

**Village of Middlefield Finance and Ordinance Committee Minutes  
January 8, 2015**

---

The committee met in regular session. Mr. Seyer called the meeting to order at 5:30 p.m. with the following members present: Mr. Scott Klein, Mr. Ron Wiech (arrived 6:04) and Mr. Rick Seyer.

**Also present:** Mayor Garlich, Mr. Dan Weir – Administrator, Nick Giardina-Fiscal Officer, Jessica Giardina, Charlie Ehrhart-Director of Streets and Utilities and Chief Tucholski.

**Agenda:** Add under New Business-Proposal for new cruiser and Ammo, Tax Payment Plan and Vacation Policy.

**Approval of Minutes:** December 4, 2014 meeting minutes were presented for approval. Mr. Klein to approve the minutes as presented, seconded by Mr. Seyer. Roll call: Yeas (2). Correct times for executive session start and finish.

**OLD BUSINESS**

1. **General Discussion on Village Finances:** Mr. Giardina stated that the income tax finished well. This is the highest collection since 2008. Withholding deposits were very strong; net profit tax is up. The industries must be hiring more employees. Collection is up; delinquency is down as payments have been caught up. Water and sewer had a very good year; up about \$65,000 from last year. Payment plans have been kept on tract. The disconnection of service seems to keep residence paying on time. The Village is definitely moving in the right direction. The village had many projects in 2013 and now needs to recover. Discussion regarding the updates debt schedule and what payments are due and when.

**NEW BUSINESS**

1. **Resolution 15-01 A Resolution Requesting the Geauga County Auditor to Provide Tax Advances for the 2015 Collection Periods, and Declaring an Emergency:** Discussion held regarding tax advances prior to collection. *Mr. Klein made a motion to recommend Resolution 15-01 to Council, seconded by Mr. Seyer. Roll call (2)*
2. **Resolution 15-02 A Resolution Authorizing the Fiscal Officer to Act as the Designated Representative of the Members of the Village of Middlefield Council for Purpose of Required Public Records Training:** Discussion regarding what is required for the Public Records Training. This is a yearly appointment. This is a requirement for the auditors; they check for the certificate. *Mr. Klein made a motion to recommend Resolution 15-02 to Council, seconded by Mr. Seyer. Roll call: Yeas (2)*
3. **Resolution 15-03 A Resolution Authorizing the Village Administrator to Enter into an Agreement with Software Solutions, Inc. to Provide Software Upgrades to the Village Computer Accounting Programs:** Mr. Seyer asked why it cost so much. Mr. Giardina stated that this is the newest version of the software available. The software that we are operating on was developed in 2000 and technology has advanced. Eventually SSI will no longer support the egov software that we are currently operating with. Ms. Mekeel and Ms. Ehrhart

**Village of Middlefield Finance and Ordinance Committee Minutes  
January 8, 2015**

---

were quoted about \$75,000 about 3 years ago so the cost has decreased. Will pay the total amount over 3 years so it will be about \$15,000 per year. This money is already in the budget. Future upgrades are already built into this contract. There will still be a yearly support fee. Will check with Mr. Mihaly regarding the hardware that will be required and see if there are any upgrades that needed. The income tax software will not be updated. Discussion regarding online payments and the cost of that module. There is not a lot of option for government software. SSI will be doing the conversion in May or June and should be live by the end of summer. ***Mr. Klein made a motion to recommend Resolution 15-03 to Council, seconded by Mr. Wiech. Roll call: Yeas (3)***

4. **Ordinance 15-101 An Ordinance Enacting New Section 135.051 of the Codified Ordinance to Create the Position of Service Foreman, and Declaring an Emergency:** This is just making the position formal. Discussion regarding what knowledge is required for this position. ***Mr. Wiech made a motion to recommend Ordinance 15-101 to Council, seconded by Mr. Klein. Roll Call: Yeas (3)***
5. **Ordinance 15-102 An Ordinance Promoting Clifford Harrison to the Title of “Service Foreman”, and Declaring an Emergency:** No discussion held. ***Mr. Wiech made a motion to recommend Ordinance 15-102 to Council, seconded by Mr. Klein. Roll call: Yeas (3)***
6. **Ordinance 15-103 An Ordinance Appointing the Firm of Stephen Hovancsek & Associates as Village Engineer for the Period January 1, 2015 through December 31, 2016, Authorizing the Village Administrator to Enter into an Agreement for the Provision of said Service, and Declaring an Emergency:** Mr. Weir stated that village needs to have a village engineer per the zoning code ordinances. Many of the site plan reviews have to be done by the village engineer and technically we don't have one; even though Hovancsek has been doing the reviews for the village. Mr. Ehrhart stated that he has been very happy with the work completed by the firm. Hovancsek needs to remove escalation clause in the agreement. ***Mr. Klein made a motion to recommend Ordinance 15-103 to Council, seconded by Mr. Wiech. Roll call: Yeas (3)***
7. **Proposal for New Cruiser and Ammo:** Chief Tucholski stated that he received a quote from 3 different companies regarding the new cruiser. The quote is for an SUV. The best quote for the fully outfitted price is \$36,139.00. Discussion regarding why an SUV versus a sedan. The money is available in the budget currently. Discussed the different costs of ammo; Chief Tucholski gave the cost of each round. ***Mr. Klein made a motion to recommend the purchase of the Police SUV fully outfitted at \$36,139.00, seconded by Mr. Wiech. Roll call: Yeas (3)***
8. **Tax Payment Plan/Vacation Policy:** Both of these items were discussed at the December 31<sup>st</sup> Council Meeting. Discussed the current vacation policy of allowing employees to cash out and whether the village can legally change this to a use it or lose it policy; need to check with the Solicitor regarding ORC requirements. Discussed the option to create a Tax Payment Plan. Mr. Giardina stated that the IRS gives you two years to get the arrears paid in full. Mayor suggested looking at maybe 3% of the total due each month.

**EXECUTIVE SESSION** – Nothing before the committee

**ADJOURNMENT**

Mr. Seyer adjourned the meeting at 6:44 p.m.

DRAFT