

FINANCE MEETING MINUTES

May 20th, 2013

Call to Order: 6:30 P.M.

Roll Call: Paul Janson, Bill Zoller, Linda Schilling as alternate, Ben Prescott is absent.

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

Citizens: Giles Seith arrived later during meeting.

Motion to excuse Ben Prescott by Bill Zoller, seconded by Linda Schilling. All ayes on vote.

Approve Minutes-

- Paul was not there for the April meeting, and neither was Linda, so there was no quorum. They will have to be discussed next month.

Financial Reports:

- Jenny explained that the Auditor would like a paper trail for interest earned on the Cemetery Endowment & Park Trust CD's. Now the interest will be applied to the actual CD funds (4951 & 4952) and then transferred to the Cemetery Operating and Park Improvement funds. She would need legislation allowing the interest to be transferred as it comes in.
- Jenny summarized the financial reports. All funds are in the black. Total revenues for April were \$237,052. (Lots of Taxes) Total expenses were \$75,814. On the Cash Summary report, there were no adjustments. The Revenue Summary shows that we are at 32% of our expected money, but it is tax time so it seems that we should be above average, but we are not. The Appropriation Summary report shows that we are at 20% which is great, but we will line up in June after the semiannual debt payments. The Income tax is not quite caught up yet with the UAN, but the good news is that we have collected 91% of our final return taxes, which is higher than we usually are at this year. The Water-Sewer program matched the UAN. The bank reconciliation went well with no adjusting factors. Council approved payments on checks 40105 through 40177. Paul moved to forward the financial reports to Council. Linda Schilling seconded. All ayes on vote.

Bills of Resolution:

- Mayor Clark noted that on some of the bills that were split between funds, it doesn't say that. One example is the computer for the Service Dept. It was split between several funds. Mayor Clark mentioned that we got a really good deal on this because Mike Zamecnik actually took the computer home and spent the whole weekend getting the data off from the old program.
- Also the NAPA bills all just have an invoice number.
- Linda Schilling asked why Tom got so much overtime. It is split over several funds. Mayor Clark thought it might be related to the Ambler Lift Station emergency.
- Paul asked about repairs to the Silverado. The Mayor said someone hit it on Grand Elm & S.R. 44. The guy didn't have insurance, so our company paid and sent the entire check to us, which Graham at Perfect Choice has billed us.
- Linda Schilling asked whose break room we painted. She thought we could have gotten paint from the County cheaper. Mayor Clark said they actually gutted the break room and are planning to remodel. Discussion was that it should have gone through Service Committee first.
- Linda Clark asked about the Lake Balance invoice- Jenny said it is a scale. The Mayor said the EPA wanted the old scale replaced with a digital scale because there is less chance of an error even though it calibrated fine. It will make Matt's lab work go faster. She also asked about the Lowe's bill. It is for the refrigerator as well as a dehumidifier.
- Linda Schilling asked about the training for Mike May. The Mayor said she assumes it is for his licensing. The Mayor asked why we are paying for his training to renew his licensing if he refuses to be our operator of record. He doesn't need a license to be a maintenance man there. Paul said if he is saving us time and money, we should pay for it.

Motion to move the Bills of Resolution to Council by Linda Schilling, seconded by Bill Zoller.
All ayes on vote.

Legislation:

- **2012-28** S.R. 44 Sidewalk project. This should be un-tabled tomorrow.
- **2013-07** College Street can be vacated now that we have the easements in place. (See 2013-33)
- **2013-11** This needs to remain tabled until Service Committee is finished with it.
- **2013-15** This is the final reading on the Capital Project fund using the St. Gobain money.
- **2013-28** Relating to meal breaks in the handbook.
- **2013-33** This is for the easements from Barky. Temporary and permanent.
- **2013-37** This is that teeny parcel of land that Stamm's is donating to the village.
- **2013-38** A new Memorandum of Understanding for the Moving Ohio Forward grant.
- **2013-39** This is for a search warrant for Greathouse's property.
- **2013-40** Paul recommended another workshop.
- **2013-41** Changes to the handbook regarding the Ohio Police and Fire employee contribution rate.

Other Discussion:

• **Using vacation time before one year of service-**

The Mayor said she understands the handbook to say that someone can earn vacation time but can't use it until one year from their hiring date. Jenny said she and Michele feel that since the handbook specifies a weekly earning for those with less than one year, that it can be used after it is given out in January. It contradicts itself and Michele wants to see it tightened up.

New or Other Business:

- **Water & sewer rates:** Linda Clark prepared a chart which compared Mantua Village's water and sewer rates with Garrettsville, Hiram and Windham. She also had a chart showing our revenues versus expenses for 2012 and this year which shows that we are not charging enough to cover our costs. Paul said the regulations that are being forced on us by the EPA is cutting into our revenue. The Mayor said the requirements that the EPA told us we needed to have in place before processing septage were never complied to, and we were not aware of that. For now, septage processing is suspended. Paul asked how much of a rate increase we will need. Linda said she asked Rich to look into it. City of Kent is increasing 9% next January and the following January, then 3% annually after that. Windham has a 5% annual increase. Paul said we don't have a choice, and we need to figure out an increase every 2 years.
- **EPA Requirements:** The Mayor said we have spent about \$17,000 in EPA requirements for the Wastewater plant so far. We still have another \$3,400 needed to finish compliance.
- **Aurora Meadows-** Giles questioned whether or not Aurora Meadows is on line yet and if we are making any money. The Mayor said yes, we make about \$10-12 thousand per year. She spoke with Jeff Lorzik from the County, and they are almost at their 75,000 gallons per day, so we may be at the point where we can renegotiate our contract.
- **Changing Council Meeting agenda:** The Mayor would like to change the order of business on the agenda so we can allow the citizens to go between the Mayor and Finance reports. All agreed.

Citizens: none

Motion to adjourn at 8:02 by Linda Schilling, seconded by Bill Zoller. All ayes on vote.