

**MINUTES FROM THE FINANCE AND ADMINISTRATION COMMITTEE:
OCTOBER 3, 2023**

Committee Present: Andy Buchanan, Jay Huncosky and Cynthia Stroessner

Committee Absent: none

Others Present: Kim Hopfinger, Chief Greg Kaepernick & Laurie Buchanan

The meeting was called to order by Andy Buchanan at 7:30am

Discuss/Approve Minutes from August 29, 2023, Finance Meeting:

Cynthia made a motion, seconded by Jay, to approve the minutes from the August 29, 2023, finance committee meeting as presented. The motion carried unanimously.

Discuss/Recommend Possible Revisions and or Enforcement of Ordinances Chapter 245- Property Maintenance and Chapter 229 -Nuisances:

At the July Finance and Administration meeting the committee made the recommendation to add the following items to the last sentence of 245-12 B(6) after the word building materials: wood, bricks, pallets, cement blocks, or any unsightly debris which substantially depreciates property values in the neighborhood. This recommendation was passed by the board at the August regular board meeting. After more review by Chief Kaepernick, it was discovered that Chapter 245-12 is actually part of Article III which is for Commercial Property. The committee would like this to also be in the residential section of the code. Chief Kaepernick stated that the enforcement of Chapter 245 Articles III and IV is to be done by the building inspector, per the ordinance so the police department technically does not have the authority to enforce the ordinances in those two articles. Chief Kaepernick suggested that the language be added to Ordinance Chapter 229 Nuisances. The police department does have the authority to enforce the ordinances in this chapter. He suggested it be added to Chapter 229-6 as (P):

(P) Yard areas. Yard areas of all zoning districts shall not be permitted

to deteriorate or remain in a condition that is not in accord with the following:

Yard areas shall be kept in a clean and sanitary condition, freefrom any accumulation of combustible or

noncombustible materials (which are not used as an integral part of the authorized business carried out on the premises), debris, or refuse. Unless in a properly zoned district and screened by a visual barrier at least six

feet high, yards shall not be used to store appliances, furnaces, water heaters, water softeners, building

materials not used within five days, wood, bricks, pallets, cement blocks or any unsightly bulk debris which substantially depreciates property values in the neighborhood, unless these items are raw materials used in the business carried out on the premises.

Andy made a motion, seconded by Cynthia, to recommend adding the above language to Chapter 229-6. The motion carried unanimously.

Review/Make Recommendations on 2024 Fire Department Budget:

The committee reviewed the proposed budget. The proposed Village contribution for 2024 would be \$63,600. This is an increase of \$7,450 from the 2023 village contribution. The operating budget is increasing by a total of \$15,500 over 2023. The capital outlay replacement fund is increasing \$6,992 over 2023. The proposed amount to go into the replacement fund for 2024 is \$76,992 and the proposed operating budget is \$216,394. Cynthia made a motion, seconded by Andy, to recommend that the board approve the proposed 2024 Fire Department Budget. The motion carried with Jay abstaining.

Review/Make Recommendation on 2024 Library Budget:

The 2024 proposed Library budget has an increase of \$5,000 in the operating budget and also an additional \$2,500 for capital outlay for the Village portion. The total amount for the Village portion would be \$60,000 for operating and \$2,500 for capital outlay for a total increase of \$7,500 over 2023. The proposed for the Township is the same as this is a 50/50 venture. The library has been given the opportunity to receive a \$5,000 grant if the Village and Township will agree to match this amount together. This money would be put in the capital outlay maintenance fund in which the library currently has \$2,000 in. The library board would like to start building up this capital outlay account for future maintenance needs at the library. The committee felt this was a good opportunity to start building this fund for the library with the \$10,000 going in. There was some discussion on the operating budget end of things for the library. The contribution from the County has increased for 2024. The majority of the increase in the library operating budget is in wages is for payroll. The library is looking at adding another part-time employee at about 17 hours a week. The committee did question whether there was a need for another employee at the library. That decision does fall on the library board on the additional hiring, but the funding decision falls on the Village and Township. After much more discussion on the wage increases, Jay made a motion, seconded by Cynthia, to recommend that the board approve the proposed 2024 Library budget. The motion carried unanimously.

A committee meeting was scheduled for Monday November 6th at 8am.

With no further business before this committee, Jay made a motion, seconded by Cynthia, to adjourn, the motion carried unanimously.