

FINANCE MEETING MINUTES
April 15, 2013

Call to Order: 6:30 P.M.

Roll Call: Ben Prescott, Bill Zoller, Paul Janson is absent

Others: Clerk-Treasurer Jenny August, Mayor Linda Clark,

Citizens: John Clark

Motion to excuse Paul Janson by Ben Prescott, seconded by Bill Zoller. Both voted yes.

Approve Minutes-

- There was no discussion.
Motion to approve the minutes by Ben Prescott, seconded by Bill Zoller.

Financial Reports:

- Jenny summarized the financial reports. All funds are in the black. Total revenues for March were \$136,893. Total expenses for March were \$71,921. On the Cash Summary report, there was an adjustment this month because the Storm Sewer money was moved to Water Capital Improvements since we closed the fund. The Revenue Summary shows that we are slightly up in our anticipated revenues, but it is tax time. The Appropriation Summary report shows that we are being conservative. The Income tax programs and the Water-Sewer programs both matched the UAN. The bank reconciliation went well with no adjusting factors. Linda asked if we are seeing an increase in income tax revenue since we have sent the landlord forms. Jenny said we did add about 20 new people but it is too soon to tell. Ben moved to forward the financial reports to Council. Bill seconded. Both Finance members voted yes.

Bills of Resolution:

- Bill asked about the Galls charges being charged to Parks. Jenny said it is a duplicate that should be charged to Police.
- Bill asked if they were getting salt. It looked low. Jenny said they bought 50 tons at the end of January.

Motion to move the Bills of Resolution to Council by Bill, seconded by Ben. Both voted yes.

Legislation:

- **2012-28** This will remain tabled.
- **2013-05** Third reading on duties performed by Assistant Clerk.
- **2013-07** This will need tabled.
- **2013-08** Third reading on Establishing a re-connection fee and inspection fee .
- **2013-09** Third reading on Establishing a re-connection fee and inspection fee.
- **2013-11** This needs to remain tabled.
- **2013-15** This is the St. Gobain money. Michele wanted to committees to come up with some things. The meters would be a fixed asset so Council will need to come up with something else.
- **2013-20** Current wages after merit raises.
- **2013-21** CDBG Grant pre-application for the meters.
- **2013-22** OPWC pre-application
- **2013-23** Michele's new contract. The Finance Committee recommends that Michele gets a \$1,500 per year increase.
- **2013-24** Delay transfers for OWDA monthly transfers. Council will need to suspend the rules.
- **2013-25** Cooperative Purchasing agreement (DAS)
- **2013-26** Accepting a settlement amount of \$7,000 from AKE Labs.
- **2013-27** The Hiram Trust grant application for the merry-go-round at the park.

- **2013-28** Relating to meal breaks in the handbook. Jenny questioned the sentence stating that employees cannot leave their designated work areas except during breaks. Linda thought this means the Village of Mantua overall.
- **2013-29** Increase appropriations for the new grant funds.
- **2013-30** Authorizing the use of TA hours from Regional Planning for the survey we need to do for the grant. We need 51% of our meters to be Low to Moderate Income.
- **2013-31** An agreement with Crestwood Schools for the School Resource Officer. Jenny asked if we are required to offer him medical benefits since he always works 40 hours per week. Should this be built into this contract?

Other Discussion:

- **Site Plans-** Ben said we need to tweak this process. Linda said there may be too many questions in there.
- **Property Insurance-** We renew in May. Jenny recommends the Ohio Plan through Love insurance. All three estimates are within \$50 of each other. They have the best coverage. Bill asked about the deductible. Jenny said we currently have a \$500 deductible. Jenny will look into it.
- **2014 Budget-** Jenny said she has been working on it but doesn't have it ready.

New or Other Business:

- Linda said that she spoke with Brian Peck from ODOT. They need .169 acres by the bridge and a temporary easement of .035 acres. It is for a permanent right of way. Jenny asked if this is the state marshland.
- She and Marty have submitted a request for \$6,300 to the Hiram Trust for the Merry-Go-Round for the Park.
- The CDBG grant for the meters is up to \$160,000. We got quotes from Mike Zamecnik for a new computer system. Mike said about \$1,200 for him to build us one. The SSI Billing program is about \$3,000.
- Linda and Michele went to the bid openings regarding Orchard St. Unofficially, Barbica's came in at \$68,809 for asphalt, and \$223,418 for concrete. Ronyak came in at \$69,236. They did not do concrete. Tallmadge Asphalt came in at \$72,400. Concrete was \$219,000. Chagrin Valley was \$72,000. Perrin Asphalt came in at \$73,564 for asphalt and \$234,000 for concrete. Since bids are so low compared to original Ronyak estimate of \$135,506, we have to wonder about the bid package. Lisa at Portage County Regional Planning said we can ask for a better base or something with a 2 inch base by Aetna and 3 inch base for the rest of the road. The difference of \$68,000 may possibly be used for this.
- Linda was asked to ask Council, if our Engineering firm can be brought in on a part time basis to oversee this project.

Citizens:

John Clark did a walk through at the sewer plant and noticed a lot of housekeeping issues that may be a problem if we were inspected. He looked at the EPA website that shows any violations our plant has had since 2007. Linda asked if she can print it off. John said yes. John said we have an aeration ditch that is off line that we may want to utilize as a holding tank or for our septage since it is so strong.

Motion to adjourn at 7:16 by Ben Prescott, seconded by Bill Zoller. Both voted yes.

Paul Janson, Chair Finance Committee
Ben Prescott, (Paul was absent)

Jenny August, Clerk-Treasurer