

FINANCE COMMITTEE
December 13, 2023 @ 6:00 PM

Steve Thorn called the meeting to order.

Roll Call: Fiscal Officer Maryann Fabian, Steve Thorn (Chair), Kevin Maloney, Nina Schroeder

Others Present: Council President Tammy Meyer, Chief Joe Urso, Officer Miranda Brothers

- ❖ Minutes from November 15 were read, and Kevin moved to approve; Nina seconded; all voted in favor.
- ❖ November Financial Reports were reviewed, and Nina moved to send the reports before council; Steve seconded; all voted in favor.

New Business:

- Legislation:

ORD 2023-47 AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE VILLAGE EMPLOYEE HANDBOOK RELATING TO EMPLOYEE COMPENSATION.

- The committee acknowledged that the benefit to employees is attractive, that employees should not be penalized for using earned fringe benefits, and made the following amendments:
 - “SECTION 2. Section 4.4.3 of Ordinance 2010-24 is hereby enacted as follows: 3. Comp time, vacation time, holidays, *sick time*, and *call-ins* shall be considered as hours worked in calculation of overtime compensation. Unpaid leaves of absence or other unpaid time off shall not be considered as hours worked in calculation of overtime compensation.”
 - “SECTION 3. Section 4.4.7.a of Ordinance 2010-24 is hereby enacted as follows: a. Compensatory time can be transferred into cash award to the employee at the current rate of pay at time of request. *The maximum that can be accumulated is 80 banked hours; once that threshold is reached, additional hours or compensatory time earned will be paid out as overtime.* All requests shall be in writing to the Department Head. The Department Head will make request to the Fiscal Officer for approval.”
- ❖ Nina moved to send ORD 2023-47 as amended before council; Steve seconded; all voted in favor.

ORD 2023-58 AN ORDINANCE ESTABLISHING MEETING DATES AND TIMES FOR VILLAGE COUNCIL AND THE VARIOUS COMMITTEES AND COMMISSIONS OF THE VILLAGE OF MANTUA, AND DECLARING AN EMERGENCY.

- Each committee is responsible for determining its own meeting schedule, and the committee agrees to the schedule proposed.
- ❖ Steve moved to send ORD 2023-58 before council; Kevin seconded; all voted in favor.

ORD 2023-60 AN ORDINANCE APPROPRIATING FUNDS TO RUN THE VILLAGE OF MANTUA DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY.

- ❖ Kevin moved to send ORD 2023-60 before council; Nina seconded; all voted in favor.

ORD 2023-61 A RESOLUTION ACCEPTING THE LOW BID OF \$404,199.60 FROM WOODFORD EXCAVATING LLC FOR THE WEST FRANKLIN STREET ROADWAY AND DRAINAGE IMPROVEMENTS PHASE I, AUTHORIZING THE MAYOR AND FISCAL OFFICER OF THE VILLAGE OF MANTUA TO ENTER INTO A CONTRACT FOR SAID IMPROVEMENTS, AND DECLARING AN EMERGENCY.

- Five bids were received. Woodford Excavating LLC provided the lowest bid, has done other work for the village (W. Prospect), and has favorable reviews.
- ❖ Steve moved to send ORD 2023-61 before council; Nina seconded; all voted in favor.

- Action Items:

- Of the 31 households that received a delinquent tax letter, 3 households have paid, 4 have potential agreements, and 2 have signed agreements. Maryann identified errors on the list provided by Regional Income Tax Agency (RITA), researched GIS maps, and sent updated information to RITA.
 - Report RITA's feedback. (*Maryann*)
- Prepare a recommendation for the creation of a blanket certificate purchase order to be considered at the January meeting. (*Maryann*)
- Local Government Services will give a 45-minute presentation to council on January 17 at 5:45 p.m. A public hearing will follow at 6:30 p.m., and the regular council meeting will be held afterward. The presentation must be advertised. (*Maryann*)
- Two engineering firms were interviewed for West Franklin Street Phase II and East Prospect Street Phase I projects, and Tammy requested that the committee research grant splits/how much the village is expected to encumber/past project costs/reasonable costs and use the research to determine how much the village is able/willing to spend, to prioritize projects, to name the line items that will fund each project, and to ensure enough remains to fund the service department's work. By budgeting appropriately for these two projects, for the scope of the year, for projects named in the five-year plan, for unexpected expenses/projects, and for the possibility of going over budget, the village will be prepared to negotiate with an engineering firm and will avoid scrambling last-minute or later in the year to reallocate funds.
 - Research for continued discussions at the January meeting. (*Kevin*)
 - Given the current \$1.21 mil carryover balance, which conservatively factors encumbered funds, prepare to discuss a hard line below which the bank balance should never fall at the January meeting. (*all*)
- Per the November action item regarding the Treasury Investment Board, a first draft of "Chapter 148 Treasury Investment Board" was reviewed and the following changes were discussed:
 - Amend 148.01(B) to "The Treasury Investment Board shall consist of the Mayor, the Fiscal Officer, President of Council, *a member* of the Finance Committee, and the Village Solicitor."
 - Strike this sentence from the first part of 148.03: "Preference should be given to Ohio Subdivision's Fund (STAR Ohio)."
 - Better define the second part of 148.03 ("Total investments shall not exceed 50% of the current annual Appropriations of the Village.") by setting a minimum threshold, preventing the board from investing too large a portion of the village's bank balance.
 - Research this. (*Maryann*)
 - Schedule meetings at least once per quarter and as needed.
- Research committee reports requirements and report back. (*Nina*)
- Per the pay scale legislation discussed at the November meeting, research notes detailing the pay scales, pay rates, hiring policies, etc. of other municipalities were provided.
 - Review the notes and draw conclusions to guide future discussions. (*all*)
 - Create a spreadsheet that tracks current personnel information (name, department, title, pay rate, last three raises). (*Maryann*)
- Recommendations:
 - When a purchase has potential for resale, minutes and legislation should reflect the percentage of cost to be subtracted by fund so that a paper trail indicates the percentage to be paid back to the original fund when the item is sold. Currently, a purchase order is filed with a title or record of the sale, but the files need to be better organized, as finding old records is challenging. Filing these things all together (legislation, purchase orders/requisitions, minutes reflecting allocation percentages by fund, etc.) improves the process.

- Maryann recommended reallocating \$12,000 of the \$22,725.19 unencumbered in Medical/Hospitalization line items in the General Fund to Village Hall operating (1000-730-420-000) to fund a portion of the purchase of a new voice recorder.
- ❖ Steve moved to approve the reallocation of \$12,000; Kevin seconded; all voted in favor.
- Per the November recommendation regarding New Council Member Orientation, the committee reviewed a second draft and changed the following:
 - Add “(m) Roles, responsibilities, and authority of Village Solicitor” and relabel the last three list items as (n), (o), and (p).
- ❖ Nina moved to recommend to council the adoption of a New Council Member Orientation system and to amend Chapter 121.03 Rules; Kevin seconded; all voted in favor.
- ❖ Nina moved to recommend to council the redaction of invasive plant recommendations from Chapter 460.10; Steve seconded; all voted in favor.
 - Per the November recommendation regarding the revision of Chapter 121.03 Article V. Order of Business, the committee discussed citizen engagement and ordering legislation by reading, questioned what should be addressed under committee reporting, and recommended the following Order of Business:
 - (a) Pledge of Allegiance
 - (b) Roll Call
 - (c) Mayor’s Report
 - (d) Financial Reports
 - (e) Correspondence
 - (f) Reading/Approval of Minutes
 - (g) Committee/Department Reports
 - (h) Citizens
 - (i) Legislation (ordered by reading, from 3rd to 1st)
 - (j) Any Other Business
- ❖ Nina moved to recommend to council an amendment to the Order of Business; Steve seconded; all voted in favor.
 - Per the November recommendation to form a Hiring and Processes Subcommittee, the committee established that the subcommittee’s goals are to better define and make consistent hiring/administrative policies, to create operational SOPs, and to ensure fair, equal processes.
- ❖ Nina moved to recommend to council the formation of a Hiring and Processes Subcommittee; Steve seconded; all voted in favor.

Discussions:

- Writing minutes, recording decisions, and naming clerks for each committee;
- timeline of year-end reporting;
- reviewing 121.02 (b) Bids, Contracts and Purchasing and questioning its application.

Steve moved to adjourn the meeting at 8:26 p.m.; Nina seconded; all voted in favor.

Please note: An audio recording of this meeting is available via public record request.