

**PRESQUE ISLE TOWNSHIP  
BOARD OF TRUSTEES  
MINUTES OF THE BUDGET REVIEW MEETING  
Held April 18, 2016**

**Call to order:** Township Supervisor, Mark Devers called the meeting to order at 5:00 pm.

The Pledge of Allegiance was recited.

**Members Present:** Supervisor – Mark Devers, Clerk – Cynthia Paavola, Treasurer – Jennifer Wieczorkowski, Trustee – Pat Hart and Trustee – Lynn Morrison were all present.

**Audience Present:** 0 guests present.

**Approval of Agenda:** M. Devers added; Fire Board and Gift Shops to the agenda. L. Morrison moved to approve the agenda with the additions. Supported by; C. Paavola. All ayes; so moved.

**Comments from Audience (3 min. per person):** No Comments.

**2016/2017 Budget Review:** The board members were each provided with budget worksheets that the members when through line item by line item. The following were recommended changes that will need to be adjusted for the 2016/2017 budget as well as moving money to cover some line items that are over budget at this time.

- **General Fund (Governing Body): Per Diem/TWP Board Appt.** – 2015/2016 budgeted amount - \$1,000.00. The fund is over by; \$1,965.00 and will need to have \$2,500.00 added from the Salary and Wages.
- **General Fund (Governing Body): Legal Fees** – 2015/2016 budgeted amount - \$10,500.00. The fund is over by; \$228.80 and will need to have funds moved to cover the overage.
- **General Fund (Governing Body): Contracted Services** – 2015/2016 budgeted amount - \$5,000.00. The fund is over by; \$1,560.28 and will need to have funds moved to cover the overage.
- **General Fund (Governing Body): Mileage/Meals** – 2015/2016 budgeted amount - \$800.00. The fund is over by; \$3.33 and will need to have funds moved to cover the overage.
- **General Fund (Governing Body): Capital Outlay** – 2015/2016 budgeted amount - \$1,000.00. The board agreed to zero out the fund; due to no activity for the past 2 years.
- **General Fund (Office Personal): Office Supplies** – 2015/2016 budgeted amount - \$0. The fund is over by; \$32.37 and will need to have funds moved to cover the overage. The board agreed to budget \$150.00 for the 2016/2017 budget.
- **General Fund (Treasurer): Office Supplies** – 2015/2016 budgeted amount - \$300.00. The fund is over by; \$18.58 and will have funds moved from Preparation of Tax Roll to cover the overage.
- **General Fund (Cemetery): Mileage/Meals** – 2015/2016 budgeted amount - \$500.00. The board agreed to zero out the fund; due to no activity for the past 2 years.
- **General Fund (Cemetery): Maintenance and Repairs** – 2015/2016 budgeted amount - \$600.00. The board agreed to zero out the fund because, they use the Maintenance and Repairs from the **Enterprise Fund**.
- **General Fund (Zoning Administrator/Deputy): Salary and Wages** – 2015/2016 budgeted amount - \$8,535.00. The fund is over by; \$115.00 and will have funds transferred from the Per Diem to cover the next 2 months.
- **General Fund (Department of Public Works):** The board members agreed to add a line item for summer helpers (salary and wages) and budget \$16,000.00 for the 2016/2017 budget.
- **General Fund (Parks & Rec. Committee): Salary and Wages** – 2015/2016 budgeted amount - \$9,800.00. The board members agreed that with the committee eliminating several meetings a year that they can reduce the budgeted amount down to \$6,500.00 - \$7,000.00 for 2016/2017 and also reduce the Per Diem/Twp. Board Appt. down to \$2,000.00 from \$2,600.00. They also agreed to zero out the budgeted Office Supplies of \$200.00 for 2016/2017.
- **Fireworks: Donations** – The board members agreed that the donations fund needs to be changed to read Contributions.
- **Lighthouse Park (Park & Rec. Committee): Contracted Services** – 2015/2016 budgeted amount - \$30,000.00. The board members agreed that it can be reduced for the 2016/2017 budget. Community Promotion/Special Activities – 2015/2016 budgeted amount - \$3,500.00. The board agreed that it should go up to \$5,000.00 for the 2016/2017 budget. Electricity will need to go up from \$2,500.00 to \$4,000.00.

Telephone New Light and Telephone Old Light – line items will need to be budgeted at \$1,000.00 and Garden Beautification – should go up from \$300.00 to \$1,500.00. The board also agreed that since they have purchased a lawn tractor; that there should be a line item added to recognize Equipment Maintenance and Repair with a budgeted amount of \$2,000.00.

The Board of Trustees advised that they will be meeting on Wednesday, May 11, 2016 for the 2016/2017 Budget Public Hearing.

#### **Additional Business**

- **PITWP Fire Board:** M. Devers advised that approval is needed to enact the new commissioned Fire Board. C. Paavola moved to approve the enactment of the Fire Board. Supported by; P. Hart. M. Devers explained that he wanted to be sure that the board was approved through the board of trustees. He stated that the board will be meeting quarterly; with the exception of the first 3 months that will be meeting monthly, to allow the members to get the board up and running. The board members discussed the pay amount for the members of the Fire Board. The board agreed for the following pay rate; Fire Board Chair; \$90.00 and \$80.00 for the members. The pay grade was based off of the ZBA who meets quarterly with the same pay rate. C. Paavola amended her motion to include approval of the pay rate for the Fire Board. Supported by; L. Morrison. A roll call vote was taken. All ayes; so moved.
- **PITWP Gift Shops:** M. Devers explained that he has been working on updating the cash registers for the gift shops. He stated that he had contacted Alexander Business Machines and requested that they help with training and the updates to get the registers and credit card machine updated. The cost for their help will be \$300.00. The board members agreed that it will be beneficial to have the help and get the machines working properly. L. Morrison moved to approve the cost of \$300.00 from the Venture Fund for the upgrades. Supported by; J. Wiczorkowski. A roll call vote was taken. All ayes; so moved.

**Adjournment:** With no further business to discuss the meeting was adjourned at 7:56 pm.

**Meeting Reminder:** The Fire Board will meet again on Monday, May 9, 2016 at 6:00 pm for the regular monthly meeting and will also be meeting on Wednesday, May 11, 2016 at 6:00 pm for the Public Hearing of the 2016/2017 Budget.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant