

**LIMA TOWNSHIP BOARD OF TRUSTEES
BUDGET HEARING/SPECIAL MEETING MINUTES
March 12, 2018**

CALL TO ORDER: The meeting was called to order by Supervisor Maier at 6:00 PM and opened with the Pledge of Allegiance. Present was Supervisor Maier, Clerk Bater, Treasurer Havens, and Trustees Laier and Luick. Also present was Twinkie Beach, Penny Laier, Eugene Seitz, Ed GreenLeaf and Arlene Bareis.

PUBLIC COMMENT: None

AGENDA APPROVAL: Trustee Laier moved, supported by Luick to approve the agenda as presented. Motion carried

JOURNAL ENTRIES TO ADJUST THE 2017-2018 BUDGET: Bater moved, supported by Laier to table all adjustment journal entries until next month when more payables are received for the fiscal year. Motion carried

CALL PUBLIC HEARING TO ORDER FOR THE 2017-2018 BUDGET: Supervisor Maier called for final public comment prior to calling the Budget Hearing to order at 6:04 PM. No comments.

WAGE ADJUSTMENT RESOLUTIONS: Supervisor Maier introduced five resolutions offering 2% increase adjustments for wages of board members, hourly and appointed staff.

#2018-03 TOWNSHIP SUPERVISOR 2% SALARY INCREASE RESOLUTION

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and
WHEREAS, the Board of Lima Township deems it appropriate to adjust the salary of the Township Supervisor with a 2% increase to ensure that compensation for this position remains equitable and corresponding with the duties of said elective office, now
THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary for Township Supervisor, exclusive of assessing duties, will be \$29,973.00.

#2018-04 RESOLUTION TO ADJUST THE SALARY OF TOWNSHIP CLERK

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and
WHEREAS, the Board of Lima Township deems it appropriate to adjust the salary of the Township Clerk with a 2% increase to ensure that compensation for this position remains equitable and corresponding with the duties of said elective office, now
THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary for Township Clerk will be \$29,973.00.

#2018-05 RESOLUTION TO ADJUST THE SALARY OF TOWNSHIP TREASURER

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and
WHEREAS, the Board of Lima Township deems it appropriate to adjust the salary of the Township Treasurer with a 2% increase to ensure that compensation for this position remains equitable and corresponding with the duties of said elective office, now
THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary for Township Treasurer will be \$29,973.00.

#2018-06 RESOLUTION TO ADJUST THE SALARY OF TOWNSHIP TRUSTEE

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and
WHEREAS, the Board of Lima Township deems it appropriate to adjust the salary of the Township Trustee with a 2% increase to ensure that compensation for this position remains equitable and corresponding with the duties of said elective office, now
THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary for each of the two Township Trustees will be \$3,445.00.

Resolutions offered by Luick, supported by Bater, to adopt the foregoing resolutions.
Upon each roll call vote, the following voted aye: Laier, Bater, Maier, Havens, Luick
The following voted nay: None
Supervisor declared resolutions adopted on 3/12/2018

#2018-07 RESOLUTION TO ADJUST THE WAGES OF ALL HOURLY AND APPOINTED STAFF OF LIMA TOWNSHIP

WHEREAS, the board of Lima Township deems it appropriate to adjust the salary of all township hourly and appointed wage earners with a 2% increase to ensure that compensation for these positions remain equitable and corresponding with the duties of each, now
THEREFORE BE IT RESOLVED that as of April 1, 2018, all hourly and appointed staff of Lima Township will have a 2% wage increase based on each respective position.

Resolutions offered by Luick, supported by Bater, to adopt the foregoing resolution.
Upon a roll call vote, the following voted aye: Laier, Bater, Maier, Havens, Luick
The following voted nay: None
Supervisor declared resolution adopted on 3/12/2018

GENERAL APPROPRIATIONS ACT:

FISCAL YEAR 4/1/2018 – 3/31/2019

General Appropriations Act Resolution #2018-08

A resolution to establish a general appropriations act for Lima Township; to define the powers and duties of the Lima Township officers in relation to the administration of the budget; and to provide remedies for the refusal or neglect to comply with the requirements of this ordinance.

The Board of Trustees of Lima Township resolves:

Section 1: Title

This resolution shall be known as the Lima Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412; MCLA 141.413 notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 7, 2018, and a public hearing on the proposed budget was held on March 12, 2018.

Section 5: Millage Levy

The Lima Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 0.7957 mills (estimated) as set forth by the Tax Allocation Board

Section 6: Estimated Revenues

Estimated general fund revenues for fiscal year 4/1/2018 – 3/31/2019 shall total \$614,583.00.

Section 7: Chelsea Area Fire Authority Special Assessment

The Lima Township Board shall set aside the Chelsea Area Fire Authority Special Assessment currently set at 1.65 mills as long as the millage is in effect.

Section 8: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 4/1/2018 – 3/31/2019 for the various township activities are as follows:

101	TRUSTEES	\$ 7,190
171	SUPERVISOR	\$ 64,231
191	FINANCIAL ADMINISTRATION	\$156,329
262	ELECTIONS	\$ 15,500
264	OFFICE RENTAL	\$ 19,500
265	BUILDING AND GROUNDS	\$ 35,800
276	CEMETERY	\$ 12,000
446	HIGHWAYS, STREETS, BRIDGES	\$240,000
526	SANITARY LAND FILL	\$ 8,000
621	PLANNING	\$ 34,650
850	OTHER FUNCTIONS	\$ 19,383
899	TAX TRIBUNAL REFUNDS ORDER	<u>\$ 2,000</u>
		\$614,583

Section 9: Adoption of Budget by Reference

The general fund budget of Lima Township is hereby adopted by reference with revenues as indicated in Section 6 and activity expenditures as indicated in Section 8 of this Act and Attachment A, dated 3/6/2018, titled Proposed Budget.

Section 10: Adoption of Budget by Activity

The Board of Trustees of Lima Township adopts the fiscal year 4/1/2018 – 3/31/2019 general fund budget by activity. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each activity, and may make transfers among the various line items contained in the activity appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 11: Appropriation not a Mandate to Spend

Appropriations will be deemed as maximum authorization to incur expenditures. The Fiscal officer shall exercise supervision and control to ensure the expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to a summary statement of the actual financial condition of the general fund at the end of the previous quarter.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

Section 15: Board Adoption

Offered by Maier, supported by Laier to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: Laier, Bater, Maier, Havens, Luick

The following voted nay: None

The Supervisor declared the resolution adopted on March 12, 2018

PUBLIC COMMENT: Maier commented on Washtenaw County Road Commission upcoming road projects.

ADJOURNMENT: Laier moved, supported by Bater to adjourn the meeting at 6:40 PM. Motion carried

Respectfully Submitted,
Elaine Bater, Lima Township Clerk