

Jackson Township Board of Trustees  
Special 2017 Budget Meeting Minutes  
December 20, 2016

The special meeting was called to order by President, Mike Moyer, at 6:04 p.m. Roll call was taken. Trustees: Mr. Moyer, Mr. DeVilbiss and Mr. Gillman were all present.

**Visitors:** No Visitors

Mrs. Winkler presented the trustees with **Resolution 2016-27** (2017 Advancement of Funds). Mrs. Winkler explained the County needs this resolution passed in order for the township to receive an advancement of funds before the February and August settlements. Mr. Gillman made a motion to approve **Resolution 2106-27**, seconded by Mr. Moyer. Vote:

Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler then

presented the trustees with **Resolution 2016-28** (Transfer of Funds – General Fund). Mrs. Winkler explained she transferred \$300.00 from the General Fund acct. 1000-110-315 (Election Fees) to account 1000-110-211 (OPERS) in order to make the November OPERS payment. Mr. Gillman made a motion to approve **Resolution 2016-28**, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed.

Mrs. Winkler went over the 2017 Revenue and Appropriation budgets with the trustees. Mrs. Winkler stated she has figured the trustees salary for 2017 at 50%, but reminded them that by doing this, the amount of carry over money will continue to decrease until there will be no more carry over money in the years to come – that we will have to appropriate on tax revenue only. Mrs. Winkler reviewed the Revenue Budgets first. Mr. DeVilbiss commented at the Auditor's End of Year meeting last Thursday, it was stated that the taxing of 3<sup>rd</sup> party Medicare/Medicaid Administrators will be eliminated, which may affect the Local Government Fund distribution. Mrs. Winkler stated she will not know how much this may decrease until later in the year. After the review and discussion of all township revenue budgets, Mr. Gillman made a motion to approve the 2017 Temporary Revenue Budget in the amount of \$2,010,296.57, seconded by Mr. DeVilbiss. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion passed. Mrs. Winkler then reviewed the estimated 2017 Temporary Appropriations Budget for all funds with the trustees. Mrs. Winkler included an estimated Certificate of Estimated Resources for each fund which shows the current 2016 carry over balances. Mrs. Winkler explained to the trustees these amounts could either increase or decrease depending on the actual 2016 carry over amounts at year's end. Mrs. Winkler explained to the trustees the appropriations cannot exceed the total amount listed on the Certificate of Estimated Resources in each fund. There was a question regarding the salary of our technical writer, Carrie Schade, being paid from the Refuse Fund. Discussion followed regarding the possibility of paying her per grant, not to exceed \$3,000.00, instead of an annual salary. Mr. Moyer stated he would like to keep Mrs. Schade for another year, but would like to write up a job description for this position. Discussion then followed regarding the research of grants and how to apply for them, as well as how many times Mrs. Schade has helped with the township website and Facebook account. Mr. Moyer asked if this could be further discussed at our January meeting. Mrs. Winkler stated this budget can be changed at a later date, but the permanent budget must be approved before April 1<sup>st</sup>. There was also discussion regarding the Park appropriations and what will be done with the revenue coming in from the Park Special Renewal Levy which passed in November. Mrs. Winkler stated it is her understanding the revenue received from the Renewal Levy this year will go towards the repair of the parking lot at the Park and possibly updating the Community Center. More discussion followed regarding the special levy appropriations. The trustees continued to review appropriation budgets. Mr. Moyer asked if anyone had any questions regarding the appropriation budgets. Mrs. Winkler advised the trustees that this is only a temporary budget until April 1<sup>st</sup> when the permanent budget is due. If more revenue than estimated comes in, she can appropriate that excess revenue and request an amended certificate. With no further comments or questions, Mr. Moyer made a motion to approve the 2017 Temporary Appropriations Budget in the amount of \$2,248,493.00, seconded by Mr. Gillman. Vote: Mr. Moyer – Yes Mr. DeVilbiss – Yes Mr. Gillman – Yes Motion Passed.

Minutes Cont.'d

Mr. Moyer asked if there was a need to go into executive session. The trustees felt no need for executive session.

With no further business to discuss, Mr. Moyer made a motion to adjourn the meeting, seconded by Mr. Gillman.

Meeting was adjourned at 7:10 p.m.

Submitted by: \_\_\_\_\_  
Diana Winkler, Fiscal Officer

Attested by: \_\_\_\_\_  
Michael Moyer, President