

FINANCE MEETING MINUTES
September 19th, 2011

Call to Order- 6:00 P.M.

Roll Call: Linda Clark, Ben Prescott, Roger Hawkins

Others: Clerk-Treasurer Jenny August, Mayor Donna Hawkins, Police Chief Harry Buchert

Citizens: Patsi Gast

Minutes:

- No discussion

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

Financial Reports:

- Jenny gave the financial reports. The fund status at the end of August was \$440,940. Revenues for August were \$191,594. Expenses were \$83,227. There were no adjustments on the cash summary report. There were discrepancies in the Water & Sewer billing program and the UAN due to two bounced checks. The Income Tax reports matched and the bank reconciliation had no adjusting factors. The disbursements v encumbrances are on target and so the budgetary v receipts shows we are okay, but falling behind on expected income taxes.

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

Bills of Resolution:

- Roger asked about line 31 repairing locks at the lodge. Jenny said she thought they worked on the tumblers and made some new keys. People that rented the lodge were having trouble getting in.
- Linda asked about line 162. Should brand new employees be getting bomber jackets or should they wait until their probation is up? Harry said there is nothing in the handbook about them waiting, but the Police Officers don't get a clothing allowance until they have been here for a year.
- Harry noted that the Ashton Sound bill was not split between the Village Hall and Police. Jenny said the PO was split, it was just an oversight on the list.
- Roger asked if line 42 was a certified zoning letter. Jenny said line 42 and 43 were both certified zoning letters sent out by John Vechery.
- Motion to approve the Bills of Resolution by Linda, seconded by Ben. All ayes on vote.

E-Mail Accounts for Village Employees

- Harry distributed an outline of several options of e-mail accounts for the Village employees, Council members, etc. The best option was a business account in G-Mail with a Mantua Village domain. Everyone would be XXXX@mantuavillage.com. The cost would be about \$50 per year per person, or about \$2,000 per year. There would be a calendar for scheduling, and it could be accessed through your phone if you have the capability. Harry thought it would look more professional and would be a good way to intercommunicate with each other. Donna asked why every officer and dispatcher would need it. Harry said it is a good way to track if people have read their e-mail of policy changes. Ben said right now we have other expenses to worry about. Linda felt it would be great for someday down the road when the Village has a better financial outlook.

Legislation:

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

- **2011-50** After discussion regarding the Sexton's and Village Administrators responsibilities, The Finance Committee recommended leaving it tabled.
- **2011-58** A Resolution declaring 10735 Elm St. a public nuisance. This has been tabled. Donna recommended leaving it tabled while the NDS gets some demolition estimates.
- **2011-71** Wage ordinance for newly hired employees. Linda and Harry agreed on some changes within the Police Department. Several positions were eliminated because they do not currently exist. A cleaning person was discussed. Anthony has hired a cleaning person and would like to put her on a 1099. Jenny said she and Sue clean their own office. Considering they are barely able to make vehicle repairs, why are they thinking they can afford a cleaning person? Donna said if Harry gave up the Police Department cleaning person, that would free up enough money for the e-mail program. With OPERS and medicare, workers comp, etc., the cleaning lady costs about \$3,000. Linda said that could go towards a new cruiser. The jobs that started at minimum wage have been bumped up to \$9.00 per hour. All current employees are still on a wage freeze. Even though Council made a motion to not have any scheduled overtime, there is overtime in the Service Department every pay. One employee is getting between 12 and 20 hours every pay. Linda said Tom is supposed to be sent home two hours early on a weekday to make up for the overtime on the weekends. Jenny said the overtime is usually caused by water & sewer, but the end of 40 hours usually ends up on Friday, with the overtime going into the Cemetery or General Fund Tree Care. Ben said it should be applied to water & sewer because it is generated from working weekends in water & sewer..
- **2011-72** Jenny explained that the County Budget Commission approves our budget and then sends us their rate approval for Council to approve. We do this every year.
- **2011-73** This is increasing appropriations for Permissive, Sewer, and Park Improvements. The increase in Permissive is because we used up everything appropriated for street projects. The increase in Sewer is because the money no longer is divided into Sewer C.I., so since it all goes to Sewer Operating, more money can be appropriated to transfer out to debt. The increase in Parks is to pay for a new or used stove and refrigerator. We need to suspend the rules.

Other Discussion:

Special Event Form

Ben said this needs to go back to the Safety Committee. Ben said the first line asking for a 6 month notice is unreasonable. Linda said three months should be plenty. Line one was changed to say three months unless approved by Council. Donna questioned the curfew in line 4. Linda said if the Pumpkin roll lasted until midnight, it would give a 12 year old a half hour to get home. Roger asked if there is a deposit for cleanup regarding #7. If Village employees have to help in cleanup, their hours should be charged to the event. Ben said there is no deposit.

High Pressure Pump #3

This pump is down and will cost \$9700 to repair. Pump 1 and 2 are still working. Linda said Anthony feels that unless another pump goes down, this can wait until next years appropriations.

Cemetery Rates.

Linda said this was discussed incorrectly at Service. Service Dept thought the \$200 cost of the grave included the interment, foundation and perpetual care of the grave. The Village pays \$125 for the hole to be dug, and also pays 2 guys six hours to back fill. This was not accurate. The Village gets paid for the grave and also the burial and foundation. The non residents pay double what the residents pay. Anthony wants to raise the price to put electric in the shed, enlarge the shed, and get a zero turn mower. Jenny will get a report for revenues and expenses to do a comparison.

Potato Festival Building.

Donna wanted to use the Park Lodge for a Pumpkin Roll meeting. Sue said the Potato Festival had it for the week. Donna called Linda Schilling and Linda said they were not going to be in there that night. Then Sue called Donna and let her know there would be a \$10 fee. They did not use the facility. Linda said the Potato Festival doesn't use the Park Lodge. The Village closes the Park that week for the safety of residents since rides are being set up. Jenny said the Park Lodge rental form says non-profits pay \$10 per meeting, and she didn't want the Auditors thinking we were playing favorites. Jenny said the Potato Festival doesn't have the authority to sublease it out during that week. They are not even given the key. The Park is off limits during the Soap Box weekend as well.

Reinstituting a portion of the Income Tax money to Street Capital Improvement Fund

Jenny said the only part of the General Fund that has any wiggle room is the Police Department. If the General Fund is going to give up a portion of the Income Tax, we will need to reduce the Police Department Fund. Donna said we could look at the General Fund balance at the end of the year and see if there is money to put in Capital Improvements. Ben said it is a great idea if we can find a way to do it. We will have to discuss it further. Jenny said if the new company moves in, we may start seeing an increase, and then start talking about this.

Fireproof Safe

Jenny said she got a voice mail from Kevin Poland stating that he still has not submitted anything because there is a new trustee. He thought he could still submit since he only recently submitted his resignation. Roger asked if the safe is still available. Jenny said there is contact information for the guy who has the safe. Jenny said she thought our codified ordinances, not the ORC say we need a fireproof safe. She doesn't care what we use.

2012 Appropriations

Jenny did a rough draft for the Finance Committee, and gave the Department Heads a copy as well. We should have first reading in October. Jenny said usually Council sets the budget, and the Department Heads determine how to spend that amount. Ben said no eliminating or consolidating line items.

Council Rules

Ben suggested that we hold a special Finance meeting just for Council rules. Linda agreed it would be a good way to get it done. The special meeting will be Tuesday, Sept. 27th at 6:30 p.m. Jenny said the updates from page 1-7 are done and it is the highlighted copy everyone has.

New or Other Business:

Linda said we need to change the handbook because it currently does not require a physical exam. We need to either amend or enforce this

Motion to adjourn at 8:30 P.M. by Linda, seconded by Ben. All ayes on vote.

Linda Clark, Chair of Finance Committee

Jenny August, Clerk-Treasurer