Finance Committee Meeting Minutes
Monday, February 10, 2020

Meeting was called to order at 6:00 p.m.

Tom Stoughton, Melody Bobbitt and Holly J. Miller-Downour as well as all members of council were in attendance.

Resolution 27-20
Water/WPC (James/Hall)
A resolution to authorize the issuance of then and now certificates for payment of invoices for the Wastewater R&I Fund

Mr. Nixon – This unfortunately should have been taken care of the previous resolution – this is for just POs – in order to do this for the many bills coming in – this will wrap up any of those invoices

___1___ Readings

Resolution 28-20
Water/WPC (James/Hall)
A resolution to authorize the issuance of then and now certificates for payment of invoices for the water R&I Fund

(Same as above) – this should have been caught with the first resolution for this year – cleaning up of invoices

___1___ Readings

Resolution 29-20
Water/WPC (James/Hall)
A resolution to authorize the service-safety director to enter into a change order for the Mondhank Road Culvert Replacement Project

Ms. Cruz – When we issued the contract – I was authorized to spend $270K – we have completed the project - $283,642.20 need authorization for the additional $13K and change – the majority of the cost of the change order related to the repaving of Stringtown Road during repaving the bank slipped and that had to be repaved – ODOT stipulated some changes.

___1___ Readings

Resolution 30-20
Finance (Downour/Stoughton)
A resolution authorizing the City of Lancaster, A Political Subdivision, to participate in the Master Intergovernmental Cooperative Purchasing Agreement administered by Omnia Partners, Public Sector
Mr. Martin – this is similar to what we have already passed – annual – purchase through Sourcewell – Omnia is similar to that – this is so I can proceed to the next resolution to repair the roof on the Annex Building.

___1__ Readings

Resolution 31-20
Finance (Downour/Bobbitt)
A resolution authorizing the Service-Safety Director to dispense with competitive bidding pursuant to the Master Intergovernmental Cooperative Purchase Agreement Administered by Omnia Partners, Public Sector for the purchase of roofing materials and services.

Mr. Martin – as I mentioned before – we really need to replace this roof – tear out of two previous roofs – last week testing done for asbestos – Garland will be the company for the roof – they will go out for bid for us – he will review and then they will help select – could be up to $180K – they have done work with the city previously – depending on the roof that is picked – hoping the inspection for asbestos is included.

Mrs. Bobbitt – Did you get that price from Garland – he has had two contractors come in and give us that estimate – looking between $140 and $180K – estimates with what they know without the asbestos - will know more after the results of the asbestos testing are received.

___1__ Readings

Resolution 32-20
Finance (Downour/Stoughton)
A resolution to appropriate from the unencumbered balance in the general fund (101), and amend the certificate of appropriations with the County Auditor

Mrs. Nettles indicated that this is for the building department that has an individual that requested a buyout for retirement and they forgot to budget for it – it is through an ordinance – sick leave buyout -

___3__ Readings

Resolution 33-20
Finance (Downour/Bobbitt)
A resolution to appropriate from the unencumbered balance and amend the certificate of appropriations with the county auditor in fund (101) and to increase receipts, appropriate from the unencumbered balance in fund 226, and amend the certificate of other sources and appropriations with the county auditor.

This is for the Community Development Director and Asst. Director – adding the grant writer compensation into the budget.

Mrs. Bobbitt – asked if they could confirm the amount and the fact that it is not an increase in pay.

Mayor – it is an increase in hours not pay
Mr. Wolfinger – it is not totally in her salary – because of the complexity of the department MJ and Diane will work as needed to help train –

Mr. Stoughton – Can you tell us who is being paid out of the CBDG Money and how much –

Mayor – MJ and Diane have been the staffers – going forward –
What is the salary of the new CBDG Director and the Asst. Director – The new Director has been the grant writer – who was paid on a contract basis – what was a contract must now be salary – she will now be paid at level 15 and the Asst. Director – Range 11
MJ and D – would have no pay – come February – no one would get paid out of the dept. – it had to be restructured to have the new and Asst. director in there – we needed to extend the ability to pay throughout the year versus stopping in November – PT working 28 hours per week at $27.50 per hour – for a limited amount of time Diane will continue working as needed to help train the AD – 216 hours at $30.79 per hour – you will also have the current director will also work additional hours to help train the Director for 288 hours; you are changing the pay ordinance and the budget – asked for clarity

We were paying someone to do grant writing and now we are putting it over here – 2019 it was $38K and we put $10K in at the last meeting – so the balance of that is being put into the budget where we didn’t have that in the budget

Bob has a spreadsheet that he will share with the Finance Committee

Mrs. Bobbitt – why wasn’t the grant writer in the original budget?

Mayor - she was inadvertently left out – so we appropriated $10K at the last meeting –

Auditor Nettles – CBDG monies will not pay for her grant writing hours – General Fund must pay for that.
Conversation regarding assumption – Community Development budget already passed -

__2___ Readings

Resolution 34-20
Public Works (Schoonover/James)
A resolution to authorize the purchase of two (2) replacement vehicles from the state term contract for use by transit.
These are annual pieces – we do it every year it is part of our grant – nothing from council except to allow them –

Will these be the same vehicles as purchase a year ago – yes – replaces the ones with too many miles.

__3___ Readings

Resolution 35-20
Public Works (Schoonover/Downour)
A resolution authorizing the service-safety director to execute a contract with the Ohio Department of Transportation for SFY 2020-2021 Ohio Elderly and Disabled Transit Fair Assistance Program
This is annual piece – this is something we get every year – we offer a discounted fair – it allow them to ride half-price – state reimburses us – constitutes about $35K per year for us -

__3__ Readings

Resolution 36-20
Public Works (Schoonover/James)
A resolution authorizing the City of Lancaster to apply for the Meals On Wheels-Older Adult Alternatives of Fairfield County, Inc. 2020-2021 Grant

This is an annual grant that we apply for – for this year, the actually awarded us $40K that goes to our local match

__3__ Readings

Resolution 37-20
Public Works (Schoonover/Downour)
A resolution authorizing the filing of applications with the Ohio Department of Transportation for Grants through the United States Department of Transportation Federal Transit Administration (FTA), as authorized under the Federal Transit Laws, as codified, 49 USC Section 5311, Financial Assistance for other than urbanized areas and funds available from the Ohio Public Transportation Grant Program and Ohio Elderly and Disabled Transit Fair Assistance Program 5339, 5339B, and any other grants that become available through ODOT and executing a contract with The Ohio Department of Transportation upon each grant application approval.

This is an annual piece – majority of funding comes from these grants – can constitute anywhere form 50-80% of our funding – we use with local match money

__3__ Readings

Resolution 38-20
Public Works (Schoonover/James)
A resolution approving transit’s policies for safety point systems, cell phones/personal electronic devices, and on-board video monitoring pursuant to the contract with the Ohio Transit Risk Pool

The Ohio Transit Risk Pool is the liability insurance for the transit dept. – the specialize in transit – as a part of our contract and agreement they have been looking for our policies – our governing body approve those three policies from our manual – to be compliant

Was there anything changed from last years annual piece – we have never had to approve these policies before but we have had them in place since I have been here – nothing in these have changed – this is to just confirm that we have these policies in place

__3__ Readings

Ordinance 3-20
Finance (Downour/Bobbitt)
An ordinance to amend ordinance 27-19, Repeal and replace existing 27-19, and declare an emergency for the management pay ordinance.

The ordinance will allow me to put her on the pay roll as CBDG Director – this ordinance will allow her to start the new position and allow her to continue writing grants.

2. Readings

Other Discussion Items:
1. Departmental Updates:
   ➢ None
   ➢
   ➢
2. President Uhl – Tonight’s meeting prep:
   ➢ None
   ➢
   ➢
3. Other items for Finance
   ➢ None
   ➢
   ➢
Motion to Adjourn – Bobbitt
2nd – Stoughton
Meeting adjourned at 6:35 PM

Respectfully submitted:

Holly Miller-Downour