

FINANCE MEETING MINUTES**October 10th, 2011****Call to Order-** 6:30 P.M.**Roll Call:** Linda Clark, Ben Prescott, Roger Hawkins**Others:** Clerk-Treasurer Jenny August, Mayor Donna Hawkins**Citizens:** None attending**Minutes:**

- No discussion

Motion to approve the Sept. 19th minutes by Ben, seconded by Roger. All ayes on vote.

Motion to approve the Special Finance meeting minutes from Sept 27th.

- Roger said when we were discussing about Council rules at the special meeting, Roger said the Council Rules should reflect the concept of what the people think Council should be doing, and Ben said the rules are for Council, not the people, and Roger wanted those comments mentioned. Linda said that setting the Council Rules is just how the Council body is governed. Roger said the people have expectations of how Council is governed. Linda said the Council Rules are being reviewed so all six Council members can approve them.

Motion to approve the Special Finance meeting minutes by Linda Clark, seconded by Ben. All ayes on vote.

Financial Reports:

- Jenny gave the financial reports. The fund status at the end of September was \$417,867. Revenues for August were \$81,334. Expenses were \$109,000. The paving jobs and Thoma Technologies and Zuver were some big payments that were made. 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 was off by .02 cents due to rounding with the OPERS payment. The UAN tech guy said to do monthly adjusting factors and at the end of the year, make one correction. Hopefully by the end of the year, it will balance itself out. The disbursements v encumbrances are better than where we should be right now and so the budgetary v receipts shows we are doing better than expected also.

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

Bills of Resolution:

- Jenny noted that on line 13 we made the final cruiser payment. Roger said if we buy another cruiser, would it be the same payment. Jenny said we have money in Police Capital that will pay for a cruiser so we don't have to finance it. Roger asked if the purchase of the truck prevent us from buying a cruiser? Jenny said no, it is a totally separate fund.
- Roger asked about line 30, supplies for the Park Lodge, is that the Frig & stove? Jenny said no, it is for garbage bags and paper towels, etc.
- Donna asked about the floor cleaning at the Village Hall. Donna asked who authorized this? Jenny said Harry felt it was within his budget. The Village Hall portion of \$50 is for in front of the elevators. Linda said you would think the cleaning person could do that. Donna agreed.
- Roger asked if when we buy back our chain saws and stuff, will it be on the list? Are we getting our stuff back? Jenny said she has no idea where Anthony is with all that.
- Roger asked about line 32, change locks. Linda said it is about a pole and vandalism related.
- Motion to approve the Bills of Resolution by Roger, seconded by Ben. All ayes on vote.
- Regarding the format of the Bills of Resolution, the way we do it, it shows how much is spent in each fund. For example, mowing will be on the bills list 5 times. Hiram and Mantua Township just gives a list of who was paid, and the amount. Roger felt that the way we do it provides more information and with our financial situation, we should give all information. Jenny said Sue spends at least an hour a day on the bills list. Jenny said she will play around with the format and maybe we can put it on a spreadsheet or find a more efficient way to do this without spending so much time on it.

Legislation:

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

- **2011-50** What is the issue that is keeping this tabled? Ben wants to make sure the Village Administrator is not the Sexton. Ben wondered if this is a paid position? Roger asked if the Sexton needs to be bonded? We need to leave it tabled until we find out some things from Michele.
- **2011-58** A Resolution declaring 10735 Elm St. a public nuisance. This is tabled. Donna said the Portage County Commissioners will pay the cost of the demolition. Bob and Kim Breyley must sign a form with NDS allowing the lien to be placed on their property. At this time, we don't know if they have signed. If it has, we can fail this legislation. For now we can leave it tabled.
- **2011-74** This is the Public Defender contract that we do every year. Nothing has changed. We are still billed \$80 for indigent cases. We need to suspend the rules because they have asked us to get it back to them quickly.
- **2011-75** We fell short on the September monthly transfer for water, and this allows Jenny to make it up in November when Mantaline pays their bill.
- **2011-76** This came from Shade Tree. It is for sharing the cost between residents and the Village to take a tree down in the right of way. Linda said there is currently no legislation on this. Discussion of whether the split is after the homeowner pays the deductible or before. Ben and Linda expressed that the deductible should be included in the homeowners portion. Insurance is not involved in all cases. It should be a 50/50 split. Linda said we need to make sure that we include something about the stump grinding. Also, Linda said we need to discuss the tree trimming and who is responsible. Donna said it currently is worded as the homeowner's responsibility, yet the Village does it.
- **2011-77** The 2012 appropriations. Jenny said the department heads have copies and have not asked for changes. We will have to suspend the rules on the second reading so they are in place before Jan. 1st.
- **2011-78** Authorizing AMATS Grant application for TEP funds. Ben wants to make sure DMRC knows they are responsible for the matching funds. He wants to make sure they know that if they want to extend the sidewalk to Canada Road, the cost is incorrect. Linda said Edie was going to call Rich about the costs. Rich told Linda that this area is wetlands and we can't do it. Jenny said she wonders why they want to use up all of their saved monies in an area where there is so little pedestrian traffic. Why wouldn't they keep building funds up for another opportunity closer to town. Linda feels that this project could be scaled down so they wouldn't use up so much of their funds. Also, this is only a streetscape project, and doesn't even include the store fronts. We will have a nice sidewalk, but the store fronts are still empty. Roger said revitalization is curb to curb. We need commitment from the store owners that they are going to put into this. Linda said we are very specific in this that the Village will not be expending any funds. If we had any extra money, we would be replacing chopper pumps.
- **2011-79** Grant opportunity for Connecting Communities Grant. This is for the DMRC and will be a \$25,000 zero match grant.

Other Discussion:

Special Event Form

There were a few changes made by Michele and it looks complete. Roger said sometimes a store owner may be grilling out front, is that a special event? Linda thought it was for more like the Pumpkin Roll or something like that. This would come up under new or other business and could be approved by motion.

Final Review of the Recommendations for the Council Rules

Jenny said some of the changes in Clerk of Council were not discussed, but she changed them to match the handbook. So much in the Clerk of Council duties are being done by Jenny, but the Clerk of Council is actually Sue the way this is written. Jenny changed a lot of the Clerk of Council duties to "Clerk's Office duties", leaving it open for either one of us to do. Roger asked if anything as "New Business" should be included in the packets. Linda & Ben said no, it is usually discussion about something.

Roger wanted it included that Committees should meet in Council Chambers in the evenings. Everyone agreed that meetings should be held here in Council chambers, but thought there should be a discussion at Council whether or not they should all be held in the evenings. Ben felt they should not be held in the early morning. Jenny will put it in the rules and if they want to change it at Council, they can amend it. Roger wants the public to have a chance to look at this. People have expectations from Council. They need to see how Council is behaving themselves. Linda said they will have November & December to look at it.

Cemetery Rates

Roger feels that anyone that has served in the Village Government should get a free or discounted grave. We are just selling a piece of dirt that we already own. Roger said it could be any worker also. Jenny said we already sell employees graves at the residential rate whether or not they live in town. Jenny said with the employee turnover, and our small cemetery, we could use up a lot of graves. Regarding whether or not we should raise rates, we have spent \$9,500 and received \$7,500. We have submitted \$6,600 to the trust that we have not received. We should get most of that. Ben said we only need \$2,000 to break even. Roger suggested maybe an application for a grave marker so we can cut back on some of these elaborate graves that are so time consuming for the Village to maintain or work around.

Fireproof Safe

Ben said we should make sure with Michele if we really need it. Jenny said she thought our codified ordinances, not the ORC say we need a fireproof safe. Donna has copies of all deeds and records that the Clerk's Office has. Linda said the UAN has a great Cemetery program, and once the old information is entered in, we will have that as a backup as well. Maybe we don't really need a fireproof safe. Everyone agreed that we could repeal that part of the Codified Ordinance. Ben said to check with Michele and insurance.

Raises for 2012

Ben said we can't afford raises right now. Harry is getting a new program and stuff. Linda said she and Jenny thought we could afford 2% and Harry suggested it is for only the people who are under the cap. Donna said it is not fair to punish people for seniority. Ben said if you can't give everyone a raise, nobody should get one. Jenny said maybe in April we can look at this again when the tax monies are coming in. Ben said people can be promoted. Linda said we just promoted Tom without an increase. Donna suggested bonuses at Christmas time.

2012 Appropriations

Ben said to be sure we don't eliminate or consolidate line items. Leave them all in. Linda agreed. Linda said she found a Utility program that only cost \$700. Jenny looked at it and thought it would work well for the Service Dept. It has a program for testing, maintenance and storm sewers. Anthony told Linda they couldn't use it. They want Mike Zamecnik to customize their El Dorado software program. Roger suggested a KSU Intern to do the data entry transition. Jenny said possibly even a Crestwood student.

New or Other Business:

Linda said she talked to Rich about submitting Anthony's In-Kind hours and expenses of \$4600 for the work he did on Oak and Franklin as relating to the OPWC for the Franklin-Regan Storm Sewer project so we don't have to pay back the \$2500 to the grant. Linda will see if Rich will call Abbey DeHart and submit this since Rich said the grant is not closed yet.

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