

# RECORD OF PROCEEDINGS

Minutes of

Chardon Township Board of Trustees SPECIAL Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held \_\_\_\_\_

June 23, 2021

20 \_\_\_\_\_

The Chardon Township Board of Trustees met in SPECIAL session on Wednesday, June 23, 2021, at 6:30 p.m. at the Town Hall with the following present:

Trustees: TIM MCKENNA, CHUCK STRAZINSKY and MICHAEL BROWN  
Fiscal Officer: ILONA DAW-KRIZMAN

See attached sign in sheet.

Reciting the Pledge of Allegiance was waived.

**Motion to approve amended method of distribution:**

Trustee Strazinsky moved the adoption of the following motion:  
A motion to approve the amended method of apportionment for the Undivided Local Government Fund for 2022, which was approved by the Geauga County Budget Commission at its meeting on June 14, 2021, pursuant to Ohio Revised Code section 57474.53. Trustee McKenna seconded the motion and the roll being called upon its adoption; the vote resulted as follows:

**AYES: STRAZINSKY, MCKENNA and BROWN**

**Juneteenth holiday pay:**

Trustee Strazinsky made a motion to give a floating holiday in 2021 for the Juneteenth holiday. It will be added to the employee manual as a regular holiday. Trustee McKenna seconded. **AYES: STRAZINSKY, MCKENNA and BROWN**

**Motion to accept Dave Beal retirement letter**

Trustee Strazinsky made a motion to accept the retirement letter submitted by road department employee, Dave Beal. Trustee McKenna seconded.

**AYES: STRAZINSKY, MCKENNA and BROWN**

**Road Levy-new certificate of need is needed; pass resolution**

**CERTIFICATE OF NEED**

**CHARDON TOWNSHIP RESOLUTION #29. 2021**

**WHEREAS** the Board of Trustees of Chardon Township, Geauga County, Ohio, has determined the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Township and it is necessary to levy a tax in excess of such limitation for the purpose of;

ORC 5705.19(G) for the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in municipal corporations, counties, or townships;

In Chardon Township as provided and authorized in Section ORC 5705.19(G); and

**WHEREAS** the levy is at a rate of 2.75 for 5 years and is an addition; and

**WHEREAS** the ballot measure shall be submitted to the entire territory and the tax shall be levied on the entire territory and within Geauga County; and

**WHEREAS** the levy is to be placed on the November 2, 2021 ballot and shall be first levied in the tax year 2021 and begin collection in 2022; and

**BE IT RESOLVED** by the Board of Trustees, after meeting in special session on June 23, 2021, at Chardon Township Town Hall, that pursuant to ORC 5705.03(B) said board hereby certifies this resolution to the Geauga County Auditor, and requests that the County Auditor certify back to the Board of Trustees the total current tax valuation of the subdivision, and

# RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 644-274-3336 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

the number of mills required to generate a specified amount of revenue, or the dollar amount of the revenue that would be generated by 2.75 mills, 5 years, for the purpose of;

**ORC 5705.19(G) for the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in municipal corporations, counties, or townships;**

In Chardon Township as provided and authorized in Section ORC 5705.19(G)

Chuck Strazinsky moved for the adoption of the foregoing and

Michael Brown seconded the motion. Upon the call of the question, the vote was as follows:

**Chuck Strazinsky, yea; Michael Brown, yea; Timothy McKenna, yea**

**Fire Levy-pass certificate of need resolution**

**CERTIFICATE OF NEED**

**CHARDON TOWNSHIP RESOLUTION #30, 2021**

**WHEREAS** the Board of Trustees of Chardon Township, Geauga County, Ohio, has determined the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Township and it is necessary to levy a tax in excess of such limitation for the purpose of;

**ORC 5705.19(I) For providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire equipment and appliances, buildings and sites therefor, sources of water supply and materials therefor, for the establishment and maintenance of lines of fire-alarm communications, for the payment of firefighting companies or permanent, part-time or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs:**

In Chardon Township as provided and authorized in Section ORC 5705.19(I); and

**WHEREAS** the levy is at a rate of 1.25 mill for a 3-year period of time and is a replacement with an increase of .25 to an existing 1.0 mill 3-year levy voted on in 2018; and

**WHEREAS** the ballot measure shall be submitted to the entire territory and the tax shall be levied on the entire territory and within Geauga County; and

**WHEREAS** the levy is to be place on the November 2, 2021 ballot and shall be first levied in tax year 2021 and begin collection in 2022; and

**BE IT RESOLVED** by the Board of Trustees, after meeting in special session on the 23<sup>rd</sup> day of June, 2021, at 9949 Mentor Road, Chardon Ohio, that pursuant to ORC 5705.03(B) said board hereby certifies this resolution to the Geauga County Auditor, and requests that the County Auditor certify back to the Board of Trustees the total current tax valuation of the subdivision, and the number of mills required to generate a specified amount of revenue, or the dollar amount of the revenue that would be generated by 1.25 mill, 3 years, for the purpose of:

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GOVERNMENT FORMS & SUPPLIES #44-224-3338 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

**RESOLVED**, that said levy be placed upon the tax list of the current year if a majority of the electors thereon vote in favor thereof; and be it further

**RESOLVED**, That the Fiscal Officer of the Chardon Township be and she is hereby directed to certify a copy of this Resolution to the Board of Elections, Geauga County, Ohio on or before August 4, 2020 by 4:00pm (E.S.T.) and notify said Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

Trustee Brown seconded the Motion and the roll being called upon its adoption resulted as follows:

**Chuck Strazinsky, yea; Michael Brown, yea; Timothy McKenna, yea**

**Park Committee:**

- Fencing is needed around the trees
- There is poison ivy on the walking path. The administrative assistant was asked to contact the landscaper to ask him to spray for the poison ivy.

Trustee McKenna commented that he asked the road superintendent, John Washco, to get pricing on 40 MPH speed limit signs.

**Rental of Park Pavilion:** The administrative assistant commented on the number of phone calls that have been received regarding renting the park pavilion. Currently, the pavilion is on a first come basis. The administrative assistant commented that she contacted Munson Township to inquire about their rental policy. They currently rent their pavilion for \$25 for a Munson Township resident and \$50 for a non-resident. It was decided that Chardon Township could do the same. It was suggested that a sign be purchased to place at the park pavilion stating "Pavilion Rental Available. Call 440.286.3711 for more information".

Trustee Strazinsky made a motion to adjourn the meeting at 6:15PM. Trustee McKenna seconded. **AYES: STRAZINSKY, MCKENNA and BROWN**

  
\_\_\_\_\_  
**Chuck Strazinsky, Chairman**



## AGENDA

### Chardon Township Board of Trustees

June 23, 2021 ~ Special Meeting

- 1) Open Meeting: Pledge of Allegiance
- 2) Resident Comments: *Please state your name and direct all comments to the Board of Trustees*
- 3) Fire Levy-pass certificate of need resolution
- 4) Road Levy-new certificate of need is needed; pass resolution
- 5) Motion to approve amended method of distribution
- 6) Juneteenth holiday pay
- 7) Motion to accept Dave Beal Retirement letter

Adjournment

Next Regular Meeting July 7, 2021 at 7 P.M.

# CHARDON TOWNSHIP BOARD OF TRUSTEES

**Trustees**

Chuck Strazinsky  
Tim McKenna  
Michael Brown

                    SPECIAL                      
Regular / Special

Meeting of 6/23/21

**Fiscal Officer**

Ilona Daw-  
Krizman  
286-3711

<b><i>ATTENDEES</i></b>		
<b>Name</b>	<b>Address</b>	<b>Interest</b>
<b>1</b>	<i>no one in attendance</i>	
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
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<b>20</b>		

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# CITY OF CHARDON

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## Fire & EMS Levy Study



## Background

**To:** Safety Committee

**From:** Mate Rogonjic, Finance Director *MR*

**Date:** June 18, 2021

**Re:** Fire & EMS Levy

Historically, the City's Fire & EMS Levy has been effective for a three-year timeframe, which corresponds to the three-year contract with the Fire Department. Collections from the current levy run through 2021 (tax year 2020). As a result, City Council will need to enact legislation to place the levy on the ballot for the General Election that will be held on November 2, 2021. In addition to the levy, the City uses collections from ambulance transports to help pay the costs of the contract with the Fire Department, which are accounted for in the Ambulance Fund.

The below chart presents the annual revenue as certified by the County Auditor for each respective levy as requested by Resolution 7-21, at the recommended collection rate of 98%. The chart also includes the annual impacts of each levy on property taxes.

### Fire & EMS Levy Scenarios: Annual Impact

	Additional Revenue	Additional Property Taxes \$100,000 Home	Additional Property Taxes \$160,000 Home (Average Residential)
<b>Renew 5 Mills</b>	\$0	\$0.00	\$0.00
<b>Replace 5 Mills</b>	\$101,964	\$35.94	\$57.50
<b>1.0 New Mill</b>	\$168,261	\$35.00	\$56.00
<b>1.5 New Mill</b>	\$252,391	\$52.50	\$84.00
<b>2.0 New Mill</b>	\$336,522	\$70.00	\$112.00

As shown in the chart, replacing 5 mills would cost a property owner more in taxes while generating less revenue, when compared to a new 1.0 mill levy. This is because in 2013, the State of Ohio eliminated the 12.5% reduction in property taxes on replacement and new levies that were passed beginning in November 2013. For levies prior to this date, the property owner's reduction of 12.5% was reimbursed and subsequently distributed by the State to local jurisdictions. According to the State, "Discontinuation of the state subsidy provides more transparency. Homeowners are responsible for paying their property taxes instead of having all Ohioans subsidize the property tax payments through income and sales tax revenues." The City's current levies have all been in place before November 2013, thus still qualifying for the 12.5% reduction and reimbursement from the State.

## Projections

Prior projections in the Capital Improvement Plans (2017-21, 2018-22, 2019-23, 2020-24 and 2021-25) and the evaluation of the three-year contract during 2018 concluded that additional revenue would likely be needed to cover expenses in the next three-year contract (2022 to 2024). These prior projections are supported by current projections, as shown below.

### Fire & EMS Levy Fund and Ambulance Fund

	Actual 2020	Budget 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Ambulance Transports	\$171,898	\$175,000	\$202,505	\$202,505	\$202,505	\$202,505
Property Taxes	\$751,248	\$716,149	\$758,001	\$758,001	\$758,001	\$758,001
Property Rental	\$105,449	\$107,558	\$109,709	\$111,903	\$114,141	\$116,424
Fuel Reimbursement	\$15,030	\$15,000	\$15,625	\$15,625	\$15,625	\$15,625
Interest Earnings	\$2,837	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$1,046,462</b>	<b>\$1,013,707</b>	<b>\$1,085,840</b>	<b>\$1,088,034</b>	<b>\$1,090,272</b>	<b>\$1,092,555</b>
Basic Operations	\$24,877	\$39,200	\$29,110	\$29,366	\$29,630	\$29,903
Utilities	\$13,701	\$17,620	\$15,923	\$16,400	\$16,892	\$17,399
Contracts	\$1,112,817	\$1,189,840	\$1,221,849	\$1,281,755	\$1,344,656	\$1,410,701
Capital	\$7,171	\$10,000	\$0	\$185,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,158,566</b>	<b>\$1,256,660</b>	<b>\$1,266,881</b>	<b>\$1,512,522</b>	<b>\$1,391,179</b>	<b>\$1,458,003</b>
BEGINNING BALANCE	\$770,518	\$611,402	\$368,449	\$187,408	(\$237,080)	(\$537,986)
ENCUMBRANCES	\$47,012	\$0	\$0	\$0	\$0	\$0
<b>ENDING BALANCE</b>	<b>\$611,402</b>	<b>\$368,449</b>	<b>\$187,408</b>	<b>(\$237,080)</b>	<b>(\$537,986)</b>	<b>(\$903,434)</b>
<b>ENDING W/ 1.0 NEW MILL</b>	<b>N/A</b>	<b>N/A</b>	<b>\$355,669</b>	<b>\$286,850</b>	<b>(\$82,875)</b>	<b>(\$818,048)</b>
<b>ENDING W/ 1.5 NEW MILL</b>	<b>N/A</b>	<b>N/A</b>	<b>\$439,799</b>	<b>\$455,110</b>	<b>\$169,515</b>	<b>(\$481,528)</b>
<b>ENDING W/ 2.0 NEW MILL</b>	<b>N/A</b>	<b>N/A</b>	<b>\$523,930</b>	<b>\$623,372</b>	<b>\$421,908</b>	<b>(\$145,004)</b>

The above projections are based on the following assumptions:

- Revenues from ambulance transports are based on the average collections from 2017 to 2020 as they fluctuate from year-to-year. Specifically, ambulance transport collections were \$226,510 in 2017, \$189,184 in 2018, \$222,427 in 2019, and \$171,898 in 2020.
- Property tax revenues are based on the existing 1 mill and 4 mill levies.



- The rental fees for the Fire Department are projected to increase 2% each year, the same as in prior contracts.
- Interest earnings are not projected because the City's general account, which includes the lockbox account for ambulance transports, is no longer interest bearing.
- Expenses for basic operations are based on the average from 2017 to 2020 as they generally fluctuate each year, except for property/liability/vehicle insurance which is forecasted to increase 3.0% each year to account for inflation.
- Utility expenses (gas, electric, phone) are projected with a 3% inflationary increase each year.
- Line items in contracted services are projected based on the average from 2017 to 2020 or are forecasted to increase 3.0% annually, based on the historical trends. The exception is a 5% increase each year for personal services, which includes the contract with the Fire Department and is based on the Department's anticipated budgetary proposal for 2022 to 2024. The Fire Department's contract for Fire and EMS services comprises 93% of the total projected expenses in contracted services. The below chart shows the contracted expenses for Fire and EMS services since 2012.

#### Fire & EMS Contract Expenses from 2012 to 2025

Year	Actual or Projection	Expenses	% Increase	\$ Increase
2012	Actual	\$767,056	N/A	N/A
2013	Actual	\$782,726	2.04%	\$15,670
2014	Actual	\$815,592	4.20%	\$32,866
2015	Actual	\$854,682	4.79%	\$39,090
2016	Actual	\$892,713	4.45%	\$38,031
2017	Actual	\$925,014	3.62%	\$32,301
2018	Actual	\$967,770	4.62%	\$42,756
2019	Actual	\$997,051	3.03%	\$29,281
2020	Actual	\$1,039,585	4.27%	\$42,534
2021	Actual	\$1,080,831	3.97%	\$41,246
2022	Projection	\$1,134,873	5.00%	\$54,042
2023	Projection	\$1,191,617	5.00%	\$56,744
2024	Projection	\$1,251,198	5.00%	\$59,581
2025	Projection	\$1,313,758	5.00%	\$62,560

As shown in the chart, a 5% increase would be higher than each of the prior years from 2012 to 2021, which averaged an annual increase of 3.89%. If the contracted expenses increased 3.8% each year instead of 5%, the negative ending fund balance in 2025 with a new 2.0 mill levy would be eliminated.

- The capital expenses are based on the City's budget and capital improvement plan for 2021-2025. The projected expense of \$185,000 in 2023 is planned to cover half of the upgrade costs to the Dispatch Center, with the other half coming from the police budget in the General Capital Improvement Fund.

## **Recommendations**

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Based on the above projections and to maintain the 12.5% reduction for property owners on existing levies, City staff is recommending the following levies to be placed on the ballot for the November General Election:

1. Renewal of the existing 5 mill levy, which is comprised of a 4 mill levy passed in 2004 and a 1 mill levy passed in 2012; and
2. An additional 2.0 mill levy.

Based on the projections, additional millage may be needed for the subsequent three-year contract covering 2025 to 2027. However, that determination will depend on how actual revenues and expenses compare to the projections from 2022 to 2024, thus requiring additional analysis at that time.

## Chardon Fire Department Projected Budget 2022 Through 2024

Projected Budget For:	<u>2022</u>	<u>2023</u>	<u>2024</u>	
Apparatus Maintenance and Repair	34000	34000	34000	
Building Maintenance	4500	4500	4500	
Building Rent	109710	111904	114142	2% increase per Chardon City
Building Repairs	4000	4000	4000	
Capital Expenditures	75000	75000	75000	
Computers / Data Processing	9000	9000	9000	
Dues / Subscriptions	1250	1500	1500	
Fire Prevention Subscription	500	500	500	
Fuel	18000	20000	22000	
Insurance Hospitalization	236321	255227	275645	8% annual increase
Insurance Liabilities	41000	42000	43000	
Miscellaneous	2500	2500	2500	
Office Supplies	2500	2500	2500	
Payroll	1334245	1406342	1480544	Add one 12 Hour PT each year
Personal Equipment / Uniforms	12500	12500	13000	
Professional Fees	2000	2000	2000	
Radios / Pagers	10000	10000	10500	
Rescue Supplies	6500	6500	6500	
Small Equipment Repair	8000	8000	8200	
Supplies	2500	2700	3000	
Telephones / Communications	6500	6500	6500	
Training / Education	15000	15000	15000	
Turnout Gear Replace and Maint.	18500	18500	18500	
Workmans Compensation	80053	84,381	88,832	
	<b>2034079</b>	<b>2135054</b>	<b>2240863</b>	
	<b>4.54%</b>	<b>4.96%</b>	<b>4.96%</b>	<b>4.82%</b>

# Chardon Fire Department Emergency Services Formula

2022-2024

Exhibit "A"

## Property Valuations

Aquilla still part of Claridon

	<u>Claridon Township</u>	<u>Chardon City</u>	<u>Chardon Township</u>	<u>Total</u>
2016	65,164,920	136,186,830	109,028,780	
2017	66,569,640	137,011,060	117,835,970	
2018	68,020,400	138,219,830	118,918,430	
2019	69,083,890	142,512,210	119,748,100	
2020	79,526,990	154,340,170	137,513,470	
	69,673,168			
X .5	34,836,584			
	34,836,584			

Exempt Building. + Taxable Building  
 Exempt Building. + Taxable Building  
 Exempt Building. + Taxable Building  
 Exempt Building. + Taxable Building  
 Exempt Building. + Taxable Building

ABATEMENTS ARE INCLUDED IN EXEMPT VALUES

	<u>Aquilla Village</u>	<u>Chardon City</u>	<u>Chardon Township</u>	<u>Total</u>
	3,437,100			
	3,343,520			
	3,363,790			
	3,347,730			
	3,689,220			
	3,436,272			
<b>Total</b>	<b>38,272,856</b>	<b>141,654,020</b>	<b>120,608,950</b>	<b><u>300,535,826</u></b>
Percentage of Property Protected	12.73%	47.14%	40.13%	100.00%

## Chardon Fire Department Emergency Calls by Year

	<u>Claridon Township</u>	<u>Chardon City</u>	<u>Chardon Township</u>
2016	294	1041	338
2017	264	1144	340
2018	264	1175	373
2019	266	1142	388
2020	213	1077	433
5 year avg	260.2	1,115.8	374.4
	<u>14.86%</u>	<u>63.75%</u>	<u>21.39%</u>

## Contract Portion

	<u>13.80%</u>	<u>30.76%</u>	<u>100.000%</u>
2022	280,703	1,127,693	2,034,079
2023	294,637	1,183,675	2,135,054
2024	309,239	1,242,334	2,240,863

**Chardon Fire Department Expenditures**

2019	Budget Amount	Expenditures
	1,794,935.00	2,204,987.07
New Rescue Squad	240,304.03	
FEMA Grant SCBA	175,326.50	
	2,210,565.53	
Difference		5,578.46
2020	Budget Amount	Expenditures
	1,871,508.00	1,850,700.31
Difference		20,807.69

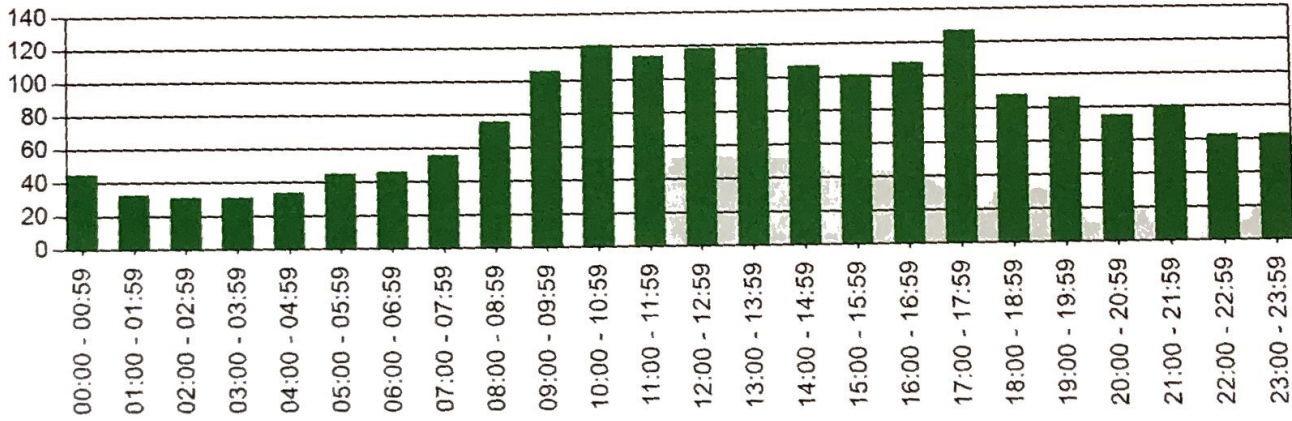
# Chardon Fire Department

Chardon, OH

This report was generated on 6/21/2021 1:23:32 PM

## Incidents by Hour for Station for Date Range

Station: All Stations | Start Date: 01/01/2020 | End Date: 12/31/2020



HOUR	# INCIDENTS
00:00 - 00:59	45
01:00 - 01:59	33
02:00 - 02:59	31
03:00 - 03:59	31
04:00 - 04:59	34
05:00 - 05:59	45
06:00 - 06:59	46
07:00 - 07:59	56
08:00 - 08:59	76
09:00 - 09:59	106
10:00 - 10:59	121
11:00 - 11:59	114
12:00 - 12:59	118
13:00 - 13:59	118
14:00 - 14:59	107
15:00 - 15:59	101
16:00 - 16:59	108
17:00 - 17:59	127
18:00 - 18:59	88
19:00 - 19:59	86
20:00 - 20:59	75
21:00 - 21:59	80
22:00 - 22:59	63
23:00 - 23:59	63

Only REVIEWED incidents included.

