HANOVER TOWNSHIP

Minutes of the Hanover Township
Finance Committee
Monday, November 7, 2016

I. Chairperson Trustee Craig Essick called the meeting to order at 4:00 p.m. Roll Call: present were Trustee Essick, Supervisor McGuire, and Administrator Barr, as well as Assistant Administrator Powers and Accountant Howard.

II. Public Comments: None

III. Review and Approval of Minutes: Minutes of January 29, 2016: The minutes from the Finance Committee meeting of January 29, 2016 were provided by Clerk Dolan Baumer for review and approval. A motion to accept the minutes as presented was made by Supervisor McGuire and seconded by Administrator Barr and carried by unanimous voice vote.

IV. Consideration of the FY17 6-month Budget: Accountant Howard led the committee through the 6-month's budget ending September 30, 2016. He reported that the Township is on target for this time of year; our reserves are $6.7 million.

V. Consideration of the Annual Tax Levy: Mr. Howard led the committee in a review of the determining factors for the tax levy rates, noting that 91% of our revenue is from taxes. The CPI is projected at 0.7%, with not a lot of new money for the Township. EAV is expected to increase 3% next year with the reassessment. Minimal new growth is expected. PTELL is at 0.9814%. At the expected rate and growth, we would not have to publish or have a hearing on the levy. He reviewed historical tax rates and portions of the tax bill.

Motion was made by Supervisor McGuire to adhere to staff's recommendation of 0% over last year's Levy extension. The motion was seconded by Administrator Barr and carried by unanimous voice vote.

VI. Consideration of the Township Investments: Mr. Howard reviewed the bank accounts and investments. Hanover Park Community Bank is the Township main depository and MB Financial bought American Charter. Mr. Howard noted that the Township would continue with the same investment strategy at the same institutions for CDs and money market accounts.

VII. Consideration of the FY18 Budget Development Guidelines: Administrator Barr noted that non-salary items and overall budgets target for each department would be 0% growth. He recommended a 2% salary pool and no special requests for outstanding situations. Discussion ensued resulting in a decision to authorize special requests in certain circumstances where non-tax funding is available or for small departments.

Supervisor McGuire made a motion to recommend that the budget target be 0% growth except in limited cases where funding is available, or for small departments, and that the salary pool be 2%. The motion was seconded by Chairman Essick and carried by unanimous voice vote.

VIII. Consideration of the FY18 Capital Improvement Plan: Administrator Barr presented the 5-year Capital Improvement Plan. The largest project expected for FY18 is the Izaak Walton parking lot expansion and resurfacing. Discussion ensued with the recommendation to delay Lencoi Reserve improvements into FY19 and to budget for the possible replacement of the phone system in FY18.

Supervisor McGuire made the motion to recommend the FY18 Capital Improvement Plan. The motion as seconded by Chairman Essick and carried by unanimous voice vote.

IX. Executive Session: No motion was made to go into Executive Session.

X. Other Business: Administrator Barr shared that the next Finance Committee meeting will be held in January and directors from Senior Services, Youth and Family Services, and Emergency Services will be present to discuss their proposed FY18 department budgets.

XI. Adjournment: Motion to adjourn was made by Supervisor McGuire and seconded by Administrator Barr, and carried by unanimous voice vote. Chairman Essick adjourned the meeting at 5:02 p.m.

Prepared by Assistant Administrator Powers

Edited and submitted by Clerk Dolan Baumer.