

PARKMAN TOWNSHIP TRUSTEES
Special Meeting of May 31, 2008

A special meeting was called to order by Chairman, Kevin O'Reilly at 9:00 am. The Fiscal Officer notified the Maple Leaf of the scheduled special meeting. In attendance were Trustees - Kevin O'Reilly, Lucinda Sharp-Gates and Patrick Joyce, Fiscal Officer -Nancy Wheelock and Tom Evers. The purpose of the meeting was to authorize a fund transfer, and any other business that comes before the Board.

The Fiscal Officer updated the Board of Trustees regarding the pending advance from the General Fund to the Street Lighting Assessment Fund to cover the fund shortage. Beth McCaffrey at the Auditor's office suggested contacting the State Auditor's office for approval for this advance. The Fiscal Officer had a conversation with the State Auditor's Office in Cleveland and it was recommended to do a transfer of funds from the General Fund to the Street Lighting Assessment Fund and not an advance due to possible audit citations. This will be a final transaction and the funds will not be returned to the General Fund. Mark Carnabuci from the State Auditor's office confirmed the General Fund money can be used to pay the street lighting electric bill. With the tax settlement in August and a transfer of \$3000.00 from the General Fund, the funds in the Street Lighting Assessment Fund should cover the street lighting invoices until March 2009 when the 1st half tax settlement will be received. Deputy Auditor, Beth McCaffrey confirmed that she will present the transfer to the Budget Commission for certification at the June 2nd Budget Commission meeting after the adoption of the transfer resolution. Lucinda made a motion, seconded by Kevin, to transfer \$3000.00 from the General Fund to the Street Lighting Assessment Fund. (Resolution No. 08-87) Motion carried unanimously.

The Fiscal Officer presented an appropriation transfer in the General Fund for approval. Patrick moved, seconded by Lucinda, to authorize the following appropriation transfer:

1000-110-599-0000 (Other) to 1000-910-910-0000 (Transfer Out) - \$3000.00

(Resolution No. 08-88) Motion carried unanimously. Kevin moved, seconded by Lucinda, to transfer in \$3000.00 to revenue account 2401-931-0000. (Resolution No. 08-89) Motion carried unanimously. Lucinda made a motion, seconded by Patrick, to appropriate the additional \$3000.00 in the Street Lighting Assessment Fund to the 2401-310-360-0000 expenditure account. (Resolution No. 08-90) Motion carried unanimously. The Fiscal Officer will fax a letter to advise the County Auditor of the aforesaid transactions and request certification of the fund transfer at the June 2nd Budget Commission meeting.

Lucinda reported that Tom Evers and she are completing the FEMA worksheets for the reimbursement of eligible expenses for the snow/ice removal during the winter storm of March 7-9, 2008. The completed documents need to be signed by an authorized Township representative. Patrick moved, seconded by Kevin, to authorize Lucinda Sharp-Gates to sign the FEMA documents as Parkman Township's representative. (Resolution No. 08-91) Motion carried unanimously. Lucinda also reported that the Township must create a FEMA fund to account for the federal funds. The Fiscal Officer will establish an account number in the General Fund to deposit the federal monies.

A motion was made by Lucinda and seconded by Kevin to adjourn the meeting at 9:17 am. (Resolution No. 08-92) Motion carried unanimously.

Respectfully submitted,

Approved,

Nancy Wheelock Kevin O'Reilly

Nancy Wheelock
Clerk

Kevin O'Reilly
Vice Chairman