

*Held***December 15, 2011****OPENING OF MEETING**

Mr. Deters called the meeting to order at 6:30PM. Mr. Ritter, Mr. Wolterman and Mrs. Harlow were in attendance. This is a joint meeting with the Financial Advisory Committee (FAC) and all members of the committee were in attendance.

Mr. Birkenhauer said the department heads previously prepared some suggestions for budget cuts based on a 36% reduction recommendation from the Trustees. However, the end of year balances and the actual spend rates are the best indicators for future costs and the department heads have worked to calculate actual spend data through the close of 2011.

Mr. McVay (Chairman of the FAC) thanked the Trustees for arranging the meeting and introduced the members of the committee. The Chairman provided a brief review of the work of the committee since it had been established. Mr. McVay shared the FAC was just going to initiate its review of the Temporary Appropriations with the Department Heads in October when the Trustees asked the FAC to temporarily place their efforts on hold. During that pause the Chairman met with Assistant Administrator Birkenhauer and David Foglesong on three occasions to review the process that was going to be followed by the Department Heads as they developed their 2012 Temporary Appropriation Requests. As that process unfolded, it became apparent the Temporary Appropriation request that would be submitted would likely be substantially less than the 2012 Budget previously approved by the Trustees and most likely not require the 36% cuts in the General Fund that had been requested by the Board. Further the cash balances projected to be on hand as of 12/31/2011 would allow the Department Heads and Trustees time in January and February of 2012 to finalize the expected revenue streams in 2012 and as well as in 2013, 2014, 2015, 2016 and to develop the operational and funding strategies to deal with the reductions in revenues anticipated. This information could then be used to share options in the anticipated Town Meetings.

Mr. McVay made clear that at this juncture the FAC made no judgment(s) about the level of spending being requested by the Department Heads. The justification for that spending rests with the Department Heads and the approval rests with the Trustees.

Mr. Ritter said that by 12-31, we need to have the temporary appropriations to the auditor. He said they should be used as a management tool and must be structurally aligned with projected revenues. He said for the fire department, the five-year plan for the levy does include a modest drawn down. He said the police department is at the end of the levy cycle and is aligned with the 2007 plan. It's the non-safety expenditures that get complicated. He said the permanent appropriations are due on April 1, so cuts will be made only after a quarter's worth of time.

Mr. Wolterman said this is more than numbers. It's the value you place on the services.

Mr. Ritter asked what needs to be done to finish the temporary appropriations. Mr. Birkenhauer and Mrs. Harlow said they would review them along with Mr. Foglesong, basing the temporary appropriations on 2011 actual spend data.

Mr. Hart, a member of the FAC, said the estate tax is always higher than estimated.

Held

December 15, 2011

Mr. Deters asked the FAC if they are satisfied with the temporary appropriations based upon 2011 actual spend data. The Committee members indicated yes.

The Board and FAC reviewed some action items:

- Mr. Foglesong to check the revenue and debt service
- Mr. Foglesong to discuss the EMS fund with Chief Smith

The Board and FAC discussed some next steps/planning:

- Mr. Birkenhauer said the TPP and other cuts will be worse in 2013, so it's important to look at this.
- Mrs. Harlow will look at the TPP reductions and how this will affect the general fund and the other funds.
- The Board would like to see revenue forecasts by the end of January.
- The Board would like to see forecasts for cash balances at the end of each year through 2015 for the police, fire and general fund.

Mr. Deters said the FAC's purpose is to give ideas and recommendations, but not to re-program everything. He appreciates all of their work.

Mr. Ritter said one thing the FAC could work on is benchmarking: looking at the tax milage by district and compare that to other townships in our peer group. We are the third highest in the region and the fire department is two-thirds of that.

Mr. McVay said benchmarking is best done by the department heads who control the costs. They need to "own" their own data. The FAC stands ready to assist the Department Heads in this process.

Mr. Wolterman said we need to make values judgments not just money. We need to have synergy and all move in the same direction. He sees the FAC as a means of education for department heads and the trustees. He said this is based on need. If the revenues need to be increased, do it.

Mr. Birkenhauer said we are in much better shape than many other peer townships and the smallest staff of any township.

Mr. Ritter asked about future joint meetings. He suggested twice a year. Mr. McVay said that work drives meetings.

Mr. Ritter thanked the FAC for their time and energy and said they are a very talented group.

#### EXECUTIVE SESSION

At 8:33PM, Mr. Deters made a motion to enter Executive Session for the purpose of discussing public employee contracts and compensation. Mr. Ritter offered the second. The roll was called:

- Mr. Deters. "Aye"
- Mr. Ritter. "Aye"
- Mr. Wolterman. "Aye"

The Board returned from Executive Session and Mr. Deters said there was nothing to report.

RECORD OF PROCEEDINGS

Minutes of \_\_\_\_\_

SPECIAL

Meeting

BARRETT BROTHERS, PUBLISHERS, SPRINGFIELD, OHIO

Form 6101

Held

December 15, 2011

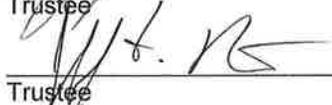
**ADJOURNMENT**

With no further business to come before the Board, at 8:40 PM, Mr. Deters motioned for adjournment. Mr. Ritter offered a second. The roll was called:

- Mr. Deters. "Aye"
- Mr. Ritter. "Aye"
- Mr. Wolterman. "Aye"

  
 Fiscal Officer

  
 Trustee

  
 Trustee

Trustee