

**Finance Committee Meeting**  
**Thursday, September 12, 2024, 10:30 a.m. Village Hall**

**Present:** Finance Chairman Berger, Council Member Canton, Council Member Galicki, Mayor Koons, Chief Rizzo

Berger called the meeting to order at 10:32 a.m.

The Fiscal Officer provided the committee with the monthly credit card invoice for review. She reported that the budget worksheets were distributed to the departments the previous day and she requested they be returned by October 3<sup>rd</sup>. She explained the process to the new Street Commissioner. The Budget Work Session is on October 7<sup>th</sup> at 5:30 p.m. Food will be served at 5:00 p.m.

The end of month cash balance was \$3.9 million. The balances will decrease from this point until year end. Per the Engineer, the Village will receive the road program bill before the end of the year. She is still trying to determine when Mr. Excavator will complete the Central Retention Basin work. There is approximately \$24,000 in work that needs to be completed on it with American Rescue Plan Act (ARPA) money. The Engineer is trying to determine the completion date.

Berger recalled that the County Budget Commission had indicated the Village should maintain 20% for year end balances. He said that in total, the Village currently has more than 20%. The Fiscal Officer agreed that it was in totality, but not by fund. Berger asked if it is difficult to move the money to achieve 20%, and the Fiscal Officer explained that every fund is limited. In a Village, the income tax money goes into the General Fund. At Tax Budget time, she is told what the departments want for the following year, and she figures out the projected expenses against the levy monies to determine how much must be pulled from the General Fund for each of the other funds to cover the costs. At the first swipe of the budget, they must work within those parameters. This is why cash balances come into play. If there are cash balances in those funds, the budget can be amended in January. Berger asked if it is possible to move money from the General Fund to another fund or vice versa before this time. The Fiscal Officer said it can move money from the General Fund to other funds, but the Budget Commission wants a specific percentage in each fund to begin the year. This is what she tries to do at the beginning of the year. She cannot amend it now since it has been approved. The Fiscal Officer said now that she knows they want to see 20% in each fund, she will attempt to transfer money accordingly. She addressed the salt structure and explained that although they know it will be expensive, she was only able to put aside a certain amount for it and they will have to rely on cash balances for the remainder. She concluded that the Village needs to complete the projects that are budgeted for to show the Budget Commission the Village is doing what it said it will. The reserve study will come into play with it as well.

The Fiscal Officer suggested that the Village try to get the Ohio Public Works Commission (OPWC) grant money for the Hemlock culvert instead of going ahead and funding it on its own. Berger explained that the Engineer communicated that he received a favorable response from OPWC and \$92,000 is currently projected. The Engineer must complete the full application now. Berger

explained that with this \$92,000 grant, the Village would receive \$46,000 and \$23,000 from Russell Township, leaving \$23,000 for the Village to pay. The target is July 1, 2025, for project completion.

The Fiscal Officer advised that the Village received \$8,300 in interest last month. She thought the Treasury Investment Board should meet with Meeder Investments since interest rates are projected to come down over the next year. Short and long-term investments were discussed.

Berger asked for the status of ADP, and the Fiscal Officer concluded that it is just a different way of doing things. The Chief expressed issues with ADP with outside vendors installing software. He expressed additional issues with delays with shared documents. The Fiscal Officer reported that she and the Administrative Assistant now have the Adobe software, and the legislation was mailed to the company. Berger suggested that the Fiscal Officer and Chief keep a daily log to track the issues with ADP to facilitate a meeting with them. The Chief added that it would be helpful for he and the Fiscal Officer to have some level of facilitator status so that they can add programs and/or work with the vendors so they can bypass the process of creating a call ticket and appointment. Berger suggested meeting in 45 days to discuss this with ADP. Galicki speculated that the Village should not anticipate being given this sort of authority since it was that very situation that led to intrusions with the Water Department system. The Fiscal Officer noted that the real difficulty is when dealing with outside vendors because it is necessary to set up joint meetings because ADP which wants to watch what the vendor is doing. Berger concluded that it is necessary to articulate to ADP that better response time is needed to resolve these particular issues.

Berger asked how the reserve study evaluation went, and the Fiscal Officer had not heard back yet.

The Mayor said that the Village's CVD channel costs \$392,000 and the Village pays 6% of that which is 6% of the Village's calls. \$88,000 is the Village's fair share for the channel. The Mayor explained his math, but Berger noted that 6% of \$392,000 was not \$88,000. The Mayor said he would look again.

Regarding Cintas, the Fiscal Officer verified that it is being addressed by Streets Committee. Berger concurred that they have it until they reach a recommendation. Then the ordinance will be amended for the contract.

The meeting was adjourned at 10:53 a.m.