

FINANCE MEETING MINUTES (amended)
July 14th, 2011

Call to Order- 6:12 P.M.

Roll Call: Linda Clark, Ben Prescott, Roger Hawkins

Others: Clerk-Treasurer Jenny August, Mayor Donna Hawkins

Citizens: Patsi Gast

Minutes:

- No discussion.

Motion to approve the Minutes from the June meeting by Linda, seconded by Ben. All ayes on vote.

Financial Reports:

Jenny gave the financial reports. The Fund status at the end of June was \$294,334 slightly below where we were at this time last year. Revenues were \$107,808. Expenses including payroll totaled \$322,590 including the OWDA payment which we were able to make without any help from the General Fund. The Sewer Fund ended the month with about \$22.00, but that is still in the black.. There were no fund adjustments in the Cash Summary report. Water and Sewer reconciled exactly. The June Income Tax reconciliation also balanced. The bank reconciliation went through with no adjusting factors. The encumbrances report indicates that we are right in line with our spending the way we anticipated when setting the appropriations. The revenues report shows that we are exceeding where we should be at the halfway point.

Donna asked how much we advanced last year for the OWDA payment. Jenny said she would have to look before giving a definite answer because we had some grant money coming in that we used.

Motion to move the Financial Reports to Council by Ben, seconded by Roger. All ayes on vote.

Bills of Resolution:

- Roger asked about line 83- Who was consulted by the Auditor? It was the Village exit audit.
- Roger asked if we are still running an ad for part time help. Jenny said no. He requested a hiring packet last week. Linda thought he might be re-advertising next week. Donna agreed.

Motion to recommend the Bills of Resolution to Council by Ben, seconded by Roger. All ayes on vote.

Legislation:

Linda reviewed the legislation that will be presented at the Council meeting.

- **2011-37** Granting consent to ODOT to commence the bridge project in 2013. 3rd reading.
- **2011-50** Clarifying the powers and duties of Cemetery Sexton and Village Administrator. Ben asked if we found a sexton yet. Ben said he prefers that we don't have the Village Administrator as sexton. Jenny asked if Marty could be the Sexton as a volunteer. After all, he holds the position of Park Manager as a volunteer. Donna said we need to check with Michele because that would be fine with her. Roger said John Vechery has experience in that.
- **2011-53** Clarifying the responsibilities of the homeowners with respect to water meters. Linda said this comes about because people either have bushes, or they build decks in the way of the guy being able to read the meter or the remote. Roger said the meters can be extended, and Anthony thought the whole lines would need replaced. Roger said he knows lines can be spliced, Anthony said they need a total line replacement. ~~Ben agreed.~~
- **2011-54** Amending 2011-39 so the Village Administrator can accept the best bid. Donna suggests that we re-bid. Ben said he has to re-bid. Linda said section 3 looks like it has to be re-bid.
- **2011-55** Amending 2011-40 so the Village Administrator can accept the best bid.
- **2011-56** Amending 2011-41 so the Village Administrator can accept the best bid. Ben asked if anyone knows how much those bids were. He would hate to see that generator go for \$100. Linda said someone offered a lump sum bid for about \$5300. Ben said the generator should be worth that.

- **2011-57** Amending 2011-42 so the Village Administrator can accept the best bid. Ben said there is nothing wrong with the brush hog. Patsi asked how this equipment was advertised. Linda said in the “Good News”. Linda felt it should go in the Record Courier under Legals. Ben said nobody reads the Legals. Donna said we should table the brush hog & generator and talk about it more at Service. She thought we should add in that we can choose not to accept any bid.
- **2011-58** A Resolution declaring 10735 Elm St. a public nuisance. Linda said this is step two of Michele’s procedure. There are two bids attached for tearing it down. Ben asked if there is anyone who can help us, such as the other creditors. Donna said the CDBG grants would have helped, but the timing was wrong. Roger asked if we taking action would prevent Mr. Breyley doing it. Linda said this is just in case he doesn’t take care of it. Roger asked if we tear it down, do we own the property. Donna said we would get a lien. Patsi asked why Mr. Breyley is not made to take care of that himself.
- **2011-59** Amending employee handbook to give new hires 90 days to get their Commercial Drivers License. Jenny said it was in the job description that went in the paper, but it’s not in the handbook. Jenny said they could drive the other trucks during that 90 day period.
- **2011-60** Correcting a typo referencing a number in the codified book.
- **2011-61** Refund park lodge rental deposits. This would allow people to get their refunds without waiting a month for the Council meeting. Donna recommends some type of form for Marty to fill out. Jenny said we could add an approval column in our spreadsheet for Marty to initial. Ben said that would be okay. This is not an emergency. We can go at least two readings.

Motion to recommend the legislation to Council by Ben, seconded by Roger. All ayes on vote.

Other Discussion:

Storage fee’s for Jeep from F&S.

Accepting a donation from F&S for storage fee’s in the amount of \$4,455 from the impounded Jeep. Donna asked why the storage fee’s become our responsibility. Jenny thought it was because the Village is considered the owner now.

Motion to send this to Council by Ben, seconded by Roger. All ayes.

Advancing \$5,000 from General Fund to Streets for Freightliner repairs.

Linda said there are bad lines, leaking radiator and other problems. F & S knows we need about \$3,000 in parts alone, and we are estimating \$2,000 in labor. Jenny said if Finance approves, she will do legislation for Council Tuesday. Jenny said there is money available since we did not advance for the OWDA payment.

Motion to do legislation to advance the money for repairs by Linda, seconded by Ben. All ayes.

Proposed Pay Scale.

Linda discussed her conversation with Michele. They thought it best to strike the Street Superintendent since we have a Supervisor Service worker already. Michele also recommended we change the heading from “all” positions to” newly hired” positions. Also Patrolmen positions should say Patrol Officer. Also in Section 2 should read ‘The above wages are established for any newly hired personnel and shall not be construed to alter the wage freeze in effect for current employees. Donna asked about the meter reader position. Jenny said if the Sexton is not part of the Village Administrator, we should come up with a wage? Ben asked if the meter reader is part time. Jenny thought it was once a “per meter” wage. Donna said it was part of Dan’s job description so Tom could be freed up to do other stuff. She hopes after they get some of the things caught up, Dan can start doing this. Ben asked if the Trust Fund might pay some of the Sexton pay. Jenny didn’t think so.

Establishing a Central Location for Water-Sewer payments.

Would Donna come up to Jenny's office and receipt the money, or would Jenny copy checks & fax to Donna? There should be more discussion at Service. Linda said we need a back up person to learn this program.

Fracking

Ben is completely against this. So is Donna. Linda has concerns about this too. Ben said since they go horizontally, it should stay 3-4 miles away. If our aquifer is fouled up, we are done. Linda is not for it, or against it. Since our neighbors are fracking, it is going under the Village anyway, so should we go after some of the money? Ben said he heard on NPR that out in Arkansas, some places that do a lot of fracking are having 4-5 earthquakes a day. Ben said they put billions of gallons of water in the ground and the weight is causing the land to shift. Jenny asked if we have the mineral rights to the Village properties. Ben said no. Jenny said Michele has researched this quite a bit and maybe we should discuss it with her at Council. Linda invited Chesapeake to a meeting, and they wouldn't come without his bosses approval and if there were not going to be any reporters. Donna suggested an ordinance to protect us. Ben wasn't sure if we could. Donna thought it was the same as legislation for drilling water wells. Linda thought one community could not do it because of the distance from the parks.

Motion to have Jenny have Michele do emergency legislation to ban fracking in the Village limits by Linda, seconded by Ben. All ayes on vote.

Police Department Purchase Order for Lexpool Software.

Linda said this will cost \$4700 but the Ohio Municipal League will reimburse us for half. Ben is against spending this much money right now. We have been able to keep up in the past, why spend the money now. Donna said it is a legal update and daily training for Officers. Linda said we can let Harry talk about it at Council.

Special Event Form

Linda said this is part of our codified ordinances section 705. We need to start enforcing this. This makes special events give us a 6 month notice and follow certain procedures. Everyone agreed we could probably change it to 3 months. Harry gives these forms out. If we change anything, we need legislation since it is a part of the Codified Ordinances.

TA Hours

We have approximately 57 technical assistance hours available now. We should turn them in at the end of the year if we don't have a use for them. Jenny wondered if they could help us with grant writing or something rather than just not use them. Ben said yes. Donna said you can get aerial maps with TA hours.

WWTP blowers

We have two bad blowers at the WWTP. It costs \$3,500 to rebuild one blower. We will also need another RAS pump soon. Jenny asked when we might start seeing Aurora Meadows money. Ben said they should be on by September. Jenny estimated \$5000 per quarter which we won't see until at least January. The biggest problem is removing it to rebuild it. It is 4 feet off the ground and needs a hoist or crane to remove it. The problem is that our ceiling at the plant is not able to hold it. Ben said they weigh about \$1,000 pounds. Linda said Butch Schultz suggested building a steel encasement around it and slide it out with a retractable pulley onto a pallet. Roger asked if it could be rebuilt on site. Linda will have Anthony continue to get estimates.

Fireproof Safe for Cemetery Records

Jenny said Giles brought in a price for a safe he ran across that looks like a good safe and would be less than the ones we were looking at. Roger thought we didn't really need a safe, and a filing cabinet would be easier. He will look into a fireproof filing cabinet. Jenny said the ordinance requires a safe, so we would need to change the ordinance if we are using something else.

P.O. from Ohio Drilling sent to CT Consultants

There is a purchase order from last November for sewer services related to Green's Funeral Home. Donna said they are not charging us for this. Jenny will close the P.O.

We received an invoice for \$1,900 from Ohio Drilling for two transducers for the plant. Linda said Brian Rogers told Anthony he should buy these with the extra grant money. This invoice was sent to CT Consultants in May. Jenny said Brian already submitted the grant expenses and she doesn't know how we will pay for this invoice. Linda will have Anthony check into this.

Council Rules

We will take a month off and continue next month. We stopped last month at Article 10.

Citizens:

Patsi said in reference to the deplorable condition of our streets, has anyone considered chipping and sealing. Linda said Anthony is getting some pricing. He is meeting with Ronyak to see which streets are the worst and what can be done and pricing. Herald has never been done. Ben said chipping and sealing costs between \$1.50 and \$2.00 per square yard. Linda said the weather has to be conducive for chipping and sealing. Linda said Anthony said it is too late in the year to chip and seal because the gravel would not adhere and we would have a mess when we start plowing in December. Ben thought the end date was in September. Linda said Anthony was going to talk to Ronyak about the grinding. Roger asked if we need an Engineer for chipping and sealing because of our draining problems.

Motion to adjourn at 8:07 P.M. by Linda, seconded by Roger. All ayes on vote.

Linda Clark, Chair of Finance Committee

Jenny August, Clerk-Treasurer