

**Village of Middlefield Finance Committee & Treasury Investment Board
Minutes July 11, 2019**

The Finance & Ordinance meeting was called to order at 5:30 pm with the following members present: Mr. Bill Blue, Mr. Scott Klein and Mr. Carl Hornung.

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

Agenda: No additions or deletions to the agenda.

Approval of Minutes: June 13, 2019 meeting minutes were presented for approval. Mr. Blue made a motion to approve the minutes as presented, motion seconded by Mr. Klein. Roll call: Yeas (2). Mr. Hornung abstained as he was not at this meeting.

OLD BUSINESS

1. **Village Finances – Discussion:** Mr. Giardina stated that Income tax is down about \$9,000 compared to last year; business withholdings are up still. The Income Tax Infrastructure increase has collected \$254,000 for the first half of the year. Payroll is running pretty close to last year's totals, but is up slightly this last month. The Statement of Cash shows that all funds are in the positive except for the Recreation Fund which is included in the Transfer of Funds Legislation for tonight. Discussion regarding the Statement of Cash, bank balances, investments and project encumbrances. Water, Sewer and Income Tax collections have been phenomenal. Discussion regarding the fees charged for new home construction.

NEW BUSINESS

1. **Public Hearing – July 11, 2019 at 7:30 pm for the 2020 Tax Budget:** There will be a public hearing this evening this is required to allow residents to speak whom might have questions regarding the budget. This is required prior to the county budget hearing in August.
2. **Credit Card Use Policy – Update:** Discussion regarding how the auditors where impressed that the village had a policy but they wanted it defined who is allowed to hand out cards should there be a need so it was added that the Fiscal Officer and the Tax Administrator have those responsibility. ***Mr. Hornung made a motion to recommend the policy to Council, motion seconded by Mr. Klein. All in favor: Yeas (3).***
3. **Cash Control and Handling Policy – Update:** Ms. McCoy stated that she noticed that the zoning inspector and recreation director were not included in the policy to allow to handle cash and take payment. Discussion regarding whether the zoning inspector should be bonded. The committee feels if he is handling cash then he should be bonded. This is the third time the policy has been update since conception in 2011; this policy is only for the Administration side does not include the police department. ***Mr. Blue made a motion to approve the updated policy as written, motion seconded by Mr. Hornung. All in favor: Yeas (3).***
4. **Credit Card Reward – Annual Review:** Ms. McCoy stated that the cards do have a rewards program and the village receives reports several times per year. The points can be turned in for gift cards, etc. Mr. Klein asked if the gift cards could be used for

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the Shop with Cop Program or possible the employee luncheons. Ms. Warren asked if she could get prizes for the Egg Hunts. Mr. Giardina stated that he will check with the auditors as to what is ethically allowed to use the points for. The village does not have to use the points, Ms. McCoy just wanted to make the committee aware of them.

5. **Resolution 19-14 A Resolution Adopting the Budget for the 2020 Fiscal Year and Declaring an Emergency:** This is required to be passed before the county budget hearing in August. **Mr. Hornung made a motion to recommend Resolution 19-14 to Council, motion seconded by Mr. Blue. All in favor: Yeas (3).**

6. **Resolution 19-15 A Resolution to Participate in the Geauga County Engineer Resource Rental Program:** County requested an update Resolution. Chief Tucholski stated that this is a program where the village can rent a piece of equipment and an operator in the event of an emergency or if the village has a specific project. The Chief is waiting on an updated list of the equipment that is available to rent. **Mr. Hornung made a motion to recommend Resolution 19-15 to Council, motion seconded by Mr. Blue. All in favor: Yeas (3).**

7. **Resolution 19-16 A Resolution Authorizing the Village Administrator to Enter into an Agreement with the Cardinal Local School District to Authorize the Village Recreation Department to Utilize School Facilities from September 2019 through August 2020:** Ms. McCoy stated this is an annual agreement. It did go up 1% which is about \$110.00 per year. **Mr. Blue made a motion to recommend Resolution 19-16 to Council, motion seconded by Mr. Hornung. All in favor: Yeas (3).**

8. **Resolution 19-17 A Resolution Authorizing the Transfer of Funds, and Declaring an Emergency:** This is the quarterly transfer of funds. Ms. Giardina stated that the transfer is a little larger to Recreation; trying to keep the fund on the positive side. Also included transfers for state highway and streets. **Mr. Blue made a motion to recommend Resolution 19-17 to Council, motion seconded by Mr. Hornung. All in favor: Yeas (3).**

9. **Resolution 19-18 A Resolution Authorizing the Village Engineer to Prepare Plans and Specifications for the Village's Capital Improvement Plan for the 2020 and 2021 Calendar Years, and Declaring an Emergency:** Ms. McCoy stated that this will allow the village engineer to prepare plans and specifications for the proposed street projects. Discussion held to only preparing the 2020 projects. The well #3 project will be prepared for the 2020 year. **Mr. Klein made a motion to recommend Resolution 19-18 to Council with just the 2020 projects, motion seconded by Mr. Blue. All in favor: Yeas (3).**

10. **Ordinance 19-121 An Ordinance Amending Existing Section 557.02 of the Codified Ordinances to Prohibit the Depositing of Grass Clippings, Leaves or Lawn Debris on the Public Sidewalk or Street, and Declaring an Emergency:** Ms. McCoy stated that the emergency clause was added. Chief Tucholski asked who will enforce this code. Ms. McCoy stated that grass falls under her department and the Mayor stated that he wants the zoning inspector observing while he is out doing his windshield inspections. **Mr. Klein made a motion to recommend Ordinance 19-121 to Council, motion seconded by Mr. Hornung. All in favor: Yeas (3).**

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- 11. Ordinance 19-122 An Ordinance Authorizing the Promotion of Police Officer Tyler Lee from Part-Time Officer to Full-Time Officer, Subject to a One-Year Probation, Establishing Wages and Declaring an Emergency:** Chief Tucholski stated that Officer Lee is ending his training and is just about ready to be in the car by himself. **Mr. Blue made a motion to recommend Ordinance 19-122 to Council, motion seconded by Mr. Hornung. All in favor: Yeas (3).**

EXECUTIVE SESSION:

PENDING

TREASURY INVESTMENT BOARD

1. Agenda: Additions/Deletions
2. Minutes: (Joint session minutes with Finance Committee already approved)

OLD BUSINESS

1. Village Investments: Mr. Giardina stated that after the last meeting he moved money over to the Home Savings Account. There is a total of \$4,148,000. The village has earned \$44,541.00 in interest for the first half of the year. Discussion regarding the liquidity of the accounts. Discussed looking at possibly moving more money over to the Home Savings due to the better rate and also combining all the B. Riley accounts into one to make it easier for bookkeeping.

NEW BUSINESS

EXECUTIVE SESSION

PENDING

ADJOURNMENT

There being no further business before the Finance Committee and the Treasury Board the meeting adjourned at 6:25 p.m.