

Trustees & Fiscal Officer  
(513) 722-3400

Zoning  
(513) 722-3400

Service Department  
(513) 722-4600



Police  
(513) 722-3200

Fire & E.M.S.  
(513) 722-3473  
or  
(513) 722-3500

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**Budget Hearing – Goshen Township  
Board of Trustees  
Tuesday, July 5<sup>th</sup>, 2016  
6:00 PM**

**Meeting Minutes**

**Opening**

Roll Call

Fiscal Officer Koepke

Trustee Allen called the meeting to order at 6:00 PM and roll was taken.

Trustee Lisa Allen – Present  
Trustee Bob Hausermann – Present  
Trustee Lois Pappas Swift – Present

In Attendance: Fiscal Officer Brittany Koepke, Administrator / Fire / EMS Chief Steve Pegram, Service Director Bob Seyfried, and Police Chief Bob Rose.

**Adoption of Agenda**

**258-2016** Trustee Hausermann motioned to adopt the agenda. Trustee Swift seconds the motion; motion carries.

Trustee Allen – Yes    Trustee Hausermann – Yes    Trustee Swift – Yes

**New Business-Presentation by Administrator Pegram**

**2017 Proposed Estimated Budget**

Administrator Pegram stated that all projections in the 2017 Proposed Budget are estimations based on 2016 estimated revenue. In 2016, Goshen Township saw an increase in revenue, so the expectation is the same for 2017. It is also important to note that the unencumbered funds are based on 2015 unencumbered, and will not be calculated until the end of 2016.

Unencumbered money is money that is appropriated and left unspent. Unencumbered is expected to increase by year's end. The proposed 2017 budget is using less unencumbered money than the 2016 approved budget.

The General Fund (1000) is the fund for the Board of Trustees and the administrative offices. The General Fund's starting unencumbered is \$891,613.40. That number is based off of rollover

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from 2016, and the revenue and spending projections are the same as 2016, putting money back into the unencumbered. The only irregularity is something that is done every year, which is a transfer to Zoning, as Zoning does not obtain sufficient revenue and does not have a tax stream for support. The transfer from the General Fund to Zoning is \$57,311.89.

The Zoning Department (2181) starts with an unencumbered \$142.75. The fund revenue with the transfer from the General Fund, and the expenses both equaling \$69,311.89, leave the estimated unencumbered for 2017 at \$142.75. Revenue appears to be increased in permits for 2016, which may allow for a smaller transfer from the General Fund for 2017.

The Lighting District (2401) is mostly a money-in, money-out situation. The township receives the funds for the lighting district which is spent on township street lighting.

The auditor's office stated that the township can use the same building fund that was used for the township building construction in the past in 2017. The Building Fund (4901) budget estimate shows \$2,000,000 in, and \$2,000,000 spent for the construction of the new fire house.

The Service Department Funds consist of the Motor Vehicle License Tax (2011), Gas Tax (2021), Road and Bridge (2031), Cemetery (2041), and Permissive Motor Vehicle License (2231). The Service Department plans to use some unencumbered for road paving projects, as the projects have subsided for the past few years. The goal is to have the township catch up on missed or delayed paving projects in the coming years by using unencumbered money. The paving projects will be bid sometime in the spring of 2017. Other than paving, the Road and Cemetery funds are in line with previous years.

The Police Funds include the Police District (2081), Safety Services Levy (2192PD), Drug Law Enforcement (2221), and Enforcement and Education (2271). The Police Department spending for 2017 is projected to use a significant amount of unencumbered money. There is no new revenue stream funding the police department. The department will be trying to maintain the same level of services, but using unencumbered funds for operating expenses, versus only using unencumbered for capital purchases. This means that if this continues, the police department will be trending for continued increases in the amount of unencumbered spent year to year. The 2017 proposed budget is slightly increased from the past, because the sergeant union and the police officer's union have both re-openers' for salary increase negotiations. The increased use of unencumbered funds each year in the police department is the reasoning behind the police levy discussions. If the police levy fails in November, discussions about reducing capital purchases as well as staffing reductions will need to take place while creating the final budget for 2017.



The Fire and EMS departments have four funding sources including the Fire Fund (2111), Ambulance Fund (2191), Safety Services Fund (2192FD), and the Fire and Ambulance Special Levy (2193). All funds are projected to increase in unencumbered, with the exception of the Ambulance Fund, because of the purchase of the ambulance that has been ordered. The first bond payment for the new fire house is projected to be due in October of 2017, which will be coming out of the Fire Fund and Ambulance Fund, which are continuous levies. It will be coming out of the operating expenses, not unencumbered funds.

The projected starting 2017 budget is around \$1.9 million, with projected revenue of about \$6.9 million, and spending of around \$7.1 million, leaving a projection of \$1.8 million left in unencumbered. The projection is that the township will be spending around \$170,000 in unencumbered; however the true revenue and true unencumbered numbers will come later in the year with information coming from the county auditor.

Trustee Allen stated that in the past, the board took previous year's numbers to use as estimated resources in order to start the budget process. This year, each fund was changed more specifically in the estimated budget, to try to get a better idea of the township's standing. Trustee Allen and Chief Pegram discussed adding the budget to a meeting each month, so that it continues to be a working document.

Chief Rose stated that in 2017 the increase is partially due to the increase of over-time for increases in training, as well as the sergeant and police officer's negotiations. Trustee Allen stated that if the levy does not pass for the police department, the amount of unencumbered funds being spent on operating expenses versus capital purchases will have to be cut. Trustee Swift inquired about using the entirety of the Safety Services Fund for the police department if the levy does not pass. Administrator Pegram stated that the Fire/EMS department would have to make significant cuts to their department if that happened.

Trustee Allen stated that the proposed budget is a working document, and changes will be made in the budget process along the way before the actual operating budget is approved for 2017.

**259-2016** Trustee Swift motioned to approve the 2017 proposed estimated budget. Trustee Hausermann seconds; motion carries.

Trustee Allen-Yes      Trustee Hausermann-Yes      Trustee Swift-Yes

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## Community Forum

### Tom Risk-Shiloh Road

Mr. Risk stated that he had a question about the new fire house property. He stated that he was aware the drilling had been done, but heard that the property had been filled with scrap.

Chief Pegram stated that preliminary samples from geologists had no indicators of dumping, but 2 core samples had been obtained and the purchase of the property is contingent on the results of the impaction study as well as the pollution studies.

## Adjournment

**260-2016** Trustee Hausermann motioned to adjourn the Special Meeting of the Board of Trustees at 6:24 p.m. Trustee Swift seconds; motion carries.

Trustee Allen-Yes    Trustee Hausermann-Yes    Trustee Swift-Yes

Respectfully Submitted by:

Brittaney Koepke, Fiscal Officer

Goshen Township Trustee