

**CARROLLTON TOWNSHIP BOARD  
DEPARTMENTAL MEETING  
Monday, March 12, 2012**

<b><u>Roll Call:</u></b>	Supervisor Kozara	Present
	Clerk Fritz	Present
	Treasurer Riley	Present
	Trustee Dudek	Present
	Trustee Gnatkowski	Present

There being a full board, Supervisor Kozara called the meeting to order at 6:00 p.m.

**Acceptance of Agenda:**

Oatten added to New Business: Proposed Fund Balance Policy. It was board consensus to accept the agenda as amended.

**Public Comments:** None.

**New Business:**

Oatten presented a quote from Spicer Group for the engineering and preliminary estimate of cost for the Schust St. Meter Pit Replacement Project and a quote for the *engineering only* on two other projects located at Greenfield and at Weiss. He explained that the water fund's fiscal year 2012-2013 budget includes the Schust St. project with the other two projects slated for the following 2013-2014 fiscal year. Discussion followed.

It was moved by Dudek and supported by Gnatkowski to approve the preliminary estimate of cost for the Schust St. Meter Pit Replacement Project for an amount up to \$200,000.00 and the quote for engineering fees only on the Greenfield St. Water Main Replacement and the Weiss St. Water Main Replacement totaling \$28,800.00 (quotes attached to these minutes). There being all ayes, the motion carried.

Oatten presented a quote submitted by the Fire Department for fourteen (14) moveable half-wall panels for fire training purposes from Fire Facilities, Inc. in the amount of \$2,531.40. It was moved by Fritz and supported by Dudek to approve the quote as presented. There being all ayes, the motion carried.

Office Manager King presented a proposed Fund Balance Policy. She explained how the Government Accounting Standards Board (GASB) had issued Statement No. 54 in 2011 that requires townships to adjust their annual financial statements to reflect certain classifications for fund balances (mainly dealing with the minimum/maximum unrestricted fund balance in the General Fund). The proposed policy would outline actions to be taken when the unrestricted fund balance in the General Fund reaches a minimum of 25% of the current year's budgeted expenses and a maximum of 40% of the current year's budgeted expenses plus an emergency reserve of

\$50,000. Ms. King also explained that the Township’s auditor had reviewed the policy and approved of the minimum/maximum thresholds. Discussion followed.

It was moved by Kozara and supported by Riley to adopt the Carrollton Township Fund Balance Policy as presented (copy attached). There being all ayes, the motion carried.

**Public Comments:** None.

**Executive Session:**

It was moved by Riley and supported by Gnatkowski to enter into executive session to discuss bargaining unit negotiations.

Roll call:	Kozara	Yes
	Dudek	Yes
	Gnatkowski	Yes
	Riley	Yes
	Fritz	Yes

There being all ayes, the meeting closed at 7:54 p.m.

It was moved by Gnatkowski and supported by Riley to come out of executive session. There being all ayes, the motion carried.

There was no action taken reference the executive session.

**Adjournment:**

It was moved by Dudek and supported by Gnatkowski to adjourn. There being all ayes, the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance:

Rose King     3427 N. Michigan