

THE CITY OF STREETSBORO, OHIO  
**FINANCE COMMITTEE MINUTES**

Monday, February 26, 2024

This Finance Committee Meeting was called to order on Monday, February 26, 2024 at 7:13 p.m. by Justin Ring, Chairman.

PRESENT: Lisa McDaniel, Jennifer Wagner, Justin Ring, Anthony Lombardo, Jon Hannan, Marianne Glenn, Steve Michniak

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Patricia Wain, Police Chief  
Rob Reinholz, Fire Chief  
Matt Miller, Finance Director  
Bill Miller, Service Director  
Justin Czekaj, Municipal Engineer  
John Cieszkowski, Planning Director  
Patrick O'Malia, Economic Development Director  
Greg Mytinger, Parks and Recreation Director  
Shawna Lockhart-Reese, HR Manager  
Matt Coffman, IT Network Administrator  
Melissa Procop, Mayor's Executive Assistant  
Caroline Kremer, Clerk of Council

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF AUGUST, 28, 2023, SEPTEMBER 25, 2023, AND OCTOBER 23, 2023 AND THE SPECIAL FINANCE COMMITTEE MEETING OF DECEMBER 27, 2023 AS WRITTEN.**

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

**Monthly Financial Report**

Matt Miller said this was the financial report for the first month of 2024. The City was up a little bit in expenses because of some annual payments due at the beginning of the year. The income tax revenue was up by about \$356,000 compared to this time (February) of last year. The City had already collected about half of the projected interest income for the year in January. It was way too early in the year to really make projections for the year.

## **Old Business**

None.

## **New Business**

### **Executive Session**

#### **MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER PERSONNEL HIRING/FIRING AND PENDING LITIGATION.**

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon roll call vote, **motion carried unanimously and the meeting recessed at 7:16 p.m.**

#### **MOTION: TO RECONVENE FROM EXECUTIVE SESSION.**

Moved by Mr. Hannan, seconded by Mrs. Glenn. Upon voice vote, **motion carried and the meeting reconvened at 8:07 p.m.**

### **Report on HB 33 Updates to the Income Tax Code**

Matt Miller reported that there was a need to update the Streetsboro Tax Code to be in compliance with the State. The State passed HB 33 last year which was a large change for the tax bill, and the City needed to abide by what the State had. The City had to rewrite the City Code and had contracted out with an individual, Mr. Neusser, who did this for other municipalities. In talking with him, Matt Miller learned that since 2016 there had been several Tax Code updates by the State and Mr. Neusser would go through the City's entire Tax Code to be sure Streetsboro was in compliance with the State, especially things like calculating taxes for remote workers since COVID-19.

Matt Miller said he would bring the changes to Council for three readings, but it would take some time to get them together and Mr. Neusser already had a few other communities he was working on. Once Streetsboro updated the Codified Ordinances, then he would let RITA know that Streetsboro was in compliance.

### **T-7565 Accept Grant and Buy Used Vehicle for Police**

Chief Wain said Streetsboro was currently a member of High Intensity Drug Trafficking Area (HIDTA) under the DEA and they had a grant for up to \$24,300 to supply a vehicle for agencies that were participating. She asked for approval to get this grant ahead of time because it was very difficult to find a suitable vehicle and have a dealership keep it for us until the approvals could be granted.

Mr. Ring asked why it had to be a used vehicle. Why didn't the City just add a little City money from the budget and buy a new vehicle that would last longer. Chief Wain explained that all the money in the Cruiser budget line was already spoken for this year.

#### **MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

T-7566 Authorize Three Year Contract w/Hall Public Safety

Chief Wain said this was just a continuation with slightly modified pricing to continue with Hall Public Safety who did all the upfitting for the Police Department cruisers.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Michniak, seconded by Mrs. McDaniel. Upon voice vote, **motion carried.**

T-7567 Contract w/Hall Public Safety to Upfit Two 2023 Dodge Durangos

Chief Wain said the new cars had arrived and this was to upfit them with the necessary equipment inside. They had already been striped and prepped for use. This expenditure was planned and budgeted in #401-11-5741 for \$27,349.90 to get these vehicles on the road.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7568 Amend Cleaning Contract w/RKS to Add Community Center

Mayor Broska said the Community Center would be active soon, so he asked to amend the RKS Cleaning Contract to have them clean the new facility. Mr. Ring noted the cost would go up significantly from \$60,270 currently (for City Hall, Finance Department, Police Department, and the office space in the Service Department) to \$84,117. Mrs. Procop explained the cost would be about \$1,987 monthly because there was a lot of tile in the concourse and the event space; it was a large facility with very little carpeting. The cleaning contract had been bid, before the Community Center was added.

Mrs. McDaniel noted the contract stated \$150 per clean for special events for Senior Center when needed. Mrs. McDaniel wondered if that would be on top of the \$1,987 per month. Mr. Mytinger clarified that would be for rental events and there was a cleaning fee included in the rental fees to cover that cost. Mrs. McDaniel also noticed the contract said there would be a 1.6 charge per month for late payments; she wondered if that was 1.6% or \$1.60.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7560 Amend 2024 Annual Appropriations [#2]

Matt Miller said this was the second budget adjustment for the year. A lot of these adjustments were for replenishing payroll, i.e. good attendance bonus. He had added money for the new cleaning contract for the Community Center for the remaining 10 months of the year. There were other miscellaneous departmental requests to move money between accounts. There was an old account number that was being budgeted at \$15,000 for the future expected rental income.

**MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried.**

**MOTION: TO ADD AN AGENDA ITEM T-7569 REGARDING APPOINTING AND CONFIRMING A LAW DIRECTOR TO THIS FINANCE COMMITTEE AGENDA.**

Moved by Mr. Michniak, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7569 Appoint and Confirm David Nott as Law Director

**MOTION: TO AMEND THE START DATE FROM WEDNESDAY, MARCH 13, 2024 TO MONDAY, MARCH 11, 2024.**

Moved by Mr. Michniak, seconded by Mrs. McDaniel. Upon voice vote, **motion carried.**

**MOTION: TO MOVE T-7569 TO TONIGHT’S REGULAR COUNCIL MEETING AS EMERGENCY LEGISLATION AS AMENDED.**

Moved by Mr. Michniak, seconded by Mr. Hannan. Upon voice vote, **motion carried.**

**Citizens’ Comments**

None.

**Announcements**

A Regular Council Meeting will immediately follow this meeting.

There being no further business to come before this Finance Committee, and upon motion by Mr. Hannan, seconded by Mr. Michniak, this meeting adjourned at 8:21 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman