

RECORD OF PROCEEDINGS

Minutes of Finance Committee

Meeting

GRAPHIC VILLAGE - CINCINNATI, OH

Form 6101

Held December 28, 2023



FINANCE COMMITTEE Village of West Jefferson Council

MINUTES

December 28th, 2023

CALL TO ORDER

Acting Chairperson, Samantha Cahill called the Finance Committee Meeting to Order at 5:32 P.M.

ROLL CALL Mike Conway, Chairperson, Samantha Cahill, and Linda Hall

Quorum Declare: 2 present, 1 absent. Mike Conway, absent

Other staff attending: Director of Finance, Rebecca Shipley-Arnott; Public Service Director, John Mitchell; and Clerk of Council, Tisha Edwards.

APPROVAL OF AGENDA AND MINUTES:

Motion to Adopt the Agenda moved by Linda Hall and seconded by Samantha Cahill.

·All in Favor

Motion to Approve the Minutes of the December 4th, 2023 meeting moved by Linda Hall and seconded by Samantha Cahill.

·All in Favor

OLD BUSINESS: None

NEW BUSINESS:

A. ORDINANCE 24-006, AUTHORIZING THE MAYOR TO ENTER INTO A COMMERCIAL RENTAL AGREEMENT WITH RICHARD B. & DEBORAH A. FORREST FOR STORAGE OF VILLAGE PUBLIC SERVICE EQUIPMENT AND AUTHORIZE SUPPLEMENTAL APPROPRIATIONS IN THE FUNDS. *Discussing the agreement with the Committee and making any necessary changes before the January 2nd Regular meeting of Council.*

Public Service Director, John Mitchell began by stating that this information had been discussed at the October budget meeting and that the funds were included in the budget for purchasing the equipment. The building they will be renting from the Forrest family are 5,000 sq feet between the two buildings. The main building is heated, which is required for some of the equipment. The titles

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will change names once the purchase is complete. They spoke to the Township to see if there was any room to house the equipment in the building located off of Gardner Road but there is no room. The West Jefferson trailer that is used for the outside events is being kept there, but it has to be outside due to lack of room.

The Finance Director wants to make sure that the agreement states a few items. That the title name is changed after the purchase, that there is a termination clause and that she receive a commitment that we will be working to build our own building to house the equipment so that we do not have to continue renting a building.

The rent will be \$2500.00 per month for a total of \$30,000.00 per year. We are also responsible for paying for the utilities of electric and heat. The water will be paid for by the building owner (section 8.1 of the agreement). John will get the necessary changes made on the agreement that were requested and have it ready for Becky to review and send to Council Friday evening to review over the weekend.

Linda Hall motioned to make the recommendation to Council and Samantha Cahill seconded.

B. 27 pay for Village Employees due to the Leap year. How to adjust the pays accordingly.

Finance Director, Rebecca Shipley-Arnott, discussed that due to the Leap year only falling every 11 years, this was not caught when the Budget was approved by Council. There are several options of how this can be adjusted, but these are the top 4 suggestions:

1. Pay the same for all 27 pays. About 81% of employers do this.
2. Divide the salary employees amount over 27 pays. The employees would receive a lesser pay amount each pay, about a 3.7% decrease. We would need an additional appropriation for the hourly employees.
3. Change the pay date of the last pay in 2024 to 01/02/2025. There is no change to the budget this way. Pushes the 27 pays to 2025 and the Employees will be paid on Thursday instead of Tuesday or Wednesday, but if they are told now, they would have plenty of notice.
4. Two weeks off unpaid for the salary employees. We would still need an additional appropriation for hourly employees unless they two were given two weeks off without pay.

After discussing these options, the council members decided that option #1 would be the best option.

Linda Hall motioned to make the recommendation to Council and Samantha Cahill seconded.

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C. Christmas in the Park- Increasing the donation another \$1,000.00 for the year of 2024.

Council member, Linda Hall stated that she had spoken with Carol Beachy from the Community Association, and she had mentioned that they would like to ask for more of a donation from Council for the coming year's event. Linda called Carol and placed her on speaker phone during the meeting and Carol expressed her concerns and explained how the funds were used that they had received in the past and how much some of their big expenses were. One of the main concerns is the lift that they use to put up and take down the lights. This was always donated prior to the 2023 year. This year the lift from United Rental cost \$4,300 to put the lights up over a 4-week period. It will be about half of that to rent again to take down, because the lights come down faster than they go up. The cost of the carriage rides is \$800.00 per night for 4 hours, totaling \$1,600.00 and the train is \$2,000.00 for the event. The cost for the event is \$11-12,000.00 per year and they only received a little over \$7,500 this year in donations. The Association is currently not a 501c3 so that makes receiving donations harder for them. They can reapply in 2 years for their 501c3. The Village donated \$3,000.00 in 2023 and they are asking for another \$1,000.00 for the 2024 event. The Association does use a locked box for donations at the event on the side of the Santa building. The Committee suggested that maybe they revisit having the train or carriage rides at that expense and only using the funds they have donated and provide what they can out of that.

Linda Hall motioned to make the recommendation to Council and Samantha Cahill seconded.

Recommendation to Council: Each item was motioned by Linda Hall and seconded by Samantha Cahill.

All in Favor

ADJOURN

Motion to Adjourn by Acting Chairperson Samantha Cahill at 6:48 p.m. Motion moved by Linda Hall and seconded by Samantha Cahill.

All in favor.

Tisha Edwards 1.17.24
Tisha Edwards Date
Clerk of Council

Samantha Cahill
Samantha Cahill Date
Acting Chairperson