

**FINANCE MEETING MINUTES**  
**August 11<sup>th</sup>, 2011**

**Call to Order-** 6:01 P.M.

**Roll Call:** Linda Clark, Ben Prescott, Roger Hawkins

**Others:** Clerk-Treasurer Jenny August

**Citizens:** Councilman Marty Hura arrived at 6:52 p.m.

**Minutes:**

- Ben wanted to clarify his comment “Ben agreed” in discussion of 2011-53. It sounds like we need to replace the whole line and that is not what he meant. He agreed that the meter should be moved.

Motion to amend the Minutes from the July meeting by removing the words “Ben agreed” from the discussion of 2011-53 by Linda , seconded by Ben. All ayes on vote.

Motion to approve the minutes as amended by Ben, seconded by Linda. All ayes on vote.

**Financial Reports:**

Jenny noted that the Village must repay \$2,500 to the Ohio Public Works Commission since we did not do the Franklin Regan project. Jenny said all of the money in Storm Sewer is appropriated.

Additionally, we will need to spend approximately \$4,000 on a blower for the wastewater plant. We will have to think about how to pay for that. We were supposed to be making money off septage, but so far, we have only seen \$380. Ben said it is something we must do.

Roger asked if the companies are reputable and likely to pay. Linda said anyone who dumps in our plant must sign a contract. Also, Linda talked to Anthony & Donna about how they are billing. Donna waits until the end of the month to invoice, and Linda feels we could bill immediately. Linda wants to check the contract and see if we can change it to a 15 day billing cycle.

Roger suggested that the Village contact Chesapeake Oil and see about selling bulk water for fracking. Maybe we could put on the internet that we have water available. Jenny said maybe Michele could put it on our website. Linda suggested we contact Chesapeake and let them know we have it available.

Jenny gave the financial reports. The Fund status at the end of July was \$332,763. Revenues were \$131,521. We were still getting Employers withholding taxes in. Expenses including payroll totaled \$104,563. We paid out the cruiser & Sterling payment and also Agrisludge. Those were some large payments. There were no fund adjustments in the Cash Summary report. Water and Sewer reconciled with the exception of a septage payment that doesn't go in Donna's program. The July Income Tax reconciliation also balanced. The bank reconciliation went through with no adjusting factors. The revenues report shows that we are where we should be at the halfway point. The encumbrances report indicates that we are right in line with our spending the way we anticipated when setting the appropriations. Also the truck repairs were almost \$3,000 less than expected.

Motion to approve the Financial Reports by Linda, seconded by Ben. All ayes on vote.

**Bills of Resolution:**

- Ben asked what is the drug & alcohol testing for. Linda said it is for new hires.
- Linda said line 137 for Ohio Drilling is for the two transducers that the grant did not pay for. She feels there was miscommunication between CT and the Village. Anthony called Ohio Drilling to see if we could return the one transducer that we haven't used, but they said no because it is specially made.
- Roger asked how much we pay for each cell phone. Jenny said the bill averages \$90 per month for 3 phones. Roger said he and Donna switched to a Wal-Mart phone plan and save \$200 per month. Roger asked if our cell phones have cameras. Linda said yes.
- Jenny said the Walter Drane cost is for our Codification update. Linda asked if there is another company. Jenny said Sue said they charge per page, so if we are going to codify our Zoning Code, we had better have a lot of money. Roger asked if it is required to codify the Zoning code. Jenny said no, and Michele keeps it current on the website. Roger asked if the Handbook will have to be codified.

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

## **Legislation:**

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

- **2011-50** Jenny said we will need to determine the pay before we can pass it. Ben said Anthony can be “Acting Sexton” until we work this out. We will need to amend this. Roger said John Vechery called him and he is interested. Jenny said we have an old ordinance paying the sexton \$400 per month, but they mowed along with their other duties like probing and book work. Ben said we will need to amend it at Council. Ben said we need to check the ORC job description of Sexton. Linda agreed.
- **2011-53** Third reading. Everyone agreed that it needs to be done.
- **2011-58** A Resolution declaring 10735 Elm St. a public nuisance. This has been tabled. Ben asked if we have new bids. Ben said at Planning, someone said there was no asbestos. Linda said Anthony can get clarification on this from the County. Jenny said John Vechery served the Breyley’s with a violation, so we have to wait 30 days from that date before doing anything. Jenny said if we advertise for bids, we may get more competitive prices. Linda asked where we are going to get the money to have it torn down. Jenny said all of the money is appropriated.
- **2011-66** Approve the recodifications that Walter Drane updated. Jenny said Michele found a mistake and had them correct it. Now Michele is comfortable that everything is correct.
- **2011-67** Jenny explained the adjustment to the 2011 appropriations. This is to pay for the software program that Council approved for the Police Department.
- **2011-68** This is catching up the money we were not able to transfer from July.
- **2011-69** Repaying the Streets advance. The F&S bill was about \$3,000 less than we had expected, so we are amending the first payment to pay back the \$3000 and adjust the monthly amount.
- **2011-70** Ben said to remove Line St. and leave Herald & Maple in. Ben said we are just going to do a mill & fill on Regan St. which grinds some of the street, then they take a roller and roll it back out. Roger asked if the Village is retaining the grinding material. Ben said we should include in the bid that the Village keeps the grindings. It is called RAP which is reclaimed asphalt.

Linda said at Service, the original bid included Regan and Line St., and Anthony was going to take Line St. out. Linda said Service recommended spending no more than \$45,000. Linda is not comfortable leaving only \$15,000 in Permissive for possible water breaks or road salt. She would like to amend it at Council. Ben said Anthony agreed. Ben said Anthony wants to start paving a few streets each year, and people will see that we are starting to make progress.

Roger asked if we could do something to control the water on Maple that goes in Bill Zollers driveway. Ben said he could ask the Forman to put in a curb. Marty said there was a curb, and Bill Zoller had Ed cut it out. Ben thought maybe Anthony could have the grinder drop it down a little bit. Jenny asked if the grindings hold up in an area that gets a lot of water. Ben said it would hold up because they roll it out & pack in down. Linda said we need to make a motion to remove Regan & Line, and put the grindings from Maple onto Regan St. and retains any remaining grindings.

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

## **Other Discussion:**

### **Park Lodge- Marty Hura**

Marty said the Park Lodge needs a stove and a refrigerator. He found a scratch & dent place on line. He can replace both for \$600. Marty can pick it up. Jenny said a motion would be sufficient. Jenny said she could give Marty the Village credit card with a tax exemption form. Roger said the Habitat for Humanity Store has good prices. Linda said he just needs to get a motion at Council. Jenny thought Anthony is in charge of the Parks budget, and can spend that much without authorization from Council. He just needs to send a requisition.

### **Long Distance Telephone Log**

Linda said Jenny made a form for tracking long distance calls. Ben said we will make a motion at Council for everyone to do this. Roger asked if there are a lot of long distance calls. Linda said some are legitimate but some are personal.

### **Proposed Pay Scale.**

Ben wants to leave the Cemetery Sexton blank. Linda said if we leave it blank, we probably have to remove it. Linda said we should remove the meter reader from this. Jenny said if the Mayor were to give John Vechery the Sexton job, we need to have a pay established. Linda said we will check the ORC job description. Ben said the Auditors feel that we are paying our Department Heads too much. Roger said they have been here a long time. Linda said Anthony is on salary but often works more than 40 hours and does not charge us. Ben said we need to wrap this up & get it to Council. Linda will send the changes to Michele.

### **Central Location for Water-Sewer payments.**

All agreed that the money should come to the Clerk's Office, and Donna is willing to come up & make copies of checks. Jenny said she can do what they do when Donna is on vacation. Jenny said she opens the mail & makes a copy of each check with the stub next to it, and make a list of who paid. Jenny said it worked out fine. Linda read the back of her water bill that says payments can be mailed in to PO Box 775 or paid at the Service garage. Linda thought Donna could just apply a small label that payments must be made at Village Hall or mailed in.

### **Fireproof Safe for Cemetery Records**

Roger said the books are too big for the filing cabinet. We will have to go with a fire proof safe. Jenny said we are having a problem getting money from Kevin Poland. Ben said we need to get the trust out of his hands.

### **Council Rules**

- Linda said we stopped at Article 10. Ben said the third sentence could come out. That means it can take 60 days. We can remove "on the report of the Committee to which the subject has been referred at a previous meeting".
- In Article 11, Ben would like to remove "with approval of Mayor" from number 1. Mayor is Mayor and Council is Council. Roger said the Mayor should have a little bit of how Committees are formed. Linda said it should be up to the Council President to appoint his committees. Roger disagreed. Roger asked if anyone asked citizens how we feel about that. Jenny said these are Council Rules.

**In Section A** we can take out the Village Engineer because we do not do the evaluation of the Engineer. Ben said Traffic & Safety falls under the Safety Committee. Ben said to change Transportation to Streets. Linda asked about the topic of utilities. Ben said to change utilities to Water & Sewer & Streets. Ben also said it should say maintenance of Village properties. Linda said we should reflect the evaluations as described in Section 2.5 of the handbook.

**In Section B**, we should remove "as well as the evaluation of the Village Solicitor" since we do not do that. Council approves her contract, and that is her evaluation.

**In Section C**, we will add the words "traffic and" before the word safety. At the end of the paragraph, we will remove "of the Police Chief" and change it to "as per Section 2.5 of the Village employee handbook".

**In Section D**, add the word "President" after Council, and change it to say "submit all approved minutes and agendas to the Clerk of council for the Council meeting packets. Linda said submitting Committee reports are important in case someone requests a copy of the Committee Chairs report at Council. Jenny would not have anything in writing.

**In Section E**, Are the Police chief & Village Administrators doing this? Roger asked if Harry has ever come to Service. Ben asked if Anthony has ever come to Finance? Ben said we can leave it in there. Jenny said nobody wants to get up at 6:00 a.m. to go to Safety meetings. Roger said the two meetings that are in the morning are Safety and Service. Ben said so are the DMRC meetings, and Linda said so are the Chamber meetings. Roger said there was a community request to have the Service meetings in the evening. Linda said there were business people that wanted the Service meetings in the mornings. Roger asked "Who are we serving, the people or are we here serving the businesses"? Ben and Linda said we are serving both. Linda said "They all pay taxes", and Roger said "They don't vote". Roger said "Who are we elected to represent?" Linda said "Our Taxpayers". Roger said it doesn't say that. Jenny said "it doesn't say you can't represent people that don't vote. There are a lot of people in

this town, probably around 800 that don't vote." Roger said that is nepotism and stuff. Roger added "Who are you supposed to represent; the people that vote. If they aren't a registered voter, basically you don't represent them." Then Roger said "You are elected to serve the community, but the people that are registered to vote, those are the ones that make the voting decisions". Ben said we need to move on.

- Below Section E, we can remove that whole paragraph that says "The Performance of Department Heads serving full time on site shall be reviewed at least once each twelve months. All others shall also be reviewed at least once each year." Linda said this is addressed in section A & C.
- Ben said the next paragraph should be "(f)" and the one after that should be "(g)". In this paragraph, we should replace "with the exceptions of the committee as provided in the Village of Mantua Code of Ordinances Section 133.05, and the Service Committee, which shall consist of three members of Council" with "appointed by Council President and approved by Council". Linda said there is actually no Codified Ordinance Section 133.05. There is a lot of work on this paragraph, so let's come back to this next month.

Linda made a motion that we move the September meeting to Monday September 19<sup>th</sup>, at 6:00 P.M. because she will be on vacation. Seconded by Ben. All ayes on vote.

Roger suggested that the Council Rules should establish a Committee meeting place and time. He suggested making it more public friendly by making evening meetings. Linda said we can ponder it. Roger said at a Council meeting the citizens said they preferred evening meetings.

Linda said we can discuss the Special Event Form next month to be tweaked.

Roger said there is a hole at Maple and Prospect St. Anthony patched it but it could end up being a project. It appears to be washed out under the road, going towards the Storm Sewer. Roger feels eventually it may cave in. Ben said it is a Service issue.

**Citizens:** None attended.

Motion to adjourn at 8:37 P.M. by Linda, seconded by Ben. All ayes on vote.

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Linda Clark, Chair of Finance Committee

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Jenny August, Clerk-Treasurer