

Village of Middlefield Finance and Ordinance Minutes
October 11, 2018

The Finance & Ordinance meeting was called to order at 6:00 p.m. with the following members present: Mr. Sam Morrow, Mr. Scott Klein and Ms. Kaitlyn Arganti.

Also present: Mayor Garlich, Mr. Nick Giardina-Fiscal Officer, Ms. Leslie McCoy - Administrator, Chief Tucholski, Lt. Savage, Ms. Jess Giardina, and Ms. Joyce Porozynski.

Agenda: Remove the Joint Treasury for tonight and will hold the joint meeting next month

Approval of Minutes: September 13, 2018 meeting minutes were presented for approval. Ms. Arganti made a motion to approve the minutes as presented, motion seconded by Mr. Klein. All in favor: Yeas (3)

OLD BUSINESS

1. **Village Finances – Discussion:** Mr. Giardina went over the Statement of Cash. This is the amount of money that the village currently has in all bank accounts and any money that has been deposited and expended. Discussion regarding the encumbrances which are the expenses that have been ear marked for payment but have not yet been paid. Last month for Income tax was another good collection. Withholdings are running strong. Water and sewer collections are down for the year compared to last year. Mr. Giardina reminded everyone that yes collections are up, but remember that the project payment will be coming up and will bring the total down. Discussion regarding the breakdown of payroll, vacation hours and overtime hours.

NEW BUSINESS

1. **U.S. Bank Credit Cards:** Ms. Giardina stated that the village has been shopping credit cards due to the current ones being difficult to use. There are not very many credit card companies that will issue cards to government. The cards will not be distributed to the department heads. There is a total of \$8,000.00 credit limit. The cards will be kept under lock and key and will only be used when absolutely necessary. The current cards will stay active. Klein made a motion, motion seconded by Mr. Morrow. All in favor: Yeas (3)
2. **Resolution 18-31 A Resolution Designating November 2018 Lung Cancer Awareness Month, and November 8, 2018 Middlefield Means Health Day, and Declaring an Emergency:** No discussion held. **Mr. Klein made a motion to recommend Resolution 18-31 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).**
3. **Resolution 18-32 A Resolution Authorizing the Transfer of Funds and Declaring an Emergency:** Mr. Giardina stated that this is now being done quarterly. **Mr. Klein made a motion to recommend Resolution 18-32 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).**
4. **Resolution 18-33 A Resolution Expressing the Opposition of the Middlefield Village Council to Proposed State Issue 1, Urging the Electorate to Vote “No” on Issue 1 on November 6, 2018, and Declaring an Emergency:** No discussion held. **Mr. Klein made a motion to recommend Resolution 18-33 to Council, motion seconded by Ms. Arganti. All in favor: Yeas (3).**

5. **Ordinance 18-127 An Ordinance Enacting New Chapter 377 of the Codified Ordinances to Provide for Regulations and use of Private Transportation Vehicles on Non-Main Public Roadways within the Village:** This is regarding the golf carts that were discussed at the last meeting. This spells out the requirements that are required within the village. **Ms. Arganti made a motion to recommend Ordinance 18-127 to Council, motion seconded by Mr. Klein. All in favor: Yeas (3).**
6. **Ordinance 18-128 An Ordinance Enacting New Section 501.16 of the Codified Ordinances to Provide for Reimbursement to the Village from any Person who, within a Twelve Month Period, is the Subject of more than two Emergency Service Calls for Treatment for Actual or Suspected Narcotics Ingestion or Overdose, and Declaring an Emergency:** Ms. McCoy stated that the cost is included for each call. Discussion regarding the sunset clause. Would like to make it a rolling 12 months. Any calls over 2 will be charged. **Mr. Klein made a motion to recommend Ordinance 18-128 to Council with the changes that the sunset clause is removed and that the fee is charged on offence #2, motion seconded by Mr. Morrow. All in favor: Yeas (3).**
7. **Ordinance 18-129 An Ordinance Establishing the Salaries and Wage rates for the Non-Police Employees of the Village Effective January 1, 2019, and Declaring an Emergency:** Discussed in Executive Session.
8. **Ordinance 18-130 2019 Wage Rates for Police Officers of the Village and Declaring an Emergency:** Discussed in Executive Session.
9. **Ordinance 18-131 An Ordinance Authorizing the Village Fiscal Officer to Contribute to each employees HSA Account and Compensate each Full-Time Employee not on the Employee Health Insurance Plan, and Declaring an Emergency:** Discussed in Executive Session.
10. **Ordinance 18-132 An Ordinance Hiring Advanced Accounting Consultants to Assist the Village's Fiscal Officer with Certain Accounting and Bookkeeping Functions, and Declaring an Emergency:** The cost is the same as last years contract, the date of renewal changed. The employees at advanced accounting assist Mr. Giardina with paperwork and filing. **Mr. Klein made a motion to recommend Ordinance 18-132 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).**
11. **Ordinance 18-133 An Ordinance Employing Thomas J Lee as Village Solicitor and Legal Counsel for the Village of Middlefield for January 1, 2019-December 31, 2020, and Declaring an Emergency:** This is a renewal of his contract with a \$10.00 per hour increase. **Mr. Morrow made a motion to recommend Ordinance 18-133 to Council, motion seconded by Ms. Arganti. All in favor: Yeas (3).**
12. **Ordinance 18-134 An Ordinance Appointing the Firm of Stephen Hovancsek & Associates as Village Engineer for the Period of January 1, 2018 through December 31, 2020, Authorizing the Village Administrator to enter into an Agreement for the Provision of Said Services, and Declaring an Emergency:** Discussed in executive session.

EXECUTIVE SESSION:

Mr. Klein made a motion to adjourn into executive session to discuss personnel at 6:45, motion seconded by Mr. Morrow. All in favor: Yeas (3)

The meeting reconvened at 7:04 pm.

ADJOURNMENT

There being no further business before the Finance & Ordinance Committee the meeting adjourned at 7:05 p.m.

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