

**JACKSON TOWNSHIP BOARD OF TRUSTEES
REGULAR SPECIAL MEETING MINUTES DECEMBER 22, 2014**

THE MEETING WAS CALLED TO ORDER BY TOWNSHIP PRESIDENT, DEBRA JOHNSON AT 12:00 P.M. ROLL CALL WAS TAKEN. TRUSTEES: MR. DEVILBISS, MR. GILLMAN AND MRS. JOHNSON WERE ALL PRESENT.

VISITORS PRESENT: NO VISITORS WERE PRESENT

REVIEW/APPROVAL OF 2015 TEMPORARY BUDGET

MRS. WINKLER PRESENTED THE TRUSTEES WITH THE 2015 TEMPORARY BUDGET FOR REVIEW. MRS. WINKLER INFORMED THE TRUSTEES THAT THE TOTALS LISTED FOR EACH FUND ARE ONLY ESTIMATES. CARRY OVER TOTALS MAY NOT BE AS HIGH AS SHOWN DUE TO ALL BILLS HAVE NOT BEEN PAID AND WE HAVE ONE MORE PAYROLL TO BE TAKEN OUT THIS MONTH. MRS. WINKLER INFORMED THE TRUSTEES THAT ALL DEPARTMENTS HAVE TURNED IN THE ESTIMATED BUDGETS. MRS. WINKLER ASKED THE TRUSTEES TO REVIEW THE GARBAGE AND WASTE, POLICE, ROAD AND PARK FUNDS BEFORE REVIEWING THE GENERAL FUND. CHIEF SCHADE ASKED IF THERE COULD BE A SEPARATE LINE ITEM FOR RADIOS TO WHICH MRS. WINKLER RESPONDED BY SAYING YES. CHIEF SCHADE WOULD LIKE TO APPROPRIATE THAT LINE ITEM FOR \$21,000.00. MR. GILLMAN MADE THE MOTION TO ADD A NEW LINE ITEM UNDER THE POLICE FUND FOR RADIOS. MR. DEVILBISS SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED. CHIEF SCHADE ASKED THE TRUSTEES TO APPROVE A 3% RAISE FOR FULL TIME POLICE OFFICERS, AND A RAISE FOR PART TIME OFFICERS, TAKING THEM TO \$11.25 AN HOUR. MR. GILLMAN MADE THE MOTION TO APPROVE THE 3% PAY INCREASE FOR FULL TIME OFFICERS AND INCREASE THE PART TIME OFFICERS TO \$11.25 AN HOUR EFFECTIVE JANUARY 9, 2015. MRS. JOHNSON SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED. CHIEF SCHADE TOLD THE TRUSTEES THE POLICE DEPARTMENT HAS ORDERED AND WILL BE PURCHASING A 2015 DODGE CHARGER NEXT YEAR IN THE AMOUNT OF \$22,209.00. MR. GILLMAN MADE THE MOTION TO APPROVE THE ORDERING AND PURCHASING OF A 2015 DODGE CHARGER FOR NEXT YEAR. MRS. JOHNSON SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED. MRS. WINKLER REVIEWED THE PARK FUND'S TEMPORARY BUDGET WITH THE TRUSTEES. MR. GILLMAN ASKED MRS. WINKLER IF SHE WILL BE DIVIDING THE CREDIT CARD EQUIPMENT LEASE PAYMENT BETWEEN THE PARK AND REFUSE FUNDS IN 2015 TO WHICH MRS. WINKLER RESPONDED BY SAYING YES. MRS. JOHNSON ASKED IF THERE WERE ANY FURTHER QUESTIONS REGARDING THE PARK BUDGET AND THE GARBAGE AND WASTE BUDGET. THERE WERE NO FURTHER COMMENTS. MR. DEVILBISS ASKED IF THE TRUSTEES WOULD APPROVE A FEW MORE HOURS FOR MRS. MICHAEL. DISCUSSION FOLLOWED. IT WAS DECIDED NOT TO MAKE ANY DECISIONS AT THIS TIME, BUT CONTINUE DISCUSSION ON THIS ISSUE AFTER THE FIRST OF THE YEAR. IF THE HOUR INCREASE IS JUSTIFIED, MRS. MICHAEL'S EXTRA HOURS WOULD BE TAKEN FROM THE REFUSE ACCOUNT. MRS. WINKLER INFORMED THE TRUSTEES THAT THE GENERAL FUND IS DANGEROUSLY LOW. CHANGES NEED TO BE MADE. MRS. WINKLER ASKED IF THE MAJORITY OF MRS. MICHAEL'S PAY COULD BE TAKEN FROM REFUSE INSTEAD OF THE GENERAL FUND, SEEING THE MAJORITY OF MRS. MICHAEL'S WORK IS RELATED TO REFUSE COLLECTION. MRS. WINKLER ALSO ASKED IF MRS. CARRIE SCHADE, THE TECHNICAL WRITER'S, SALARY COULD BE TAKEN FROM ANOTHER FUND OR PAY HER HOURLY INSTEAD OF MONTHLY. DISCUSSION FOLLOWED REGARDING THE JUSTIFICATION OF TAKING THE MAJORITY OF MRS. MICHAEL'S PAY FROM THE REFUSE FUND, AS WELL AS TAKING THE MAJORITY OF MRS. SCHADE'S PAY FROM THE REFUSE FUND, AS WELL AS FROM OTHER FUNDS SHE WORKS WITH.

MINUTES CONT.'D

AFTER FURTHER DISCUSSION, MRS. JOHNSON MADE A MOTION THAT 75% OF THE TECHNICAL WRITERS' SALARY BE TAKEN FROM THE REFUSE FUND, WITH THE REMAINING 25% BEING DIVIDED BETWEEN THE POLICE, PARK AND ROAD FUNDS. MR. GILLMAN SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED.

MRS. WINKLER SUGGESTED TO THE TRUSTEES THAT THE UAN ACCOUNTING FEES OF \$4000.00 PER YEAR BE DIVIDED BETWEEN ALL ACCOUNTS, SEEING THE SYSTEM IS USED FOR ALL FUNDS. IT WAS DECIDED TO TAKE \$500.00 FROM THE GENERAL& PARK FUNDS, \$1000.00 FROM REFUSE, \$1000.00 FROM POLICE AND \$1000.00 FROM ROAD. CHANGES MAY STILL BE NEEDED ONCE THE FINAL CARRY OVER TOTALS ARE CALCULATED. DISCUSSION FOLLOWED REGARDING THE COST OF ADVERTISING. IT WAS DECIDED TO ADVERTISE MORE ON THE TOWNSHIP WEBSITE, AS WELL AS POSSIBLY WRITING OUR OWN NEWSLETTER TO SAVE MONEY. THE GENERAL FUND LINE ITEMS WERE REVIEWED BY FISCAL OFFICER AND TRUSTEES TO MAKE ANY FURTHER CHANGES. MR. DEVILBISS STATED MRS. MONTOYA FROM THE FARM BUREAU MENTIONED SHE WOULD BE WILLING TO PAY RENT FOR THE USE OF THE EXTRA OFFICE AT THE TOWNSHIP BUILDING. DISCUSSION FOLLOWED ON HOW MUCH TO CHARGE, AND THE SIGNING OF A RENTAL CONTRACT. MR. DEVILBISS WILL FOLLOW UP WITH MRS. MONTOYA REGARDING THIS MATTER. MRS. WINKLER ASKED IF THERE NEEDED TO BE A MOTION REGARDING MELANNY'S SALARY. MR. DEVILBISS MADE THE MOTION TO DIVIDE MRS. MICHAEL'S SALARY BETWEEN THE REFUSE AND PARK FUNDS - \$683.46 (BI-WEEKLY) FROM THE REFUSE FUND AND \$76.32 (BI-WEEKLY) FROM THE PARK FUND, TOTTALLING \$759.78 BI-WEEKLY. MR. GILLMAN SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED. MRS. WINKLER PRESENTED THE TRUSTEES WITH **RESOLUTION 2014-21** (2015 ADVANCEMENT OF FUNDS/TAX YEAR 2014). MRS. JOHNSON MADE THE MOTION TO APPROVE **RESOLUTION 2014-21**. MR. DEVILBISS SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED. MRS. WINKLER WILL MAKE SURE TO SEND THE 2015 ADVANCEMENT OF FUNDS TO GLORIA BUTLER AT THE AUDITOR'S OFFICE. MRS. WINKLER ASKED FOR A MOTION TO APPROVE THE 2015 TEMPORARY BUDGET. MR. GILLMAN MADE THE MOTION TO APPROVE THE TEMPORARY BUDGET FOR 2015. MR. DEVILBISS SECONDED THE MOTION. Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED. MR. DEVILBISS ASKED IF THE TRUSTEES WANTED TO MEET BEFORE THE PARK BOARD MET ON JANUARY 8TH. AFTER SOME DISCUSSION IT WAS DECIDED TO HOLD THE ORGANIZATIONAL/REGULAR MEETING OF THE TRUSTEES ON MONDAY, JANUARY 12, 2015.

WITH NO FURTHER BUSINESS, MR. GILLMAN MADE A MOTION TO ADJOURN THE MEETING. MR DEVILBISS SECONDED THE MOTION.
Vote: MRS. JOHNSON – YES MR. DEVILBISS – YES MR. GILLMAN – YES MOTION PASSED.

MEETING ADJOURNED AT 1:35 P.M.

SUBMITTED BY: _____
DIANA WINKLER, FISCAL OFFICER

ATTESTED BY: _____
DEBRA L. JOHNSON, PRESIDENT