

FINANCE MEETING MINUTES

August 20th, 2012

Call to Order: 6:30 P.M.

Roll Call: Paul Janson, Bill Zoller, Linda Schilling as alternate

Others: Clerk-Treasurer Jenny August, Mayor Linda Clark, Councilman Giles Seith

Citizens: Chip Hess from Hess Engineering

Bill Zoller moved to excuse Ben Prescott. Seconded by Paul Janson. All Ayes on vote.

Hess Engineering-

Chairman Janson asked Mr. Hess to introduce himself and tell a little bit about his company. He began by stating that he ran the water & sewer contracts for Burgess and Niple for 8 years. He left there in 1995 and started his company in 1996. They are located in Newbury Ohio. He is Village Engineer in Burton, has been acting Engineer in West Farmington, Orwell, Geneva on the Lake and several other communities. They do water, sewer, subdivision and survey work in many counties. For Burton, he has gone to every Council, Planning Commission, and Board of Public Affairs meeting since 1993. Mantua is very similar to Burton. He has about 7 employees including a survey group. Anything they could not do, they would find us someone who does. They are familiar with Issue 2 projects. He is familiar with pay applications, USDA, EPA and other paperwork for the project. We specialize in mapping, AutoCAD technology and anything else you need.

Paul asked if they work hourly or would they work on retainer. Chip said they typically work by the hour and the cost is \$100 per hour which would be negotiable. Paul asked if they do all of the Village's work. Chip said not necessarily all of it, some communities bid certain things out. Linda Clark stated that they work for the Village of Burton and have an agreement which they are only charged \$80 per hour. Chip said he doesn't charge for basic short phone calls for general information. Linda Clark told the Finance committee that Hess Engineering would not object to working on a project that is already ongoing.

Bill asked if they have someone that would keep an eye out for grants that would benefit our Village and then let us know. Chip said he would be the one that is aware of grants and he would let us know, but there isn't much out there anymore. He has most of the main contacts and knows what is happening down the road.

Linda Clark asked him if he ever filled out an EDA grant application? That is the type we would fill out for our Matts Rd project. Chip said he is not a bridge Engineer, but he can always get one for us.

Giles asked if he would come out for water main breaks and give us guidance if we needed it. He has overseen miles and miles of water & sewer line installations. Chip said he would, and that is his specialty. He said he was honored to be invited to come down and meet everyone.

Minutes:

- Jenny mentioned that she forgot to add Patsi Gast as a citizen, but she is on the copy that will be signed.

Motion to approve the July minutes by Bill. Seconded by Paul. Both voted yes, Linda Schilling abstained.

Financial Reports:

- Jenny reviewed the financial reports. All funds are in the black. For revenues, Mantaline paid their bill last month which put the water & sewer funds in safe shape. Otherwise we would not have been able to make the monthly transfer in water. Our second quarter withholdings came in, and also there are two months out of the year that we get a big check for license tax. We received a lot of donations for the drug dog. Kenny Justice has been applying for grants for the K-9 car. The dog has been ordered. For expenses, our fuel costs are up somewhat. No adjustments in the cash summary, the water & sewer and income tax programs matched with the UAN. No issues with the reconciliation. Motion to move the Financial Reports by Bill, seconded by Linda. All ayes on vote.

Bills of Resolution:

- Paul asked about the Dominion bill for the water plant. Has this been resolved? Jenny said that Anthony had someone come out and work on something that has to do with the humidifier, and that should hopefully lower our bill for August, but July was just as bad as June, and we will probably run out of Natural Gas appropriations before the end of the year. Linda said the thermostat was replaced and some other work was done.
- Bill asked what has happened with the verizon bill. Linda said the employee that was doing all of the texting will pay for all of his personal texts. His personal cell phone was shut off. Since then, he has gotten another phone. Bill said that is good, but his main concern is that this employee was spending all of that time texting while he was on our clock, which was worse than the money part.

Motion to move the Bills of Resolution to Council by Bill, seconded by Linda. All ayes 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. Probably can suspend the rules. This needs to be in place before school starts. Harry said the school is okay with this. Bill disagrees that we can't go on school property. He may want to go watch football practice. Now they have a paper that can say he can't be there. Linda Schilling said if you have always done it, they will let you. Bill said he has not always done it. Linda Clark said Iacanno understands our concerns.
- **2012-40-** This should go three readings. This is the reconnection fee people have to pay if their water gets shut off. This establishes a dollar amount for reconnections. Giles said the communication isn't always there, and his neighbors were threatened with a shut off after they had paid.
- **2012-42-** Comp time- This has been amended and should be good to go.
- **2012-46-** Income Tax Registry. Linda Clark said we should have a public hearing on this and invite the property owners. Bill said it is a lot more work on the landlords. He suggested putting it in the lease. Bill said sometimes a single renter may have a friend move in and they don't tell you. Linda Clark said they are responsible for the fine. Jenny suggested that we have Michele clarify.
- **2012-47-** This is for any wage changes since the last time we passed it. We are adding Lisa Davis and Joe Urso. We will ask the Auditor if this is necessary every time there is a personnel change.
- **2012-48-** Reduced water rate for commercial users over 1 million gallons. Jenny asked to speak about it. She feels that we would loose a lot of money. From Mantaline alone, we would lose enough to not be able to make our loan payments. Jenny said it is great to work with our businesses, but we can't cut our own throats. Jenny said there are other companies that pay the same as Stamm's, so if they are also using a million gallons, we would be in the red quickly. Bill asked why we are renewing in five years. He feels it should be two years. Too many things could change. Jenny said we ended last year with only a few thousand dollars in the Water Fund. We should wait four years until the water plant is paid off. Jenny said the water bills are just the cost of doing business and are built into the cost that is passed on to the customers. Linda Clark asked to take a break. After returning from a break, Linda Schilling made a motion to take this back to the Service Committee. Seconded by Bill Zoller. All ayes on vote.
- **2012-49** Establishing a Historical Landmark commission. Linda Clark said we have a workshop tomorrow night to discuss the Mt. Pleasant ordinance and modify it to suit our Village. Linda has three letters of interest from people who may want to be on this commission. They are James Vechery, Ken Parker, and a third person. She thinks this will be a lot of work on our plates. Bill thought they would have a Chairman to do the work. Linda Clark said we need to find out who applies for the grants. We may already have to give back one grant.

- **2012-50** Request to be removed from Fiscal Watch status. The money we are putting aside for the St. Gobain project would go to the Capital Reserve Fund so it could be used for any project. We would have a separate line item called St. Gobain project fund. Bill Zoller suggested building a block bathroom at the park that could be hosed out. Everyone thought it was a good idea. Linda said we can all think about things we could do with the money. Jenny thought we could put \$20,000 per year in the fund, at a rate of \$5,000 per quarter when the employer withholdings are paid. Jenny said we would have to do a transfer ordinance for this. Jenny explained the procedure for coming off fiscal watch.
- **2012-51** We will advertise for sealed bids on paving the Cemetery and have a bid opening on Sept. 7th. Linda Clark said we were approved by the trust for the paving, the mowing contract, the tree work, and some other expenses. Jenny said we got a partial check. Linda Clark said we will put out sealed bids and a bid opening will be Sept. 7 at 1:00. Linda Clark said the partial check is for the tree guy, the 20 mows guy. Jenny said the check allows for 10 mows. Jenny asked if they are leaving the mowing with the guy that originally got the bid. Linda said we had a situation where one of the Cemetery Board members spoke with the mowing guy and told him what the other quotes were, and then she asked to take another break. After the break, Linda said she is going to ask Council for a re-bid for the mowing. Bill made a motion to ask to have it re-bid. Linda Schilling seconded it. All ayes on vote. Jenny asked if we can put it in the paper and make it more competitive. Linda Clark said we should just ask the three original bidders to resubmit sealed bids. Linda Schilling said we don't want to waste the expense of putting it in the paper. Bill asked where the bids should go. Jenny said they should go to the Clerk's Office and then opened in a public meeting. If it is a service issue, they would be opened at Service, etc. Linda Clark said they can go to Anthony because they are under \$25,000. Bill motioned that they should be directed to Mayor Clark. Linda Clark said they can be opened at the Service meeting.
- **2012-52** Increase appropriations for Permissive Funds for paving & road work, and road salt.

Other Discussion:

Certified Local Government:

Linda Clark said there is no need to discuss this since we have a workshop tomorrow night.

Grant Projects:

Linda Clark said we have the Sidewalk project, the Crestwood Sewer grant and the Hydrant grant in the works. We should get official word in September.

Water Rate Agreements:

Linda Clark said we have already discussed this and there is no need to go over it again.

Leaf Bags:

Linda Clark said this has already been approved at Service and there is no need to discuss. Bill said they have already picked them up from the City of Ravenna. Jenny asked the Chairman if we could discuss this. She wanted to know the procedures. The residents get six free bags. After that they pay. Since the Clerk's office is the only one supposed to be taking money, does that mean she will have to collect the money, write some sort of voucher, track who got their six free bags, or how is it going to work? Linda Schilling said they will have to bring all of the bags up here to this building. Jenny said they are on skids. Bill said that is another administrative task. Linda Clark said when we decided to move the water & sewer collections to one location, it was done on the recommendation of the Auditor, and Jenny agreed to try it. Linda said she can still take the leaf money down there. Jenny said if they are taking money down there, they can take all of it then. Linda said Jenny does not make the rules. Jenny said the reason why you decided to do this is because the Auditors wanted all of the money in one place. Linda said at this point there seems to be a problem with Jenny's office taking the water money. It is taking too much time. Jenny said it is not taking that much time, but you still have interruptions and you have to stop and write receipts. Some times of the month it is very busy with people

at the window. The spreadsheet that we do only takes a half hour. Some days it is very light. Linda Schilling said it is Jenny's job. Linda Clark said she perceived that it was becoming an issue. Jenny said what she said is that it is not an issue, but if Sue is doing the water & sewer money, a portion of her wages should be coming out of water & sewer, and the Auditor agrees. When Jenny was charging a portion of her wages to the water & sewer funds a few years ago, it was hurting those funds and we stopped doing it. Now we are doing much more water & sewer work by collecting all of the money, and it is only right. Linda Schilling said maybe we should do what Jenny originally suggested and have Lisa work half day up here and half day with Anthony. We could lay Sue off. Jenny said Anthony insisted that he needed a full time secretary in his office, besides Sue has seniority and it would make more sense to lay off Lisa and keep Sue. Jenny said Sue has been cross trained. Linda Clark said only for the water billing, but nothing else. Jenny said she only wanted to say that we need to discuss this more. There are still things to work out.

Another thing is that we are doubling our cost. We were paying .15 cents per bag, now we are at .45 cents. Even if we charge the residents .10 cents per bag we are more than doubling our cost. Linda Schilling said the residents are paying .50 cents per bag. Giles said the Mantua Matters said .10 cents. Jenny said if they are paying 50 cents per bag they will never be able to clean up their whole yard. Giles said he couldn't do it. Jenny asked what people are paying taxes for. We are taking away more and more services. Linda Clark said we are not raising our taxes like everyone else around us. Right now we have to pay \$400 for a dumpster to clean up all of the plastic bags by the water plant. Bill Zoller asked what it would cost to get someone to come in and vac up the leaves at the curb. Linda said Anthony was supposed to get prices. Jenny said there is a company in Kent called ABC Landscaping that does like a garbage company and goes through town one day and week and collects leaves. Bill asked Jenny if he would give us a price. Jenny said she is sure he would.

Another problem is that people work during the day and will want to buy bags in the evenings and weekends. Jenny said Harry is not going to want the dispatchers collecting money and storing a skid of bags in dispatch. We will need to write receipts and vouchers and send them to the Service garage. Linda Schilling said we will put something in the paper saying that the price is .50 cents per bag, and she makes a motion that leaf bags are sold at the Service Department and Lisa can collect the money and bring it to Jenny twice a week. Bill Zoller seconded. All ayes on vote.

New or Other Business:

- We have a donor that will donate \$10,000 for repairing High St. Todd Brugmann said his family would like to give back to the community. Ronyak estimated \$20,000 for the work. The Village can contribute \$5,000 and possibly more from Permissive funds. Linda asked Jenny if we can donate more. Jenny said Permissive Funds are already spoken for, and if we wanted an additional \$5,000 it would have to come out of Streets, but that should be discussed with Anthony.
- Next thing Linda Clark had to discuss was that this past January we reduced the Police Departments appropriations to cover Donna Hawkins medical coverage. Linda feels we need to make sure Harry gets his \$10,000 back. Bill and Linda Schilling agreed. Bill said also that Harry wants Kenny Justice to use one of our cruisers for the drug dog car, and he feels that they are in such poor shape that we should get something better. Bill thinks the \$10,000 could go towards that. Jenny said you can get a good used State Highway patrol car because they roll them over every two years. Paul asked if we are giving the Police Department back this \$10,000 incrementally, or in stages. Bill says if we make it effective Jan 1, it won't be an issue because Donna will be off the insurance, and it won't be on the insurance line item. Linda Clark said Harry needs it this year because of all of the overtime he's had. Linda Schilling said those dispatchers were sick and he should get it back this year. Jenny asked where to take it from. Linda Schilling said Jenny will need to figure out where to take it from.
- Regarding the Cemetery monies, Linda asked Jenny how we are going to do what we need. Jenny said we had expected to receive \$12,000 in Cemetery Revenues. We appropriated \$12,000. We have already spent this. We can't increase the appropriations until we get more money in. Linda Clark said the Cemetery Trust is sending us \$8,000 and they specified what it is for. Jenny said we listed on our expected revenues that we would get \$7,000 from the Trust, so we can only increase \$1,000. That doesn't leave enough to appropriate for the tree work and other stuff. Also, according to our Advance

legislation, we have to pay the \$2,000 back as soon as we get a check from the Trust. We can go back to Council and change the payment plan. Linda Clark said we will be getting a check from the Trust for our guys labor & mowing which will put us up over the \$12,000. Then we will get another check for the ingots & flowers, how do we appropriate those funds. Jenny said when we get the check, we can increase appropriations. Jenny said we spent a lot of money on labor compared to in the past when we paid John Hanning \$5,500 per year to keep the Cemetery nice. This year we are doubling that cost. If the Trust is going to pay for this from here on, we should be okay.

- Bill Zoller asked about our medical insurance costs. Regarding our insurance letter that is in our Council packets. Why are we paying family plans? This is a huge cost that he feels we should not be paying. He thought we would cover the employee, and the family cost would be payroll deduction. He asked what percentage the employees pay. Jenny said employees pay 5%. Linda Schilling that is what they pay for spouses. Jenny said they pay 5% of their total cost to the Village. Jenny thought employees could contribute a larger amount. At Kent State she paid \$65 a month for insurance. Linda Clark said they have not had a raise in 5 years and this is sort of considered a raise. Jenny said it is time to give the employees a raise. Five years is a long stretch to ask employees to wait. Jenny feels that the Department Heads could look carefully at their budgets and find a way to give employees a three percent increase. Linda said we could give a 3% raise and then charge them 15% on their insurance. Jenny felt the employees could pay at least 10% of the cost to the Village.

Motion to adjourn at 8:36 P.M. by Paul, seconded by Linda. All ayes on vote.

Paul Janson, Chair of Finance Committee

Jenny August, Clerk-Treasurer