



Butler Township Government Center

A G E N D A

Monday, March 25, 2019
7:00 pm

1. **Call to Order**
2. **Approval of the Minutes:**
 - a. **Regular Meeting Minutes of February 25, 2019**
3. **Public Hearing:** **ZC 1-19 - A Rezoning and Map Amendment for Parcel No. A01-00314-0170 at 3295 Benchwood Road from R-1, Single Family Residential to LC/S-2, Local Commercial Service**
4. **Public Comments**
5. **Administrator's Recommendations:**
 - a. **Resolution No. 19-07: A Resolution Approving ZC 1-19, the Rezoning and Map Amendment for Parcel No. A01-00314-0170 at 3295 Benchwood Road from R-1, Single Family Residential to LC/S-2, Local Commercial Service**
 - b. **Resolution No. 19-08: A Resolution Authorizing the Fire Department to Increase Staffing From 17 to 18 Full-Time Positions**
 - c. **Resolution No. 19-09: A Resolution Authorizing Amendment of the Township's Personnel Policy Manual**
 - d. **Resolution No. 19-10: A Resolution Approving Permanent Appropriations, Revenue Budget, and Certificate of the Total Amount from all Sources Available for Expenditure and Balances for Butler Township During Fiscal Year Ending December 31, 2019**
 - e. **Motion to Reschedule the April 22, 2019 Board of Trustee's Meeting to Tuesday, April 23, 2019 at 7:00**
 - f. **Motion to Set the Trustee's Public Hearing for ZC 2-19, a Rezoning from CM, Cemetery to Local Commercial Service (LCS-2) at 8515 N. Dixie Drive for April 23, 2019**
6. **Informal Business:**
 - **Police Chief**
 - **Fire Chief**
 - **Fiscal Officer**
 - **Trustees**
 - **Township Administrator**
 - **Service Department Director**
7. **Adjournment**

Administrator's Report
March 25, 2019

- a. **Resolution No. 19-07: A Resolution Approving ZC 1-19, the Rezoning and Map Amendment for Parcel No. A01-00314-0170 at 3295 Benchwood Road from R-1, Single Family Residential to LC/S-2, Local Commercial Service**

The property is located immediately west of the Burger King on Benchwood Rd. The property is surrounded by commercially zoned property to the north, south and east. There are 4 more residential properties along Benchwood Rd. the west of the property, which will most likely see future zoning changes. Any new development on the parcel will require dedication of right-of-way along Benchwood Road, like the Burger King property. The County Planning Commission and the Butler Township Zoning Commission have both recommended approval of the rezoning.

- b. **Resolution No. 19-08: A Resolution Authorizing the Fire Department to Increase Staffing From 17 to 18 Full-Time Positions**

This would add 1 Full Time FF/Paramedic position to our staffing. During our last round of interviews, we ended up with 2 very qualified candidates. While we had only planned for one position, this opened up a good opportunity to try to stabilize the staffing, with the loss of several part time employees recently. The average cost of a new FT FF/Paramedic is approximately \$80k. We have decided to hold off refilling the administrative assistant position which is currently vacant, in order to make this position work. The final appropriations has been amended to accommodate the additional salary and benefits necessary.

- c. **Resolution No. 19-09: A Resolution Authorizing Amendment of the Township's Personnel Policy Manual**

The attached draft outlines all of the updates associated with this amendment. The personnel manual dictates the policies and procedures for personnel actions, employee benefits and rules of conduct. The revisions are mostly clean-up items.

- d. **Resolution No. 19-10: A Resolution Approving Permanent Appropriations, Revenue Budget, and Certificate of the Total Amount from all Sources Available for Expenditure and Balances for Butler Township During Fiscal Year Ending December 31, 2019**

Appropriations were adjusted in the Police Fund to accommodate the increase for Crime Lab services. An appropriation was also added for a payment to Crime Stoppers from the Law Enforcement Trust Fund. The Fire Department's budget was amended to account for increases for salaries and benefits for the 18th full time position. The Enterprise Fund (Trash) appropriations was increased by \$2,000, for potential increased service cost from Software Solutions, which is currently being evaluated. The total appropriations budget is \$11,609,769.31. Revenue was adjusted for funds received for the York Center Drive construction project. The total revenue budget is \$11,558,588.36.