

## FINANCE MEETING MINUTES

October 15<sup>th</sup>, 2012

**Call to Order:** 6:30 P.M.

**Roll Call:** Paul Janson, Bill Zoller, Ben Prescott

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

**Citizens:** Patsi Gast

### Approve Minutes-

Linda Clark wanted to ask to Finance Committee to amend the minutes when discussing Ordinance 2012-56. It says "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." Linda said she listened to the tape and the part about Sue being full time again was not said. Jenny said Linda is correct, it wasn't specified, but it is in the actual legislation that Council passed, that the increase is for payroll and operating needs.

Motion to amend the minutes by Ben Prescott, seconded by Bill Zoller. All ayes on vote.

Motion to approve the minutes by Bill Zoller, seconded by Ben Prescott. All ayes on vote.

### Financial Reports:

Jenny reviewed the financial reports. All funds are in the black. Total revenues were \$113,439.36 Total expenses for September were \$96,600. There were no adjustments on the cash summary report. The water & sewer programs matched the UAN. The Income tax programs also matched the UAN. The bank reconciliation went well with no adjusting factors.

The Budgetary Receipt report shows that we have not met our revenue goals except the K-9 fund, grave opening fees, Park Capital Improvement Donations, Bulk Water Sales, Septage processing, and a few small amounts throughout. This report also shows that we are lagging about \$100,000 behind on sewer sales, and about \$44,000 behind on water sales. The commercial accounts have just been billed, so hopefully we will play catch up this month. Jenny thinks we will get the water portion, but she is very concerned about the sewer.

The Disbursed (spent) versus appropriated report shows that nearly all of our appropriations have been spent or are tied up on purchase orders. There is very little unencumbered. Council approved payments on checks 39577 through 39650.

Last month this committee gave Jenny the go ahead to look for used files for records storage that will be housed along the wall up here. Bill gave her a number for a place in Cleveland that sells used files, and she looked at the website. She plans to go and check it out soon.

Ben moved to forward the financial reports to Council. Bill seconded. All ayes on vote.

### Bills of Resolution:

- Bill said regarding the \$6,000 we spent on the mowing equipment for the Cemetery, is this inventoried anywhere. Linda said Lisa has a list and she told Anthony to label everything. Jenny said she notified Love Insurance and they said they don't need anything, and that it will fall under miscellaneous equipment.
- Jenny mentioned that there is a mileage reimbursement for Kenny Justice and there will be an additional amount on the addendum list. This is for K-9 training.

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

### Legislation:

Paul asked Linda to review the legislation.

- **2012-28-** Sidewalk grant. This was tabled on 3rd reading and should remain tabled.
- **2012-46-** Income Tax Registry. Bill suggested we table this. Linda said we can open for discussion we can amend some things, if not, we can table it. Bill said he thought the biggest issue was holding the landlords responsible.

- **2012-48-** Linda will ask to have it taken off the table and voted down so we can start at square one.
- **2012-49-** Establishing a Historical Landmark commission. This will be third reading. Linda is concerned that she has only received five applications for the committee. She would ask Council tomorrow to table it until we have more applicants.
- **2012-55** This is the second reading on the 2012 Appropriations. We will have to make a motion to amend tomorrow night.
- **2012-59** Changes in parking on Village Streets. Second reading.
- **2012-60** 2<sup>nd</sup> reading on vacating College Street. Linda is going to ask Council to table this until she talks to Barky about the easement we need for the back driveway. Bill said Barky might want to do some landscaping in the back so the easement may need to change.
- **2012-61** Jenny said we will need to amend this, because she discovered today that in order to meet this weeks payroll, we must increase wage appropriations. She thinks we can increase \$2,000. We had 70 hours charged to the Cemetery this pay, and we only had \$200 left. She can't even run paychecks. Linda said the hours were from the tree cleanup. Jenny said Lisa told her it was for pouring footers. We have gotten extra from burials, so we can increase. Since we have a company in to mow, maybe we won't have so many more hours this year. The new amount of increase will be \$9209.
- **2012-62** This is for the school to apply for an LGIF grant to help pay for their matching share of the sewer project.
- **2012-63** Authorizing the Mayor to sign the agreement for the sewer project. We have not approved a contract with the school yet for the sewer agreement.

#### **Other Discussion:**

- **Orchard Street:**

Paul asked the Portage County Regional Planning Commission to provide us a letter explaining the process of this project, and that it is approved, so he can share it with the business owners. Meanwhile, he thinks we should fill the holes on Orchard because it is nasty. Linda plans to let the business owners know that we plan to start paving in the spring.

#### **New or Other Business:**

- Linda said Harry asked the Finance Committee for authorization to purchase a battery for the AED downstairs. Jenny said it is Anthony's budget and he has the authority to spend that much.
- Linda said Kenny has located a 2004 Ford Explorer for the K-9 car that is \$7600 in Pennsylvania. It has 72,000 miles on it, and four wheel drive. He has a cage donated that will fit it. Kenny thinks someone should take a look at it that knows a little bit about cars. Bill said Kenny is pretty knowledgeable in cars, and he could go look. Harry's concern is that he told Council this would not cost the Village anything. She wondered if Council could transfer \$2000 from Police Capital to K-9, and the Chief is fine with that. Jenny said it is all in the same fund already. Bill said Kenny has already found a cage that will fit this vehicle. Jenny asked if Kenny could take the cruiser to look at it instead of paying him .555 per mile. That way we are only paying for gas.
- Paul said tomorrow he wants to bring up the solid waste issue to Council. There are a lot of politics involved. The whole five year plan is crazy. There are other things involved and it is just a big mess.

#### **Citizens:**

Patsi didn't have anything tonight to bring up.

Motion to adjourn at 7:15 P.M. by Ben, seconded by Bill. All ayes on vote.