

## FINANCE MEETING MINUTES

April 16th, 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 present

### Minutes:

- No discussion.

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

### Financial Reports:

- Jenny reviewed the financial reports. Fund status was \$491,306. The revenues were \$142,330 comprised of quarterly withholding taxes and final returns. We got our semi annual property tax, and after \$400 for Health Dept assessments, \$450 for election expenses from the truck ballot issue, and then some is set aside for the bond payment. What is left is \$3,300 for General Fund property tax revenues. Expenses were \$78,003. No adjustments in the Cash Summary report. 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:

- Paul asked what Butch Schultz did for \$1,600. It was the pump motor for the plow.
- Ben asked about Ohio Drilling. Jenny said this is our monthly payment for the pump work they did in January.
- Jenny asked if we should hold off paying the invoice for the new Chopper Pump since it is not even here yet. Finance Committee said to wait until Anthony inspects it after it arrives.
- Bill asked if we should look into a wind turbine since our water & sewer plants have such high utilities. Ben said he already has been working on it. Jenny said we should use the river somehow. Paul said the City of Akron has a stronghold on the river.
- Bill noticed the Service Department wages add up to over \$12,490. He thought that seemed high. Jenny said wages and operating expenses should be almost the same, but ours aren't.
- AT&T bills. Linda thought we could get lower rates. Paul thought they were awfully high. Jenny said she spoke with a representative last fall when we renewed our contracts and they thought we were getting the best deal available for a non residential bill. The Police Department phone bill is the highest, and we will talk to Harry about how many lines they have.

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

### Legislation:

Linda offered to review the current legislation so she could explain the ODNR related legislation.

- 2012-12 This is setting daily limits on how much septage can be processed. It is increasing the rate also. Paul asked if this needs to be an emergency. Linda felt that it should be because we currently don't have any limits. Current septage haulers have a contract through July for a charge of .04 gallon.
- 2012-13 This is for ODNR. We failed to repeal a 1994 ordinance in 2009 when we rewrote the floodplain ordinance.
- 2012-14 This is another codification change that we need to do for ODNR.
- 2012-15 This can go three readings. This is about changing the Cemetery Rules for flat markers.
- 2012-16 This is to change backflow devices. This is the first reading.
- 2012-17 ODNR clean up issue.

- 2012-18 More ODNR clean up.
- 2012-19 More ODNR clean up. These all need to have the rules suspended.
- 2012-20 We need to suspend the rules to meet the deadline. This is from the Auditor of State for fraud reporting.
- 2012-21 The 2013 permanent budget. 1<sup>st</sup> reading.
- 2012-22 Establishing alternates for Parks Board.
- 2012-23 Establishing alternates for Shade Tree.

### **Other Discussion:**

#### **Insurance:**

Jenny has been talking to other insurance companies because Love Insurance has been raising our rates every year. We paid \$26,000 for last year, and our Love Insurance representative said we may see an increase for 2012 due to the claims we submitted last year. The other company gave us a quote of \$19,500 and the insurance plan seems comparable. When I told this to Jim Love, he said he wanted to come out tomorrow and submit his revised quote and take a look at the other insurance company's coverage. He felt it was not the same. Linda suggested that Michele attend. Jenny should have more information at Council tomorrow night.

#### **Capital Improvement Plans:**

Linda had copies of some Capital Improvement Plans that Ben got. Linda said Harry and Anthony are working on them and will have them done by June. Finance will review.

#### **Crestwood Schools:**

Linda said Rich Iafelice will be here tomorrow and he can explain more about what needs to be done. Ben said there will be easements and things to be considered. Linda said we will have to look at some Platt maps. Paul said it looks like the plan would work okay.

### **Other Discussion:**

#### **Services Dept. Wages:**

Jenny said she had one thing to bring to the Finance Committee. It seems that our wages are increasing every year, yet we are outsourcing a lot of work that we used to do ourselves. She just wanted it on record that she is letting you know. Jenny gave the Committee a report comprised from information taken from the UAN which compared wages, hours, and employees since 2009. This report shows that we are slowly increasing our wages back to where we were and actually going past that. In 2011 we were back to just about where we were in 2009. By adding the new Wastewater Operator, and giving Anthony 40 hours per week at his current hourly rate, we would now be over \$181,000 per year. That is much more than Council wanted to spend by splitting Ed's job into three part time jobs. We still have people that were put to part time that are waiting to be reinstated back to full time, and none of the employees have had a raise in 5 years. We need to consider that when deciding to give others an increase. Linda said there are certain responsibilities that the Operators of Record are supposed to be adhering to under their contract that others such as Mike May might be doing. We thought Mike May would only need to spend 10-15 hours at the plant, and spend the other 15 hours in Streets, but he is spending all of his 25-30 hours per week at the sewer plant. Ben said someone needs to tell Anthony to tighten this up. Linda wanted to remind everyone of the "Chain of Command". Bill is Chair of Service, and if there is an issue for Anthony, Bill should handle it. If it is a financial issue, Paul should handle it. Paul said the Chairperson of the Committee should handle it along with the Mayor. Linda said maybe the mutual aid program will help that is being set up with the surrounding communities. Equipment will be listed on a website. We would just sign it out when we borrow it.

#### **Drum that was found on trail behind the Service garage:**

Bill said the drum substance was tested and found to be non-hazardous. The fee to analyze it was \$100. A company that he has worked with in the past is willing to clean it up for another \$100.

**2013 Budget:**

Bill asked if increasing Harry's budget will get us full coverage again? Ben said he could do it now if he wanted to. Bill said we have some rough characters walking our streets at night. Jenny said our expenditures are slowly creeping back up. If we aren't careful, we will be back in the red. Our revenues are not up. Jenny said we should increase Michele's salary next time her contract renews. We also need to find a way to give the employees an increase, whether across the board or merit raises, but it has been 5 years. Everyone has a packet for the 2013 budget. It includes the Safety budget that Harry did, and the portion Jenny did which includes the Service Dept. budget and the remainder of the General Fund budget. The spreadsheet shows actual spending for 2008 through 2011, and appropriations for 2012. Revenues for those years are shown also. Jenny said if we can look for a few more ways to cut back, maybe we can start putting aside something from income tax for Street Capital projects. We would like to start somehow putting 5% of income tax revenues to Street Capital. Linda said Anthony is getting pricing for paving a few roads. Linda said Permissive Funds has \$20,000 available that she would like to use for matching funds if she can find a grant for up to \$100,000 for road projects. Jenny said we still have a \$102,000 debt that is keeping us in Fiscal Watch, and we are not in position to increase any budgets, and we should still be cutting spending any way that we can. Linda said we also have to decide what we are going to do about the water-sewer billing software. Paul said we need to get pricing comparisons on training, support, etc. Jenny said Sue has finally been going to the Service Dept for some cross training on the billing program that is in use now. Linda said we will also look at monthly billing.

**New or Other Business:**

- Linda said Tiffany Olson received her water bill. She thinks the problem is us, not her. Linda said we are both at fault. She is at fault for not questioning her bill, and we are at fault for giving her 4 estimated bills. There was a problem with her meter so they estimated it for four quarters, then when they got an actual and had to play catch up. Linda said we should not be estimating someone with her history. Linda told Anthony and Donna that we are never to estimate her bill again. Linda said in 2009 we replaced her meter and gave her a \$258.73 credit, then last year she had another issue and Council refused to waive her late fees, but somehow she still got another credit of \$280.
- Jenny said we may need to do some training on meter reading. Jim Wheeler told Jenny that his bill went from \$200-300 per quarter to \$1300 and he couldn't find any leaks anywhere. He called Donna and she sent the guys back to read it a second time, and he was told the meter reading was correct. So he personally did his own reading, and his bill ended up being \$260.00, so twice it was read incorrectly.

Motion to adjourn at 8:13 P.M. by Ben, seconded by Bill. All ayes on vote.

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Paul Janson, Chair of Finance Committee

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Jenny August, Clerk-Treasurer