

## FINANCE MEETING MINUTES

August 14<sup>th</sup>, 2013

**Call to Order:** 6:40 P.M.

**Roll Call:** Paul Janson, Alternate John Clark, Ben Prescott.

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

**Citizens:** None

Ben Prescott moved to excuse Bill Zoller, with a second from John Clark. Motion is approved.

**Citizens Comments:** none

### **Approve July Minutes-**

Paul Janson noticed that the word "other" was left out in the rate schedule discussion on page two. The increase was meant for every *other* year, not every year.

Motion to approve the July minutes by Ben Prescott, seconded by John Clark. All were in favor.

### **Financial Reports:**

Jenny summarized the financial reports. All funds are in the black. Total revenues for July were \$178,866. Total expenses were \$101,536. On the Cash Summary report, there were no adjustments. The Revenue Summary shows that we are at 55.61% of our expected revenues. The Appropriation Status report shows that we are at 46% which is pretty good. 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 40353 through 40422.

Paul moved to forward the financial reports to Council. Ben seconded. All were in favor.

### **Bills of Resolution:**

- Charges from First Energy are listed as a tree care expense. This is from when the Service Department was cleaning up the leaf pile by the water plant and dug into an underground electric line. John said since they were cleaning the water plant, that would justify charging it to water. He asked if our insurance would cover it. Jenny said she would call Love Insurance tomorrow.
- Paul asked about the C.T. charges for Orchard Street. Jenny said that should use up their P.O.

Motion to move the Bills of Resolution to Council by Ben, seconded by John. All were in favor.

### **Legislation:**

- **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. This is the final reading.
- **2013-60** This is to raise water rates. Paul said we should space the increases of the last six years to every three years, and eliminate the last increase.
- **2013-61** This is to raise sewer rates. Paul would like to do the same as we did with the water ordinance. We should space the increases to every three years, and eliminate the last increase.
- **2013-66** This one is for Council to oppose House Bill 5.
- **2013-67** This one is declaring the Village a disaster area for the EMA.
- **2013-68** This is correcting the water-sewer bill for the residence at 4483 W. Franklin Street.
- **2013-69** This ordinance is relating to the costs for water meters, backflow preventers, and related equipment.
- **2013-70** This is amending the personnel handbook relating to calling in sick. The Police Dept. employees need to give at least a three hour notice when calling off sick, and the Service Dept. employees need to call at least ½ hour before their shift. Calling in sick must be a live phone call, no texting or e-mailing in.

- **2013-71** This is creating the full time position of Administrative Support Assistant, and establishing the job description. Jenny said there is a pay increase, but we are eliminating a position and expecting a lot more work out of this position. John said we are not eliminating a position, just not filling a position. Linda said it is being left until we see if this works out, and Dave and Jenny will both be her bosses. Ben said Kate will be maxed out when her probation is up, and we should raise the cap. Paul and Jenny agreed. Paul said to raise the cap to \$18. Ben agreed.
- **2013-72** This ordinance updates the pay scales of employee positions.
- **2013-73** Adjusting the appropriations in the Cemetery fund. This is because we will be getting money from the Trust for more trees to be removed. Jenny spoke with Dick Lombardi and he said he would like to come out and check out the cemetery and see the paving job and what else needs done.

**Other Discussion:**

**Medical Insurance:**

Jenny said our medical will increase 8.6%, which is the lowest increase we have ever had since she started. Typically it is at least 10%. We will need to renew again in December to avoid some Obamacare issues, but Larry Kaczmarek said there should not be an increase. John asked about the employee share. Jenny said employees contribute 5%. All state employees are required to pay 15%, but municipalities are not required. Ben said we have discussed this several times.

**Meter Reader:**

Linda said the Service Committee approved hiring a meter reader. She thought there would be legislation. Linda said it was to be an independent contractor. Jenny said this person would have to show that they pays workers comp, have her own company vehicle and meet some other IRS requirements. Paul said they have to prove it, not us. Linda said Dave wants to pay her per meter read. It can be researched by Michele before moving forward and discuss it as new business at the next Council meeting.

**New or Other Business:**

**Filters for the water plant:**

Linda is waiting to hear back from the manufacturer about the cost of the water filters that need replaced at the water plant. The life span is about 15 years, and they are overdue. You have to have a high pressure vac truck clean it all out, and then you have to sanitized and some tubing gets replaced, and you really have to know what you are doing. Ben said sometimes welding needs to be done on the platform. She hopes that by the next Council meeting she will have more information.

Motion to adjourn at 7:44 by Ben Prescott, seconded by John Clark. All ayes on vote.

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Paul Janson, Chair Finance Committee

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Jenny August, Clerk-Treasurer