

FINANCE COMMITTEE

MEETING MINUTES

September 14, 2022 6:00 PM

Tammy Meyer called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Roll Call: Tammy Meyer, Nina Schroeder, Steve Thorn

Other Village Personnel Present: Fiscal Officer Teresa Criblez, Police Chief Joe Urso

Citizens/Others Present: None

Tammy advised Nina that the Finance Meeting will be changed up to review reports, contracts and loans so they can understand the numbers and have meaningful discussions instead of it just being a pass-through meeting.

Accept minutes from previous Finance Meeting

- ❖ Nina motioned to approve minutes from the August 10, 2022 meeting. Steve seconded. All ayes.

Financial Reports:

Teresa summarized the financial reports. Tammy asked about the adjustments on the bank reconciliation. Teresa explained it was due to corrections to the Guardian payment. Tammy asked if the RITA payments received included the 0.5% income tax. Chief Urso stated that it is paid out quarterly and we probably won't begin to see it until October. Chief Urso asked about the appropriation status balances for Police and Dispatch Operating as he was told the balances were around \$500 and \$1500 dollars. Teresa advised him that since the report date funds had to be reallocated to pay bills. Chief Urso asked if there was a report showing funds being reallocated. Teresa advised there is a report that shows how much is being reallocated between funds to pay bills. Teresa brought up that an additional \$22,000 needs to be appropriated to cover the Police Department and Village Hall telephone charges for the remainder of the year. Steve asked what happened with the contract. Teresa and Chief Urso explained the situation with the AT&T contract.

- ❖ Steve motioned to approve. Nina second. All ayes.
- ❖ Nina motioned to move the financial reports to Council. Steve seconded. All ayes.

Legislation:

RES 2022-47 A RESOLUTION APPROVING AND ACCEPTING THE PORTAGE COUNTY BUDGET COMMISSION'S ALTERNATIVE METHOD OF APPORTIONING AND DISTRIBUTING THE LOCAL GOVERNMENT FUND. No discussion

ORD 2022-49 AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2022 APPROPRIATIONS AND DECLARING AN EMERGENCY. Tammy stated that we will be taking the \$22,000 out of our slush fund and while this needs to be added to the appropriations, it puts the Village further over budget and it is only September.

- ❖ Steve motioned to move legislation to Council. Nina second. All ayes.

Nina asked Tammy if this falls under the "nickel and diming" that she spoke of in prior meetings. Tammy said we just need to be very careful of our spending for the rest of the year. Nina asked how she would know looking

at the Payment Listing report what the payments were for. Tammy said if it is already on the Payment Listing report it is too late. How do we button up the spending? Where do we shave costs?

New or Other Business:

Tammy went over all of the outstanding Village loans and noted the police cruiser will be paid off in October 2022. Payment will be replaced with the payment for the new cruiser which Chief Urso said should be able to be ordered around the first part of 2023. There will probably be new equipment needed for the Service Garage next year.

Other Discussion:

Tammy discussed the W. Franklin Street project and asked Finance how they felt about taking on another loan for the small section of road. We encumber ourselves for 20 years. Tammy asked if anyone knew why the scope of the project was expanded. Chief Urso explained that this would be a permanent solution to the drainage problem after previous attempts to fix it failed. Steve said he did not feel comfortable taking on more debt for 20 years and Nina asked what the alternative is. Tammy stated to leave things as they are and hope to get it for less money in the next Round. We have requested a workshop with CT in order to discuss these issues. Steve agrees that when a need comes up and you have no money, you don't want to take out a loan. Tammy said we should just start with the \$85,000 and go from there. Steve suggested that we make the numbers public that they do not normally see, to help them understand. Nina summed up that for public perception and to be responsible stewards, we cannot increase to \$100,000 and we need to look at other funds to see where we can tighten our belts.

Tammy began the discussion on the new contract with CT Consultants by saying we need a 5-year plan in order to know where to use our money the best. A "story board" needs to be enacted so we can prioritize projects and move them around as needs change. This is going to be part of the discussion in the workshop with CT Consultants. Tammy stated that if CT works with the Water and Sewer department, we could piggy-back off some of their projects. She pulled out an email from Mayor Clark about Capital Planning to go over what they felt the priorities were. We need to all be working together to get the projects completed. It was discussed if having Gene Arters in Council meeting was the most efficient and effective meeting for him to attend. It was decided, after some discussion, that Finance would be the best meeting for him to attend. It was also suggested that during construction, we should be given a detailed progress report twice a month. In order to efficiently use the communication and meeting hours with CT Consultants, all communication should go through the Village Administrator as the point of contact. We should increase the hours and decrease the meeting hours. Chief Urso suggested we have a set time once a week to go over all questions. Nina suggested a live document that can be shared.

Chief Urso brought up that he received a check in the amount of \$3,750.00 for the drug case. We have to keep track of that money and it can only be used for drug prevention. We probably need to set up a new fund so we can keep it separate like we do with the ARPA funds. He has asked Michele to check on this. He will bring this up at Council.

Chief also gave an update on the contract with Mantua Shalersville Fire Department. The wording has been agreed upon but the numbers cannot be finished until the AT&T contract is settled. The contract is for 3 years with a 90-day opt out option.

Tammy said the budget will be discussed at the next Finance Meeting.

❖ Steve motioned to adjourn at 7:20 p.m. Nina seconded. All ayes.