

FINANCE MEETING MINUTES

January 12th, 2012

Call to Order- 6:30 P.M.

Roll Call: Paul Janson, Ben Prescott, Bill Zoller

Others: Clerk-Treasurer Jenny August. Mayor Linda Clark

Citizens: None attending

Nomination of Finance Chairman:

Ben made a motion to nominate Paul Janson, seconded by Bill Zoller. There were no other nominations. All ayes on vote to nominate Paul as 2012 Finance Chairman.

Minutes:

- Jenny explained to the new members that the draft copy of the meeting minutes will be e-mailed as soon as they are completed so we can go right into approval or any discussion without having to read the minutes at the meeting.

Motion to approve the December minutes by Ben. Paul and Bill abstained.

Financial Reports:

- Jenny explained each of the financial reports. Some of the revenues and expenses were reviewed. Paul questioned the payment to P & A Pawn Brokers. There were no adjustments on the cash summary report. There was a review of monthly transfers and advance repayments and how they show up on the sheet. The Water & Sewer billing program and the UAN balanced. The Income Tax reports matched. The bank reconciliation shows no adjusting factors because the retirement payments are now back to being paid by check instead of on-line, which was causing a rounding issue that threw off the bank reconciliation. The last report shows the schedule of outstanding debt. At the end of 2011, the Village has about 4.8 million dollars worth of debt. It was 6 million in 2008, so we are showing improvement. We still have too much debt for such a small town.
- Motion to approve the Financial Reports by Ben, seconded by Bill. All ayes on vote.

Bills of Resolution:

- Jenny explained the Bills of Resolution. Paul would like to see totals at the bottom of each fund.
- The monthly C.T. Consultant retainer was discussed. Do we really need to keep an Engineer on retainer, or could we just hire them when we have a project? It is \$250 a month we can use elsewhere.
- Regarding overtime, Bill suggested that only a certain amount of overtime should be allowed, and anything over that would need authorization.
- Paul asked about the ComDoc bill in the Police Department. Jenny said that is the monthly lease for the copy machine. Paul thought that seemed like an awful lot. He thought we could go and buy one every year for that price.
- Paul asked what is TAC. Jenny said that is the software support for dispatch. This is a monthly charge. Bill asked if this charge is shared with Hiram and MSFD. Jenny said no.
- Paul asked about the MITS charge. Jenny said it is the annual support for the Income Tax program.

Motion to move the bills of Resolution to Council by Ben Prescott, seconded by Bill. All ayes on vote.

Legislation:

Linda reviewed the legislation that will be presented at the next Council meeting.

- **2011-50** Linda thought we should leave this tabled until we get it all worked out.
- **2012-02** A resolution authorizing Anthony to purchase a new Chopper Pump. The price is the same as the last one, and the money is there, not to exceed \$18,000.

- **2012-03** An Ordinance amending the Codified Ordinances regarding the alternate to the Fire Board. The current ordinance makes the Council President the alternate, and Council wants to change it so the Council President can appoint two people, one as the back-up. Ben would like to change this. We need to suspend the rules and pass this Tuesday.
- **2012-04** A Resolution opposing the centralized collection of all municipal income tax collections, and then distributions. We are against this because it will cost us a percentage. We will handle our own.

Other Discussion:

Overtime according to the Handbook during holiday weeks.

Paul recommended that we have a meeting just for this. Linda suggested everyone read their handbook and we can discuss it again.

Cemetery Fee's:

The committee discussed fee's and agreed that all burial fee's should be increased by an additional \$50. The Cemetery Board would have to agree and ask Council to make the change in the Codified Ordinance book.

Local Government Conference:

Linda said the Local Government Officials Conference in March 8th & 9th. We appropriated money for the two new Council people to attend, the new Mayor, and the Clerk goes every year. Paul said he is sure he can't make it. Bill will check. Jenny & Linda are in.

Council Calendar:

Jenny suggested and end of year Council meeting be added to the Council calendar. This way we could authorize payments for any last bills that come in since we close all purchase orders. Ben suggested we just get authorization for the Mayor & Finance Chair to approve any last bills.

New or Other Business:

Innovation Grant for Shared Services:

Linda talked about shared services projects. One project is mutual aid for Service Departments. For example, Anthony would make a detailed list of his inventory in case another community needs to borrow it, and then replace it like we did with the City of Ravenna when we had a water break. Ben said we could do this with the school & Fire Dept. also. Linda said the school is looking into a "going green" grant. Paul mentioned energy grants from Nopec & First Energy. He said Ohio Edison is out of money, and difficult to deal with. Jenny asked about using the river to power our plants. Ben said he has been working on a wind turbine ordinance for years. Linda said Kent & Ravenna are going together to get a machine that takes road grindings and turns it into hot patch. If we want to get involved, we would have to pay a small portion. Linda said Anthony is looking into making a box to heat cold patch.

Water-Sewer Billing Program:

Linda found a water-sewer utility billing & maintenance program that is affordable and she thinks it would be a good program for the Service Department. She would like everyone to take a look at it. It is available in Jenny's office. Linda suggested that sometime we should discuss monthly billing instead of quarterly.

Linda mentioned the third shift. Bill and Paul were not comfortable with someone working alone all night, for safety reasons. Linda said they are required to call the dispatch hourly to report in, otherwise a wellness check is made. The idea is to stagger shifts to save on overtime and just for the winter.

Motion to adjourn at 8:40 P.M. by Ben, seconded by Bill. All ayes on vote.