



**City of Ashtabula**  
Ashtabula City Council  
Finance & Personnel Committee Meeting  
Friday, February 17, 2023 at 8:30 AM  
4717 Main Avenue, Ashtabula, OH 44004

Minutes

**Opening of Committee Meeting**

**Call to Order**

The meeting of the Ashtabula City Council Finance and Personnel Committee was called to order at 8:30 a.m. by Committee Chair Foglio.

**Roll Call**

**Members Present:** Chair: Ward 1 Councilor Kym Foglio, Member: President John Roskovics

**Absent:** Vice Chair: Ward 5 Councilor Jane Haines-DiGiacomo - Mrs. Haines-DiGiacomo arrived after the roll call was completed.

**Officers Present:** City Manager James Timonere, Finance Director Traci Welch, Interim Finance Director Carolyn Sheldon, Clerk of Council McKenzie Burgan

**Visitors:** Ward 4 Councilor Jodi Mills, Police Chief Stell

**Sunshine Law Certification**

A quorum was established as defined by the Ashtabula City Council Rules of Order. The meeting met the requirements of the Ohio Sunshine Law Open Meetings Act.

**Welcome and Acknowledgement of Visitors**

Chair Ward 1 Councilor Kym Foglio welcomed visitors, Ward 4 Councilor Jodi Mills, and Police Chief Stell.

**Finance Director's Report**

Finance Director Traci Welch provided the finance report. She stated that January was the last month that they closed and there was nothing outstanding besides fund 412 having a negative balance. However, this will clear itself up once the first round of property taxes is received. Ms. Welch prefers the balance not to be negative but, knowing the money will be coming in, it will be okay.

Chair Ward 1 Councilor Kym Foglio asked if we were okay with payroll so far this year and Ms. Welch said yes we were. Property taxes should be received by the end of March. Since we had a big enough carryover, we should be okay until these property taxes are received.

Member Council President John Roskovics asked how much we received in property taxes each year. Mrs. Sheldon stated she is not sure of the exact amount but it is at least a couple million.

Ms. Welch mentioned working with Mrs. Sheldon over the last month to try and get her up to date on things that need to be done throughout the year. She mentioned there being some loose ends but,

she stated she would help Mrs. Sheldon with these as they come along as you cannot complete some financial statements until after the end of February. Ms. Welch mentioned there will be an individual from LGS that will assist with some of the tastes of the Finance Director position.

City Manager Timonere mentioned that we have had a busier February for Income Tax this year. Ms. Welch stated a bunch of letters have been sent out which may be the cause of this.

Vice Chair Ward 4 Councilor Jodi Mills asked if there would be a different line item for taxes coming in that were delinquent versus not. Ms. Welch said no, as the software they use does not provide reports this way. Mrs. Sheldon explained that the software is bogged down with old accounts and needs to be cleaned up. This is making the software very slow to respond. Once the system is cleaned up, some of the old accounts that we will not be able to collect may be able to be archived, which would speed up the process. After the system is cleaned up, we will have to see how it performs and whether a new system is needed in the future.

Mrs. Sheldon reported that the process of working with the Ohio Attorney General's office has been slow going. Every week a piece of this process is received. For example, this week we just received our client I.D. but no login information. With currently doing two jobs and the financial reporting time she projects this may not be done by March 31st. However, this is a priority that will get done as soon as possible.

### **City Manager's Report**

City Manager Timonere reported on the personnel side of things. He stated that they received notice that their current Animal Control Officer would be leaving next week to go work for the county. This position will need to be filled. They received a job applicant for Sanitation that already has their CDL. Two of the three personnel in Sanitation that were hired without CDLs have signed agreements to have the city pay for them to get their licenses. The classes will take between a week and a half to two weeks to complete. This will allow for the hiring of personnel without a CDL with the provision that they will get it within one year. A CDL is needed for most jobs within the city, not including office jobs at City Hall. They have exhausted their Police Entrance List and will be looking for lateral transfers. There is one opening there and it has been posted and will stay up until March 3rd. There has been some interest from officers in other departments.

Chair Ward 1 Councilor Kym Foglio asked if the Animal Control Officer has to have a CDL. Mr. Timonere stated that it is not needed but, typically it is someone within the city who already has their CDL that gets this job. The Animal Control Officer also does some code enforcement for things such as junk cars and garbage on lawns. Vice Chair Ward 4 Councilor Jodi Mills asked when our current Animal Control Officer was going to the county and Mr. Timonere stated he would be done with the city next Friday. Mr. Timonere stated the Animal Control Officer position was posted. The city has been covering for the county since their Animal Control Officer has no longer been with them. The city and county have a mutual aid agreement with each other in regard to the Animal Control Officer tasks.

Member Council President Roskovics mentioned that Mr. Timonere stated he was going to check with two people about taking over Richard Balog's position on the Civil Service Commission. Mr. Timonere stated he has checked with one that sounds favorable but a response has not been received yet. Mr. Balog will be leaving in March.

### **New Business**

Chair Ward 1 Councilor Kym Foglio brought to the board's attention that it was time to talk about Mr. Timonere and Ms. Cooper's raises before this year's election. They will look into the current ordinances and speak about percentages for these raises.

**Next Meeting**

**The next meeting will be on March 17th at 8:30 a.m.**

**Adjournment**

The meeting was adjourned at 8:58 AM by Chair Ward 1 Councilor Kym Foglio.

Attested By:

McKenzie Burgan, Clerk of Council