

FINANCE MEETING MINUTES
September 17th, 2012

DRAFT

Call to Order: 6:30 P.M.

Roll Call: Paul Janson, Bill Zoller, Ben Prescott

Others: Clerk-Treasurer Jenny August, Mayor Linda Clark

Citizens: Gary Berardinelli from ABC Landscaping

ABC Landscaping-

Chairman Janson asked Mr. Berardinelli to introduce himself and tell a little bit about his company. He began by stating that he is the owner of ABC Landscaping out of Kent. He contracts with Franklin Township for their leaf pick-up program. His contract with them is about \$33,000 per year. He drove the Village streets and thought the Village is about ¼ of Franklin Township, which puts us at about \$8,250 per year at the highest. It costs them \$1,190 per day to run the machine. That picks up 90 to 150 cubic yards. If there is a company nearby that would take the leaves, that would save time and money for them, and they would pass the savings on to us. Ben asked what would be the cost per day. Per day, he would charge \$1,190. That is one truck, three guys. Bill said there are two mulch companies within two miles that would take our mulch. Gary said that will reduce our cost. Bill said this gives us a start, and it might be good for him to come to Service. Paul said he wouldn't really have to come to Service, but if he could leave a business card we could call him if need be. Linda asked if he would have a scheduled day each month. Gary said they would start in November, once a week and plan four pick ups. Gary thanked them for their time and left.

After that, Ben asked how much the bags cost. Jenny thought it was about \$800 bags for 1,000 bags. Ben said it was about \$6,000 for 5 pick ups. Bill asked how we would pay for that. Jenny said using the plastic bags, we spent about \$2,000. We don't know how many paper bags we will need. Bill asked how much we pay for our guys to pick everything up. Jenny said we typically appropriate about \$7500 for labor. That would include a few days of chipping, and any tree trimming. Our Tree Care budget is about \$14,000 per year, and that includes contractual services, leaf bags, labor, diesel fuel. The Finance Committee agreed it is financially feasible and worth a shot. Bill said we should try to schedule a late pick up and see how it goes. Paul said in his opinion he would prefer to just take them to the curb.

Minutes:

Bill moved to approve the August minutes as presented. Seconded by Paul. Both voted yes, Ben abstained due to his absence from the August meeting.

Financial Reports:

- Jenny reviewed the financial reports. All funds are in the black. She is a little concerned about the sewer fund. After paying bills this week, we may not be able to make our monthly transfer. We will need to keep a close eye on that. Linda said AKE Labs are going on a payment plan for their past due balance. Anthony is hoping for \$1,000 per month. Our books are looking good and Local Gov't Services will be out soon, look at our books, and take us off Fiscal Watch. Jenny spoke with the payroll person from Buckeye, and they will be closing their building in the township, and all employees will be paying income tax in the Village. Looking at expenses, there is another \$350 gas bill for the water plant. Jenny said the guy from Dominion was unable to do his normal testing due to the conditions in the plant. Linda said we should ask Anthony tomorrow night. We had a company come out and do a lot of work that should have fixed it.
- Ben moved to forward the financial reports to Council. Bill seconded. All ayes on vote.

T E A R O **Bills of Resolution:**

- Linda said on line 37, the electric bill looked high for the Park. Jenny said that is for August, and it is sort of high. Maybe the heat had people turning up the air & they forgot to turn it off.
- Linda asked about line 39- the recycled concrete. Jenny thought it may be from closing up the outside bathroom.
- Jenny said regarding the high AT&T bill for the Police Dept., she spoke with a representative, and the big amount of \$365 per month is the connection to the tower at the high school. They are going to check into bundling or anything to lower this bill.
- Paul said the monthly charge for TAC Computer really fries him. It seems like an awful lot. Jenny said maybe we could look into other companies. Jenny said that the \$228 per month for the copier is as much as Anthony paid for his, and we own it. Paul said we really need to look into this. Jenny said we got a letter from Janet Esposito letting us know that we are going to lose \$25,000 more than we had anticipated from Local Gov't Funds, which is General Fund money. Unfortunately, the General Fund is mostly the Police Department. Using Jenny's recommendations, the Police Department would only be reduced by 1.2 percent. The other part would be reducing what we were going to set aside to St. Gobain, and other areas.

Motion to move the Bills of Resolution to Council by Ben, seconded by Bill. All eyes on vote.

Legislation:

Linda reviewed the current legislation.

- **2012-28-** Sidewalk grant. This was tabled on 3rd reading and should remain tabled until some things get worked out.
- **2012-39-** Trespassing on school property. Bill disagrees that we can't go on school property. Linda said you can still go do what you have been doing.
- **2012-40-** This is the third reading.
- **2012-42-** Comp time- This has been amended and should be good to go.
- **2012-46-** Income Tax Registry. Linda Clark asked if we have the samples of the registry's. Jenny said she will have them at Council.
- **2012-48-** Reduced water rate for commercial users over 1 million gallons. Linda said Anthony was going to get some pricing about separating out three meters for Stamm's.
- **2012-49** Establishing a Historical Landmark commission. This will be second reading.
- **2012-53** This is a Then & Now purchase order for striping.
- **2012-54** This is done annually for the County Auditor.
- **2012-55** This is the first reading on the 2012 Appropriations. Jenny said we can schedule a workshop at the meeting tomorrow.
- **2012-56** Transferring funds for the Cemetery and increasing appropriations in the Police Department. Ben said we should hold off on giving the Chief that money in case we need it for the projects. He looked at Harry's appropriations and he is not running low. Jenny said we are also giving him an additional \$10,000 for the SRO Officer, and we have not even signed a contract yet. We do need the \$10,000 increase for other areas of General Fund. We have to pay CT the \$1500 even though DMRC is reimbursing us, and insurance went up this month, and Sue was made full time again.
- **2012-57** For the Hydrant grant. We need to suspend the rules for the Oct. 1 deadline.
- **2012-58** For the Crestwood Sewer project. Also a deadline.
- **2012-59** Changes in parking on Village Streets. First reading.
- **2012-60** This may end up split in the middle of College Street.

Other Discussion:

2013 Appropriations:

We will set up a workshop tomorrow night at Council. Linda asked about a budget for Jenny's office. Jenny said it is there, and you will see an increase because Sue was put back to full time. There is an increase in Jenny's wage as well because Council made an ordinance before she ran for Clerk-Treasurer that reduced a new Clerk's wage significantly but had staggered increases every year. Jenny also wanted to mention that for her office alone, she and Sue have cut the operating budget by \$48,000 in the last four years for each year. Linda said she wants to see the cost of our bonds listed in the Clerk-Treasurer budget. Paul said we need to do this in a workshop.

Record Storage:

Jenny said our public records are stored in the third floor of the service garage and are covered in bird crap and dirt. There is a lady requesting a record from 1998. It took Sue three times to be able to get in there to look for this record. The guys had to move a lot of stuff out of the way before she could even get near the boxes. She said there is a cat living there and judging by the smell, it is going to the bathroom all over the place. She was coughing and choking and had to leave. Considering the importance of public records, we have not sent anything else down there. Ben and Bill said they have seen it and it is pretty bad. Jenny said all the boxes are piling up in her office and we need to figure something out. Jenny said if they are not using the conference room at the water plant, maybe we can convert that, or maybe find an area in the Police Department. After a lot of discussion, the Finance Committee told Jenny to look into used files from a used office equipment place in Cleveland that Bill knows of and we will set up files in the Council room. We can get locked cabinets.

UAN Training:

Jenny said the UAN is making some very big changes, and new training is required by all Fiscal Officers. They are changing accounting and payroll, and the training is a two day commitment. Paul asked if both Sue and she should go. Jenny said because Sue uses the UAN, she would like her to be formally trained also. Paul said that way we could cross check each other. We would need to stay overnight. Jenny said they would have to close the office. They would pick a time when there aren't a lot of water payments coming in, and people could use the drop box.

New or Other Business:

None at this time.

Motion to adjourn at 8:08 P.M. by Ben, seconded by Bill. All ayes on vote.

Paul Janson, Chair of Finance Committee

Jenny August, Clerk-Treasurer