

**Village of Mantua
Finance Committee Meeting
December 12th, 2009**

Call to Order: 8:00 A.M.

Roll Call: Ben Prescott, Roger Hawkins, Jim Rogers was absent

Others: Clerk Treasurer Jenny August, Mayor Donna Hawkins, Councilman Marty Hura, and Councilwoman elect Linda Clark.

Minutes:

Linda Clark asked about discussion in prior minutes regarding Time Warner Cable and having them replace the modem. She thought someone was checking into this. Ben said for Jenny to remind Michele to look into our contract with them and see what can be done.

Motion to approve the Minutes from the November meeting by Roger Hawkins, seconded by Ben Prescott. Both ayes on vote.

Financial Reports:

Jenny gave the Financial reports. There is another new report added to the Financial Reports. It is a report called "Cash Summary". This report shows if any adjustments have been made to the funds. The Auditor's felt this should be something given to Council every month. The Fund status at the end of November was \$407,956.78. Revenues were \$158,210.46. Expenses totaled \$120,179.14. Water and Sewer reconciled with the exception of a bulk water sale which does not go through the Service Departments program. The Income Tax program matched the UAN, and the bank reconciliation went through with no adjusting factors. On the new Cash Summary Report there is an adjustment of \$934.56 that was made with the Auditor's direction in order to get the balances correct after the two year audit.

There was discussion about deferring the semi annual OWDA payment. Jenny felt that even if we deferred the payment, we would be in the same boat next June. Jenny wanted to stress that we are still paying more to operate the sewer plant than we are taking in, and we need to find a way to cut expenses. Jenny said it is possible that we may need to revisit cutting the Water-Sewer Clerk back to a part time position. It is a very difficult thing to do, but we are spiraling into worse and worse shape every year. The only real way to cut expenses, unfortunately is personnel, and the guys are already understaffed.

There was discussion about restricting overtime and staggering hours, and maybe once again looking into putting Department Heads on Salary. The Mayor will check into this more.

Legislation:

Ben reviewed the legislation that will be presented at the Council meeting Tuesday.

1. **2009-57** - Cemetery Rules, amended to reflect correct pricing and burial requirements of a top seal vault.
2. **2009-58** - Amending Personnel handbook so pay raises get approved by Council

3. **2009-59** - Amending the Personnel handbook to change the evaluations to annually instead of quarterly.
4. **2009-60** - Amending the Codified Ordinances to change the evaluations to annually instead of quarterly.
5. **2009-65** - Designating Jenny August as the designee to attend public records training on behalf of the Village's Administration for 2010 and 2011.
6. **2009-66** - Authorizing the Village to purchase diesel from Crestwood Schools.
7. **2009-67** - Amending chapter 210 of the Zoning Ordinances re; the definition of building height.
8. **2009-68** - Ordinance amending section 502.07 of the Zoning Ordinances.
9. **2009-69** - Ordinance to renumber chapter 650 of the Zoning Ordinances.
10. **2009-70** - OWDA monthly transfers for 2010
11. **2009-71** - 2010 Council meeting calendar.
12. **2009-72** - Jenny will be putting together this Resolution for Tuesday night approval for Advances from General Fund to Water & Sewer debt for the OWDA payment

Bills of Resolution:

- Roger asked about line 135- Design Fabrication. Jenny said it was a beam for Glacial Esker.
- Linda Clark asked if the Purchase Requisitions can be more specific as to what they are using it for, such as gravel.
- Linda Clark asked about line 52, reimbursement for Jenny August for being subpoenaed to Court. Why can't the person doing the subpoena reimburse.
- Linda Clark asked about the holding tank at the Service Garage. Is it 100 gallons, and is there a meter telling how much gets pumped out each month? Jenny said she had a call in to McCoy.
- Linda asked about the pagers. Do we really need them with radio's in the trucks and cell phones? Is there an extra one in the drawer as Donna Maynard stated to Jenny?
- Donna Hawkins said she smelled gas at the Water Plant. If there is a leak, who pays? Ben said it depends which side of the meter it is on.
- Marty discussed the electric at the old water building. Jenny said that she called the electric company and spoke with someone who said we requested a three phase meter which means the meter turns less times, therefore we get a multiplier. Marty felt we should replace the meter with a single phase meter. Jenny said the electric company is looking at doing that, but it is their call. Ben said we need to ask Michele to check into seeing if we can force them into changing the meter. After looking at our account, the representative said we are using the same amount of juice as the mini-park. Marty said there is power going to the Lion's building, and perhaps there is an old refrigerator. Roger Hawkins asked why we don't just winterize the building and not use any electricity.
- Linda Clark asked if we are taxing employees for a fringe benefit on their uniform allowance.

Motion to recommend the Bills of Resolution to Council by Roger, seconded by Ben. Both ayes on vote.

Other Discussion:

Meeting change: Ben said the Finance meeting will meet the Thursday evening before Council meets at 6:30 P.M. beginning in January 2010.

Portage County Regional Planning hours: The Village will lose 27 hours at the end of the year, so Ben would like to donate those 27 hours for the work on subdivision regulations.

NOPEC: Donna Hawkins said there will be a representative from First Energy at the Council meeting Tuesday. If the Village agrees to an aggregate with First energy, which would be a ballot issue on May 4th, that will reduce our residents electric bill by 6% below anything Ohio Edison offers. It is a 9 year agreement. If this passes, the Village will get a grant for \$50,000 to be used whatever way we choose. Donna would like to use the money to leverage additional grants to repair our residential roads that are in desperate need of repair. This will be an ordinance for January. Board of elections needs the ballot language by February. We will have to have a public hearing. Linda Clark asked if it would be a fixed or variable rate. Donna said NOPEC will determine, but it is guaranteed to be 6% below Ohio Edison. Small businesses will get 4% below Ohio Edison. Donna wants an ordinance putting this money in a separate fund that can't be tapped into.

CEDS: Ben said Stamm's won't match the concrete so we should scrap that project. Donna Hawkins said she feels eventually the economy will improve and we will get another chance, so we should sit tight.

Meter Replacements: Ben does not feel we should be charging for our meters. He also feels our people should install them. The Mayor agreed, so did Marty.

Citizens: Linda Clark asked if Roger talked to Ed regarding having a company furnish nuts & bolts? Roger spoke lightly with Ed but he thought it would fall in line with the reorganization of the garage clean-up.

Roger Hawkins: Roger got quotes from Ed for jet truck repair. Donna read them:

1. The jet unit is a late 1966-68 unit.
2. Truck and chassis is a 1983
3. Unit has not been run in 3-4 years.
4. Everything was working with a few leaks.
5. Assuming all will still run.

Truck & chassis-

- A. Might need carburetor rebuilt \$250-\$400 estimate
- B. Needs a battery \$85.00
- C. All fluids need changed \$100.00

Jet unit

- A. Body cover needs painted and attached, other metal work and mud flaps-\$1500-\$2000 to a body shop. If done by in house volunteers, it could be half that amount.
- B. Battery- \$85
- C. Finish exhaust system on pony motor. \$150
- D. Engine- change all fluids and filters- \$100
- E. Only have one nozzle and no root cutters. Nozzle is \$100 to 1000 and root cutters is \$1000 and up

F. 600 ft of 1 inch hydraulic hose- \$1,500

Assuming all equipment is operational when started, estimate is \$1500 - \$2000 not including the root cutter and nozzle or hydraulic hose. Major concern is jet unit parts if bad or goes bad in future. According to supplier, it's a roll of the dice that parts on old unit like this are available. New pump is \$10,000-15,000, shop mechanic is \$97 per hour. No written estimates due to charge for on sight visit.

Marty asked if we have hose already. Donna said we do. Perhaps it's old or rotted. Roger asked what we paid out this year for jetting. Jenny thought we paid Allen Drain about \$800 this year. Donna thought it was at least \$1,000 this year. Jenny will check. Roger asked for prior years as well. Marty said we wouldn't have to do everything on the list, such as painting. Jenny thought our guys could change the fluids. Roger wondered if we could use our truck for other communities and charge back. Marty said we don't have man-power. Ben said Ed needs to put this in his budget. Jenny said the surcharge will generate \$6000 per year. Donna said we know we will have to buy root cutters.

Motion to adjourn at 9:35 A.M. by Roger, seconded by Ben. Both ayes on vote.

Ben Prescott, Chair of Finance

Jenny August, Clerk-Treasurer