

FINANCE MEETING MINUTES
March 11th, 2015

Call to Order: Chairman Prescott called the meeting to order at 6:00 P.M.

Roll Call: Chair Ben Prescott, John Clark, Paul Janson; Finance Committee members.

Others: Jenny August, Clerk-Treasurer; Linda Clark, Mayor; Marty Hura and Giles Seith, Council members; Harry Buchert, Chief of Police.

Citizens: None

NOMINATION OF 2015 FINANCE CHAIR:

❖ Paul Janson nominated Ben Prescott, with a second from John Clark. All voted aye.

CITIZENS: No Discussion.

ACCEPTANCE OF MINUTES:

❖ Motion to accept the February minutes by Paul Janson, seconded by John Clark. All were in favor.

FINANCIAL REPORTS:

Financial reports were reviewed. Ben asked if we can get rid of the .51 balance on the Sidewalk Fund. Jenny said the project is still open, so we may add to it again before we can close it. We should be able to close it this year.

John asked if the transfers out for sewer operating are for debt. If so, what makes up the balance of the debt payment of \$314,170. Jenny said we bill the County per the contract agreement the amount of \$11,608.46 twice a year, which is the balance needed for the payment. Linda asked if that is for their use. Ben said the County must pay a percent of the debt. Jenny said Kate bills the county on a quarterly basis for their usage. Paul Janson moved to forward the financial reports to Council. Ben Prescott seconded. All were in favor.

BILLS OF RESOLUTION:

- Harry asked about line 7, the CompManagement bill. He thought the portion being billed to the Police Department seemed high. Jenny said she calculates all 2014 wages, and figures what percent of wages are from each department. That percent is how much of the CompManagement bill goes to each department.
 - Jenny said line 19 for the Mantua Vet needs to be approved, but Harry is contesting this bill.
 - Ben asked if we pay TAC Computers \$529 every month. Harry said yes, that is the dispatch contract.
 - John asked what is the difference between line 7 & line 41. Jenny said it is the same bill, but it is split out over other departments.
 - Jenny said line 6, Charles Harris is our first audit bill. Our contract says it can't exceed \$12,000.
 - Harry asked about line 13, which is a tax refund from 2010. Harry wondered why we are paying one from 2010. Jenny said we just got the invoice. The state pays estimated payments for the large utility companies, and it seems to always take a few years for the state to bill us for overpayments.
- ❖ Motion to forward the Bills of Resolution to Council by John Clark, seconded by Paul Janson. All ayes.

LEGISLATION:

Ben reviewed the legislation;

- ❖ **ORD. 2015-01** This is to rezone the corner of Canada Road that is currently zoned Commercial back to the original Rural Residential zoning. This was tabled on 2nd reading. Linda said she will be asking for a motion to take it off the table at the Council meeting. The motion will be to postpone this ordinance indefinitely. This way we won't have to have a hearing and it comes off the agenda.
- ❖ **ORD. 2015-05** This is to create a volunteer Chaplain program. Harry said Michele requested it is done by ordinance. This would give the officers assistance when notifying the public when a death or severe accident is involved. This would be at no cost to the village. Jenny asked how much it will cost for training. Harry said he doesn't know at this time. 1st Reading.
- ❖ **Ord. 2015-06** This is to amend the pay scales for village employees,

- ❖ **Ord. 2015-07** Amending the appropriations. Kate is requesting \$10,000 for the retaining wall work behind the building and some other repairs. The Road & Bridge money that comes in will need to be appropriated so they can start working on paving projects, and the Shade Tree needs an extra \$100 because there will be additional people attending the Tree City workshop this year. Linda would like to leave the General Fund total at \$20,000 to accommodate raises.
- ❖ **Ord. 2015-08** This allows the village to sell used equipment on line. They are looking at a used Impala that is already outfitted. He will be asking for an increase in the previous purchase order authorization for the used car. 1st Reading.
- ❖ **Ord. 2015-09** This is to sell the old Impala on line. 1st Reading.
- ❖ **Ord. 2015-10** Appointing Joe Urso as Interim Chief as of April 5th, 2015. Harry will be on medical leave and the Safety Committee
- ❖ **Ord. 2015-11** This is the annual approval of Walter Drane's codification amendments. 1st Reading.
- ❖ **Ord. 2015-12** Portage County Hazmat contract. Very slight increase. 1st Reading.
- ❖ **Ord. 2015-13** This is the first reading of the 2016 annual budget.
- ❖ **Ord. 2015-14** Amending requirements of the Historic Landmark Commission.

DISCUSSION:

Solicitor Contract:

Michele's contract is expiring April 30th of this year. The Finance Committee recommended renewing her contract with a salary increase of \$1,500 per year. This would make her salary \$28,000 per year.

Clerk-Treasurer Wage Scale:

John said he is not comfortable with annual increases in a pay scale. Harry suggested calculating what the pay would be with an increase each year, add the total of the four years pay, and divide it by four so the pay is averaged evenly and does not change. Paul recommended setting a wage for the first term of a Clerk-Treasurer to start at \$38,000 per year with 1% increases for each year. The total earnings of the four years would be divided by four and that would be the annual salary. For a second term and all terms thereafter, the Clerk-Treasurer would start at \$43,000 with 3% increases for each year. The total earnings of the four years would be divided by four, and that would be the annual salary.

NEW OR OTHER BUSINESS:

Recycle contract:

The county contract has been approved and they will be billing the residents for the period of June 30, 2014 through June 30, 2015. None of us have been billed since June 30th, 2014. Some communities have already locked in with trash and recycling companies. Hiram Village and Hiram Township asked if we wanted to bid with them. If it is under \$50,000 it does not have to be bid. Michele thinks we should still follow the bid process. John said Brimfield was able to negotiate the same deal as Kent got. If it goes to bid, they might be scrambling to keep us. Paul says we should just bid it.

Portage County Health Department Advisory Council dinner and meeting:

Linda is unable to attend and wondered if Paul or Ben would attend. Paul volunteered.

Downtown Mantua Revitalization Committee Special Event:

The DMRC is having a Chili Bowl and forgot to do a special event form. The event is this Friday night. Linda has signed it and she will ask Paul to sign it, and she will ask Council to forgive them and approve it at Council. They do a Chili cook off and then a 5K run. They are going east on the trail and don't need security.

Budget Workshop:

The Finance Committee set a workshop for the 2016 budget to be held on April 21st, at 6:00 pm.

Motion to adjourn at 7:17 by Ben, seconded by John. All voted aye.