



Finance Committee  
Tuesday, January 19, 2021 - 5:00 PM  
MINUTES

1. Call to Order

Committee Chair Benjamin Lee called the Finance Committee meeting for January 19, 2021 to order at 5:02 pm

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

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

Public present - John Luke

2. Action on Minutes

a. December 7, 2021

**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. Goals 2021

2021 Committee Goals set as follows; not ranked in any specific order

1. Multi-year CIP Plan; Manager to provide quarterly
2. Get Budget Stabilization Fund back to \$500,000
3. Keep water sewer & rate increase to less than five percent
4. Meet annual budget deadlines

Not necessarily a goal, but desire to keep the Opioid settlement money on committee radar.

4. Bank to Book Reconciliation and Finance Director Report

a. Bank to Book Dec. 2020

Finance Director noted she identified an issue with the sweep account and provided explanation to committee; committee fine with explanation.

- b. Finance Director report  
Committee review of report included with packet.

5. Finalized Carryover Balances for 2021

In the order of business, discussion switched places with agenda item 7

Finance Director reviewed spreadsheet showing funds with anticipated revenues, carryover from 2020, appropriations and projected 2021 year end balances. Projected General Fund balance for the end of 2021 is \$335,232. Noted that an Ordinance will be needed to appropriate funds in the amount of \$174,000 left in Capital Improvements for the salt temple project.

6. Cable Franchise Agreement - Spectrum response update

Received response from the Charter representative on questions asked previously, nothing more for Finance committee consideration; moved topic to Economic Development Committee if additional questions.

7. Capacity Fee Report

Jack Liggett reviewed the engineer process for analyzing capacity fees. Committee reviewed Engineer letter with recommendation on fees; recommendation is an increase in capacity fees to \$7,400 for both water and sewer; current fees are \$5,375 water and \$6,375 sewer. Discussion on timeline for plant upgrade. Discussion on timing of who would be subject to the rate change and when; staff opinion is anyone applying for tap permits after the effective date of the new ordinance.

|                 |                                                                                                                                                                                             |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACTION:</b>  | Cheryl Robertson moved to Approve capacity fee increase as recommended by the engineer; \$7400 water and \$7400 sewer for a total of \$14,800; Benjamin Lee seconded and all were in favor. |
| <b>AYES:</b>    | Robertson, Dutcher, Lee                                                                                                                                                                     |
| <b>NOES:</b>    | None                                                                                                                                                                                        |
| <b>ABSTAIN:</b> | None                                                                                                                                                                                        |

**Passed 3 - 0**

Legislation introduction in two weeks.

Discussion on notification to Croton Road residents who have option to tap in to the new water line; new letter could be sent to notify of the increase effective date. Discussion on the potential for builders or residents building desiring to "pre-pay" for taps and should there be a sunset on the length of time a tap could be held. Jim Lenner to seek legal opinion from Law Director on defensibility of a sunset ordinance; Chairman Lee said both ordinances should run in tandem and the sunset ordinance should be entertained before the ordinance to raise the capacity fees to ensure they are both effective at the same

time.

8. Committee Considerations

a. **Park and Rec - Chip**

1. Pedestrian Counter
2. Trailhead Parking Lot Paving
3. Dog Park

Pedestrian Counter was budgeted previously but put off; still budgeted, Committee in favor of proceeding now with the purchase; approximately \$8,000.

Trailhead Parking Lot Paving; not budgeted at this point, discussion to take place when the East Jersey Street project happens.

Dog Park in the works through Park and Rec Committee. Licking County Park District has agreed to cover half of the Dog Park, up to \$17,000. Committee working to get accurate costs for an accurate project estimate.

b. **Mayor's Court - Chief Haroon**

1. New computer needed

Chief Haroon said the Mayor's Court Clerk has requested a new fixed desktop computer for her office, approximate cost \$1,000. The laptop previously purchased is portable for use during Mayor's Court in Council Chambers. Committee approved purchase, Finance Director to have an appropriation Ordinance for next Council meeting.

c. **Safety & Service**

1. Leafy Dell Sidewalk (from 2020)

Previous consideration in Safety and Service Committee on installing sidewalk in Leafy Dell, on Stonehedge Row Drive from the condo community to Parkdale. Mr. Lee said he added the topic just to stay on the radar as a contingency item; previous estimate approximately \$21,500.

9. Follow-Up Items

a. Audit Follow-up questions - Dana

Finance Director said audit is complete; she is not waiting on any further responses.

Mr. Lee noted the previously discussed "local government fund formula", understands there has not been movement because of Newark's veto power. Mr. Lenner said correct

and there is a new Treasurer to now bring up to speed and new people on the Budget Commission and will be a hard push this year, there has been no communication from the County Budget Commission on the request, but is still on the village radar.

- b. Franklin County "businesses" listed from Nov. Income Tax Report – Dana

Mr. Lee inquired during the Director report; Ms. Steffan still in process of follow up.

## 10. Other Business

CARES Funding Update: Deadlines & Additional monies – Not discussed.

Opioid Settlement Funds; update/status – Discussed during goals.

Jim Lenner said the State Controlling Board will hear village request for Project Mastodon on February 24th and the financial loan application for three million dollars for the water tower was turned in this afternoon.

Mr. Block said he has heard Coughlin may be working on the condos (in Leafy Dell) this year; if they are building condos they should be required to put in the sidewalk.

Mr. Lee said at next Finance Committee meeting he thinks a conversation is warranted around looking at Planning and Zoning funding, specifically Zoning Inspector/Code Enforcer and the full time equivalency of the job and if there is a need for funds for that position as the village grows.

## 11. Adjourn

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

**Passed 3 – 0** Meeting adjourned at 6:27 p.m.