

Finance Committee
April 19, 2019 – 8:00 a.m. at Village Hall

Present: Nairn, Romanowski

Regarding the Tax Board of Review, the Village received a letter of interest and resume from resident Vince Massa to serve on the Tax Board of Review. Massa did call Romanowski to get an understanding of what the position entailed and agreed that he is interested and willing to serve.

Romanowski reported that Mayor Koons said former Mayor Brett is willing to serve on the Tax Board of Review if there was no other interest. Nairn will contact Brett to confirm this.

If Brett agrees to serve, Nairn will make a motion at the 4/22/19 Council meeting to appoint Vince Massa and Matt Brett to the Tax Board of Review for 2019-2020.

Regarding the Village park playground, Romanowski shared a draft letter from Ike Tripp that he would like to forward to individuals who said they would donate to benches (cost \$750), or trees (cost \$600) to the playground. The letter gave instructions to make checks payable to the Village of South Russell and send to Village Hall. This letter was already reviewed by the Mayor, Solicitor and Fiscal Officer. Nairn proofread the letter and approved it. Romanowski will let Tripp know it is okay.

Romanowski shared another draft letter thanking individuals for their donation to the park. This letter was also reviewed by the Mayor, Solicitor and Fiscal Officer. Nairn proofread the letter and approved. Fiscal Officer will send these letters to individuals when the Village receives their donation to the playground.

Fiscal Officer gave an update on the NOPEC grants. The Sponsorship grant for the Fall Festival has been approved and the Village will receive that money in the coming months. The NEC Energy grant for the service building generator has been approved, and the Village should be receiving \$15,217 in the next several days.

The Paychex Time Tracking was discussed, and Fiscal Officer explained why the HR Committee agreed the Village will go back to the previous Google Sheet time tracking. While the Paychex system may not be the best option for the Village, it is felt that the trial run will save the Village money in the long-run. This experimental trial made the Village aware of some internal tracking issues which have now been addressed and will be corrected moving forward. The Fiscal Officer will be working on getting things in order to change payroll from a semi-monthly payroll to a bi-weekly payroll with the anticipated change to happen in September/October.

The 2020 Tax Budget process will be starting in May.

Porter arrived at 8:50 a.m.

The tenant at the rental house paid his March rent on 4/17/19 with the \$50 late fee. The April rent is still due.

Nairn said she and Galicki have been talking to different engineering firms and will have a recommendation for RFQ details soon. CT Consultants said they would continue their services for now even though there is no contract in place. Nairn and Galicki hope to have RFQ verbiage ready by the 5/13/19 Council meeting and then get quotes in time for the June meeting.

Meeting adjourned at 9:05 a.m.


Cindy Nairn, Finance Committee Chair

Minutes prepared by Danielle Romanowski

Finance Committee
April 19, 2019 – 8:00 a.m. at Village Hall

Present: Porter, Nairn, Romanowski

- Tax Board of Review
 - Application from Massa
 - Brett interested per Koons

- Park
 - Review email regarding fundraiser/donation
 - Review Playground donation letter acknowledgement

- NOPEC Grants
 - \$1,500 for Fall Festival approved should get money in next several months
 - \$15,217 NEC Energy grant – applied, approved and waiting for reimbursement



Danielle Romanowski <fiscalofficer@southerussell.com>

Re: FW: Bench and tree installation funds request

1 message

Danielle Romanowski <fiscalofficer@southerussell.com>

To: Bridey Matheney <BMatheney@tddlaw.com>

Cc: William Koons <mayor@southerussell.com>

Tue, Apr 16, 2019 at 10:06 AM

Please see my changes in pink below.

-Danielle

Attn: applicable person

RE: Donation for installation of benches or trees around the new **playground at the** South Russell Village **Playground Park**

Dear XXXXX,

The equipment for the new playground in South Russell Village Park has been ordered. Now it is time for those who pledged to purchase benches or trees to step forward with their donations so the benches and trees can be ordered.

For those who have ordered benches, the cost per bench is \$750.00. Please remit your check **made payable to the "Village of South Russell" and send** to the attention of Danielle Romanowski, the Village Fiscal Officer at South Russell Village Hall, 5205 Chillicothe Road, South Russell, OH 44022. Please include the language that you want on the brass plaque that will be attached to each bench.

For those who ordered trees, **the cost per tree is please remit the \$600.00. Please remit your check made payable to the "Village of South Russell" and send send** fee to the Village Fiscal Officer at the address shown above. Please also indicate the language that you want to include on the sign that will be placed at the base of each tree donated to surround the playground.

If you do not remit the funds applicable to the part of the project that you are sponsoring by April 30, 2019 **[this is only 2 weeks away from today – I recommend giving people a month to get the funds in]**, you will forfeit your opportunity to sponsor the item.

If you have any questions regarding these instructions please contact Mayor Bill Koons at mayor@southerussell.com.

Thanks,

Ike Tripp

Volunteer and fund raiser

On Tue, Apr 16, 2019 at 9:31 AM Bridey Matheney <BMatheney@tddlaw.com> wrote:

Here are my minimal comments (in red):

Attn: applicable person

RE: Donation for installation of benches or trees around the new **playground at the** South Russell Village **Playground Park**

Dear XXXXX,

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If you have any questions regarding these instructions please contact Mayor Bill Koons at mayor@southerussell.com.

Thanks,

Ike Tripp

Volunteer and fund raiser

Bridey Matheney



Visit our website: www.tddl.com

100 7th Avenue, Suite 150, Chardon, Ohio 44024 - Phone 440.285.2242 - Fax 440.285.9423

1111 Superior Avenue, Suite 412, Cleveland, Ohio 44114 - Phone 216.255.5431 - Fax 216.255.5450

THIS E-MAIL MESSAGE IS PRIVILEGED AND CONFIDENTIAL AND IS INTENDED FOR THE USE OF THE ADDRESSEE AND NO ONE ELSE. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DO NOT READ OR USE THIS E-MAIL AND NOTIFY THE SENDER OF THE MISTAKEN TRANSMISSION.

From: William Koons <mayor@southerussell.com>

Sent: Monday, April 15, 2019 7:36 PM

To: Ike Tripp <itripp@etna.com>; Danielle <fiscalofficer@southerussell.com>; Bridey Matheney <BMatheney@tddl.com>

Subject: Re: Bench and tree installation funds request

I will forward this to the fiscal officer and our solicitor for their comments. The deductible letter is in process. I will be in touch once they have had a chance to look at our email and confer.

Thanks.

Mayor William G. Koons, Ph.D.

5205 Chillicothe Road

South Russell, Ohio 44022

440-338-6700

On Mon, Apr 15, 2019 at 8:26 AM Ike Tripp <itripp@etna.com> wrote:

Bill,

I want to confirm with you the instructions for the people who have agreed to donate the money for benches and for trees to be installed around the playground.

Shown below is an e-mail that I propose to send to each person who has agreed to donate money for either item. Please make any edits that you see as necessary and return the e-mail to me so I can send it out.

Thanks, Ike

Attn: applicable person

RE: Donation for installation of benches or trees around the new South Russell Village Playground

Dear XXXXX,

The equipment for the new playground in South Russell Village Park has been ordered. Now it is time for those who pledged to purchase benches or trees to step forward with their donations so the benches and trees can be ordered.

For those who have ordered benches the cost per bench is \$750.00. Please remit your check to the attention of Danielle Romanowski, the Village Fiscal Officer at South Russell Village Hall, 5205 Chillicothe Road, South Russell, OH 44022. Please include the language that you want on the brass plaque that will be attached to each bench.

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If you do not remit the funds applicable to the part of the project that you are sponsoring by April 30, 2019, you will forfeit your opportunity to sponsor the item.

If you have any questions regarding these instructions please contact Mayor Bill Koons at mayor@southerussell.com.

Thanks,

Ike Tripp

Volunteer and fund raiser

Ike Tripp

Chairman/CEO

Etna Products, Inc.

PO Box 23609

16824 Park Circle Drive

Chagrin Falls, Ohio 44023

Toll Free in U.S.A.(800) 229-3862

Office Phone: (440) 543-9845

Office Fax: (440) 543-1789

Cell Phone: (440) 263-4857

From: William Koons [mailto:mayor@southrussell.com]

Sent: Thursday, April 11, 2019 12:11 PM

To: Ike Tripp

Subject: Re: Bench

Yes, the village will have a "tax deductible" letter ready by early next week.

Thanks.

Mayor William G. Koons, Ph.D.

5205 Chillicothe Road

South Russell, Ohio 44022

440-338-6700

On Thu, Apr 11, 2019 at 9:50 AM Ike Tripp <itripp@etna.com> wrote:

Bill,

I will not know if we have a bench to sell until we do not receive the money from people who have committed to buy.

Please confirm that the Village Fiscal officer will issue a letter indicating the standard language for a tax deduction.

Thanks,

Ike

Ike Tripp

Chairman/CEO

Etna Products, Inc.

PO Box 23609

16824 Park Circle Drive

Chagrin Falls, Ohio 44023

Toll Free in U.S.A.(800) 229-3862

Office Phone: (440) 543-9845

SOUTH RUSSELL VILLAGE LETTERHEAD

Joe and Mary Smith
99 Maple Street
South Russell, Ohio 44022

Re: Donation to South Russell Village Park

Dear Joe and Mary Smith:

Thank you for your generous donation of [\$X amount] made on [X date] to the South Russell Village Park, which is used exclusively for public purposes. Specifically, your donation will be used to [put a bench in or plant a tree in] the South Russell Village Park for the enjoyment of all who use it.

As you are aware, no goods or services were received in return for your generous donation. Also, while South Russell Village is a qualified organization for the purposes of charitable contributions under the Internal Revenue Code and your donation may be tax deductible, it is recommended that you consult with a tax professional about the tax implications of your donation under both state and federal law.

Thank you again for your generosity!

Sincerely,

South Russell Village

VINCENT J. MASSA
316 Whitetail Drive
South Russell Village, Ohio 44022
440-289-7590
massavi@aol.com

April 9, 2019

Danielle Romanowski
Fiscal Officer
Council Vacancy
5205 Chillicothe Road
South Russell, Ohio 44022

Dear Danielle:

I ask to be considered as a member of the Tax Review Board for South Russell Village. My resume is attached for your review.

Thank you for your time and attention.

Very truly yours,

Vincent J. Massa

Vincent J. Massa
Attachment

VINCENT J. MASSA

316 Whitetail Drive
South Russell Village, Ohio 44022
440-289-7590
massavi@aol.com

STRENGTHS

- **Relationship Builder** – work well with people to achieve common goals
 - **Cooperative** – work to tackle issues and solve problems by entertaining ideas from others
 - **Achiever** – strive to get the work done successfully
 - **Trustworthy** – act with honesty and authenticity
 - **Patience** – treat every person with kindness and empathy
 - **Communication Skills** – good public speaker and debater
-

PROFESSIONAL EXPERIENCE

The Cleveland Trust Company and Key Bank

- Attorney and Vice President in the Trust Department responsible for marketing trust, investment and banking services to bank customers
- Taught motivational courses to all Trust Department personnel
- Responsible for meeting with bank customers to advise them about their estate planning issue pertaining to Federal, State and income tax matters

Ulmer and Berne

- Gained expertise in the areas of real estate law, business law, which involved familiarity with corporations, partnerships, and sole proprietorships
- Ultimately specialized in the area of estate planning and probate law

The O'Brien Law Firm LLC, 2006 - present

- Specialize in estate planning and probate law which involves meeting with clients, assessing problems, discussing the legal issue involved and solving problems
 - Involved in drafting trusts, wills, financial durable powers of attorney, health care powers of attorney, real estate deeds and special needs trusts
-

ACTIVITIES and INTERESTS

- Cleveland Bar Association
 - Republican National Committee 2012
 - Instructor on the American Constitution for Chagrin Falls Adult Education Program
 - Music enthusiast, trumpet, guitar and piano
 - USTA Tennis Member – Tournament Player
 - Astrophysics and planetary science studies
 - Model airplane enthusiast
 - Served in the US Military, 1964 to 1970, Honorable Discharge
-

EDUCATION

Beaver Falls Senior High School, Pennsylvania, home of the Bengal Tigers
University of Notre Dame, South Bend, Indiana, BBA in Finance
Case Law School, Cleveland, Ohio, Juris Doctor of Law

*Additional courses at **Northwestern University, Chicago, Illinois, in Finance and Investments***