

**FINANCE MEETING MINUTES**  
**February 13<sup>th</sup>, 2019**

**Call to Order:** The meeting was called to order at 6:00 P.M. by Chair David Sluka

**Roll Call:** David Sluka, Ben Prescott, Paula Tubalkain, and Jenny August.

**Others:** none

**Citizens:** none

**CITIZENS:** No Citizens in attendance.

**NOMINATION OF FINANCE COMMITTEE CHAIR:**

Ben nominated Dave Sluka. Paula seconded. Dave accepted the nomination.

**ACCEPTANCE OF MINUTES:**

❖ Motion to accept the January Finance minutes as presented by Ben, seconded by Paula. All voted aye.

**FINANCIAL REPORTS:**

Jenny reviewed the financial reports. The water and sewer funds are looking very healthy, but we still need to make PO's for CT of \$75,000, and the county plant management invoice for December has not arrived yet. The credit card bill just came, so the spreadsheet is not included. There was one charge on Jenny's card for a certified letter, and on Chief Urso's card there was a charge for a certified letter and a roll of stamps. The old cards have now been collected and returned to the bank. The new cards have arrived. From now on, each card will have a separate invoice.

Jenny said John has some ideas relating to income tax increases that might help the General fund. Dave asked if this has to go before the voters. Jenny said yes.

**BILLS OF RESOLUTION:**

The committee reviewed the bills of resolution. There was discussion on the WIN911 invoice. Jenny said the Village Administrator spoke with the county and we do need to pay this.

❖ Motion to forward the Financial reports and Bills of Resolution to Council by Ben, seconded by Paula. All voted yes.

**LEGISLATION:**

Dave reviewed the legislation;

**ORD. 2019-04** Paula explained what this ordinance is about. This comes from Service. This is something the Service and Finance committee both recommend voting to disapprove. It is relating to fees from Portage County Recycling. This is 1<sup>st</sup> reading.

**ORD. 2019-05** This is amending the 2019 appropriations. We had to wait for the official carryovers from the county before making CT Consultants work authorizations because we did not have enough appropriations in water to create those PO's. Paula wanted to make sure that

the purchase order for the bid preparation was all for CT, or if a portion of it went to the Attorney. The W. Prospect St. increase is just for book keeping for pass-through payments. 1<sup>st</sup> Reading.

**ORD. 2019-06** This is renewing the Solicitor contract. 1<sup>st</sup> Reading.

### **DISCUSSION:**

#### How will losing the plants affect other funds?

Jenny said there are a few regular expenses that are split out between several funds, including water & sewer. Some of these things are a portion of Johns salary, some of the phone bills, medical bills, the new truck payment, and various tools and things that the service department says to split between all funds. Altogether, a general guess would be about \$30,000 that would need to be reallocated to the General Fund. Jenny thinks it would be too much to add to the street fund.

#### Monthly sewer transfer

At times, the sewer fund had to borrow from the General Fund. There is still a balance owed to the General fund of about \$14,000. Jenny said since the sewer fund is stabilizing, maybe Council would like to go ahead and pay the General Fund back in full before the plants are gone.

- ❖ Ben moved to have legislation prepared to pay the General Fund back in full. Paula seconded. All ayes on vote.

#### Clerk-Treasurer position:

Do we still need an assistant after plants are gone? Jenny doesn't think losing the plants will affect her work load very much. Her assistant is currently learning to back her up on UAN work. Jenny is still ultimately the Income Tax Administrator even if the assistant helps. She does not think it would be fair to reduce the Clerk-Treasurer's salary. If the village ever went to RITA, or hired a Tax Administrator, and Jenny did not have any association with taxes whatsoever, it would be fair to reduce the Clerk-Treasurer's wage by the \$6,000 that was included for being the Tax Administrator. Jenny explained the formula that Council used last term to give her a pay increase. The Finance Committee would like more information for next month.

### **NEW OR OTHER BUSINESS:**

Paula would like to talk about the C.T. work authorizations that are usually brought up and approved during the Mayors report. She said there is no pre-knowledge about this, and she recommends that these work authorizations should go through Finance first. Jenny agreed, and noted that Council is authorizing expenditures that she cannot always certify.

### **ADJOURNMENT:**

Motion to adjourn at 7:05 pm by Dave, seconded by Ben. All voted aye.

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David Sluka, Finance Chair

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Jenny August, Clerk-Treasurer