

FINANCIAL PROCESS – October 30, 2018 – 6:00 p.m.

Members present: Mike Henwood, Jennifer Storey, Todd Wesaw, Sherman Prince and Sue Henwood

Jennifer:

Discussion regarding the pay range for the new Village Administrator.

Hiring a third person for seasonal help in the Street Department.

Replacement of Clerk/Treasurer position. Discussion about changing this position to Fiscal Officer. Jennifer stated she didn't know how we could afford anything extra in the Street Department if we were to pay the Fiscal Officer a larger salary.

There was a question why there was \$18,000.00 in the pool fund, when within the last few months, we transferred \$2,000.00 to pay final salaries for the guards. Jennifer explained that some monies would be in next year's budget.

Mike – for Jeff:

The final payment for Trimble Brick at Dowling Park is in the amount \$27,447.00. Since a section of sidewalk beside this area along Main Street was badly damaged, it was decided to spend \$4,000.00 for the replacement of curb and sidewalk in this area. This will be finished by the contractors already on site.

Barb Anderson from CT let us know that OWDA has released funds in the amount of \$61,000.00 for the water treatment project. Dohl-Lehman needs to be paid as soon as possible.

The cost for new front doors and inside doors to Council Chambers was discussed. We will proceed with the Minford Door Company at a cost of \$9,903.00. Todd will check with someone he knows to see if they can quote a lower price for the same thing. If not, we will place the order with Minford Door. The

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| cost will be: | Front doors | \$5,619.00 |
| | Inside doors | \$3,484.00 |
| | Contingency | \$ 800.00 |
| | Total | \$9,903.00 |
| | Income Tax | \$5,000.00 |
| | Street Department | \$1,000.00 |
| | Solid Waste | \$2,000.00 |
| | Sewer Department | \$1,000.00 |
| | Water Department | \$1,000.00 |

The cost of the utility billing software was discussed. It has remained the same since we started using it in 2007.

The insurance damage to the Wastewater Treatment plant has been submitted to our insurance company. Sue helped Jeff with this project so it could be finished.

BJ Electric – An areator fan on the top of the filter if not working. We will hold payment to Dohl Lehman because of this and the need for this to be taken care of as soon as possible.

A letter from Kelli Lady for Isaac Wiles office, advises us that the Village of Bremen maintains Village owned credit cards, but we do not have an existing credit card policy. We need to be compliant with HB 312 regarding this. We need to provide the following:

1. The officers or positions authorized to use a credit card account;
2. The types of expenses for which a credit card account may be used;
3. The procedure for acquisition, use and management of a credit card account and presentation instruments related to the account including cards and checks;
4. The procedure for submitting itemized receipts to the village clerk or city auditor or the clerk's or auditor's designee;
5. The procedure for credit card issuance, credit card reissuance, credit card cancellation, and the process for reporting lost or stolen credit cards;
6. The actions or omissions by an officer or employee that qualify as misuse of a credit card account.

And, for each credit card account, other than gasoline credit card accounts, held by the Village, provide the following:

7. The municipal corporation's credit card account's maximum credit limit or limits;

The compliant policy needs to be adopted before January 31, 2019.

CT Consultants would be willing to work with us and give us copies of grants that are available.

Mary has a refund of \$190.31 for Dowling Park because of a defective bench. A new one will be sent to her.

Eric will take his water test the middle of the month. He needs a check for this.

We have recently been talking about replacing one of the trucks in the Street Department. A 2019 Ford from Ridenour Ford in New Lexington is \$74,262.00.

The Lester Sharp lease was discussed. Sue has spoken with Lester about giving the land that is currently being used for the soccer fields, back to him. She will again contact him again and see what his decision is.

Our insurance company has notified us that flood insurance for the water plant will be \$12,169.08 per year. This is because FEMA has reviewed the maps and some areas that the Conservancy District originally said did not need insurance, now does. Jeff has accomplished tax exemptions on three of our properties.

Old Business:

The school markings and signs on Angle Street were discussed. We will check with the school to see if they would be willing to help pay for this. The signs will cost about \$388.00.

Because of a fecal coliform test in the summer that was not taken, the Water Department had to pay \$150.00 to Treasurer of State/Ohio EPA. Sue asked Jennifer for a copy of the check stub for proof that payment was made.

The Police Department was discussed. Since Sugar Grove has their own, we will check with them how they finance this.

A letter from UAN was discussed. The equipment storage per year is not \$600.00. The clerk receives a new laptop every two years.

A bill from Debbie Wolfe was presented in the amount of \$994.94 for reimbursement. She has purchased flowers/plants/tools/etc. for Howell Park over the year. After a lengthy discussion, it was decided that this would be taken to council for their approval or disapproval. It was the committee's recommendation, that she not be paid because she did not use purchase orders, as all the other employees must do or check to see if there was money available in the park funds.

Adjourn: Sherman Prince at 8:10 p.m.

Minutes: Sue Henwood