNSHIP BUDGET COMMISSION
August 24, 2016

This meeting of the Butler Township Budget Commission was called to order at 6:00 p.m. at the Butler Township Meeting Hall, by Chairman Greg Brush. A meeting agenda was distributed by Erika Vogel.

ROLL CALL:

Present were Mark Adams, Erika Vogel, Jack Woods, Ken Betz, Gregory Brush and Sherry Edwards. Also in attendance were Chief Alig and Assistant Chief Stein.

APPROVAL OF MINUTES OF AUGUST 17, 2016:

Ken Betz made a motion to approve the meeting minutes of August 17, 2016. Mark Adams seconded the motion. All in favor voted yes and the motion passed unanimously.

BUDGET REVIEW, RECOMMENDATIONS & DISCUSSION

The Commission discussed their review process and some questions that have been brought up that pertained to the Fire Department Budget. Sherry noted that the Commission was trying to determine if there was anything else the Township could pay for additionally out of the Fire Fund. The Commission considered spreading out the Administration positions to other departments, however it was determined that this could result in a further drain on some departments.

Fire Department Budget

Chief Alig went through the Revenues line by line. It was explained that property tax revenue seems to be up a little from last year. The Airport Contract amount is approximately \$40,000. It was noted the additional amount may be catch up from the previous year. Chief explained that 70% of the time Airport calls are cancelled or they don't end up wanting to be transported. It was explained that the Contract for Emergency Medical Service is for EMS transportation billing. This includes what insurance companies will pay for the service.

Before discussing expenditures, including salaries and benefits, Chief Alig took a moment to explain to the Commission the changes that the Fire Service has seen and the struggle that departments are having finding and keeping part time employees on staff. The new staffing plan will allow 5 Full Time on duty and 1 Part Time, allowing 6 Part Time positions to be eliminated.

The salaries and benefits proposed represents the new staffing plan and estimated increases in insurance premiums for 2017. It was noted that training has been greatly reduced due to in house training programs. Chief Alig also explained how the vehicle/equipment fleet has been reduced. The Fire Department is down to 11 total vehicles in the fleet, including 3 medics, 2 engines, a grass truck (shared with Vandalia), a rescue boat and 4 staff vehicles. He explained that in the volunteer days, multiple engines were needed because as additional volunteers arrived at the station they would hop on the apparatus and go to the scene. It was noted that dispatch will only dispatch the engine when necessary, typical runs include 1 ambulance and a staff car.

The capital expenditures were reviewed, along with the 5 year capital purchase plan. It was noted that the Trustees approved the purchase of the new Fire Engine, which was budgeted for in 2016-2017. The new engine will replace the Freight Liner Engine. Chief Alig explained that in the past the TIFs have been used for replacing certain vehicles, this is something that the Chief would like to explore in the future. There was also discussion about making some additional bond payments, however there was a stipulation that additional payments could not be made on the Station for five years.

The Commission continued their line by line review of the Fire Department Budget, asking questions as necessary. Chief Alig expressed that he would like some recommendation on the ideal carry over to maintain. The Commission explained that a 1 year carry over is ideal. It was also noted that once operating expenditures reach 90% of the total revenue, changes may need to be reviewed.

The Commission discussed the general budget recommendations they would like to make to the Trustees, which included the following, in summary;

1. The general fund carry over should be a minimum of 25% of the aggregate budgets
2. Each department should fund itself and not rely on transfers from the general fund for operation
3. Once operating expenditures reach 90% of the total revenue, an action plan needs to be put in place
4. Each department should maintain a 1 year carry over balance
5. A 5 year capital plan should be updated annually for each department

NEXT MEETING:

The next meeting of the Budget Commission will be scheduled for September 7, 2016 at 6:00 p.m. to complete the Budget Commissions review of the proposed 2017 Budget and Recommendations to the Trustees.

ATTEST ON BEHALF OF the Butler Township Budget Commission:



Sherry Edwards, Secretary



Greg Bush, Chairperson

These minutes approved: September 7, 2016