

Finance Committee
September 25th, 2020 – 9:00 a.m. via Zoom

Present: Chairman Carroll, Councilman Berger, Fiscal Officer Romanowski

Carroll called the meeting to order at 9:00 a.m.

The Fiscal Officer discussed the COVID CARES ACT funding. The first installment was \$50,924 and the second was \$25,400. The Village currently has \$76,387 and has spent just over \$10,000. She advised that the State passed legislation changing the deadline from October 15th to November 20th to encumber the money. However, the money must still be spent by December 28th meaning that the projects must be finished and paid before this date. Additionally, she was notified that the Village would be getting an additional \$135,000. She watched a video by the County Auditor and County Prosecutor explaining use and documentation of the funds since there will be Federal audits. Assertion of necessity statements must be placed with each receipt. She explained that one example provided was the changing of carpeting for hard tile for cleaning purposes. This could be used to put new flooring in Council chambers and hallway as well as the public areas of the Police Department. The fabric chairs in chambers could also be replaced. She verified with the County Prosecutor that equipping Council chambers with teleconferencing equipment would be a legitimate expenditure. Additionally, she was informed that a justified expense would be replacing vehicles with upholstery with vehicles with vinyl or leather interior and no carpeting. The Fiscal Officer advised that the Street Department had an old Expedition that was slated to be replaced. The Village could replace this vehicle with a pick-up truck. Additionally, the Village would not want to do a trade-in, but instead purchase the vehicle with the CARES ACT money and sell the other truck later. The Chief is exploring whether he could get a police car with vinyl interior because the front seats of the cruisers are cloth. The Department was scheduled to replace a car the following year.

Carroll asked when pricing could be obtained for the suggested expenditures, and the Fiscal Officer offered she could try to get estimates as soon as possible but did not think she could have them by the September 28th meeting. She suggested having the committee prioritize the expenditures and then obtain quotes. She explained that purchase orders could be written for a bit more than the expected cost. Carroll suggested discussing those quotes the Fiscal Officer could obtain at the October 1st Budget Work session, and then by the October 12th meeting have the remainder. At the next Finance Committee meeting, a recommended list would be compiled to bring to the October 12th meeting.

Berger asked when the Village would know definitively about the additional \$135,000, and the Fiscal Officer hoped it would be soon. Berger asked on which figure the priority list would be based, and Carroll suggested prioritizing on the \$200,000. He thought by the Budget Work Session, the Village would know about the \$135,000. The Fiscal Officer agreed and said some of the quotes could be obtained by then.

Berger thought that anything dealing with Village Hall or the Police Department was the first priority. He asked Carroll about the Fit Testing equipment, and the Fiscal Officer stated it would be \$17,200.

Berger reminded the Fiscal Officer that two laptops were discussed for purchase, and she clarified that she already had one, and there was one in the Building Department as well. One was needed for her Administrative Assistant. Berger stated that the laptop at the Building Department was from 2004. The Fiscal Officer thought this laptop was not that old and clarified that if the Village has a piece of equipment that works, it must be used and cannot just be replaced. Carroll thought the Village could get another laptop because the Village has the Fire Marshall and potential Zoning Inspector who might possibly work from home. Berger suggested the computers be held by the Fiscal Officer and given to staff who might need it. The Fiscal Officer added that an employee working from home would probably need a printer and scanner. The equipment could be rotated as needed. She would get quotes for two laptops and printer scanners.

Berger reiterated that projects in Village Hall and the Police Department to include flooring, chairs, touchless fixtures, and a pocket door would have priority. The Fit Testing machine would be in the second tier, and the vehicles would be in the third. Carroll agreed, and added that he would replace the Expedition before the cruiser.

The Fiscal Officer would work on getting quotes and have them for discussion at the Budget Work session. Then at the October 12th Council meeting, she would have purchase orders for Council to approve.

The Fiscal Officer addressed the petty cash fund and asked if the legislation should be put on the agenda for the September 28th meeting. Berger said there is no urgency now, but that it is still the simplest solution. As long as there is a Building Department, there would be a need for petty cash. Berger addressed the exact use of the petty cash fund and asked if the ordinance should contain the information or should there be a broad ordinance and a policy statement that would be limiting and could be changed. The Fiscal Officer stated there were no ordinances to amend because the Village had not had petty cash. The main use for the petty cash would be postage. Regarding making change, if it were an even exchange, she did not care as long as the cash balanced to \$100. Berger asked about the forms needed for reconciling. The Fiscal Officer advised that the legislation provided by Berger called for reconciliation of the fund at the end of every month. However, she suggested when the fund hit \$50.00 it could be reconciled at that point and replenished. Berger agreed with this and said the legislation could be changed accordingly.

The Fiscal Officer addressed the 2021 Annual Budget. She hoped to have the budget ready for Council before the Budget Work Session.

Carroll advised that the Street Commissioner would be asking for a new loader but did not have a cost yet. Carroll told him to get the cost, the trade-in value since the current one is not that old, and justification as to why he wants a bigger loader. The Fiscal Officer had not heard of anything big. She asked the Chief and the Street Commissioner to get their budgets done and she

would put the worksheets together for the Budget Work session. This would be the first swipe at the budget. She explained that at the Budget Work sessions, the Department Heads review their budgets in terms of significant changes. Council then discusses what they may approve. The Fiscal Officer then puts the budget together. It is modified until it is to a point where Council is ready to approve it. The goal is to adopt it by the second Council meeting in November. She expected a bigger discussion on Roads and Stormwater since this year the Village did a very big Road Program, but stormwater issues remain.

Carroll offered that the CARES ACT funds would offset some capital costs the Village would have had over the next several years, which would affect the way Council could look at stormwater and road issues for the following year.

Berger stated that there was grant money involved with the Road Program and thought the net cost to the Village was not a significant increase. The Fiscal Officer advised that the Village did a \$700,000 Road Program and received \$200,000 in grants. Carroll stated this was a \$500,000 Road Program, which is higher than normal. The Fiscal Officer stated normally the Village spends \$350,000. Carroll did not want to take his eye off the ball on the stormwater issues. He reiterated the purpose of the road levy was to allow the Village to put funds towards stormwater management, not to double the Road Program. He thought that a new study was needed to assess the Village's stormwater issues to identify the areas that need to be addressed to help residents. The Fiscal Officer advised that the first step would be to budget next year for a new study, which would be costly. Carroll thought it would be wise to maintain a \$350,000 Road Program and not spend money just because the Village had it. He saw the need to be both fiscally responsible and strategic. The Fiscal Officer reminded the committee that the Engineer would be applying for two Ohio Public Works Commission (OPWC) grants, one of which would be for Bel Meadow. This would not be approved until June 2021 and would provide for a larger Road Program. Carroll added that Bell Road East was on the horizon and would be a costly project. The Fiscal Officer thought the Engineer quoted over \$700,000 just for this road, and this did not include widening. Carroll felt widening would be beneficial for safety.

Carroll asked the Fiscal Officer if she had any updates on the Financials regarding collections and the impact of COVID. The Fiscal Officer said she did not and would be doing the reconciliation with CCA. CCA had not caught up yet.

Carroll adjourned the meeting 9:34 a.m.



Michael Carroll, Chair of Finance Committee

Prepared by: Leslie Galicki

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