

FINANCE MEETING MINUTES
June 12th, 2019

Call to Order: The meeting was called to order at 6:00 P.M. by Chair David Sluka

Roll Call: David Sluka, Ben Prescott, and Jenny August.

Others: Mayor Linda Clark, Village Administrator John Trew, Police Chief Joe Urso

Citizens: None

❖ Motion to excuse Paula by Dave Sluka, seconded by Ben Prescott. Both voted aye.

CITIZENS: None

ACCEPTANCE OF MINUTES:

❖ Motion to accept the May Finance minutes as presented by Dave, seconded by Ben. Both voted aye.

FINANCIAL REPORTS:

Jenny reviewed the financial reports. Mayor Clark asked if this was the final payment relating to the West Prospect St. project. John said yes. She also asked how much money was left in the Buchert Trail project. It is around \$2,400.

❖ Motion to forward the financial reports to Council by Ben, seconded by Dave. Both voted aye.

BILLS OF RESOLUTION:

❖ Motion to forward the Bills of Resolution to Council by Ben, seconded by Dave. Both voted aye.

LEGISLATION:

ORD. 2019-24 AN ORDINANCE RESCINDING ORDINANCE 2017-36 AND REINSTATING THE ORIGINAL OPERATION OF ORDINANCE 2017-22 RELATING TO A SEMI-ANNUAL TRANSFER OF \$21,850.00 INTO VILLAGE HALL NOTE RETIREMENT FUND #3401. 1st Reading.

The county Auditor would like to see all of the property tax money that they are certifying to the General fund actually be deposited into the General Fund, and then transferred to the Village Hall Note Retirement fund. Currently, Jenny has been depositing the note retirement amount in the Village Hall fund and depositing the balance to the General fund.

ORD. 2019-25 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2019 APPROPRIATIONS AND DECLARING AN EMERGENCY. 1st Reading.

There is a needed increase in the General Fund "Transfers Out" appropriations to accommodate the transfer associated with Ordinance 2019-24. The Portage County Budget Commission approved the additional revenue from the Cemetery Trust for the donation to the Police cruiser. That \$5,000 now needs to be appropriated in the Cemetery fund.

ORD. 2019-26 AN ORDINANCE AUTHORIZING AN ADVANCE REPAYMENT FROM THE BUCHERT PARK WALKING TRAIL FUND #4201 TO THE GENERAL FUND #1000 AND DECLARING AN EMERGENCY. 1st Reading.

This grant project has been completed, and there is a remaining balance of \$2,416.28. The committee discussed whether or not to leave it for phase 2 of the Buchert Park Walking Trail, or give it back to the DMRC. The committee decided it would be cleanest to return the money to DMRC.

DISCUSSIONS:

Village Administrator Position Job Description

Since Paula is not here tonight, this will be discussed at the next meeting.

On Call Comp Time

Currently the two service department guys are each earning 7 hours of comp time every other week for being on call for alarms at the WTP and WWTP. They max out of comp time at 40 hours, and then must be paid out. Recently, John said that the alarms are actually going to his phone, and he addresses the alarms. The Finance Committee agreed that we need to revisit this section of the employee handbook.

NEW OR OTHER BUSINESS: none

ADJOURNMENT:

Motion to adjourn at 6:23 pm by Ben, seconded by Dave. All voted aye.

David Sluka, Finance Chair

Jenny August, Clerk-Treasurer