



Finance Committee
Tuesday, November 17, 2020 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Finance Committee meeting for November 17, 2020 to order at 5:03 pm

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

Staff present - Jim Lenner, Jack Liggett, Dana Steffan, Bailey Klimchak, Marvin Block, Chief Haroon, Teresa Monroe.

Public present - None

2. Approval of Minutes

a. October 27, 2020 Special Finance

ACTION: Cheryl Robertson moved to Approve; Chip Dutcher seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Bank to Book Reconciliation / Finance Director Report

a. Bank to Book Rec Oct. 2020

Finance Director said she was able to reconcile to the penny; nothing to call out.

b. Director Report Nov. 17, 2020

Committee members asked any questions they had on the Finance Director report; a question posed on withholding taxes from Franklin County; Dana Steffan said she suspects it is related to people working from home but will follow up. Mr. Lee noted he just did not want to see them turn into re-payments next year.

Reviewed finance Ordinances 33-2020 and 36-2020 on tonight's Council agenda.

4. CARES Act Funds - Update on unassigned balance and carryover to date

Current balance of CARES Act funds available is \$3,500 and the permitting software has been factored in.

a. Estimate for Electronic Permitting Software

Bailey Klimchak reviewed the estimate for electronic permitting software from Open Gov; if approved, this three year contract would go to 2023. \$24,997.00 has been set aside from current Cares Act funds received due December 1, 2020; subsequent payments of \$13,500 due January 1, 2022 and \$15,000 due January 1, 2023 are not currently budgeted, then in 2024 the village would need to decide on renewal. This software will allow zoning permits to be submitted online rather than in person, it will allow staff members and engineers to add comments and tracking to keep everything organized from start to finish. Mr. Lee asked if we have the server bandwidth to keep all the additional documentation online; Ms. Klimchak said Open Gov has unlimited storage on the cloud and all are encrypted; if Open Gov were to dissolve, the documents belong to the village and would always have access to them; there is also available 24/7 support.

ACTION: Benjamin Lee moved to approve the permitting software to be expended from CARES Act funds; Chip Dutcher seconded and all were in favor.

AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

b. Estimate for Touchless Faucets

Estimate reviewed for installation of touchless faucets in all village building sink faucets to include the water, sewer, street, admin and police departments. There are not enough available funds from the current CARES round but will keep the estimate for future rounds if given from the State.

Ms. Steffan said she was hoping to put any and all future money received toward Police salaries; she expects to hear something in the next week about how much money we could potentially get.

5. Budget 2021 - Continued review / Final prep

a. Budget 2021 version 4

Some minor tweaks but no major updates for the second reading of the budget. Finance Director Dana Steffan said any major changes that will arise between now and the third and final reading will be primarily due to costs that we know will not be spent in 2020 that need to be re-appropriated in 2021; she foresees a lot of that coming from the bonded projects, will not spend all of that so will get carried over. Further added good news that the medical premiums reduced further, from 7% to 3.4 %. Added also that the negative balance from the street fund would be covered by General fund and would reflect in the

third reading. Mayor Dutcher said he would like then to revisit employee increases for 2021 and to make a motion increasing the 3% budgeted to 5%. Discussion on the dollar amount of the healthcare savings versus decrease in General Fund to go to the five percent; savings on insurance will be \$8,000 and the decrease to General Fund would only be \$1,000.

ACTION: Chip Dutcher moved to increase employee wages from 3% to 5%; Benjamin Lee seconded and the vote was as follows:
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

Continued discussion on the negative street fund balance and tight timeline of budget third reading; Ms. Steffan said current projections are for a negative \$70,000 balance but that could change by final budget. Mr. Block requested an Executive Session to discuss compensation of an employee.

ACTION: Cheryl Robertson moved to move money from the General Fund to cover the Street Maintenance Fund's negative balance for the 2021 budget; Mayor Dutcher seconded and the vote was as follows:
AYES: Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

ACTION: Chip Dutcher moved that the Finance Committee go into Executive Session to discuss a salary matter (employee compensation) and to waive Council Rule (for 24 hour notice), with Mr. Lee, Ms. Robertson, Mr. Block, himself, and Ms. Steffan; Ms. Robertson seconded and the vote was as follows:
AYES: Benjamin Lee, Mayor Dutcher, Cheryl Robertson
NOES: None
ABSTAIN: None

Passed 3 - 0

Committee came back to regular session at 6:05 pm

6. Other Business

None

7. Adjourn

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 6:08 p