

November 15, 2018

**PERCH LAKE TOWNSHIP
MINUTES OF THE SPECIAL BUDGET MEETING**

Motions are tagged in bold. Meetings are tape recorded to facilitate preparation of minutes.

1. **CALL TO ORDER & ROLL CALL**

Chair Gary Harms opened the meeting at 7:00 p.m. with the roll call.

Members present: Chair Gary Harms, Supervisor Steve Olson, Supervisor Tom DeLovely
Treasurer Cheri DeMenge, Clerk Lora Eames

2. **SPECIAL BUDGET MEETING AGENDA.**

MOTION (Olson/DeLovely): To approve the special budget meeting agenda as presented.
Motion carried.

3. **DISCUSS/REVIEW PROPOSED 2019 OPERATING BUDGET.**

a. The purpose of the meeting was to develop the 2019 Operating Budget. To assist with the process, Clerk Eames provided a budget worksheet, dated November 15, 2018, for Board members to review.

b. Receipts

Board members acknowledged the following change in receipts for 2019:

Receipts	Acct, Page	From 2018 Budget	To 2019 Budget	Change
General Fund Accounts:				
Workers Compensation Dividend	Acct. #36240, P. 2	\$368	0	-368
TOTAL CHANGE-RECEIPTS				\$- 368

c. Disbursements

Board members made the following changes in disbursements for 2019:

Item	Acct, Page	From 2018 Budget	To 2019 Budget	Change
General Fund Accounts:				
Misc.: Dues, Fees, & Subscriptions	Acct. #433, P. 3	\$842	\$1,500	\$658
Security	Acct. #313, P. 4	\$258	\$800	542
Internet Service & Phone	Acct. #325, P. 4	\$2,000	\$1,600	-\$400
Published Legals	Acct. #351, P. 4	\$2,000	\$1,500	-\$500
Printing & Binding: Reports & Copies	Acct. #355, P. 4	\$250	\$1,250	\$1,000
Propane	Acct. #386, P.4	\$3,500	\$4,500	\$1,000
Road & Bridge Fund Accounts:				
Repair/Maintenance Contractual Svcs.	Acct. #405, P. 8	\$52,600	\$55,000	\$2,400
Town Hall Fund Accounts:				

Repair/Maintenance Contractual Svcs.	Acct. #405, P. 10	\$670	\$2,000	\$1,330
Snow Removal Contractual Svcs.	Acct. #407, P. 10	\$830	\$1,000	\$170
Capital Outlay: Buildings & Structures	Acct. #520, P. 10	\$4,000	\$2,000	-\$2,000
Capital Outlay: Furniture & Fixtures	Acct. #560, P. 10	\$2,000	\$1,000	-\$1,000
Recycling Shed Operation:				
Rentals: Floor Coverings	Acct. #418, P. 12	\$188	\$1,000	\$812
Capital Outlay: Buildings & Structures	Acct. #520, P. 12	\$500	0	-\$500
Capital Outlay: Furniture & Fixtures	Acct. #560, P. 12	\$200	0	-\$200
TOTAL CHANGES-DISBURSEMENTS		\$69,838	\$73,150	\$3,312

d. Recommendations

Board members, by consensus, made the following changes, recommendations, and plans as a result of budget discussions:

- (1) Newsletter: Expenses for future issues should come out of Printing and Binding: Reports and Copies (Account #355).
- (2) Recording of Township Roads: The Board should prepare an RFP (Request for Proposal) to surveyors to record 10% of the Township's roads, including Watkins Spur.
- (3) Levy: The Board should increase the 2020 Levy at its Annual Meeting in March 2019 in anticipation of the impact from the Enbridge property tax refund and shift in tax burden from utilities to other taxpayers.
- (4) Certificate of Deposit: The Treasurer should research CD rates and submit a recommendation in December or January.
- (5) Enbridge Property Tax Refund: The Clerk and Treasurer should create a new fund to hold funds transferred from the 2018 "surplus."

4. **ACTION.**

The Board deferred approval of the 2019 Budget until the December 10, 2018, regular meeting.

5. **COMMENTS.**

None.

6. **ADJOURNMENT**

MOTION (Olson/Harms): To adjourn the meeting at approximately 8:00 p.m.

Respectfully submitted,

Approved by Town Board

Lora Eames, Clerk

Gary Harms, Chair

7. **EXHIBITS AVAILABLE UPON REQUEST.**

- a. 2019 Proposed Budget Worksheet, dated November 15, 2018.)