

**FINANCE MEETING MINUTES**  
**May 14th, 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 April minutes by Ben. Seconded by Bill. All ayes on vote.

**Financial Reports:**

- Jenny wanted mention that the Cemetery Fund is in danger of going into the red. We have about \$700 left in the fund. We should see some money from the trust, but we can't increase appropriations until our revenues exceed \$12,000. We have taken in about \$3,000 in the fund, and we have spent \$4,500. Ben said we could transfer some money in. Jenny said that will work for now, but we will need to start looking at ways to do more of our own work and save money. We may have to look into volunteers or community service workers if the trust doesn't authorize a landscaping company. Paul wondered why our fees aren't covering our expenses. Bill is going to work with Anthony on this.
- Jenny reviewed the financial reports. All funds are in the black. We got a lot of money in during April due to taxes. Expenses were average, and we hauled sludge, which is expensive. No adjustments in the Cash Summary report. The Water & Sewer billing program and the UAN balanced. Jenny could not complete the Income Tax reports because there are still final returns being processed. 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 about the chop saw wheel. Is it a diamond wheel? Linda said it is for cutting concrete.
- Paul asked how many more months we will be paying Ohio Drilling. Jenny said every month this year.
- Linda said the chopper pump is here and has been inspected. It is okay to pay.
- Jenny said we are spending a lot on mowing already. If the trust authorizes paying for a landscaper, can our guys start doing some of our own mowing? Linda thought so. Bill asked if the mowing was put out for bids. Linda said no. She feels it should be bid. Jenny said that would have made it more competitive. Jenny said Ruffin is several thousand more than we paid two years ago.

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

**Legislation:**

Paul reviewed the current legislation.

- 2012-15 This is on second reading.
- 2012-16 This is on second reading.
- 2012-21 The 2013 permanent budget. 2<sup>nd</sup> reading. Ben felt that we need to amend the budget so we can pay St. Gobain back. We should take the \$10,000 increase back from the Police budget so we don't have to borrow the money. Linda said St. Gobain indicated that we may be able to make installments. If we are going to make the Department Heads do a Capital Improvement plan, that gives them an incentive to save money. Bill said we need to make the department heads go back to spending money only for absolute necessities. Linda said it should be emergency spending only. Linda said we could look at several ways to save money. Our annual furnace work is mainly changing filters. Bill said our guys should do that.
- 2012-24 We need to suspend the rules and pass this to clean up the codified stuff with ODNR.

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- 2012-25 We need to suspend and pass this to make Anthony's position from part time to full time. The pay increase needs to be retroactive to May 1<sup>st</sup>. Jenny said this would be an opportunity to make the Administrative Assistant a part time position. Bill said he feels that we should do it. Linda said we need to go into executive session and discuss it. Ben said we would have to do a separate ordinance for it. Bill said this is the time that we need to bring the water & sewer billing up to this building. Ben said the water billing could be done here, but a secretary needs to be down there. Bill said be putting it to part time, we could try to use the extra money for some of our projects, and bump it to full time later if it seems necessary. Linda said Anthony followed the handbook in placing the ad. Linda said it only takes the Mayors approval but she will take Council's thoughts on this. Linda thought it could start out part time, and that if the right assistant would free Anthony up to be out working with the guys. Jenny said this is also the time to make things right with Sue by putting her back to full time. Jenny personally heard four council members tell Sue after making her part time that they would put her back to full time when Donna retires. Bill agreed that Sue should be given the opportunity.
- 2012-26 This is amending the zoning code so we can have financial guarantees for projects. Bill asked if this is even for residential projects? Linda said yes. Bill disagreed with that. Linda said it is for anything with a site plan review.
- 2012-27 This is the approval for the annual codification that Walter Drane Co. has done.
- 2012-28 Allowing ODOT's bridge project. 1<sup>st</sup> reading. This is allowing us to include the sidewalk AMATS grant in with this, but we need new legislation.

#### **Other Discussion:**

#### **Workers Compensation Managed Care Organization:**

Jenny said we currently are using Sheaklee for our Managed Care Organization to handle our workers comp claims. She would like to switch to CompManagement. They have a better track record for reducing medical expenses and getting people back to work faster. Michele said we could do it by motion .

#### **Administrative Assistant Position:**

This was already discussed in 2012-25.

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

Linda said the Department Heads should have these done by the end of May.

#### **Crestwood Schools Discussion:**

The schools would have to put the lift station in our name in order for us to apply for this grant. The Board will have to agree to do this temporarily. The school is willing to put up \$138,000. Hopefully that would cover the match. Michele is going to write something up. The school would transfer ownership for the duration of the grant writing, and we would have to have a guarantee from the school for the matching portion of the grant and any other incurred costs. Paul said we need to move forward with this.

#### **Other Discussion:**

Bill asked what is going on with the Government channel. Jenny said according to our contract, we are responsible for the modem and character reader. Since we were on emergency spending, we chose to let it go. Michele has been working on it, but I am not sure if it was repairable.

#### **New or Other Business:**

- No new or other business

Motion to adjourn at 8:00 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