

FINANCE MEETING MINUTES
September 15, 2021
(amended)

Call to Order: The meeting was called to order at 6:00 pm by Chair Tammy Meyer

Roll Call: Tammy Meyer, Chuck Peterson, Alternate Scott Weaver, and Jenny August.

Others: Marty Hura, Michele Stuck, and Mayor Clark.

Citizens: Jen Sobczak

CITIZENS: None

ACCEPTANCE OF MINUTES:

Tammy asked Jenny if she had completed the detailed month to month tax loss report that was discussed last month. Yes, she did.

- ❖ Motion to approve the August 11, 2021 Finance minutes by Chuck Peterson, seconded by Tammy Meyer. Scott Weaver abstained. Both voted yes.

FINANCIAL REPORTS:

Jenny reviewed the financial reports. All funds are stable. There were no adjustments on the cash summary report. Revenues were great at \$286,166. Some of the reasons why they were so high for August are the OPWC pass-through receipt of \$88,566 for W. Prospect St. We also got the \$53,000 for ARPA funds, plus the second half property tax check. Expenditures were also pretty high and included the OPWC pass-through payment for West Prospect. The receipt and expense for pass through payments always offset each other. We also paid our local share to the contractor and CT Consultants for W. Prospect. Revenues are mostly on track with the exception of License Tax and Jenny said she has absolutely no understanding of why we are not getting our revenues. We are still down more than 40%. We are also down on park rental revenues and interest. Appropriations overall look good. No adjustments on the bank rec.

Tammy also asked on March 17 there was a check to Marianne Hayes that was voided and rewritten. Jenny said she lost that check and Jenny had to reissue it. Tammy asked why we wrote Vern Oswald a check. Jenny said it was a uniform reimbursement for work boots. Tammy said the Mayor noticed in August there was a late fee on the Portage County Water bills. Jenny said she would look into it. Jenny hand delivers the water bills and can't imagine why there would be a late fee.

Tammy looked at total revenues and overall we are only off by \$1,400. Jenny said some revenues come at certain times of the year. Tammy asked if our total fund balance includes carryover money from prior years. Jenny said yes.

- ❖ Motion to approve the Financial Reports and forward them to Council by Scott Weaver, seconded by Chuck Peterson. All voted yes.

BILLS OF RESOLUTION:

No discussion.

- ❖ Motion to forward the Bills of Resolution to Council by Scott Weaver, seconded by Chuck Peterson. All voted yes.

LEGISLATION:

Tammy reviewed the legislation:

ORD. 2021-32 AN ORDINANCE AMENDING SCHEDULE 305.02 AND SECTION 400.01.F OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA RELATING TO AGRICULTURAL USES. This was sent back to Planning for further review on 2nd reading but their meeting was cancelled. This is going to be tabled at Council to send back to Planning.

RES. 2021-37 A RESOLUTION AUTHORIZING VILLAGE ENGINEER CT CONSULTANTS TO ACT AS THE VILLAGE'S DESIGNATED REPRESENTATIVE ON THE OHIO PUBLIC WORKS COMMISSION "WORKSWISE" WEB PORTAL, AND DECLARING AN EMERGENCY. 2nd Reading. Jenny said she looked into her concerns and does not have any problems with this. This will be discussed with Gene Arters of CT Consultants at the special Council meeting that will be held right after this meeting.

ORD. 2021-39 AN ORDINANCE ESTABLISHING THE APPOINTED POSITION OF VILLAGE FISCAL OFFICER IN ACCORDANCE WITH THE PROVISIONS OF OHIO REVISED CODE SECTION 733.262, AND ABOLISHING THE ELECTED POSITION OF VILLAGE CLERK-TREASURER. 2nd Reading. Tammy said this was written because Jenny said beginning next year she may not be able to work 40 hours a week, and she asked Jenny if she is staying on after December. Jenny said she picked a date. October 30 will be her last day. Mayor Clark said Council will need to consider suspending the rules so we can advertise.

ORD. 2021-40 AN ORDINANCE AMENDING SECTION 410.02 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA REGARDING FENCES WALLS AND HEDGES. 2nd Reading. Jenny said we will have a public hearing right before Council starts Tuesday to discuss all of our proposed zoning changes.

ORD. 2021-41 AN ORDINANCE AMENDING SECTION 480.07 OF THE ZONING ORDINANCES OF THE VILLAGE OF MANTUA REGARDING RESPONSIBILITY FOR EXTERIOR MAINTENANCE OF PROPERTIES. 2nd Reading. No discussion.

ORD. 2021-42 AN ORDINANCE ENACTING CHAPTER 723 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA, REGULATING MOBILE FOOD VENDORS WITHIN THE VILLAGE OF MANTUA. 2nd Reading. No discussion.

RES. 2021-46 A RESOLUTION AUTHORIZING THE ALLOCATION AND EXPENDITURE OF PUBLIC FUNDS OF NO MORE THAN TWO HUNDRED FIFTY DOLLARS FOR THE PURCHASE OF BEVERAGES AND LIGHT SNACKS FOR THE BENEFIT OF VILLAGE EMPLOYEES AND THE GENERAL PUBLIC. 1st Reading. Tammy said this came from Service. The Village Administrator would like to provide beverages for the Service Department on hot days so we don't have safety issues. Tammy said she charged \$20 one day on Gatorade. Jenny said it was actually four times at a cost of \$20-\$30 each time. Jenny has concerns that this could be an audit issue, and she emailed our audit firm and they also did not like it. Mayor Clark said Maryann contacted the state Auditor and OSHA and they said it was up to Council to determine if it is a safety issue. Scott said that could be fought tooth and nail as a safety issue. Jenny said it is written to keep snacks and drinks stocked in the refrigerator. Jenny asked if it is fair for the tax payers to pay for this because employees don't see on the weather report that it is going to be a hot day and pack extra hydration. That is how she looks at it. Jenny said ODOT and other places don't provide extra beverages for their employees on hot days. Scott said his company does. Jenny said that is

not taxpayer's money. Jenny said she thinks it is nice that we can do that but she wants to go on record saying she has concerns.

RES. 2021-47 A RESOLUTION AUTHORIZING APPLICATION FOR FUNDING THROUGH THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM AND/OR SMALL GOVERNMENT CAPITAL IMPROVEMENTS PROGRAM FOR THE WEST FRANKLIN STREET STORM SEWER AND PAVING PROJECT, EXECUTION OF FURTHER AGREEMENTS AS REQUIRED, AND DECLARING AN EMERGENCY. 1st. Reading. Mayor Clark said this is for the West Franklin St. project that we did not receive funding from OPWC. We want to be able to apply for Small Government funding, or Long-Term Incentive Plan (LTIP) funding, or Small Government Capital Improvements Program (SCIP) funding that is coming up. This gives CT Consultants permission to prepare the applications.

❖ Scott Weaver moved to forward this to Council with a second by Tammy Meyer. All eyes on vote.

ORD. 2021-48 AN ORDINANCE APPROVING THE RECODIFICATION, EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF MANTUA, OHIO AND DECLARING AN EMERGENCY. 1st Reading. This is housekeeping. All of the approved amendments to the codified ordinances are updated to the codified ordinance book. Jenny said this includes state updates as well.

DISCUSSIONS: None

NEW OR OTHER BUSINESS: None

ADJOURNMENT:

Motion to adjourn at 6:23 pm by Scott Weaver, seconded by Chuck Peterson. All voted yes.

Tammy Meyer, Finance Chair

Jenny August, Clerk-Treasurer