

The Finance Committee for the Village of Monroeville met on Tuesday, 6/25/24, at 6:00 PM, in Council Chambers, for the purpose of discussing any financial matters that come before them.

Present were: Mayor Joseph Galea, Chris Raftery, Sue Rogers, Tammy Schlachter, Bob Whitacre, Tom Gray, Bonnie Beck, Heather Alicea, Ann Beck, Chief Gary Lyons, Lieutenant Troy Kimball.

Absent: Sam Wiley

Chris Raftery opened the meeting for discussion. Heather passed out an Office Assistant job description and stated that with Bonnie and Ann approaching retirement, the Village Administrative Office would like to hire a part-time Office Assistant. The Administrative Office staff has been working on the new Authority Utility (AU) system for close to a year now and are at a good place in which to start training a new employee on AU. The new employee will be primarily trained on the utility process and general office responsibilities, and then will eventually branch into the payroll process. This would be at a cost of around \$18,000 per year, with 20 hours of work per week, give or take, at \$15 per hour. Chris asked if the 20 hours per week could be exceeded on occasion. Bonnie verified that and also stated it could be less than 20 hours per week as well, depending on the workload. We would make sure to schedule the new employee to be in the office during the busier times of the month. Bonnie said we would like to get the new employee acclimated to utilities and dealing with customers, answering utility questions, training on AU and eventually payroll. Heather added it's a process to learn AU. The office has been using AU for almost a year and both she and Ann are still learning new things about the system on a daily basis. Ann knows a good portion of AU and Heather knows a good portion of AU, and they are in the process of exchanging that knowledge in order to be able to provide staff coverage when someone is scheduled to be off. The new employee will have to be trained on everything in AU, from querying accounts to how bills are calculated, telephone calls, etc. It will also be a benefit to have an additional employee that can help with the influx of utility customers if we keep running into utility bill mail delivery delays with the USPS. The Administrative Office is usually busy between the 5<sup>th</sup> and the 10<sup>th</sup> of the month with incoming utility bill payments. The new employee will be trained on processing payments, balancing a cash drawer, completing utility batches, assisting customers, bank deposits and then will eventually be trained on how to complete payroll. Bonnie advised that both the AU and payroll applications have to do with finance and we aren't going to train the new employee on finance right off the bat, as it's a complicated process. Chris asked how many customers have converted to an online utility invoice notification. Bonnie and Heather advised enrollment hasn't begun yet, as it's still in the testing process. We did an initial trial with a few Village employees to see if the notification process worked and it didn't work exactly as we thought it would, and we had to follow-up with our help desk. We are doing another test run this week with the July utility invoices, using the same Village employees as well as the Council members to make sure the email notification process goes smoothly. If it does, we will move forward with making the utility customers aware that they can sign up to receive their utility bill via e-mail. Bonnie stated the job posting is being presented tonight because it will have an effect on the budget. For this year, it will be half of the amount that Heather stated, as we still have to go through the interview process and we are already into July. At the next Council meeting, Bonnie would like to respectfully get Council's approval to hire a part-time employee. If Council approves, we will have to ask for Council's approval to advertise for the position as well. We would like to advertise electronically as it's expensive to run an ad in the local newspaper. The interview process would then begin and when a candidate is selected, they will be presented to Council for approval. After that is done, we can determine the employee's start date and schedule. We would like to get someone hired before we start the end of the year process. The Mayor asked about the funds that will pay for this position. Bonnie explained that it will be paid out of the three utility funds and the General Fund. The Mayor asked if this person would have any benefits. Heather advised because it's a part-time

position, they wouldn't be eligible for health insurance or holiday pay, and overtime wouldn't be an option in the beginning as they would still need to be trained and part-time employees aren't entitled to overtime. The Mayor asked about OPERS and Heather advised that the \$18,000 she stated earlier includes OPERS and SS. Bonnie said Ann and Heather did a good job putting a position description together. Heather advised the job description she passed out earlier still has to have Council's approval. Bonnie said she would like to ask Council to approve this at the next Council meeting and asked if anyone has any questions. Bob asked if we would consider moving this person into a full-time position later if there is a need. Bonnie verified, and said that option will be explained during the interview process, for the person to step in and become full-time upon other employees retiring. Bonnie said she has taught Heather just about everything that she knows but one thing about this job is that some duties are only done once a year, which makes it difficult for training purposes. There are some reports that are done quarterly and some that are done annually, and that factors into training a new employee. Chris asked if checks and balances are always done and Bonnie verified. For example, if Heather runs a utility batch, then Bonnie or Ann balances the cash drawer and vice-versa. ACH (Automated Clearing House) payments are pre-approved before being paid and post-approved after they show up on the bank statement. The new person will be taught this process as well. Ann added that with the way our office runs, she doesn't think there's another municipality or city office that does things the exact same way that we do, so we can't have the expectation of hiring someone with the same experience that we have. It's going to take a considerable amount of time to get someone acclimated to the job and comfortable in what they are doing. Chris asked if there would be a probationary period and Bonnie verified, just like any other employee. Bonnie advised that we are also picking up income tax duties again with the non-filers and the non-payers. The new person will have to learn the income tax process, and Heather added that they will also have to learn about the GATSO citation process. Bob asked if RITA isn't collecting taxes anymore. Heather advised that RITA will continue to collect municipal income taxes for the Village of Monroeville. The list that Bonnie is referring to is non-filers and non-payers that RITA hasn't been able to obtain cooperation from. Bonnie explained that RITA could take legal action on the income tax customers at our request, but their legal process is way too expensive. Jim Barney and the Administrative Office are already familiar with the legal process for income taxes and can take action on the non-filers and non-payers.

Bonnie had given Council the up-to-date GATSO numbers on where we are now compared to last year. The numbers are down significantly and that shows the program is working and people are slowing down. Later this month, we will see the trickle-down effect in having the citations paused until the new violation notice is approved and begins being sent to violators. Discussion regarding the placement of the cameras. The Mayor asked if the newly formatted violations have started going out yet. Chief said he has delegated approving the violations to Officers Erik Reinhart and Jonah Mersereau. Bonnie asked if those violations are the newly formatted violations and Chief verified. Bonnie said Jim had asked GATSO last week if the new violations were ready to go out yet and she didn't see a response from GATSO. Chief advised the new format started being approved with the June 1<sup>st</sup> violations. Chief said he still has questions as to the new format as well, with the court process, the filing fees, etc. Chief wondered if the court would give us a break on the filing fees in regards to the mass number of violations that will be filed. Heather asked Chief if he is aware of how the small claims process will work for the people who don't pay their violations within the 45 days; will there still be court hearings and will be the MPD staff still have to attend or is it a simple judgment. Chief said if the violators contest the violation, MPD will have to go to court. Sami and Gabby will be attending court in regards to the non-payers and can obtain a judgment for the amount due. Heather said she wondered how that is going to work, because there may be a large number of non-payers that will need a small claims filing. Chief said his guess is around 30% of the violations that go out will be non-payers that will need a small claims filing. Chief said the new process is going to be a learning curve for everyone.

Bonnie said that upon Chief's retirement, he will be getting paid 30 days of unused sick time, which is \$8160 from payroll. Bonnie said she isn't going to change the payroll line item at this time, as she doesn't know how soon we will be getting a new Chief or what that Chief will be paid. Once that happens, Bonnie will adjust the budget accordingly.

Per last week's storm, Bonnie received invoices from Kiley's Tree Service and Main Light today. We will be paying them around \$4000 apiece for the work they did. Main Light had to help repair the lines and Kiley's had to help clear the large tree that fell. Those req's. are over \$2500, so Bonnie will ask for Council's approval at the next Council meeting.

Bonnie stated that we received the \$50,000 grant monies for the emergency generator yesterday.

Bonnie advised there hasn't been any new work done on the corner of Main Street and Monroe Street, and she will be making an adjustment to the budget for the arbor that was purchased for that location. The original plans called for a flagstone path that went from the sidewalk to the bench. The cost of flagstone was priced at \$600, which is more than what we wanted to spend from the budget. Bonnie made a phone call to someone she knew in construction and they were able to give us some nice pieces of stone for free.

The annual audit started today and should be completed by September. The audit price has increased by \$1100.

Bonnie sent letters to Jim Barney for the income tax non-payers, which amounts to around \$6300. Bonnie also provided him with a list of people who have not filed an income tax return for multiple years.

Bonnie will provide Council with a 6-month CD review at the next Council meeting.

Tom said that between yesterday and today, Village employees have cleared 90% of the storm debris from last week. There is still a lot of backyard debris that needs to come to the curbs. Cleanup at Clark Park will be completed tomorrow.

Bob said good job to all of the employees who assisted with the transformer repair at Eagle View recently.

Tom mentioned that our chainsaws, as with any gasoline powered device, have begun to give out during the extremely hot weather. As we reach the end of this year and going into next year, as the budget allows, Tom proposed to purchase one or two fuel-injected chainsaws.

The Mayor said per the capital appropriations and the other special bill that the State was working on; it doesn't appear as if funding wasn't approved for the proposed downtown parking lot and asked Tom if he knew anything. Tom said the funding for the parking lot wasn't listed in the first round of appropriations, but he should know by tomorrow if we made the cut on the actual capital budget side and the true discretionary spending from the Ohio State Representatives and the Senate. Bonnie said she wasn't aware there was possible funding for the parking lot. Tom said the parking lot wasn't in the original list of projects that were approved for funding and the 2<sup>nd</sup> list of smaller projects hasn't been announced yet.

Finance Meeting 6/25/24

Chief said the MPD is still waiting on parts in order for the cruisers to be repaired. July's Council meeting will be the Chief's last and as he has stated before, it's been a pleasure. Chief asked the Mayor if a deadline has been reached for the Chief of Police job posting. The Mayor advised that deadline was yesterday. Heather asked how the interview process works for the Chief's position; does the Mayor and Safety Committee conduct the interviews, or does the Mayor, Tom and the Safety Committee conduct the interviews. The Mayor said he is anticipating that the interview process will include himself and members of the Safety Committee for the first round and he believes it will be him and Council members for the 2<sup>nd</sup> round. The Mayor said Jim Barney may be involved as well in order to ensure things are handled appropriately.

There being no other finance business to come before them, the meeting adjourned at 6:42 PM.

Respectfully submitted,

---

Heather Alicea, Administrative Specialist