

PROPERTIES COMMITTEE MEETING
APRIL 7, 2021, 9:30 A.M.

Members Present: Dennis Galicki, Chairman; Cindy Nairn, Council Member;
Fiscal Officer Romanowski

Visitor: John Butler, CVT

John Butler, Chagrin Valley Times (CVT), requested the audio recording of the meeting be emailed to him.

Galicki called the meeting to order and read the roll. Nairn made a motion to dispense with the reading of the last meeting's minutes, seconded by Galicki. Voice vote – ayes, all. Motion carried.

Galicki addressed the topic an inventory policy for the Village and review of examples from surrounding communities for high value equipment/properties. With the disappearance of a Village computer, it became apparent that the Village had no controls in place to account for the custody of high value/highly pilferable Village equipment. Input from surrounding communities and the county were obtained, and the committee would be reviewing these to establish what the ground level of expense would be for starting the accountability efforts. Nairn asked what the Ohio Revised Code (ORC) said relative to the fair minimum requirement of inventory of a government entity. The Fiscal Officer stated that in the ORC, Townships must take an inventory and present it to the Fiscal Officer by the second Monday of January each year. This is for materials, machinery, tools, and other supplies in its possession. It does not provide a dollar amount. Counties must do the same. There is nothing in the ORC for Villages or other types of municipalities. The Fiscal Officer provided what she received from other communities as well as a summary sheet. Some used \$100 - \$300 as the threshold, while others included specific items below the dollar amount that were considered valuable.

Galicki advised that the county guidelines were written but were brief. He read these guidelines for the committee. They pertained to consumable items, items valued between \$25 and \$5,000, and a fixed asset inventory criterion which pertained to items valued at \$5,000 or more. Galicki was not suggesting that the Village needed these types of controls and welcomed the thoughts of the committee concerning dollar amounts and/or pilferable items. The Fiscal Officer added that something to consider is property that is relocated to other departments without tracking. It would be beneficial to track these items.

Galicki explained that from his experience with the navy, there would be an identification tag on nearly everything to include bookshelves, filing cabinets, chairs, coffee maker, etc. It was a barcode affixed to the item. There would be yearly controlled equipage inventories.

Nairn stated that as a classroom teacher, she found tediously detailed inventory sheets problematic and felt the Village should avoid this. Employees would be much more on board with accuracy if the bar were not set too low as with some communities. Galicki explained that some of the information from these communities may have been the result of problems with

pilferable items. He cited the issue with having codes on copiers due to abuse of publicly owned copiers, particularly with color copies.

Galicki's main concern included the highly pilferable items like printers, copy machines, laptop computers, etc.

The Fiscal Officer advised that with the laptops issued to Council and employees, everyone had to sign a document acknowledging receipt of the property which included serial numbers. She suggested using tamper proof stickers. The Fiscal Officer did not feel that it was necessary to account for every nut and bolt but added that there were items that did not necessarily fall into a larger dollar category but were valuable and pilferable. She added that this would be most difficult on the Service Department because it has more tools and supplies. She suggested using stickers with numbers and recording to whom the item is assigned, when it was purchased, how much it cost, etc. The Fiscal Officer noted that surrounding communities required that the inventory sheet be updated yearly and filed with the Finance Office. If something is transferred from one department to another, this would also be documented. The inventories of items like laptops involved the individuals physically bringing the items in to the Department Head or Finance Office to have the serial numbers checked and to make sure the items were still in good condition.

The Fiscal Officer added that she is keeping the sign-off sheets in the personnel folders but stated that there needs to be a policy as to whom the employees/elected officials return the property. Galicki felt there was a cross-over to HR with this matter, particularly when an employee leaves the Village. The Fiscal Officer felt a checklist of all items to include equipment, keys, credit cards, etc. would be beneficial.

Nairn stated she was torn between making the threshold \$100 and \$500. Galicki agreed. Nairn suggested \$300 and the Fiscal Officer advised that Russell Township uses this number along with a system whereby the significance of an item valued under \$300 is assessed by the Department Head. The committee concluded that \$300 would be the minimum qualifying amount unless it is an item of significance. The inventory would be filed annually by the Department Head with the Fiscal Officer. Galicki added that the policy should identify the month in which the annual inventory is conducted, like January. Nairn suggested reminders be given at the September and November Council meetings to ensure the inventory sheets are current and ready for inventory in January.

Nairn clarified that the inventory would include the four Village Departments, and Galicki concurred that each department would have its inventory and the Department Head would be responsible for tracking transfers between departments. Galicki suggested that the policy should identify the responsible party in the event there is no Department Head.

The committee agreed that it favored Russell Township's system. The Fiscal Officer proposed drafting a combination between the systems used by Russell Township and Grafton. Galicki agreed and added that he would like to have the information before the second Council meeting in April so that the committee could meet and discuss it. The Fiscal Officer agreed she could do this and the committee agreed to meet April 21st at 9:30 a.m. to discuss the draft procedures and

forms. The Fiscal Officer verified the committee liked the idea of using stickers, and they concurred. She asked if the committee wanted the process of signing out equipment to employees to go to HR committee, or did they want to include it with the policy. Galicki suggested an “on boarding” and “off boarding” process that involved a check-off list. The Fiscal Officer addressed the issue of formalizing a policy regarding personal use of Village property, and cited the laptops as an example. Galicki advised that private businesses have an IT policy whereby the employee acknowledges that the computer should not be used for personal use. Nairn asked how this applied to expensive tools that might be brought home for personal use, not that this was occurring in the Village. Galicki proposed addressing the accountability first. He was aware that other communities and businesses have policies which restrict the type of personal business that can be done on a publicly owned computer. The Fiscal Officer suggested that the policy include a simple statement that no Village owned property/equipment be used for personal use. The committee agreed. Galicki expressed that he did not want this to be viewed as a punitive policy.

The Fiscal Officer stated she would get prices on the stickers.

Galicki addressed the topic of the estimate of the Service Building roof. The Fiscal Officer stated that quotes were obtained from the Street Commissioner and Rick Pausch. She explained that the Village had received the Northeast Ohio Public Energy Council (NOPEC) Energized grant which covered anything that could help with energy. The Village Hall roof had been done, and the Service Department was supposed to have been done, but it was decided to do the LED lighting instead. The Fiscal Officer stated that the Village would be receiving \$10,000 this year. Two of the quotes provided were for the entire building, and the other was just for the flat top portion where there were some issues. She stated that the question was whether the committee would just want to repair the flat roof or do the whole roof so that it all matched. Galicki asked if there was an inspection report of the roof. Galicki requested an evaluation of the condition of the roof and quotes for entire re-roofing and partial re-roofing. Galicki said he would contact the Street Commissioner regarding this request. Nairn cautioned that the deadline for the grant was approaching in June. She expressed concern with the differences in quoted amounts in relation to an unknown contractor versus a well-known contractor.

The Fiscal Officer stated that NOPEC requires that Council pass legislation that the Village would accept the grant money. She would have this for the April 12th Council meeting.

The last item on the agenda was placement of the Tea House. Nairn thought this was already decided and would be at the top of the hill in front of the woods facing Washington Street. Galicki asked if this had been voted on by Council, and the Fiscal Officer stated she would research this. Galicki added that once this was determined, the project should move forward.

Nairn expressed her concern to the Mayor about the condition of the Park benches with wood splitting. She was uncertain if he had investigated the matter. She asked that this be placed on the agenda for the next Property Committee meeting. Galicki asked that Nairn research why the Village decided to go with wooden benches instead of plastic durable benches. The Fiscal Officer explained that there are times when private individuals donate benches that may be made

of wood. Galicki stated that the committee should also address whether such a donated bench is the Village's responsibility to continually replace.

Nairn asked how the Eagle Scout project pertaining to the Underground Railroad looked. Galicki advised that the Service Department appeared to have been involved with transporting part of it. He added that many of these projects in the past had not had the oversight of the Properties Committee. Nairn addressed the butterfly garden, and Galicki stated it did not have the oversight of the Properties Committee but was rather one of the individual mayoral projects.

Nairn made a motion to adjourn at 10:28 a.m.

A handwritten signature in cursive script that reads "Dennis M. Galicki". The signature is written in black ink and is positioned above a horizontal line.

Dennis M. Galicki, Chairman

Prepared by Leslie Galicki



Administrative Assistant <adminassist@southerussell.com>

Fwd: "Teahouse/Gazebo" Location

1 message

Danielle Romanowski <fiscalofficer@southerussell.com>
To: Administrative Assistant <adminassist@southerussell.com>

Thu, Apr 8, 2021 at 11:02 AM

----- Forwarded message -----

From: **Dennis Galicki** <dgalicki@southerussell.com>
Date: Wed, Apr 7, 2021 at 3:42 PM
Subject: "Teahouse/Gazebo" Location
To: Cindy Nairn <cnairn@southerussell.com>, Danielle Romanowski <fiscalofficer@southerussell.com>
Cc: Dennis Galicki <dgalicki@southerussell.com>, Street Commissioner <streets@southerussell.com>, Street Commissioner <djohnson@southerussell.com>

All,

I was able to research the question raised during this mornings' property cmte meeting about the location of the teahouse.

At the 09/28/2020 regular council meeting Cindy "Nairn made a motion to install the donated teahouse north of th Washington St parking lot up in front of the wooded area, seconded by Galicki. Roll call ayes all. Motion carried."

At the same meeting it was stated that the street dept "is prepared to create a floor for the teahouse."

There is no issue in starting the work from a Council perspective.

Dennis.

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Danielle Romanowski, MMC, CPFA, CPFIM
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