

FINANCE MEETING MINUTES
June 17th, 2013

Call to Order: 6:30 P.M.

Roll Call: Paul Janson, Bill Zoller, Marty Hura as alternate, Ben Prescott is absent.

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

Citizens: None

Motion to excuse Ben Prescott by Bill Zoller, seconded by Paul Janson. All ayes on vote.

Approve April and May Minutes-

Paul was not there for the April meeting, therefore unable to approve, and Ben was not here for this meeting, so approval of the April minutes will be postponed until July. Bill Zoller moved to approve the May minutes, with a second from Paul Janson. Both voted yes to approve.

Financial Reports:

Jenny summarized the financial reports. All funds are in the black. Total revenues for May were \$174,239. Total expenses were \$165,920 including a lot of sewer expenses, and this was a three pay month. On the Cash Summary report, there were no adjustments. The Revenue Summary shows that we are at 41.63% of our expected revenues. The Appropriation Status report shows that we are at 26.41%. The Income tax balanced with the UAN, as did the Water-Sewer program. The bank reconciliation went well with no adjusting factors. Council approved payments on checks 40178 through 40276. Paul moved to forward the financial reports to Council. Bill seconded. All ayes on vote.

Bills of Resolution:

- Paul questioned the turnpike transponders. Harry said rather than paying tolls, they get free transponders (E-Z Passes) access and only pay for shipping
- Paul asked about the repairs to the F-350. Jenny said the insurance company sent us a check because we didn't know when we could get the truck in for repairs.
- Paul asked about Apple Scientific. Jenny said these are mostly the items we needed to satisfy the EPA for the wastewater treatment plant.

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

Replacing the Police Cruisers:

Paul allowed Harry to speak regarding replacing the two Chevy Impalas. Regarding Ordinance 2013-53 allowing the Police Department to replace the cruisers, Harry said they got three bids. After evaluations, they determined that it is best to go with the SUV's. Kephich Ford came in lowest. Hall Public Safety came in cheapest on the equipment. There is some other miscellaneous stuff. Bill asked if these are Ford Explorers. Harry said yes, they are Ford Interceptors, which is like an Explorer. There is more room and it has a resale value that the cars don't have. The actual difference between the cars and SUV's is only about \$1,400. The total price for both SUV's road ready is 88,176.80. We plan to put down \$50,000 out of Police Capital, leaving a balance of \$38,176 to finance. Middlefield Bank has an interest rate of 2.65% which equals a payment of \$680 per month for 5 years. This would take Police Capital down to about \$3,200. Half of the Hiram payment goes into Police Capital, which is \$1,300 per month. We would pay the monthly payment out of that, and the remaining amount would build the fund back up. We should have about \$60,000 back into the fund in 5 years. Paul asked if we plan to keep buying two cars at the same time. Harry said we need to get away from that. Harry said that we plan to keep both of our current cars. One will be for the School Resource Officer, and the other one can be used by the Service Department to take samples to the lab or other things that they don't need a truck for.

Legislation:

- **2013-11** This is about working holidays and needs to be taken off the table and voted on.
- **2013-28** Relating to meal breaks in the handbook. This is the third reading.
- **2013-40** There will be a public hearing on the budget tomorrow night fifteen minutes before the Council meeting. This will need to pass on second reading to meet deadlines.
- **2013-47** This should be tabled with no discussion. We are waiting on word from the Auditor of State's office on how to proceed.
- **2013-48** This is done annually. Michele caught one error and found one thing to add. This has been taken care of and the codifications are ready to approve.
- **2013-49** The change in the pay scale ordinance is for allowing two part time service employees and one seasonal employee.
- **2013-50** This reflects Tom's raise and we need to remove Eileen Doyle who didn't take the job.
- **2013-51** This is another requirement that we must meet for the Land Bank grant for the Orchard St house.
- **2013-52** This is allowing CT Consultants to solicit bids for the sewer project.
- **2013-53** This one is for the Police Department to get new cruisers.
- **2013-54** When ODOT replaces the bridge going south on S.R. 44, they will need to purchase a small portion of land for \$1,050, and they also need a temporary easement for 12 months. This must be done in order for them to do the bridge replacement.
- **2013-55** The Historical Landmark Commission would like to be permitted to meet more often than four times per year. The current ordinance allows for four meetings. Marty & Paul said we should just amend the current ordinance instead of writing a new one.
- **2013-56** This is to increase the appropriations in Police Capital so the Police Department can buy new cruisers.

Other Discussion:

House Bill 5- Income Tax Reform

Paul said he was given information from National Federation of Independent Businesses regarding House Bill 5 which is an income tax reform. This would give everyone the same controls. Jenny said we passed legislation last year stating our opposition. Jenny said she would resend out copies of our legislation to the people that we sent it to last time. (Governor, Treasurer, Tax Commissioner, and local legislative representatives).

C.T. Consultants Work Authorization

Mayor Clark said C.T. Consultants is requesting authorization to charge up to \$3,000 for an analysis of what needs to be done and the associated costs to the wastewater treatment plant in order for the Village to allow septage haulers to dump in our plant again. Paul said we don't have a choice, we need to do this.

Income Tax- Office Space

Jenny said that the Mayor wanted to make sure that everyone really understood the spreadsheet. Jenny distributed the same spreadsheet but she added in the bottom section that is related to the cost of job duties. The Mayor said rather than paying a part time person, Jenny will take on the duties of the Assistant as well as do her own job without doing the taxes, and Jenny feels that she is missing out on some collections. From an economical stand point, it makes sense to consider this. Jenny said both Tax Pro's and RITA are willing to come and talk to Council. Linda said Streetsboro loves using RITA. Paul asked when we would start this. Jenny said she would like to know something so she knows whether or not to hire an Assistant. The Mayor said if Jenny doesn't have an Assistant, we could move the Service Department Administrative Assistant up here so they could back each other up. Bill agreed.

Jenny said in her opinion, the Fiscal Officer, whoever it is, should know the water-sewer billing program. Administrative Assistants come and go, so the Fiscal Officers should always know the billing program and can be able to train if necessary.

New or Other Business:

Sign Brackets: Linda said that the brackets which cost \$278 for the way-finding signs are on back order for 6 more weeks. The company is willing to refund what we have paid for that is back ordered if we choose to go another route. Carl Zeleznik suggested calling Butch Schultz to fabricate the brackets and he quoted a price of \$558 for two sets of brackets and also hanging them. Paul said to go with totally stainless. Regarding the south end sign, he will move all of the little signs down so there is only an inch and a half between each row, and make and install stainless brackets for a sign to go between the bricks, for \$465. The DMRC has paid for all of the signs, and has another \$500 that Linda may be able to get to put towards this. She will meet DMRC Friday. Bill asked what the total cost will be. Linda said the \$558 and \$465 totals about \$1000. Bill suggested splitting it with them. Marty said it is all their idea, so let them pay for all of it. Linda is asking Council to tell her what they want her to do, but her goal is to have it done before Art on the Hill.

Citizens: none

Motion to adjourn at 7:49 by Paul Janson, seconded by Bill Zoller. All ayes on vote.

Paul Janson, Chair Finance Committee

Jenny August, Clerk-Treasurer