



Finance Committee
Tuesday, June 16, 2020 - 5:00 PM
MINUTES

1. Call to Order

Benjamin Lee called the Finance Committee meeting to order at 6:01 pm; Members present: Chairman Benjamin Lee, Mayor Chip Dutcher, Cheryl Robertson

Staff present: Village Manager Jim Lenner, Finance Director Dana Steffan, Chief of Police Abe Haroon, Assistant Village Manager Jack Liggett, Village Planner Bailey Klimchak, Clerk of Council Teresa Monroe

2. Action on Minutes

a. May 19, 2020

ACTION: Chip Dutcher moved to Approve; Cheryl Robertson seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Finance Director Report

a. June 16, 2020

Finance Director Dana Steffan highlighted items in her report; withholding tax up compared to last year but both individual and net profit down; she believes the individual numbers are due to the delay in tax filing moved to July 15th. A spike in revenue is shown for the water and sewer improvement funds due to the bond money coming in. There will likely be a request to increase appropriations on legal fees before the end of the year. Feedback on the 2018-2019 audit is nothing major, a small dollar amount from 2018 where appropriations exceeded estimated resources, just something overlooked so not sure if that will be a major comment or not. Mr. Lee asked about Ms. Steffan's report comment on a twenty five percent decline in tax revenues over all categories due to COVID-19; she said that is analysis from RITA.

4. Budget Trends Discussion re: Director Report

Discussed as part of Finance Director report.

5. Bank to Book Reconciliation

- a. May 2020
Nothing to call out. Mr. Lee asked when something more might be reported on the audit, Ms. Steffan said she would reach out to the auditors and ask their timeline.
6. SB310/HB481 Updates - Webinar
Finance Director attended the webinar for the village, said it was general clarification of what is already known; one major item noted was that CARES Act funds cannot be used on items already approved in the budget. With regard to using funds to cover salaries and overtime for employees who worked over for others mandated to stay home during the COVID crisis, will need to wait and see if approved budget is exceeded. Discussion on other qualified items; Mr. Lee noted village could receive \$49,600.00 in CARES Act funds, Ms. Steffan keeping a spreadsheet to track expenses. Mr. Lee noted the CARES Act funds can be utilized until October and in December unused funds will be sent back to the County. Mr. Lee asked about administering some of the funds for local businesses affected by the pandemic; from an Economic Development standpoint and small business grant perspective. Ms. Steffan said she would look into that.
7. HB 163 Discussion - House Passage to Senate
Resolution 2020-17 opposing HB 163, on the Council agenda for vote tonight, would penalize municipalities that charge higher water rates outside their territory; copy will be sent to Senator Hottinger. A letter to Representative Fraizer will be signed by members of Council noting displeasure of his support for the bill.
8. Water Accounts / Non-payment updates
 - a. June 2020
Spreadsheet provided by Utility Billing continues to show June numbers triple the regular amount of shutoffs for non-payment; total outstanding on past due accounts is \$16,234.68. The moratorium on shutoffs ends July 10, 2020 ; notification to customers that accounts will need to be brought current by mid-August will be on next bill.
9. Income Tax delinquency letter program (zero cost)
Finance Director Dana Steffan said RITA asks municipalities annually if they want to participate in the delinquency letter program, she plans to again this year unless there is any objection; there is no cost. No objection was noted.
10. CAD system for PD (Chief Haroon)

a. Director report

Chief Haroon said he worked with the Finance Director to calculate police department savings from unfilled staff salaries in 2020 determining an approximate \$90,000 in savings. Chief reviewed items and programs he would like to spend any surplus money on to improve the department broken down as follows: Policies and Procedures (Lexipol \$5,462.00), CAD system (\$48,050.00 and \$3,045 annually) and Uniforms for new officers (\$9,900.00); bringing total revenue needed to \$63,412.00. Ms. Steffan said with the \$90,000 in savings already appropriated but not spent, funds can be diverted to the other line items where they would be spent so an appropriation would be seen for the movement of the funds.

ACTION: Cheryl Robertson moved to Approve funds requested; Benjamin Lee seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0

Mr. Lee asked if the \$90,000 was a true net; so balance would now then be around \$27,000. Ms. Steffan said unsure on the balance but to clarify was looking to end the year with an additional \$90,000 in salaries not spent; however if Chief does hire two officers as anticipated, that would reduce the \$90,000.

11. Plant (replace) two trees on Parkdale Drive (use Tree City funds?)

Dana Steffan said if Finance Committee would like to replace the two trees destroyed on Parkdale Drive, money is available in the Tree City Funds to purchase and would be about \$150.00 each. Committee discussion on why the residents or homeowner's association would not be the ones to replace the trees, or the resident who owned the trees; the trees were destroyed as a result of an accident, Chief provided some detail. Mr. Lee said this sounded like a civil matter, the village did not put those trees in and he does not see the need to expend village funds to plant two trees in front of a private residence; Ms. Robertson agreed saying many residents have had to replace their street trees for varying reasons, Mr. Dutcher also agreed saying he feels it should be between the homeowner and the driver's insurance. Although noted for the record that the village does like trees, committee decision that the village will not pay for replacement of these two trees.

12. Other Business

1. Some discussion on paving; audio trouble prevented notes on update.
2. Jim Lenner said RFP responses were received for the new website and after staff review chose to go with Michelle Newman out of Granville because she came in under budget at \$4,500.00
3. Jim Lenner said Project Mastodon is back in the forefront and Johnstown is still in contention for the project; more to come in near future.
4. Ms. Robertson asked about the RFP examples provided by Ms. Newman; Mr. Lenner said she has done websites for Hebron, Licking County Works and is currently working on Granville.
5. Mr. Lee noted Ms. Solomon's generous gift to the Police Department and requested that an official thank you letter be sent.

13. Adjourn

ACTION: Benjamin Lee moved to adjourn; Cheryl Robertson seconded and the vote was as follows:

AYES: Chip Dutcher, Benjamin Lee, Cheryl Robertson

NOES: None

ABSTAIN: None

Passed 3 - 0