

**Village of Middlefield Finance
Committee
Minutes January 13, 2021**

The Finance & Ordinance meeting was called to order at 6:00 pm with the following members present: Mr. Sam Morrow, Ms. Kaitlyn Arganti, and Mr. Klein (6:05 pm).

Also present: Mayor Garlich, Mr. Nick Giardina-Fiscal Officer, Ms. Leslie McCoy-Administrator, Chief Tucholski and Mr. Carl Hornung.

Agenda: No additions or deletions to the agenda.

Approval of Minutes: December 9, 2021 meeting minutes were presented for approval. ***Ms. Arganti made a motion to approve the minutes as presented, motion seconded by Mr. Morrow. All in favor: Yeas (3).***

OLD BUSINESS

1. **Village Finances – Discussion:** Mr. Giardina stated that the totals are through the end of the year. Income tax collections ended the year at approximately 4.4 million. Water & sewer collections ended up slightly compared to last year. Revenue collection ended just over 6 million. Discussion regarding the payroll fund; wages up compared to prior years due to new employees. The debt payment for January were made. Discussion regarding the ending dates for several loans.

NEW BUSINESS

1. **Resolution 22-01 A Resolution Requesting the Geauga County Auditor to Provide Tax Advances for the 2022 Collection Periods and Declaring an Emergency:** Ms. McCoy stated that this is a Resolution that is passed every year to received funds from the County collected on Property Taxes. ***Mr. Morrow made a motion to recommend Resolution 22-01 to Council, motion seconded by Mr. Klein. All in favor: Yeas (3).***
2. **Resolution 22-02 A Resolution Authorizing the Archivist to Act as the Designated Representative of the Members of the Village of Middlefield Council for Purpose of Required Public Records Training:** Ms. McCoy stated that this is naming Ms. Johnson as designee and to allow her to attend the trainings for Council. ***Mr. Klein made a motion to recommend Resolution 22-02 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).***
3. **Resolution 22-03 A Resolution Authorizing the Village Administrator to Work Cooperatively with the Middlefield Township Trustees and to Prepare a Request for Proposal for Ambulance Services to the Village and Middlefield Township Jointly, and Declaring an Emergency:** Ms. McCoy stated that this is to advertise for the RFP for ambulance service. Discussion regarding who will represent the Township. This is a 5 year contract. ***Ms. Arganti made a motion to recommend Resolution 22-03 to Council, motion seconded by Mr. Klein. All in favor: Yeas (3).***
4. **Ordinance 22-101 An Ordinance Reviewing the Schedule of Fees Imposed by the Village Pursuant to Section 135.09, and Declaring an Emergency:** There is an increase recommended for certain zoning fees to make sure the cost to advertise is covered. ***Mr. Morrow made a motion to recommend Ordinance 22-101 to Council, motion seconded by Ms. Arganti. All in favor: Yeas (3).***

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5. **Ordinance 22-102 An Ordinance Requesting the County Auditor to Certify to the Taxing Authority the Total Tax Valuation of the Subdivision and the Dollar Amount or Revenue that would be Generated by a Specified Number of Mills and Declaring an Emergency:** Ms. McCoy stated that this is the request to the auditor to get the amount of revenue that will be generated. *Ms. Arganti made a motion to recommend Ordinance 22-102 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).*
6. **Ordinance 22-103 An Ordinance Authorizing the Village to Enter into a Geauga County Economic Development Partnership Agreement with the Geauga County BRE Taskforce and the Geauga Growth Partnership, and Declaring an Emergency:** Ms. McCoy stated that this is expanding the taskforce that was created in Geauga County to provide a unified BRE County Program.. *Mr. Klein made a motion to recommend Ordinance 22-103 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).*
7. **Ordinance 22-104 An Ordinance Authorizing the Village to Enter into a Water and Wastewater Infrastructure Program Grant Agreement with the Ohio Department of Development, and Declaring an Emergency:** No discussion held. *Ms. Arganti made a motion to recommend Ordinance 22-104 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).*
8. **Ordinance 22-105 An Ordinances Amending Village Employee Handbook Section 3.8(A), Entitled “Insurance Waiver Option,” and Declaring an Emergency:** Ms. McCoy stated that the insurance waiver payment is currently due to the employee the first week of January and this is not feasible, as the finance office has not closed the year. *Mr. Morrow made a motion to recommend Ordinance 22-105 to Council, motion seconded by Mr. Klein. All in favor: Yeas (3).*
9. **Ordinance 22-106 An Ordinance Amending Codified Ordinance Section 121.06, Entitled “Committees,” by Amending Subsection (a)(6) Thereof Entitled “Development Loan Review Committee:** Ms. McCoy stated that this will allow for the finance person to not have to be a CPA on the committee. *Ms. Arganti made a motion to recommend Ordinance 22-106 to Council, motion seconded by Mr. Morrow. All in favor: Yeas (3).*
10. **Ordinance 22-107 An Ordinance Employing Thomas J Lee as Special Counsel for the Village of Middlefield for 2022, and Declaring an Emergency:** Mr. Lee will be only working on a special project. *Mr. Klein made a motion to recommend Ordinance 22-107 to Council, motion seconded by Ms. Arganti. All in favor: Yeas (3).*

EXECUTIVE SESSION

Mr. Klein made a motion to adjourn into executive session at 6:24 pm to discuss personnel, motion seconded by Ms. Arganti. All in favor: Yeas (3).

ADJOURNMENT:

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There being no further business before finance, the committee adjourned at 6:40 pm.

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