Finance Committee
Tuesday, July 21, 2020 - 5:00 PM
MINUTES

1. Call to Order

   Benjamin Lee called the virtual Finance Committee meeting for July 21, 2020 to order at 5:01 pm

   Members Present - Ben Lee, Chip Dutcher, Cheryl Robertson
   Absent - None

   Staff present - Jim Lenner, Dana Steffan, Bailey Klimchak, Jack Liggett, Carol Van Deest, Chief Haroon,Teresa Monroe. Joined during - Doug Lehner, Marvin Block, Sharon Hendren

   Public present - None

2. Action on Minutes

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| **ACTION:** | Chip Dutcher moved to Approve the minutes (a and b en bloc); Cheryl Robertson seconded and all were in favor. |
| **AYES:** | Benjamin Lee, Chip Dutcher, Cheryl Robertson |
| **NOES:** | None |
| **ABSTAIN:** | None |

**Passed 3 - 0**

   a. June 16, 2020 Regular meeting
   b. July 14, 2020 Special meeting

3. Finance Director Report
   a. July 21, 2020

      Dana Steffan highlighted items in her report sent with the packet; continuing to see steady tracking on income tax, does not believe we have realized all of 2019 payments and expects those to come in and be distributed this month and next. Noted that Law Director charges have increased, council to see an appropriation for that. Ms. Steffan has reached out to the Auditor to discuss findings and notes from the audit. Mr. Lee commented on statistics in the report, said the village is still on a really good pace. Mayor Dutcher noted the fourteen percent decrease in income tax collection and reminded the decrease is due to this years extended income tax filing deadline.

4. Bank to Book Reconciliation

a. June 2020

Ledger was provided to committee, Mr. Lee said it looked spot on.

5. CARES Act Funding - Updated discussion from 7/14/20

Continued discussion on use of CARES Act funds received in the amount of $49,629.00. Chief Haroon said he has ability to purchase fogger units with solution to kill Covid-19 to treat village buildings and vehicles, also said he believes more PPE should be purchased; committee approved $1,000 for two fog units, solution and PPE (gloves and masks). Continued discussion on CAD system for PD, addition of computer server; committee approved $10,000 toward the CAD system. Jack Liggett asked that the $5,000 estimate for water plant audio visual be held out. The CivicReady emergency notification system can be paid for with CARES Act funds; $1500. Donations to the three food pantries was reduced to $3,000.00

| **CARES Act Budget** | **$49,000** |
|---|---|
| Supplies/Tablets | $ 7,000 |
| A/V Council | $11,500 |
| ED Plan | $10,000 |
| Fogger/Solution/PPE | $ 1,000 |
| Donations | $ 3,000 |
| CAD System-PD | $10,000 |
| A/V Water Plan | $ 5,000 |
| CivicReady | $ 1,500 |
| Balance | $ 0 |

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| **ACTION:** | Cheryl Robertson moved to PROCEED WITH CARES Act budget as discussed; Chip Dutcher seconded and all were in favor. |
| **AYES:** | Robertson, Dutcher, Lee |
| **NOES:** | None |
| **ABSTAIN:** | None |

**Pass 3 - 0**

6. Civic Ready / Civic Clerk Trials

a. Staff report

Teresa Monroe reviewed the free trials of CivicClerk (meeting agenda management) and CivicReady (mass notification system) currently being evaluated and provided a staff report with the related costs. Staff opinions were shared on ease of use and benefits of each package. It was noted earlier that year 2020 cost of CivicReady ($1500) would be be covered by CARES Act funds; Mr. Lee said CivicClerk could be paid out of General funds.

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| **ACTION:** | Benjamin Lee moved to go forward with CivicClerk this year; Chip Dutcher seconded and the vote was as follows: |
| **AYES:** | Benjamin Lee, Chip Dutcher, Cheryl Robertson |
| **NOES:** | None |
| **ABSTAIN:** | None |

**Passed 3 - 0**

7. Delinquent Water Accounts - Trends 2019 vs Current

Mr. Lee provided a spreadsheet with data surrounding water shutoffs comparing 2019 to 2020 relative to the moratorium on shutoffs and reviewed some of the statistics. Notice went to customers in July that shut off for delinquencies would resume in August; the village will work individually with anyone struggling to catch up.

8. Other Business

1. Ben Lee asked about updates on the AEP street lights out; the account representative at AEP said he would be analyzing the long stretches certain lights have been out and why as well as which lights are billed monthly and which are billed off of a meter.

2. Sidewalk Replacement Program; Mr. Lee said there is renewed interest, Mayor Dutcher asked if there has ever been a "census" or survey of village sidewalks, Mr. Lenner said no. Mr. Dutcher that would be a good place to start. Property maintenance code could be a way to address poor sidewalk condition; violators could be brought to Mayor's Court; Ms. Klimchak said some may not know they are responsible but the village could send letters. Mr. Lehner said the village should enforce the ORC and responsibility of repair by owners. Discussions will continue in Safety & Service.

3. Mr. Lee said he would like review of the Ohio EPA loan (zero interest for thirty years) and how it factors into the village capital projects with respect to the bonded money.

9. Adjourn

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| **ACTION:** | Chip Dutcher moved to Adjourn; Cheryl Robertson seconded and all were in favor. |
| **AYES:** | Benjamin Lee, Chip Dutcher, Cheryl Robertson |
| **NOES:** | None |
| **ABSTAIN:** | None |

**Passed 3 - 0**

Meeting adjourned at 6:20 p.m.