

FINANCE MEETING MINUTES

March 15th, 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: Aaron Snopek, Rick Frato, Michelle Barnauskas, and Jodie Fiala on behalf of Downtown Mantua Revitalization Committee.

CDBG Formula Allocation Project:

Chairman Janson allowed the DMRC to speak regarding the CDBG grant instead of waiting until the end of the meeting.

Michelle Barnauskas explained the Community Development Block Grant opportunity that the Downtown Revitalization Committee is interested in applying for. This is a formula allocation that the County Commissioners choose projects and submit to the state. They are asking for a letter of support from the Mayor with Council approval. This is a "No-Match" grant. The DMRC will pay the \$400 for the services provided by CT Consultants for working on and submitting the application.

Linda said the Commissioners have \$350,000 to spend, and the DMRC project is currently \$195,000 but will be scaled down. Michelle said the DMRC would prefer that the Village apply for the grant. The deadline to submit is April 9th. The awards are made and the money is released in August, and you have a year to spend it. Bill said it is a win-win situation for the Village.

- Motion to recommend to Council and move forward and provide a letter of support and a resolution by Council by Ben Prescott, seconded by Paul Janson. All ayes on vote.

Minutes:

- No discussion.

Motion to approve the January minutes by Ben. Seconded by Bill. All ayes on vote.

Financial Reports:

- Jenny explained each of the financial reports. Jenny mentioned that our overall bank balance is higher than it was a year ago. Paul thought our interest received seemed really low. Jenny said we are only getting .3% from Middlefield Bank. There was an adjustment on the cash summary report. This was the last CD we had to clean up for the Auditor. The Water & Sewer billing program and the UAN balanced. The Income Tax reports matched. The bank reconciliation shows no adjusting factors.

Motion to move the Financial Reports by Ben, seconded by Bill. All ayes on vote.

Bills of Resolution:

- Ben commented on the Charles Chevrolet bill. A lot of work was done to the cruiser.
- Paul asked about TAC Computer. Jenny said that is the dispatch program.
- Ben asked if we are saving money on the gas bill. Bill said they keep the Service garage at 70 degrees.

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

Legislation:

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

- Linda said 2012-04 is on third reading. Then on 2012-07 & 09, Linda said Council may want to consider suspending the rules so we can include them with the packet to Walter Drane to be codified. Ben said the special event form has been reviewed over & over in the last year.

Other Discussion:

Moving Finance Meetings to the Monday before Council.

Ben doesn't want meetings back to back. Paul said he likes the idea of getting all meetings over with at once. Paul recommended that we try having Finance meetings for a few months and see how it works. Bill agreed. Ben voted no, Paul and Bill voted yes. The meeting time will remain at 6:30 p.m.

Capital Improvement Plans:

Ben suggested that we have Todd Peetz do it for us, and we could use TA hours for it. It would be more professional. Linda asked how Todd can do it if he doesn't know what our finances are. Linda thought the Department Heads would know better what they will need. Paul agreed, and said he would rather have them do grant application or research for a bridge and a road or windmill for electricity or something like that. We can get the information and put something together. Linda will tell the department heads to get started on it.

Crestwood Schools:

Linda said the school contacted us. They got an estimate to replace the lift station at the Middle School. The cost is high enough that the school would like to entertain doing a grant with us to run sewer lines. We could go down John Edward Drive or go across to Bramley Drive. If we go down John Edward, we have to put in a lift station. If we do this, the County mandates that the property owners on John Edwards would have to tie in. If we go as the crow flies, some may still have to tie in, but we could tie in Bramley Drive, and make it easier to extend Bramley and we could eliminate the two small lift stations. There are four or five property owners we would need to work with. The school indicated they would supply the match as long as it doesn't exceed the cost they were facing to replace their lift station. Paul, Ben and Linda will meet with the Superintendent.

Engineering Services:

Do we really need an Engineer on retainer? Paul said as long as we are using them regularly we should keep them. Linda called around and got some pricing for Engineering as well as grant writing. Paul said he thinks the grants are going to dry up soon. Linda said we can apply for grants for 2013 to pave some roads, and we have about \$20,000 for matching funds. Linda said Ronyak and Brugmann Sand & Gravel may be willing to help us with certain costs.

New or Other Business:

- Paul wants to get Matts Road done and a bridge built. We worked on this a long time ago and for some reason the ball got dropped. Linda said last fall Donna Hawkins was trying to get a grant to build this bridge. Jim Rogers applied every year through the CEDS Grant. ODOT will not give us money for this because it is on private property and is considered a private bridge. It is not on the Federal Registry, so we can't get federal money. She thought Chesapeake might be worth talking to about putting a bridge in for their pipeline instead of going through the swamp. Ben said to call Economic Development and see who would fund it.
- Bill said a drum of oil was discovered behind the Service garage along the trail, mostly buried in the ground with black oil on top. The EPA wants it removed & cleaned up in 30 days. He is arranging to have it cleaned up & tested by a contractor that he has worked with in the past. They estimated a cost of about \$200.00.
- We need to cut costs in the Service Department. The position of Water-Sewer Clerk should be put to part time. The job should be in the Village Hall, not in the Service garage. Ben says Anthony can't do the job without Donna. Bill said someone must be cross trained. Paul said it is not an option. Someone will be cross trained. Jenny said the Water-Sewer billing Clerk in Hiram works 16 hours per week, and she does all of the billing and she is also the Mayor's Assistant. The Village Administrator does all of the other stuff. Ben said the Administrative Assistant needs to be in the same building as the Village Administrator. Paul agrees. Jenny said we saved \$25,000 per year putting Sue to part time.

Bill said the Water Plant has very nice offices that are not being used. Why can't we move the Service Department there? Linda said we are heating the Water Plant anyway. Bill said in our Capital Plan we could put up a new service garage by the water & sewer plant. Jenny said we could sell the Service Garage to a canoe livery. Linda will tell them to arrange to start cross training. As far as the moving to the Water Plant, we will have further discussion.

Linda called the company that we got a sample disk from for a new billing program. They have free support and it is in the United States. These people that wrote this program are water & sewer operators and understand our needs. The cost of updates is on a case by case basis. They send someone out to set the program up to meet our needs. We need to set up a meeting and include our plant operators in the meeting.

- Linda said she is being invited to a lot of meetings, and is assigned to be a member of an advisory committee, and she wants to know if she can be reimbursed for some of these expenses. Everyone agreed that she should.

Motion to adjourn at 8:16 P.M. by Paul, seconded by Ben. All ayes on vote.

Paul Janson, Chair of Finance Committee

Jenny August, Clerk-Treasurer