

FINANCE MEETING MINUTES
October 10th, 2018

Call to Order: The meeting was called to order at 6:01 P.M. by Chair David Sluka

Roll Call: Paula Tubalkain, David Sluka, Alternate Marty Hura, and Jenny August

Others: Mayor Clark

Citizens: David Pifer

❖ Motion to excuse Ben by Dave, seconded by Paula. All ayes on vote.

CITIZENS: No comments.

ACCEPTANCE OF MINUTES:

❖ Motion to accept the September Finance minutes as presented by Paula, seconded by Dave. Dave and Paula voted aye, Marty abstained.

FINANCIAL REPORTS:

Jenny reviewed the financial reports.

❖ Motion to approve the financial reports by Paula, seconded by Marty. All ayes on vote.

BILLS OF RESOLUTION:

No questions or discussion.

❖ Motion to forward the Bills of Resolution to Council by Paula, seconded by Marty. All voted yes.

LEGISLATION:

Dave reviewed the legislation;

ORD. 2018-41 This is relating to distracted driving. *2nd Reading.*

ORD. 2018-44 This is the easement for Jonathan Angle's property relating to the W. Prospect St. project for storm sewer purposes. He has not been willing to grant the easement, so the project design has been amended. This ordinance can be voted down at Council next week. *3rd Reading.*

RES. 2018-47 There is a surplus in state funds, and this legislation is requesting that the surplus is to be distributed amongst local governments that have suffered losses on revenue due to reductions in local government funds and estate taxes. *1st Reading.*

RES. 2018-48 This is an annual "housekeeping" resolution that allows Jenny to make monthly transfers from water and sewer operating funds to their respective debt funds for the year 2019. *1st Reading.*

RES. 2018-49 This is another annual "housekeeping" resolution that sets the date of all regular monthly Council meetings for 2019. *1st Reading.*

ORD. 2018-50 This is setting the 2019 appropriations. This can go three readings but still needs emergency language so it will be effective before Jan. 1 when Jenny needs to create PO's. Jenny has worked with the department heads on their appropriations. There will be a workshop for Council to discuss, review, and possibly amend appropriations before they are passed. *1st Reading.*

ORD. 2018-51 This is the annual contract with the Public Defender's office for defense of indigent persons at a cost of \$150 per offense. This has not changed from last year. *1st Reading*

ORD. 2018-52 This is establishing a new credit card policy to be in compliance with new state laws. *1st Reading.*

RES. 2018-53 This is authorizing the Mayor and Clerk-Treasurer to apply for an OPWC grant for the Reservoir Rehabilitation project. *1st Reading.*

ORD. 2018-54 This is to increase parking fines. *1st Reading.*

ORD. 2018-55 This is the Peddler regulations ordinance. *1st Reading.*

DISCUSSION:

Water-Sewer Billing Issues-

Dave said there have been problems with his monthly bill, possibly relating to the computerized estimates. He wondered if there are other people having similar issues. The Mayor said there are others. The software company does not come out for training, so it might be helpful for Chelsea to go to Garrettsville and spend a day with their water bill clerk who uses the same program. She can prepare a list of quirky things that happen and see how they handle them.

Water and Sewer Treatment Plants-

There was a meeting with village personnel and the county this morning with many things discussed. It is time for Council to make a decision as to whether or not they want to retain ownership of the plants or not. A special Council meeting is needed with the resident's involvement. Council can pick a date at the next Council meeting.

Income Taxes-

Jenny suggested three options; Regional Income Tax Agency (RITA), Tax Pro's, or hiring a part time Tax Administrator. If the village chooses Rita, the transition could take over a year. RITA charges 3% of collections. Jenny said because the village and townships both have a 44255 zip code; this presents a nightmare for township people when RITA aggressively tries to collect Mantua taxes from them. Tax Pro's came to Council a few years ago and said they would handle our taxes for 2.5% of collections. If we hire an in house Tax Administrator, we could consider a salary, rather than an hourly position. The person would not necessarily need to be a CPA, just need some training in the software. The Finance Committee asked Jenny to create a job description, provide an average of hours spent on taxes, and also to contact Tax Pro's and RITA to see if they would come to Finance.

NEW OR OTHER BUSINESS:

Paula asked if we were still going to consider having an audit done with our utilities. This started a conversation about all of the problems we are having with AT & T. Jenny said it is very frustrating because we have continual problems with everything from the billing to the installation, with no resolution. We switched (upgraded) our router, and then got a \$2,000 early termination fee. Our account rep changes so often that we don't have anyone to work with on our issues.

Dave said that he has been observing a lot of problems on the West Prospect St. project. He said we have had waterlines and gas lines get hit because they were not all properly marked by whoever was responsible for marking utilities. He questioned whether or not the village has to pay these additional expenses to the contractor, or Dominion, and then try to get the money back from whoever is responsible for inadequate marking of the utilities. This is something that Michele is looking into, so maybe we can discuss it again after we have her answers.

ADJOURNMENT:

Motion to adjourn at 7:03 pm by Marty, seconded by Paula. All voted aye.

David Sluka, Finance Chair

Jenny August, Clerk-Treasurer