

FINANCE MEETING MINUTES
June 16th, 2011

Call to Order- 6:12 P.M.

Roll Call: Linda Clark, Ben Prescott, Roger Hawkins

Others: Clerk-Treasurer Jenny August, Mayor Donna Hawkins, Councilman Hura and Linda Schilling.

Citizens: Jim Rogers arrived at 7:00 P.M.

Minutes:

- No discussion.

Motion to approve the Minutes from the May meeting by Ben, seconded by Linda. All ayes on vote.

Financial Reports:

Jenny gave the financial reports. Last month was a good month due to taxes. The Fund status at the end of May was \$504,165. Revenues were \$133,448. Expenses including payroll totaled \$112,562. There was one fund adjustment, which was the audit adjustment in the Cemetery Endowment Fund. Water and Sewer reconciled exactly. The April and May Income Tax reconciliations also balanced to the penny. The bank reconciliation went through with no adjusting factors. As for the two new reports, we are pretty much on target with expected revenues. As far as the encumbrances reports, it is difficult to tell exactly where we are because there is a lot of money on PO's, such as the OWDA payment, but we seem to be leveling off to where we should be. Jenny said she is also putting together a list of expenses to turn into the Cemetery Trust. She will have a total for Council Tuesday.

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

Bills of Resolution:

- Roger said the Police Department is still buying a lot of cleaning supplies. Linda said Harry hopes he bought enough to last all year. He is going to be paying closer attention to how they are being used.
- Linda said the electric bills are still not all on one bill. Sue is working with Scott Rafferty on this.
- Donna asked what everyone thinks about line 144, paying for the asphalt on High St. where Audley had to repave. Linda said the ground was soft below where they usually dig, which caused it to sink. This time he went below that. Anthony agreed to split to cost. We paid for asphalt, Audley paid for the labor. Linda said this asphalt cost is for the original paving job.
- Roger asked about line 191 and 195. How did the meters that were tested come out? Linda said the meters tested okay. Linda said because they were okay, Dr. Heaton will be billed.

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

Legislation:

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

- **2011-26** Enacting chapter 157 in the Codified Ordinances relating to Personnel Info. 3rd reading.
- **2011-37** Granting consent to ODOT to commence a project that is expected to begin in 2013. Jenny said Jim Rogers said we need to make sure they put in a pedestrian bridge. Donna said we can't.
- **2011-38** The 2012 budget. Ben said we need to suspend the rules.
- **2011-47** Authorizing certain adjustments to the 2011 appropriations. We need to suspend the rules. Jenny explained that we will be paying for the Ralph Gregory project out of the General Fund, so we increased appropriations, and if we are shopping for a vehicle we might as well appropriate some available funds in Streets as well.
- **2011-48** Accepting septage into our plant for processing. Ben asked about the organic restrictions. There will be a charge if the organics are up too high. Linda said the original wording was changed in this legislation in the third "Whereas". She feels it is unnecessary verbage to add in "The Mayor". Linda made a motion to change the legislation back to how it was originally worded, seconded by Ben. All ayes on vote

- **2011-49** Declaring a nuisance at 10723 Oak Street regarding the ditches and culverts. Linda said once again, unnecessary verbage has been added. Donna said she wouldn't have sent the letter as Mayor. Ben said we can leave it as is. Linda said she didn't feel it needed to be added in.
- **2011-50** Clarifying the powers and duties of Cemetery Sexton and Village Administrator. Ben said we don't want the Village Administrator to be the sexton. Marty said it does not name him as Cemetery Sexton. This will be read and discussed at Service before it goes to second reading. Jenny said the Cemetery Sexton at one time was a paid position, and they mowed and maintained the Cemetery as part of their salary.
- **2011-51** Correcting the rates for selling bulk water.
- **2011-52** Changing the rules for people on water-sewer payment plans so any extra money paid can be applied towards their current bill.
- **2011-53** Clarifying the responsibilities of the homeowners with respect to water meters. Linda said this comes about because people either have bushes, or they build decks in the way of the guy being able to read the meter or the remote. Roger said the meters can be extended, and Anthony thought the whole lines would need replaced. Roger said he knows lines can be spliced, Anthony said they need a total line replacement. Ben agreed.

Other Discussion:

Proposed Pay Scale.

Linda said we addressed the Police Chief's wages. Ben said we need to make the Chief's wage negotiable. Linda asked how there will be increases. We didn't want merit raises, or across the board raises. Roger suggested performance reviews. He said every year you start over again at your base wage, and at the end of the year you get a bonus. This gives incentive to work harder. Ben said Senate Bill 5 is only merit raises. Linda said we should leave in Street Superintendent. Jenny said the Village of Windham pays a guy \$6,000 per year to be Village Administrator, and then the same guy earns an hourly wage in a full time position.

Ralph Gregory Project.

Audley Zuver is supposed to start this month on this project.

Franklin Street Project.

Linda said we need to do a motion at Council to direct Anthony to get this started. Roger asked how Anthony feels about this project. Linda said Anthony would like some input from C.T. Consultants.

Establishing a Central Location for Water-Sewer payments.

Linda recommends making a change so all water & sewer payments that are made in person must be made to the Clerk's office. She said Donna and Anthony would not have a problem with not having payments made in their office.

Citizens

Jim Rogers spoke on behalf of Downtown Mantua Revitalization Committee. The DMRC has prepared a "Situational Distress Letter" on behalf of the Village so the Village can qualify to be on the "Brownfield Map". This will help in getting consideration for certain grants. Donna asked who prepared this letter. Jim said Aaron Snopek wrote it. Donna asked what areas of Mantua qualify as Brownfield blights. Jim said areas such as around the Eaton building, or the Mats Road bridge may potentially qualify. Donna said when she asked Edie the same question, she was told there were no Brownfield areas in Mantua.

Jim also noted that the DMRC would like to sponsor "Music in the Mini-Park" on 7/29/11 and 8/19/11. Linda Clark said Section 705 in Codified Ordinances relates to special events guidelines.

Other Business

Service Vehicles-

Linda Clark discussed the vehicle that might be considered from the Fire Department. It is a Dodge 1-ton four by four truck. Donna asked if there was a safety check. Linda said it may need to pay about \$1,500 and do some welding and some work on the light bar and it needs tires, but the new ones we bought for our 1-ton will fit.

Linda also wanted to also bring up the Dept. of Administrative Service new vehicle that she has been researching for the Service Department. It's a 2012 F-350 4 wheel drive with a base price of \$21,859. For an extra \$2,620 we would get the plow package. Running boards are \$469, a light bar is \$700, and safety kit is \$600, bringing the total to about \$26,000. For another \$3,000 we can get a 7 yr / 70,000 mile warranty. Roger suggested a rubber matt to keep the bed from getting beat up. Marty said we can look into that later.

Motion to discuss at Council Tuesday by Linda Clark, seconded by Ben. All ayes.

Council Rules-

Linda started reviewing Chapter 121 in the Codified Ordinances, relating to Council rules.

- Sect. 121.01 regarding meetings are fine.
- Sect. 121.02 needs updated. Change the \$500 to \$3,000. Change the \$15,000 to \$25,000 in keeping with the ORC. The end of Paragraph C should be the Engineer's Joint Contractor's Document Committee, not Ohio's Design Professional Selection Law. It is the standard general conditions of the construction contract.
- Sect. 121.03 Article 3, part 3 regarding workshops. The first sentence should be changed to read "Council may hold a special meeting/workshop as needed. Also, the words "one hour" will be removed in the last sentence.
- Sect. 121.03 Article 3, part 5 regarding Roll call, the first sentence should be removed, and it should read "Absence from five consecutive regular meetings shall initiate procedures to vacate the seat unless such absence is authorized by Council.
- Sect. 121.03 Article 3, part 6, change first sentence to "Expulsion of Elected Official".
- Sect. 121.03 Article 4, part 1, Linda would like to add in "correspondence".
- Sect. 121.03 Article 4, part 2, change the word "majority" to $\frac{3}{4}$ of the members present.
- Sect. 121.03 Article 6, part 1, we need to enforce this. Anthony should be preparing a report each month. Also, these reports should be done in time for Council packets. Ben also said we need to add "Committee Chairpersons shall distribute agenda's and reports to Committee members two days prior to committee meetings. Amendments may follow."
- Sect. 121.03 Article 6, part 2 Linda thought we should be strict about our Thursday at 5:00 deadline. We will change ten days to 5:00 Thursday before Council.
- Sect. 121.03 Article 7, we need to control better. We will discuss more about this next month.

Article 8 is okay, so Linda felt we could start at Article 9 next month.

Police Department Purchase Requisition for joining the Ohio Plan Risk Management

- Harry would like to join this so that our SOP is automatically updated with law changes. The cost is \$4,700 for the first year, and 50% is paid by the Ohio Municipal League, then the next year the cost is \$1,800, then \$950. Donna said statistically, liability and litigation is reduced when you have that.

Motion to adjourn at 8:45 P.M. by Linda, seconded by Ben. All ayes on vote.