

## **AGENDA**

### **Scio Village Council**

**March 13, 2019**

Pledge of Allegiance

Roll Call

Approval of Minutes

Visitors

Letters & Correspondence – attached in packet

1. Clerk/Treasurer – Adopt Credit Card Policy  
Disc from Auditor State; please share  
Audit conducted March 5th – final paperwork will follow
2. Water/WW-Income Tax Dept.
3. Solicitor - attends 2nd meeting of month
4. Mayor's Report - School District Items  
2nd & 3rd readings of Ord 19-002  
Set date for Village Clean-Up
5. Village Administrator – SEE ATTACHED SHEET
7. Old Business
8. New Business
9. Financial Report Approval
10. Pay bills
11. Adjourn

**WTP:**

- Update: The Orthophosphate is within the set parameters, continued testing will be required to maintain the 2.0-3.0 mg/l requirement.
- The Backwash of the filters has been done three times per week over the past several weeks, we have seen a reduction of manganese and a non-detect reading for iron. Continued testing and documentation will be done to ensure the WTP is running as intended.
- Meter for Hilltop Apartments is on order, estimated arrival is within three to four weeks. (The intent is for the meter to be installed by the Village, there will be no disruption of service)
- The 50 residential meters are on order, estimated arrival is within three to four weeks.
- The Certificate of Completion is done for the WTP project.

**WWTP:**

- The T-6 pump and electrical panel for Eastport lift station is on order. We anticipate picking the pump up in Mansfield, Oh within the next two weeks. (The intent is for the Village to install the new T-6 pump this Spring)
- The RAS pump is scheduled to be serviced by the electrician this week.

**OEPA:**

- Copper and Iron testing on 20 residential locations is to be done in late April or early May of this year, 50% of the selected locations must be in the known or probable water lines that contain lead connections. This testing cycle will show how efficient the orthophosphate chemical is working.
- The annual CCR is due to the OEPA NLT 1 July 2019 , the CCR will cover 2018 period.

**RCAP/ORWA**

- The VA will be attending the GIS Municipal course March 28th in Salem Oh. The course highlights the use of GIS for project planning, emergency response, and responsible use of public works. The class is free to attend.

**Quicksall and Associates-**

- Discussion with the council, several options are available.

**Roadways-**

- The DuraPatcher has been de-winterized, and is ready for service. Main roadways will be the priority.
- Emulsions will be picked up in St. Clairsville this season.
- #8 limestone gravel will be picked up from National Stone the patching season.

**General**

- Annual review of both part time employees for the WTP and the WWTP.  
\*\*(An executive session is recommended for discussion of the reports)\*\*
- The damaged park camera is being replaced
- Mr. Jim Mathews' office, they are working on the attachments to the Ordinance.

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#### **February 20, 2019**

The Park Committee had scheduled a meeting for 4:30 pm-the only people who attended were: Mayor Carpenter, Village Adm. Jake Tubaugh and Trish Copeland.

#### **February 27, 2019**

The Water Committee met at 5:30 pm with Council President Heidi Trice convening the meeting. Attendees were: Andrew Turner, Jake Tubaugh, Janeen Scott, Brian Jurosko and Trish Copeland. Erin Thompson absent.

Village Adm. Tubaugh went over the costs of new meters and the increase in 2019 chemical costs from SAL. The new T-6 pump for the lift station will be \$11,924.00. Jake feels we should only order 50 water meters right now and 50 more later this year. (Kamstrup has the meters inside the US and shipping will not be an issue this time around). He informed council that Kamstrup will finance meters if that would help Scio with the purchase. Tubaugh informed council that the WWTP will also need various equipment in 2019.

Tubaugh stressed the yearly increase for water bills for 2019 should be increased to 3% to cover the increase testing costs and the equipment purchase necessary to keep Scio compliant with RPA guidelines.

#### **February 27, 2019**

*Scio Village Council* met in regular session on February 27, 2019 at 6 pm with Council President Heidi Trice presiding and leading the Pledge to the Flag. Members present were Erin Thompson, Ron Wright, Andrew Turner, Carol Davy, Heidi Trice and Betty Gotschall. Others included Water/WW & Income Tax Adm. Janeen Scott, Clerk-Treasurer Trish Copeland and Village Administrator Jason Tubaugh. J.D. Long of the News-Herald was present. Mayor Carpenter was excused.

Turner moved to approve minutes from the previous meeting as presented and Gotschall seconded; all present voted yes. Motion carried.

#### **Clerk-Treas.**

Wanted the group to know the final invoices have been paid to Artesian of Pioneer for the improvements at the WTP.

Copeland asked for approval of Resolution 2019-01 for 2019 Permanent Appropriations; Trice moved to accept the 2019 figures as presented and Thompson seconded. Roll call vote: Thompson, yea; Wright, yea; Turner, yea; Gotschall, yea; Davy, yea; Trice, yea, motion carried.

#### **Water Clerk+++++**

Scott informed the council that 74 new water meters have been installed.

#### **Solicitor**

Assisted in the first reading of **Ordinance 19-002** *Authorizing Advertisement for Bids for the Sale of Real Property owned by the Village of Scio, OH, Pursuant to Ohio Revised Code Section 721.03*

#### **Council President**

Ms. Trice said the letter from Harrison Hills did not specify what property in the football field area was in question for them to "give" to the village. Atty. Felgenhauer said the Board needs to supply the town with a property description.

#### **Village Administrator**

##### **WTP:**

--The Orthophosphate injection feed is being monitored daily, we are meeting all requirements. The target residual values within distribution will be 2.0-3.0 mg/L.

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- Lead and copper testing will be done in late April or early May, this will ensure the entire distribution has the minimum Orthophosphate residual values. Twenty residences will be used for testing. The use of Orthophosphate is intended to reduce the amount of lead and copper in the distribution system as well as residents' homes.
- The SOP and Maintenance manual are in the process of being updated again to reflect the change in operating procedures. Backwash of the filters has been changed from twice weekly to three times per week, AOP the ORC and I agree that this is a good course of action for proper filter maintenance.
- Meter for Hilltop Apartments: The Micronics clamp meter for a 4"-6" diameter water pipe, the cost is \$1833.95 + s/h; this will allow the Village to accurately monitor water production and water loss per OEPA guidelines. The meter will be installed by the Village within the right of way the Spring / Summer of 2019.
- generator maintenance completed on Feb 25 by BPS as part of the upgrade package
- 100 meters will cost **\$18,750.00**, the cost sheet is located in your packet.

**WWTP:**

- Pricing for the T-6 pump and electrical panel for Eastport lift station is contained in your packet. The intent is for the Village to install the new T-6 pump. The new control panel will be installed with the assistance of the technical representative as part of the package. The Cost is **\$11,904.20**. 1987 and '88 was the last decent maintenance done at the WWTP.

**OEPA:**

- The OEPA SEDO has been notified of the change in schedule for Backwash procedures at the WTP.

**RCAP/ORWA**

- Controlling Capital Improvement Projects webinar: registration is open for the three part course through RCAP. March 8th, 15th, and 22nd. Contact 419-332-2056 or [acrhiel@glcap.org](mailto:acrhiel@glcap.org) if you have any questions or to register.

**Quicksall and Associates-**

- Email correspondence with Linda S. Bailiff, Director of the Ohio Public Works Commission. The Village grant application has been forwarded to the OPWC office by our District Integrating Committee to compete in the Small Government Program through the Ohio Public Works Commission. The application is pending, the council will be briefed once the status of the grant application is published.

**General**

- Quoted cost for additional meters inside your packets.
- 2019 increase chemicals costs
  - Sodium hypochlorite \$3.78 increase *per barrel*
  - Orthophosphate \$5.10 increase per barrel
- \*Approximate increase in chemical cost for 2019 is \$350.00 (+ / - 10% based on water production/ consumption variations)
- A meeting was held with Mr. Beatty of Utility Technologies on Feb 26th to discuss meter pricing and additional costs. The water/ wastewater committee has been briefed.
- After several calls and emails into Mr. Jim Mathews' office, Mr. Mathews responded he will be in contact in the near future.

At this juncture Mr. Tubaugh asked for an Executive Session for possible litigation prior to adjournment.

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### OLD BUSINESS

As Committee Chair, Trice spoke of the discussions held at the Water Committee prior to the regular meeting: she said it is the committee's recommendation to purchase one-half (50) new water meters now instead of 100 all at once. The committee also feels the 2020 water rate increase should be 3%. Also, the T-6 pump will be ordered when the first 50 meters are ordered. Heidi also mentioned that the Vil Adm had again reminded the group that 2019 chemical costs have increased dramatically.

Turner moved to order only the first 50 meters, the T-6 pump and the meter necessary to calculate Hilltop Apt. usage and this was seconded by Trice. Roll call indicated the following: Wright, yea; Trice, yea; Thompson, yea; Turner, yea; Davy, yea; and Gotschall, yea. Motion carried.

Andrew asked if anyone had gotten further updates from Supt. Dana Snider (Harrison Hills) about the school or Barr Memorial?

### NEW BUSINESS

Paving for Hilltop Drive was mentioned in that Ernie Bradley, property mgr. had requested a CDBG application from the CIC for this year's round of funding. Again no action was taken and Scio is still able to apply for other projects to be voted on in May.

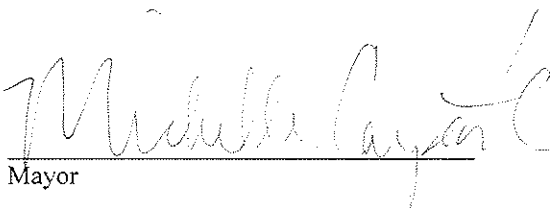
Turner moved to enter Executive Session for possible litigation at approx. 6:28 pm – Trice seconded and roll call: Wright, yea; Trice, yea; Thompson, yea; Turner, yea; Davy, yea; and Gotschall, yea. Motion carried. At approx. 6:35 pm Turner made a motion to exit the session and Davy seconded. Roll call showed: Thompson, yea; Turner, yea; Gotschall, yea; Wright, yea; Davy, yea; Trice, yea. Motion carried.

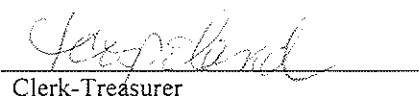
Tubaugh said he and the employees plan to have the park opened to the public on the day after Easter.

Wright moved to approve the Financial Report and Davy seconded. Roll call: Thompson, yea; Turner, yea; Gotschall, yea; Wright, yea; Davy, yea; Trice, yea. Motion carried.

Wright moved to pay the bills as presented and seconded by Thompson. Roll call reflected: Thompson, yea; Wright, yea; Turner, yea; Trice, yea; Gotschall, yea; Davy, yea; motion carried.

As there was no further business Thompson moved to adjourn the meeting.

  
Mayor

  
Clerk-Treasurer

## CHECK REGISTER REPORT - CHECKS ONLY

FROM DATE : 02/28/19 TO DATE : 03/13/19

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COMPUTER DATE: 3/13/2019 12:05:23 PM

DATE	CHECK #	PAY IN #	VEN #	VENDOR NAME RECEIVED FROM	CHECK AMOUNT	PAY IN AMOUNT	ENDING BALANCE	RECORD #
02/28/2019	1596		04011	BRIAN DEMATTIO	63.96		1,234,924.17	16896
02/28/2019	1597		09021	JOHNKRISTIN Properties LT	750.00		1,234,174.17	16897
03/13/2019	1598		02002	BAKER'S MANAGEMENT	13.65		1,254,413.51	16934
03/13/2019	1599		03017	TRISH COPELAND	40.69		1,254,372.82	16935
03/13/2019	1600		07016	GOVERNMENT ACCOUNTING SOL	1,850.00		1,252,522.82	16936
03/13/2019	1601		10003	Kimble Recycling & Dispos	97.25		1,252,425.57	16937
03/13/2019	1602		13001	JOHN MCCUSKEY	88.00		1,252,337.57	16938
03/13/2019	1603		15013	ORME DO IT BEST HDWE	559.54		1,251,778.03	16939
03/13/2019	1604		17003	REAM & HAAGER Environ Lab	680.00		1,251,098.03	16940
03/13/2019	1605		19003	SAL CHEMICAL CO INC.	866.80		1,250,231.23	16941
03/13/2019	1606		20010	Ronald Thompson II	88.00		1,250,143.23	16942
03/13/2019	1607		20044	MARCIA L TRUSHEL	297.44		1,249,845.79	16943
03/13/2019	1608		21002	USA BLUE BOOK	177.20		1,249,668.59	16944
03/01/2019	3119		02988	THE CITIZENS BANK	150.00		1,254,736.07	16932
03/04/2019	3419		03031	CENTRAL PAYMENT	72.98		1,254,886.07	16931
03/13/2019	3719		22013	FLEET Services	308.91		1,254,427.16	16933
02/28/2019	22819		03004	COLUMBIA GAS	466.57		1,233,707.60	16898
02/28/2019	22919		16004	PNC	245.84		1,233,461.76	16899
02/28/2019	23019		16004	PNC	321.75		1,233,140.01	16900
02/28/2019	23119		16004	PNC	59.97		1,233,080.04	16901

671.56 / 7,198.55 0.00

FUND CASH BALANCE STATEMENT - BY ACCOUNT #									
REPORTING YEAR 2019				REPORTING PERIOD: MAR 2019		PAGE: 2		COMPUTER DATE 3/13/2019 3:05:34 PM	
FUND	FUND DESCRIPTION	BEGINNING BALANCE	REVENUE	EXPENSE	ENDING BALANCE	ENCUMBERED AMOUNTS	AVAILABLE BALANCE		
GRAND TOTAL ALL FUNDS	MONTH-TO-DATE	1,233,675.20	21,283.85	5,290.46	1,249,668.59	147,152.21	1,102,516.38	MTD	
GRAND TOTAL ALL FUNDS	YEAR-TO-DATE	1,244,092.78	159,617.19	154,041.38	1,249,668.59	147,152.21	1,102,516.38	YTD	

REPORTING YEAR FUND	2019 FUND DESCRIPTION	BEGINNING BALANCE	REVENUE	EXPENSE	ENDING BALANCE	ENCUMBERED AMOUNTS	AVAILABLE BALANCE
A01	GENERAL FUND	590,208.64	8,780.98	1,100.44	597,889.18	46,136.90	551,752.28 MTD
		592,692.53	34,960.14	29,763.49	597,889.18	46,136.90	551,752.28 YTD
A02	GENERAL FUND CD#1	26,489.88	0.00	0.00	26,489.88	0.00	26,489.88 MTD
		26,488.96	0.92	0.00	26,489.88	0.00	26,489.88 YTD
A03	GENERAL FUND CD#2	62.11	0.00	0.00	62.11	0.00	62.11 MTD
		40.51	21.60	0.00	62.11	0.00	62.11 YTD
A04	GENERAL FUND CD#3	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00 MTD
		1,000.00	0.00	0.00	1,000.00	0.00	1,000.00 YTD
B01	STREET FUND	2,757.60	293.69	102.97	2,948.32	966.97	1,981.35 MTD
		5,145.43	4,628.65	6,825.76	2,948.32	966.97	1,981.35 YTD
B02	STATE HIGHWAY	4,348.00	23.81	0.00	4,371.81	776.69	3,595.12 MTD
		4,940.85	375.28	944.32	4,371.81	776.69	3,595.12 YTD
B04	PARK FUND	21,111.09	0.00	424.31	20,686.78	2,290.94	18,395.84 MTD
		21,706.27	0.00	1,019.49	20,686.78	2,290.94	18,395.84 YTD
B05	FEMA	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
B08	POLICE LEVY	12,037.85	0.00	0.00	12,037.85	0.00	12,037.85 MTD
		12,087.85	0.00	50.00	12,037.85	0.00	12,037.85 YTD
B09	BLOCK GRANT WATERLINE REPLACE	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
B10	PERMISSIVE MVL	3,314.32	0.00	0.00	3,314.32	0.00	3,314.32 MTD
		2,758.67	555.65	0.00	3,314.32	0.00	3,314.32 YTD
C01	TRUCK DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
D01	OPWC GRANT	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
D03	INCOME TAX/PERM IMPROVE	133,348.19	2,696.66	1,350.00	134,694.85	11,606.00	123,088.85 MTD
		144,966.02	11,063.95	21,335.12	134,694.85	11,606.00	123,088.85 YTD
E01	WATER FUND	270,178.17	4,996.96	1,393.08	273,782.05	37,739.51	236,042.54 MTD
		261,703.64	76,201.32	64,122.91	273,782.05	37,739.51	236,042.54 YTD
E02	SEWER FUND	84,391.05	3,964.61	919.66	87,436.00	47,635.20	39,800.80 MTD
		87,229.18	30,187.11	29,980.29	87,436.00	47,635.20	39,800.80 YTD
E03	WATER CONTINGENCY	45,952.62	410.38	0.00	46,363.00	0.00	46,363.00 MTD
		44,969.49	1,393.51	0.00	46,363.00	0.00	46,363.00 YTD
E08	WATER DEPOSIT FUND	13,475.68	116.76	0.00	13,592.44	0.00	13,592.44 MTD
		13,363.38	229.06	0.00	13,592.44	0.00	13,592.44 YTD
G01	RUMA ESCROW	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00 MTD
		25,000.00	0.00	0.00	25,000.00	0.00	25,000.00 YTD

*Heather Dine* *Patty Antoschall* *Paul Dary*



thru 7/28/19

FUND CASH BALANCE STATEMENT - BY ACCOUNT # REPORTING PERIOD: MAR 2019

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REPORTING YEAR FUND	2019 FUND DESCRIPTION	BEGINNING BALANCE	REVENUE	EXPENSE	ENDING BALANCE	ENCUMBERED AMOUNTS	AVAILABLE BALANCE
A01	GENERAL FUND	590,208.64	0.00	0.00	590,208.64	46,796.65	543,411.99 MTD
		592,692.53	26,179.16	28,663.05	590,208.64	46,796.65	543,411.99 YTD
A02	GENERAL FUND CD#1	26,489.88	0.00	0.00	26,489.88	0.00	26,489.88 MTD
		26,488.96	0.92	0.00	26,489.88	0.00	26,489.88 YTD
A03	GENERAL FUND CD#2	62.11	0.00	0.00	62.11	0.00	62.11 MTD
		40.51	21.60	0.00	62.11	0.00	62.11 YTD
A04	GENERAL FUND CD#3	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00 MTD
		1,000.00	0.00	0.00	1,000.00	0.00	1,000.00 YTD
B01	STREET FUND	2,757.60	0.00	0.00	2,757.60	1,069.94	1,687.66 MTD
		5,145.43	4,334.96	6,722.79	2,757.60	1,069.94	1,687.66 YTD
B02	STATE HIGHWAY	4,348.00	0.00	0.00	4,348.00	776.69	3,571.31 MTD
		4,940.85	351.47	944.32	4,348.00	776.69	3,571.31 YTD
B04	PARK FUND	21,111.09	0.00	0.00	21,111.09	2,701.60	18,409.49 MTD
		21,706.27	0.00	595.18	21,111.09	2,701.60	18,409.49 YTD
B05	FEMA	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
B08	POLICE LEVY	12,037.85	0.00	0.00	12,037.85	0.00	12,037.85 MTD
		12,087.85	0.00	50.00	12,037.85	0.00	12,037.85 YTD
B09	BLOCK GRANT WATERLINE REPLACE	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
B10	PERMISSIVE MVL	3,314.32	0.00	0.00	3,314.32	0.00	3,314.32 MTD
		2,758.67	555.65	0.00	3,314.32	0.00	3,314.32 YTD
C01	TRUCK DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
D01	OPWC GRANT	0.00	0.00	0.00	0.00	0.00	0.00 MTD
		0.00	0.00	0.00	0.00	0.00	0.00 YTD
D03	INCOME TAX/PERM IMPROVE	133,348.19	0.00	0.00	133,348.19	12,956.00	120,392.19 MTD
		144,966.02	8,367.29	19,985.12	133,348.19	12,956.00	120,392.19 YTD
E01	WATER FUND	270,178.17	0.00	0.00	270,178.17	39,091.90	231,086.27 MTD
		261,703.64	71,204.36	62,729.83	270,178.17	39,091.90	231,086.27 YTD
E02	SEWER FUND	84,391.05	0.00	0.00	84,391.05	48,554.86	35,836.19 MTD
		87,229.18	26,222.50	29,060.63	84,391.05	48,554.86	35,836.19 YTD
E03	WATER CONTINGENCY	45,952.62	0.00	0.00	45,952.62	0.00	45,952.62 MTD
		44,969.49	983.13	0.00	45,952.62	0.00	45,952.62 YTD
E08	WATER DEPOSIT FUND	13,475.68	0.00	0.00	13,475.68	0.00	13,475.68 MTD
		13,363.38	112.30	0.00	13,475.68	0.00	13,475.68 YTD
G01	RUMA ESCROW	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00 MTD
		25,000.00	0.00	0.00	25,000.00	0.00	25,000.00 YTD

*[Signature]*

*Patricia Galschall*

*Carol Wang*

FUND CASH BALANCE STATEMENT - BY ACCOUNT # REPORTING PERIOD: MAR 2019 PAGE: 2 COMPUTER DATE 3/11/2019 3:21:37 PM

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thru 2/28/19

EXPENSE STATEMENT -- BY ACCOUNT # REPORTING PERIOD: MAR 2019

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REPORTING YEAR EXPENSE #	2019	EXPENSE DESCRIPTION	APPROPRIATION AMOUNT	CARRY OVER AMOUNT	M-T-D EXPENSE	Y-T-D EXPENSE	ENCUMBERED UNENCUMBERED AMOUNT AMOUNT	PERCENTAGE
A01-1A-211-0		POLICE WAGES	9,762.00	0.00	0.00	968.50	8,793.50	90.08%
A01-1A-212-0		POLICE BENEFITS	1,202.00	0.00	0.00	149.64	982.36	81.73%
A01-1C-230-0		STREET LIGHTING	17,225.00	0.00	0.00	3,357.13	13,844.09	77.14%
A01-2B-230-0		COUNTY HEALTH DEPT.	250.00	0.00	0.00	0.00	250.00	100.00%
A01-7A-211-0		MAYOR & VA WAGES	24,000.00	0.00	0.00	4,782.20	19,217.80	80.07%
A01-7A-212-0		MAYOR & VA BENEFITS	3,800.00	0.00	0.00	749.85	2,961.15	77.93%
A01-7B-211-0		COUNCIL WAGES	7,625.00	0.00	0.00	0.00	7,625.00	100.00%
A01-7B-212-0		COUNCIL BENEFITS	645.00	0.00	0.00	0.00	645.00	100.00%
A01-7B-240-0		COUNCIL SUPPLIES & MATERIALS	75.00	0.00	0.00	0.00	75.00	100.00%
A01-7D-211-0		CLERK/TREASURER WAGES	15,000.00	0.00	0.00	2,856.75	12,143.25	80.96%
A01-7D-212-0		CLERK/TREASURER BENEFITS	2,300.00	0.00	0.00	441.35	1,858.65	80.81%
A01-7D-240-0		ADMIN SUPPLIES & MATERIALS	6,800.00	0.00	0.00	1,178.31	2,936.55	39.49%
A01-7E-231-0		UTILITIES	12,750.00	0.00	0.00	2,535.38	10,208.55	6.07%
A01-7E-240-0		LAND/BUILD SUPPLIES & MATERIAL	56,300.00	0.00	0.00	1,500.00	7,500.00	47,300.00
A01-7F-230-0		ELECTION EXPENSE	20.00	0.00	0.00	0.00	20.00	100.00%
A01-7F-230-0		COUNTY AUDITOR FEE	1,400.00	0.00	0.00	0.00	1,400.00	100.00%
A01-7H-230-0		DELIQ LAND TAX ADVERT	25.00	0.00	0.00	0.00	25.00	100.00%
A01-7I-230-0		DEL REAL EST. TAX & COLL. FEES	175.00	0.00	0.00	0.00	175.00	100.00%
A01-7J-211-0		STATE AUDITOR FEE	2,500.00	0.00	0.00	0.00	2,500.00	100.00%
A01-7J-212-0		SOLICITOR WAGES	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7J-230-1		SOLICITOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7K-211-0		SOLICITOR CONTRACTUAL SERVICE	8,500.00	0.00	0.00	1,000.00	5,000.00	2,500.00
A01-7K-212-0		IT-BENEFITS	3,000.00	0.00	0.00	548.05	2,451.95	81.73%
A01-7K-230-0		IT-STATE AUDITOR FEE	800.00	0.00	0.00	94.70	665.30	83.16%
A01-7K-230-1		IT-SOLICITOR CONTRACT SERV	300.00	0.00	0.00	0.00	300.00	100.00%
A01-7K-240-0		IT-SUPPLIES/MATERIALS	500.00	0.00	0.00	0.00	500.00	100.00%
A01-7K-250-0		IT-CAPITAL OUTLAY	200.00	0.00	0.00	50.00	29.00	421.00
A01-7K-272-0		INCOME TAX REFUNDS	25.00	0.00	0.00	15.99	0.00	184.01
A01-7K-273-0		PRIOR YEAR REFUND	25.00	0.00	0.00	0.00	25.00	100.00%
A01-7X-211-0		JANITOR WAGES	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-211-1		PART TIME LABOR WAGES	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
A01-7X-212-0		JANITOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-212-1		PART TIME LABOR BENEFITS	1,400.00	0.00	0.00	0.00	70.00	1,330.00
A01-7X-230-0		CONTRACTUAL SERVICE	15,000.00	0.00	0.00	324.00	3,090.00	11,586.00
A01-7X-230-2		ENGINEERING SERVICES	15,000.00	0.00	0.00	0.00	0.00	15,000.00
A01-7X-240-0		OTHER SUPPLIES & MATERIALS	10,000.00	0.00	0.00	15.26	0.00	9,984.74
A01-7X-250-0		LEASE CAPITAL OUTLAY	94,771.00	0.00	0.00	0.00	0.00	94,771.00
A01-7X-251-0		SPECIAL PROJECTS	6,400.00	0.00	0.00	6,400.00	0.00	0.00%
A01-7X-271-0		TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-272-0		ADVANCE TO BE REIMBURSED	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-273-0		BALANCE CORRECTION	0.00	0.00	0.00	0.00	0.00	0.00%
A01-7X-999-0		OTHER FINANCIAL USES	65,300.00	0.00	0.00	1,705.94	3,909.46	59,684.60
		GENERAL FUND SUB TOTAL	393,400.00	0.00	0.00	28,663.05	46,796.65	317,940.30
A02-7X-250-0		CD#1	0.00	0.00	0.00	0.00	0.00	0.00%
A03-7X-250-0		CD#2	0.00	0.00	0.00	0.00	0.00	0.00%
A03-7X-271-0		TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00%
		GENERAL FUND CD#2 FUND SUB TOT	0.00	0.00	0.00	0.00	0.00	0.00%
A04-7X-250-0		CD#3	0.00	0.00	0.00	0.00	0.00	0.00%
		GENERAL FUND CD#3 FUND SUB TOT	0.00	0.00	0.00	0.00	0.00	0.00%

*Spencer D. Del*

*Carol Dany*

*Betty Gotsenall*

EXPENSE STATEMENT - BY ACCOUNT #      REPORTING PERIOD: MAR 2019      PAGE: 2      COMPUTER DATE 3/11/2019 3:21:43 PM

REPORTING YEAR	EXPENSE #	EXPENSE DESCRIPTION	CARRY OVER	M-T-D	Y-T-D	ENCUMBERED	UNENCUMBERED	PERCENTAGE
			AMOUNT	EXPENSE	EXPENSE	AMOUNT	AMOUNT	
B01-6B-211-0		WAGES	20,900.00	0.00	5,521.60	0.00	15,378.40	73.58%
B01-6B-212-0		BENEFITS	3,300.00	0.00	853.09	0.00	2,446.91	74.15%
B01-6X-230-0		STATE AUDITOR FEE	100.00	0.00	0.00	0.00	100.00	100.00%
B01-6X-230-1		STREET CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
B01-6X-240-0		SUPPLIES & MATERIALS	2,450.00	0.00	348.10	1,069.94	1,031.96	42.12%
B01-6X-272-0		ADVANCE TO BE REIMBURSED	0.00	0.00	0.00	0.00	0.00	0.00%
		STREET FUND FUND SUB TOTAL	26,750.00	0.00	6,722.79	1,069.94	18,957.27	70.87%
B02-6B-240-0		SUPPLIES & MATERIALS	1,800.00	0.00	176.22	23.78	1,600.00	88.89%
B02-6C-211-0		STATE HWY/WAGES	800.00	0.00	546.01	0.00	253.99	31.75%
B02-6C-240-0		CLEANING/SNOW REMOVAL	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
B02-6X-230-0		TRAFFIC SIGNS/SIGNALS	1,100.00	0.00	0.00	0.00	1,100.00	100.00%
B02-6X-231-0		UTILITIES	1,010.00	0.00	222.09	752.91	35.00	3.47%
B02-6X-230-0		STATE AUDITOR FEE	150.00	0.00	0.00	0.00	150.00	100.00%
		STATE HIGHWAY FUND SUB TOTAL	5,860.00	0.00	944.32	776.69	4,138.99	70.63%
B04-3B-231-0		UTILITIES	2,700.00	0.00	546.56	1,253.44	900.00	33.33%
B04-3B-240-0		SUPPLIES & MATERIALS	17,950.00	0.00	48.62	1,448.16	16,453.22	91.66%
B04-3X-230-0		STATE AUDITOR FEE	400.00	0.00	0.00	0.00	400.00	100.00%
B04-3X-230-1		COUNTY AUDITOR FEE	75.00	0.00	0.00	0.00	75.00	100.00%
B04-3X-230-2		DEL. REAL EST. TAX & COLL. FEE	40.00	0.00	0.00	0.00	40.00	100.00%
B04-3X-230-3		ENGINEERING SERVICES	20.00	0.00	0.00	0.00	20.00	100.00%
B04-7H-230-0		DELIQ LAND TAX ADVERT	0.00	0.00	0.00	0.00	0.00	0.00%
		PARK FUND FUND SUB TOTAL	21,185.00	0.00	595.18	2,701.60	17,888.22	84.44%
B05-7A-230-0		FEMA ADMINISTRATION COSTS	0.00	0.00	0.00	0.00	0.00	0.00%
B05-7X-192-0		TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00%
B05-7X-250-0		CDGB SEWER PLANT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00%
B05-7X-272-0		REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00%
B05-8X-255-0		FEMA REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00%
		FEMA FUND SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%
B08-1A-211-0		POLICE WAGES	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
B08-1A-212-0		POLICE BENEFITS	2,100.00	0.00	0.00	0.00	2,100.00	100.00%
B08-1A-240-0		SUPPLIES & MATERIALS	50.00	0.00	50.00	0.00	0.00	0.00%
B08-1A-261-0		CRUISER PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00%
B08-7G-230-0		COUNTY AUDITOR FEE	125.00	0.00	0.00	0.00	125.00	100.00%
B08-7H-230-0		DELIQ LAND TAX ADVERT	85.00	0.00	0.00	0.00	85.00	100.00%
B08-7H-230-1		DEL. REAL EST. TAX & COLL FEES	35.00	0.00	0.00	0.00	35.00	100.00%
B08-7H-272-0		ADVANCE TO BE REIMBURSED	0.00	0.00	0.00	0.00	0.00	0.00%
		POLICE LEVY FUND SUB TOTAL	10,395.00	0.00	50.00	0.00	10,345.00	99.52%
B09-7X-272-0		REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00%
		BLOCK GRANT WATERLINE REPLACE	0.00	0.00	0.00	0.00	0.00	0.00%
B10-6X-230-0		STATE AUDITOR FEE	80.00	0.00	0.00	0.00	80.00	100.00%
B10-6X-240-0		SUPPLIES AND MATERIALS	2,650.00	0.00	0.00	0.00	2,650.00	100.00%
		PERMISSIVE MVL FUND SUB TOTAL	2,730.00	0.00	0.00	0.00	2,730.00	100.00%

REPORTING YEAR EXPENSE #	EXPENSE DESCRIPTION	APPROPRIATION AMOUNT	CARRY OVER AMOUNT	M-T-D EXPENSE	Y-T-D EXPENSE	ENCUMBERED AMOUNT	UNENCUMBERED AMOUNT	PERCENTAGE
C01-7K-261-0	TRUCK PRINCIPLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
C01-7K-262-0	TRUCK INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	TRUCK DEBT SERVICE FUND SUB TO	0.00	0.00	0.00	0.00	0.00	0.00	.00%
D01-5D-250-0	OPWC GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	OPWC GRANT FUND SUB TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	.00%
D03-7I-271-0	TRANSFER TO TRUCK DEBT	12,511.84	0.00	0.00	0.00	0.00	12,511.84	100.00%
D03-7I-271-1	TRANSFER TO WATER LOAN 5022	6,202.00	0.00	0.00	0.00	0.00	6,202.00	100.00%
D03-7K-211-0	WAGES	9,000.00	0.00	0.00	1,644.65	0.00	7,355.35	81.73%
D03-7K-212-0	BENEFITS	2,000.00	0.00	0.00	264.10	140.00	1,595.90	79.80%
D03-7K-230-0	STATE AUDIT FEE	3,000.00	0.00	0.00	0.00	0.00	3,000.00	100.00%
D03-7K-230-1	SOLICITOR CONTRACT SERVICES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00%
D03-7K-240-0	IT SUPPLIES & MATERIALS	6,000.00	0.00	0.00	308.40	1,816.00	3,875.60	64.59%
D03-7K-250-0	CAPITAL OUTLAY	90,000.00	0.00	0.00	17,720.00	11,000.00	61,280.00	68.09%
D03-7K-272-0	INCOME TAX REFUNDS	700.00	0.00	0.00	47.97	0.00	652.03	93.15%
D03-7K-273-0	PRIOR YEAR REFUND	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00%
	INCOME TAX/PERM IMPROVE FUND S	131,413.84	0.00	0.00	19,985.12	12,956.00	98,472.72	74.93%
E01-5A-211-1	SUPERINTENDENT WAGES	11,000.00	0.00	0.00	1,569.24	0.00	9,430.76	85.73%
E01-5A-211-2	CLERK WAGES	4,800.00	0.00	0.00	951.95	0.00	3,848.05	80.17%
E01-5A-211-3	METER READER WAGES	1,400.00	0.00	0.00	230.75	0.00	1,169.25	83.52%
E01-5A-211-4	TEMP LABOR WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5A-211-6	CLERK HELPER WAGES	1,265.00	0.00	0.00	203.05	0.00	1,061.95	83.95%
E01-5A-211-7	LABORER WAGES	50,000.00	0.00	0.00	7,478.00	0.00	42,522.00	85.04%
E01-5A-212-1	SUPERINTENDENT BENEFITS	1,800.00	0.00	0.00	242.44	50.00	1,507.56	83.75%
E01-5A-212-2	CLERK BENEFITS	750.00	0.00	0.00	147.05	60.00	542.95	72.39%
E01-5A-212-3	METER READER BENEFITS	250.00	0.00	0.00	35.65	15.00	199.35	79.74%
E01-5A-212-4	TEMP LABOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5A-212-6	CLERK HELPER BENEFITS	250.00	0.00	0.00	31.40	0.00	218.60	87.44%
E01-5A-212-7	LABORER BENEFITS	7,700.00	0.00	0.00	1,249.80	633.58	5,816.62	75.54%
E01-5B-240-0	BILLING SUPPLIES & MATERIALS	1,600.00	0.00	0.00	225.00	0.00	1,375.00	85.94%
E01-5B-241-0	CREDIT CARD CHARGES	1,200.00	0.00	0.00	0.00	0.00	1,200.00	100.00%
E01-5D-250-0	CDRG-CAPITAL OUTLAY	40,979.00	0.00	0.00	40,079.00	0.00	0.00	.00%
E01-5D-250-1	HARR CTY GRANT CAP OUTLAY	540.00	0.00	0.00	0.00	0.00	540.00	100.00%
E01-5D-250-2	ARC OMEGA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E01-5H-243-0	AUTO REPAIR & MAINT	1,100.00	0.00	0.00	82.70	117.30	900.00	81.82%
E01-5I-230-0	LANDS & BUILDINGS	20,000.00	0.00	0.00	0.00	0.00	20,000.00	100.00%
E01-5I-231-0	UTILITIES	23,000.00	0.00	0.00	4,180.87	16,944.13	1,875.00	8.15%
E01-5K-230-0	STATE AUDITOR FEE	5,880.00	0.00	0.00	0.00	0.00	5,880.00	100.00%
E01-5K-230-1	SOLICITOR CONTRACTUAL SERVICE	300.00	0.00	0.00	0.00	0.00	300.00	100.00%
E01-5K-230-2	ENGINEERING SERVICE	6,000.00	0.00	0.00	0.00	0.00	6,000.00	100.00%
E01-5K-230-4	CONTRACTUAL SERVICES	4,000.00	0.00	0.00	799.01	589.00	2,611.99	65.30%
E01-5K-240-0	SUPPLIES & MATERIALS	54,000.00	0.00	0.00	4,378.83	19,837.80	29,783.37	55.15%
E01-5X-260-0	LOAN PRINCIPLE	22,401.24	0.00	0.00	845.09	845.09	20,711.06	92.46%
E01-5X-261-0	LOAN INTEREST	3,770.00	0.00	0.00	0.00	0.00	3,770.00	100.00%
E01-5X-273-0	MISC REFUNDS	200.00	0.00	0.00	0.00	0.00	200.00	100.00%
	WATER FUND FUND SUB TOTAL	263,285.24	0.00	0.00	62,729.83	39,091.90	161,463.51	61.33%
E02-5A-211-1	SUPERINTENDENT WAGES	12,000.00	0.00	0.00	1,961.55	0.00	10,038.45	83.65%
E02-5A-211-2	LABORER WAGES	38,000.00	0.00	0.00	7,578.16	193.58	30,228.26	79.55%

EXPENSE STATEMENT - BY ACCOUNT #				REPORTING PERIOD: MAR 2019		PAGE: 4		COMPUTER DATE 3/11/2019 3:21:44 PM	
REPORTING YEAR	EXPENSE #	EXPENSE DESCRIPTION	APPROPRIATION AMOUNT	CARRY OVER AMOUNT	M-T-D EXPENSE	Y-T-D EXPENSE	ENCUMBERED AMOUNT	UNENCUMBERED AMOUNT	PERCENTAGE
2019									
E02-5A-211-3		METER READER WAGES	1,500.00	0.00	0.00	230.75	0.00	1,269.25	84.62%
E02-5A-211-4		TEMP LABOR WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E02-5A-211-5		CLERK WAGES	4,800.00	0.00	0.00	951.90	0.00	3,848.10	80.17%
E02-5A-211-6		CLERK HELPER WAGES	1,200.00	0.00	0.00	203.05	0.00	996.95	83.08%
E02-5A-212-1		SUPERINTENDENT BENEFITS	2,000.00	0.00	0.00	303.05	50.00	1,646.95	82.35%
E02-5A-212-2		LABORER BENEFITS	6,700.00	0.00	0.00	1,257.82	440.00	5,002.18	74.66%
E02-5A-212-3		METER READER BENEFITS	250.00	0.00	0.00	35.65	15.00	199.35	79.74%
E02-5A-212-4		TEMP LABOR BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E02-5A-212-5		CLERK BENEFITS	800.00	0.00	0.00	147.05	60.00	592.95	74.12%
E02-5A-212-6		CLERK HELPER BENEFITS	190.00	0.00	0.00	31.40	0.00	158.60	83.47%
E02-5B-240-0		BILLING SUPPLIES & MATERIALS	1,400.00	0.00	0.00	225.00	0.00	1,175.00	83.93%
E02-5D-240-0		AUTO SUPPLIES & MATERIALS	2,900.00	0.00	0.00	361.82	117.31	2,420.87	83.48%
E02-5E-230-0		LAND & BUILDINGS	20,000.00	0.00	0.00	150.00	650.00	19,200.00	96.00%
E02-5E-231-0		UTILITIES	30,350.00	0.00	0.00	6,232.47	23,692.53	425.00	1.40%
E02-5X-230-0		STATE AUDITOR FEE	2,000.00	0.00	0.00	0.00	0.00	2,000.00	100.00%
E02-5X-230-1		SOLICITOR CONTRACTUAL SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E02-5X-230-2		ENGINEERING SERVICES	500.00	0.00	0.00	0.00	0.00	500.00	100.00%
E02-5X-230-4		CONTRACTUAL SERVICES	2,500.00	0.00	0.00	799.00	589.00	1,112.00	44.48%
E02-5X-243-0		SUPPLIES & MATERIALS	40,000.00	0.00	0.00	5,473.85	19,629.33	14,896.82	37.24%
E02-5X-260-0		LOAN PRINCIPLE	6,236.22	0.00	0.00	3,118.11	3,118.11	0.00	0.00%
E02-5X-261-0		LOAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E02-5X-273-0		MISC REFUNDS	50.00	0.00	0.00	0.00	0.00	50.00	100.00%
		SEWER FUND FUND SUB TOTAL	173,376.22	0.00	0.00	29,060.63	48,554.86	95,760.73	55.23%
E03-5D-250-0		CONTINGENCY CAPITAL OUTLAY	12,900.00	0.00	0.00	0.00	0.00	12,900.00	100.00%
		WATER CONTINGENCY FUND SUB TOT	12,900.00	0.00	0.00	0.00	0.00	12,900.00	100.00%
E08-5A-000-0		DEPOSITS REFUNDED	9,000.00	0.00	0.00	0.00	0.00	9,000.00	100.00%
E08-5B-000-0		DEPOSITS APPLIED	3,300.00	0.00	0.00	0.00	0.00	3,300.00	100.00%
		WATER DEPOSIT FUND FUND SUB TO	12,300.00	0.00	0.00	0.00	0.00	12,300.00	100.00%
		GRAND TOTAL	1,053,595.30	0.00	0.00	148,750.92	151,947.64	752,896.74	71.46%

DATE	BANK ACCT #	BANK ACCOUNT NAME	CASH BALANCE
02	1045841	CITIZENS BANK	1,232,363.09
02	10458PAYROLL	CITIZENS BANK PR	0.00
02	4227351786	PNC	12,127.02
02	6736763	CD # 3	1,009.22
02	6766316	CD # 1	55,517.64
02	8366936	CD # 2	0.00
02	90100	BANK ERROR	0.26
02	90200	PAYROLL TO BUDGET ACCT	0.00
02	90300	DEPOSITS NOT POSTED	0.00
		TOTAL CASH BALANCES	1,301,017.23
		TOTAL OUTSTANDING CHECKS	-67,342.03
		TOTAL DEPOSITS IN TRANSIT	0.00
		TOTAL RECONCILED BALANCE	1,233,675.20
		TOTAL COMPUTER FUND BALANCE	1,233,675.20
		RECONCILED DIFFERENCE	0.00

Mary Richards Oakley

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**From:** Jody Hennis <jrh@harrisoncountyohio.org>  
**Sent:** Thursday, February 28, 2019 10:14 AM  
**To:** Dale Norris <dnorris@harrisoncountyohio.org>; Don Bethel <dbethel@harrisoncountyohio.org>; Paul Coffland <pcoffland@harrisoncountyohio.org>; ROGER BETHEL <sciovfd305@yahoo.com>; pepsigirl60@comcast.net; i»; Trish Copeland <scio1@frontier.com>; toshag@hotmail.com; Village Deersville <deersville@gmail.com>; DUSTIN KINSEY <dkinsey86@comcast.net>; Deersville EMS <Deersville111@harrisoncountyohio.org>; Randy Culbertson <racknavfd@hotmail.com>; mmazgaj708@yahoo.com; damian@kovarikexcavating.com; denbet1@frontier.com; betty <kellarf@hotmail.com>; jewettclerk@frontier.com; mayorbowerstonvillage@frontier.com; jaketubaugh@gmail.com  
**Cc:** Pasquariello, David <David.Pasquariello@development.ohio.gov>; Oakley, Mary <mary.oakley@development.ohio.gov>  
**Subject:** PY 2019 CDBG Allocation program  
**Importance:** High

Everyone, yesterday I received the attached excel spreadsheets showing the new Low/Moderate Income Summary Data (LMISD) which will go into effect on April 1, 2019. I spoke with David Pasquariello and Ian Thomas from the Office of Community Development regarding this new LMI information. It seems that we have to use the new data to qualify our applicants for the PY 2019 CDBG Allocation program.

This presents a bit of an issue as we already sent out applications in January to everyone deemed eligible using the previous summary data. As you know those applications are due back to me by April 15. We also have already had our first public hearing.

I hope to receive some clarification from Mr. Pasquariello on a "transition policy" and "margin of error data" that may address when and/or IF prior LMISD data could be used. Also, if the new data shows the community not eligible – but their house-to-house income survey summary (on file and current within the 5 yr. required timeline) shows differently – can the Village/Township still apply for grant funding using their survey summary...???

Townships eligible: German Twp – 57.97% LMI and Washington Twp 52.29% LMI

Villages eligible: Bowerston – 56.72% LMI; Deersville Vlg 54.55% LMI and Harrisville Vlg 59.62% LMI



## RE: PY 2019 CDBG Allocation program

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From: mary.oakley@development.ohio.gov (mary.oakley@development.ohio.gov)

To: jrh@harrisoncountyohio.org; dnorris@harrisoncountyohio.org; dbethel@harrisoncountyohio.org; pcoffland@harrisoncountyohio.org; sciovd305@yahoo.com; pepsigirl60@comcast.net; scio1@frontier.com; toshag@hotmail.com; deersville@gmail.com; dkinsey86@comcast.net; Deersville111@harrisoncountyohio.org; racknavfd@hotmail.com; mmazgaj708@yahoo.com; damian@kovarikexcavating.com; denbet1@frontier.com; kellarf@hotmail.com; jewettclerk@frontier.com; mayorbowerstonvillage@frontier.com; jaketubaugh@gmail.com

Cc: David.Pasquariello@development.ohio.gov

Date: Thursday, February 28, 2019, 10:59 AM EST

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Jody –

As you can imagine, we have received numerous calls and e-mails with questions about the data, when it goes into effect, and how it effects income surveys etc. We're trying to digest all of this as quickly as possible because we know communities are already holding public hearings and accepting applications. We're working to update our Consolidated Plan language, Notice of Funding Availability, and National Objective/Income Survey Policy. We're also trying to be deliberate and accurate as we can't afford to make a mistake with the data. That's the difference between an eligible project and repayment of funds.

Here is what I can tell you. There is no transition period like there was when we received the 2010 ACS in 2014. The one "exception" is for open-cycle programs/projects still looking for PY 2018 funding. If a community has an approved Letter of Interest for an RPIG or Target of Opportunity project, we can still accept and approve applications after the April 1, 2019 effective date and up until we commit all of our PY 2018 funding. For example, if a community submits an RPIG Letter of Interest today, we open a full application next week, the community submits the application April 15, 2019, and we approve it June 1, 2019; we can use the old data.

The PY 2019 Community Development (Allocation and Neighborhood Revitalization), Critical Infrastructure, RPIG, and Target of Opportunity programs are all subject to the new data.....unless you are doing a limited clientele or slum/blight project.

Income survey requirements have also changed with the new Department of Housing and Urban Development policy. In short, there is a new requirement to consider margin of error in determining an income surveys validity. Fortunately, our current income survey policy uses a methodology that isn't too far from HUD's new requirements. Therefore, most income surveys conducted after January 1, 2016 will still be valid for PY 2019 programs. There will be a few exceptions, primarily for surveys with service areas that are entire places (cities, villages, townships, counties) and CT/BGs. If you have a survey conducted after January 1, 2016 that you want to use, I would encourage you to send the summary form and service area map to DJ for a one-by-one determination.

We were expecting this data last spring, but the February 2019 release date came as a complete surprise. We're posting the PY 2019 Con Plan soon. The new NOFA and income survey policy will hopefully be on our TA website before the end of next week.

Thanks, Mary

I have copied everyone on this email that was previously sent applications. I am sorry that quite a few villages/townships may no longer eligible according to this data.

I will update you as soon as I receive additional information.

Jody

Jody Hennis

Harrison County C.I.C.

538 N. Main St.

Cadiz, OH 43907

Office: 740-942-2027 ext 2

Fax: 740-942-2000

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GEOTYPE	STATE	COUNTY	County Name	COUSUB	NAME	STUSAB	LOW	LOWMOD	LMMI	LOWMOD	LOWMOD_PCT
COUSUB/MCD	39	067	Harrison	02358	Archer township	OH	0	25	105	215	0.1163
COUSUB/MCD	39	067	Harrison	02764	Athens township	OH	35	200	345	445	0.4494
COUSUB/MCD	39	067	Harrison	10814	Cadiz township	OH	1065	1585	2070	3515	0.4509
COUSUB/MCD	39	067	Harrison	28308	Franklin township	OH	170	245	375	705	0.3475
COUSUB/MCD	39	067	Harrison	28812	Freeport township	OH	95	275	370	625	0.44
COUSUB/MCD	39	067	Harrison	28890	German township	OH	465	510	700	880	0.5795
COUSUB/MCD	39	067	Harrison	31766	Green township	OH	460	730	1125	1925	0.3792
COUSUB/MCD	39	067	Harrison	51394	Monroe township	OH	300	445	550	960	0.4635
COUSUB/MCD	39	067	Harrison	51940	Moorefield township	OH	70	200	305	415	0.4819
COUSUB/MCD	39	067	Harrison	56084	North township	OH	355	615	1015	1490	0.4128
COUSUB/MCD	39	067	Harrison	57456	Nottingham township	OH	60	85	190	290	0.2931
COUSUB/MCD	39	067	Harrison	68994	Rumley township	OH	480	685	1135	1710	0.4006
COUSUB/MCD	39	067	Harrison	72361	Short Creek township	OH	175	490	775	1200	0.4083
COUSUB/MCD	39	067	Harrison	74724	Stock township	OH	95	130	255	450	0.2889
COUSUB/MCD	39	067	Harrison	81312	Washington township	OH	125	285	465	545	0.5229

STATEFP10	PLACEFP10	PLACENS10	GEOID10	NAME10	NAMELSAD10	LSAD10	COUNTYFP	COUNTYNS	GEOID10	JNAME10	JNAME10_1	Low	LMI	LMIU	LMI Percent
39	07916	02398156	3907916	Bowerston	Bowerston village	47	067	01074046	39067	Harrison	Harrison County	115	190	335	0.5672
39	10800	02397520	3910800	Cadiz	Cadiz village	47	067	01074046	39067	Harrison	Harrison County	825	1320	3170	0.4164
39	21294	02398708	3921294	Deersville	Deersville village	47	067	01074046	39067	Harrison	Harrison County	25	30	55	0.5455
39	28798	02398926	3928798	Freeport	Freeport village	47	067	01074046	39067	Harrison	Harrison County	80	165	380	0.4342
39	34090	02398255	3934090	Harrisville	Harrisville village	47	067	01074046	39067	Harrison	Harrison County	60	155	260	0.5962
39	36260	02398540	3936260	Hopedale	Hopedale village	47	067	01074046	39067	Harrison	Harrison County	195	355	970	0.366
39	39172	02398302	3939172	Jewett	Jewett village	47	067	01074046	39067	Harrison	Harrison County	245	270	615	0.439
39	54068	02399451	3954068	New Athens	New Athens village	47	067	01074046	39067	Harrison	Harrison County	25	55	225	0.2444
39	70814	02399773	3970814	Scio	Scio village	47	067	01074046	39067	Harrison	Harrison County	265	415	870	0.477



Carroll-Columbiana-Harrison Solid Waste District  
618 Canton Road, NW, Suite B, Carrollton OH 44615  
330-627-7311 800-980-7311 www.cchenvironmental.org

## COMMUNITY CLEAN-UP EVENT FORM

TOWNSHIP / MUNICIPALITY

CONTACT NAME

CONTACT ADDRESS

CONTACT PHONE (Cell / Township Office)

CONTACT EMAIL

Are you working with another township or municipality to hold a joint collection event? \_\_\_\_\_  
If so, which township or municipality? \_\_\_\_\_

CCH will be providing you with one 40-yard dumpster per township or municipality for large household items. If you join with another township or municipality to jointly hold a Community Clean-up Event, then you would get one 40-yard dumpster for each of you.

DATE(S) OF YOUR COMMUNITY CLEAN-UP EVENT \_\_\_\_\_

HOURS/TIME: \_\_\_\_\_

LOCATION/ADDRESS OF YOUR EVENT \_\_\_\_\_

Because of contamination issues last year (refrigerators full of food and tires thrown inside containers, doors not shut and junk all over the ground when the hauler arrived to pick up a container), CCH will no longer be responsible for scheduling roll-offs. Coordinating roll-offs for approximately 50 events is a challenge by itself and we do not have the staff to handle those kinds of unnecessary issues. This year, you will be responsible for scheduling a roll-off for your event and for any issues that arise. The following haulers have been pre-approved for payment by CCH. ***If you want to use another hauler, the price must be comparable and you must get prior approval from us. We will have to set up the hauler as a vendor in our system before payment can be made.***

HAULER	LOCATION	CONTACT NAME	PHONE	COUNTY SERVED	COST PER 40-YARD CONTAINER
Ace Roll-Off	Waynesburg	Dan Trbovich	330-492-2720	CARROLL	\$250 for one ton minimum, \$40 each additional ton
				HARRISON	\$350 for one ton minimum, \$40 each additional ton
Ohio Valley Waste	Youngstown	Mary Ackerman	cell: 724-992-0207	COLUMBIANA	\$420 up to two ton; \$50 each additional ton
			330-792-2487 ext. 4113		
Dailey Refuse	Wellsville	Frank Shingleton	330-532-4667	COLUMBIANA	\$400
Kimble Companies	Dover	Markie Stine	800-201-0005 ext. 2237	CARROLL	Call for Pricing / Get pre-approved from CCH
				COLUMBIANA	Call for Pricing / Get pre-approved from CCH
				HARRISON	Call for Pricing / Get pre-approved from CCH

PLEASE CONTACT THE HAULER ASAP TO MAKE SURE THEY CAN HANDLE YOUR EVENT. THEY ONLY HAVE SO MANY CONTAINERS AND THEY HANDLE MANY COLLECTION EVENTS. YOU MAY EVEN HAVE TO ADJUST YOUR SCHEDULE TO ACCOMMODATE THEIR AVAILABILITY.

## HARRISON COUNTY COURT

100 WEST MARKET STREET  
CADIZ, OHIO 43907  
(740) 942-8865PNC Bank, N.A. 070  
OHIO  
6-12/410

026094

03/01/2019

PAY TO THE Village Of Scio  
ORDER OF \*\* THIRTY-FIVE AND 00/100 DOLLARS \*\*\*

\$ 35.00

DOLLARS

Village Of Scio

MEMO February, 2019 Remittance - Scio Fines

  
AUTHORIZED SIGNATUREMADE PAPER WITH  
RED PADLOCK

⑈026094⑈ ⑆041000124⑆ 4224342841⑈

026094

Case Number ....:

Date ...: 03/01/2019

Plaintiff .....

Amount : \$ 35.00

-vs-

Defendant .....

Remarks .....: February, 2019 Remittance - Scio Fines

02/28/2019	85519	A Ramsey, Tina L	73.10	35.00
February 2019		by Agency SPD -----> Fines		35.00

Chesapeake Operating, LLC  
Revenue Distribution Account  
P.O. Box 18496  
Oklahoma City, OK 73154  
(877) 245-1427

13460014

PAGE: 1 of 4

DATE: February 28, 2019  
CHECK NUMBER: 13460014  
AMOUNT PAID: \$8,207.45

For more information about your check  
stub or electronic deposit enrollment,  
visit [www.CHK.com/owners](http://www.CHK.com/owners).

01043 20873 CKS ZB 14058 - 0013460014 NNNNNNNNNNNN 0585100005506 X899A3 C  
VILLAGE OF SCIO  
PO BOX 307  
SCIO OH 43988-0307



05851000055061043003100000000

OWNER: 11693578

Gross Value refers to the sales price received by the operator/lessee or in some instances its affiliate purchaser before deduction of taxes. Deductions from Gross Value are generally limited to taxes or deductions made by the operator/lessee, but may include deductions made by the purchaser (affiliated or non-affiliated) in computing the gross price before payment is made to the operator/lessee. Volume of gas is the volume (mcf) of gas produced which may or may not be equal to the volume of gas sold depending on fuel-use. Retain this statement for tax purposes. No duplicates furnished. State taxes have been deducted and paid where required. When writing, refer to property number and owner number.

TRANSACTION INFORMATION			OWNER INFORMATION		VOLUME AND VALUATION INFORMATION						
PROD DATE	PROD	DOI	INT TYPE	INTEREST	DESCRIPTION	UOM / PB	BTU / PRICE	VOLUME VALUE	PAYMENT DECIMAL	OWNER VOLUME / VALUE	OWNER NET AMOUNT
PROPERTY: 653660.01-121413			R ALAN 3-13-6 6H		COUNTY: HARRISON		STATE: OH		WELL API: 3406721390		
08/2018 OIL	00001-01	RI	0.02608296		VOLUME	BBL		1.40	0.02608296	0.04	
					GROSS VALUE		\$ 64.08	\$ 89.71		\$ 2.34	
					SUBTOTAL			\$ 89.71			\$ 2.34
09/2018 OIL	00001-01	RI	0.02608296		VOLUME	BBL		0.59	0.02608296	0.02	
					GROSS VALUE		\$ 66.29	\$ 39.11		\$ 1.02	
					SUBTOTAL			\$ 39.11			\$ 1.02
10/2018 OIL	00001-01	RI	0.02608296		VOLUME	BBL		0.59	0.02608296	0.02	
					GROSS VALUE		\$ 66.93	\$ 39.49		\$ 1.03	
					SUBTOTAL			\$ 39.49			\$ 1.03
12/2018 OIL	00001-01	RI	0.02608296		VOLUME	BBL		0.74	0.02608296	0.02	
					GROSS VALUE		\$ 45.08	\$ 33.36		\$ 0.87	
					SUBTOTAL			\$ 33.36			\$ 0.87
12/2018 DRIP	00001-01	RI	0.02608296		VOLUME	BBL		6.84	0.02608296	0.13	
					GROSS VALUE		\$ 39.98	\$ 273.36		\$ 7.13	
					SUBTOTAL			\$ 273.36			\$ 7.13
12/2018 OIL	00001-01	RI	0.02608296		VOLUME	BBL		784.72	0.02608296	20.47	
					GROSS VALUE		\$ 40.64	\$ 31,887.10		\$ 831.71	

PLEASE DETACH BEFORE DEPOSITING CHECK

Chesapeake Operating, LLC  
Revenue Distribution Account  
P.O. Box 18496  
Oklahoma City, OK 73154  
(877) 245-1427

CHECK  
NUMBER 13460014

88-88  
1113

February 28, 2019

\*\*\* VOID AFTER 90 DAYS \*\*\*

PAY VILLAGE OF SCIO  
TO THE PO BOX 307  
ORDER OF: SCIO, OH 43988-0307

CHECK AMOUNT

\$8,207.45

EXACTLY \*\*\*\*\*8,207 DOLLARS AND 45 CENTS



JPMorgan Chase Bank, N.A.  
Dallas, TX

OWNER: 11693578

NO THIRD PARTY ENDORSEMENT

13460014 1113008801

657601576

**Capital Improvement Plan**  
Compiled by **Village Administrator Jason Tubaugh**  
As Adopted at Regular Meeting of March 28, 2018

**Water Line Replacement and Paving Projects:**

Phase I - Second Street in between Carrollton Street and Eastport Street in 2017 (Completed)

The Village will purchase the material and bid the labor work to a local contractor.

Phase II - Second Street from Eastport to Custer Way alley to encompass all cross streets such as School House junction and Masonic Way, projected date 2019 for initial planning and cost assessment - engineering and grant possibilities for upgraded line from a four inch to a six inch line

Phase III - Proposed engineering and grant feasibility for Eastport Street

This would encompass the intersection of SR 151 (Main Street) and Eastport to the intersection of Carrollton Street 2020

Phase IV - Maple and Walnut Street 2021

Engineering and grant proposal for upgrading from a 4 inch main line to a 6 inch main line for proper fire coverage and removal of any lead joints, fixtures, and service lines.

Phase V - Eastport Street

Eastport from the intersection of West College St. to the intersection of Crimm Road 2022-2023

Engineering services and grant possibilities, move the existing four inch water line to the sidewalk area and replace it with a new six inch line - replace any fire hydrants that are needed.

Phase VI - Brown Street / Elm Street / Grandview Street from West College St. to the village limit at Cemetery Road  
Replace existing line with new C900 plastic - repave as needed  
Proposed for 2024

**Lift Station Upgrades:**

East Port Lift Station

New T6 pump 2017

Proposed second new T6 pump installation in 2019 with new control panel and instruments, well casing inspection

College Lift Station

New T6 pump purchase and install in 2018 [\$14,000 purchase price has already been approved]

Proposed second new T6 pump installation in 2020 with new control panel and well casing inspection

Church St Lift Station

Currently up to specs / Recommend in 2025 a possible overhaul if needed of existing equipment

Water Treatment Plant

-Filter media - Recommend testing on filter media in 2025 to assess its expected shelf life

-Well #1 and #2 - Well cleaning and assessment of pumps and associated equipment to be conducted per manufacturer's guidelines in 2026 (every 7-10 years)

-Aerator, Tanks, and surface pumps - Condition assessment, maintenance, and service life inspection in summer of 2023 (every 5 years)

-Water Storage Tank - Inspection and cleaning required in 2022 (every 5 years per EPA guidelines)

-EZ chemical pumps- Inspected, repaired or replaced every 12 months (estimated cost \$680 per pump) The WTP will have 4 pumps in service and 4 spares on hand

-Schedule 80 pipe-Plumbing is rated for 40 year life span at 120 PSI, inspect annually

-Additional equipment and inspections will be required with the upgrade project in 2018



Wastewater Treatment Plant:

- New T4 pumps installed in 2016 - inspect and possible rebuild in 2024, replace in 2036 (20 year usable life span)
- Clarifiers - In need of new weirs, flights, new chains and possible sprockets (replace every 10-15 yrs.)
- Digesters- Inspect annually, repair or replace as needed (associated equipment and bubbler)
- Inner and outer oxidation ditches- Repairs done in 2015-2016 / Inspect concrete walls annually - repair as needed. Drain each oxidation ditch every two years for inspection, cleaning, and repair as needed. Alternate between each ditch to ensure both are cleaned and inspected every two years
- Screw Screen - inspect semi-annually. Replace brushes annually or as needed
- Generator - Inspect annually and service (they are diesel engines)
- 3 way Valves - inspect annually
- Inner and outer paddle wheels - estimated life span of 5 yrs. before rebuild is required / recommend one spare on hand for emergency repair if needed

Vehicles:

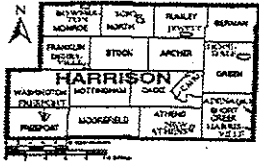
- WWTP Service Truck - 2005 Chevy 2500 4x2 (bought in 2012)
- Street Department Truck - 2006 Dodge Ram 2500 4x4 (bought in 2014)
- Backhoe
- Plow Truck - 2009 F450 requires a new bed (bought in 2008) [New truck price \$60,000 to \$70,000?]
- Tractor - New 2016 Massey Ferguson 4x4 with brush hog
- A vehicle replacement program is recommended for every 5 years.

Lawn equipment:

- JD diesel mower with new (2018) mower deck
- Zero turn Toro mower - 2014 model
- Small JD lawn mower- 2009 model (Needs replaced)
- Various weed eaters: replaced as needed

Those attending the 3/26/18 meeting that was called to order by Mayor Carpenter at 5:30 pm were:  
Heidi Trice, Carol Davy, George Tubaugh, Jake Tubaugh & Clerk-Treas. Trish Copeland.

Purpose of the meeting was to discuss the mandated Capital Improvement Plan that needs to be put into place this year.



Harrison County Regional Planning Commission  
January 22, 2019

Commissioner Paul Coffland, Chair called the meeting to order at 7:00 p.m.

**Member**

**Present:** Commissioner Paul Coffland; Commissioner Don Bethel; Mayor Kenneth Zitko, Cadiz; Mayor Milo Baker, Bowerston; Jenny Bargar, Deersville; Larry Ward, Hopedale; Dennis Hirschbach, Jewett; Jody Hyde, Township  
**Member @ Large:** Joyce Klingler, Michael Vinka

**Members**

**Absent:** Commissioner Dale Norris; Thomas Crawshaw, Cadiz; Shari Friend, Harrisville; Bob Hendricks, Scio; Doug Crabtree, Township  
**Member @ Large:** Trish Copeland, George Romig, Adrian Pincola, Barbara Pincola, Michael Jamison, Sandi Thompson

**Absent**

**Reported:**

Commissioner Dale Norris – family commitment  
Doug Crabtree – another commitment  
George Romig – out of area  
Michael Jamison - unavailable

Quorum was established.

**VISITORS:** None

**ELECTION OF OFFICERS:**

**Chair:** Joyce Klingler nominated Commissioner Dale Norris. 2<sup>nd</sup> by Mayor Kenneth Zitko. Hearing no other nominations. **Motion Carried** unanimously.

**Vice Chair:** Mayor Kenneth Zitko nominated Commissioner Paul Coffland. 2<sup>nd</sup> by Michael Vinka. Hearing no other nominations. **Motion Carried** unanimously.

**MINUTES:** Dennis Hirschbach made motion to approve November 27, 2018 minutes, as submitted. 2<sup>nd</sup> by Joyce Klingler. **Motion Carried** unanimously.

**TREASURER REPORT:** Treasurer report was given. Jody Hyde made motion to accept treasurer's report. 2<sup>nd</sup> by Mayor Kenneth Zitko. **Motion Carried** unanimously.

**ENGINEER'S**

**REPORT:** Commissioner Paul Coffland reported new County Engineer is Doug Bachman to fill remainder of 2-year term.

Commissioner Paul Coffland mentioned waste water master plan has been reviewed & draft has a few changes. GIS work to be done on plan before final approval. General Discussion.

Mayor Milo baker express concern on 212 & 151 bridge project with water lines being covered with dirt or moving water lines to avoid being buried & cost involved. Project to start 2021.

**OLD BUSINESS:**

**Strategic Plan**

**– Committee Reports:**

**Broadband** – Commissioner Paul Coffland reported Sandi Thompson still working on project.

**GIS** – Nothing to report.

**Energy** – Jody Hyde mentioned drilling again in Nottingham Township. Commissioner Paul Coffland mentioned Encino bought out Chesapeake & committed to drilling & Harrison County.

Joyce Klingler mentioned 3 wells in Nottingham Township & offering \$2,000/acre for leases that expired from Chesapeake.

**Legislative** – Commissioner Don Bethel mentioned nothing currently happening. Hopefully, something will happen shortly (1% of total take w/gas & oil)

**Pittsburgh to Columbus Corridor** – Nothing to report.

**NEW BUSINESS:**

Joyce Klingler question on status of new administrator for Cadiz. Mayor Kenneth Zitko mentioned there is a name of individual & action will be taken at next County meeting.

**OTHER MATTERS:**

Mayor Milo Baker question status of ownership on gym @ Scio. Commissioner Paul Coffland mentioned Scio Council voted to assume responsibility. Joyce Klingler mentioned paperwork at lawyer office for Lakeland Academy to take ownership. General Discussion.

Next meeting scheduled for Tuesday, March 26, 2019 @ 7:00 p.m.

Joyce Klingler made motion to adjourn.

Meeting adjourned at 7:43 p.m.

Village of Scio  
Credit Card Policy 2019

**PURPOSE**

Ohio Revised Code Section 505.64 permits the Council of the Village of Scio to authorize an officer, employee, or appointee of the Village of Scio to use a credit card account held by the Village. This Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by any and all people authorized by the Board to use a credit card account held by the Village of Scio.

**DEFINITIONS**

1. "Authorized User" means an officer, employee, or appointee of the Village of Scio that has received authorization to use a credit card account held by the Village of Scio.
2. "Board" means the Village of Scio Council, located in Harrison County, OH.
3. "Credit Card Account" or "Account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depositor-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys. It does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.
4. "Credit Card" means a credit card related to a Credit Card Account held by the Village.
5. "Clerk-Treasurer" means the Village of Scio Clerk-Treasurer.
6. "Village" means the Village of Scio, Harrison County, OH.
7. "Policy" or "Credit Card Account Policy" means this policy and all exhibits, amendments and supplements.

**ARTICLE 1. USE OF A CREDIT CARD ACCOUNT**

**Section 1. Authorized Users.** The Board may authorize an officer, employee, or appointee to use a Credit Card Account from time to time. The list of people authorized to use a Credit Card Account, and their position with the Township, is contained on Exhibit A (the "Authorized User List") attached to this Policy. The Authorized User List should be updated by the Board, its designated representative, or the Village Clerk-Treasurer each time a person is added or removed from such list.

**Section 2. Authorized Expenses.** The Council may expressly limit the terms of use of a Credit Card Account with each Authorized User at any time. Any Credit Card Account, regardless of Council

approval, may only be used to purchase work-related goods and services incurred on behalf of the Village. Such work-related goods and services include, but are not limited to, gasoline for Village vehicles, meal allowances, and equipment purchased on behalf of a Village project in which the Authorized User is directly participating and involved.

No transaction may exceed \$MERCHANT ACCOUNT LIMIT. In the event of an emergency, the Authorized User shall notify the Clerk-Treasurer for the need to spend an amount in excess of the limit. The required documentation for such transaction contained in this Policy shall be submitted to the Clerk-Treasurer no later than 72 hours after the transaction.

**Section 3. Unauthorized Expenses.** Any purchase made beyond specific authorization limits imposed by the Council, if any, or what is authorized in this Policy, is an unauthorized expense. The use of a Credit Card Account for personal expenses is expressly prohibited. Personal expenses include those expenses that are not incurred as a direct result of the Authorized User's employment with the Village. Personal expenses include, but are not limited to, gasoline for personal vehicles, cash advances, any amount in excess of meal allowances, alcoholic beverages, tobacco, gambling, and personal goods.

**Section 4. Guidelines for Acquisition, Use, and Management.**

A. **Acquisition.** The Council must authorize an individual to use a Credit Card Account before a person may become an Authorized User and acquire access to a Credit Card or other presentation instrument associated with a Credit Card Account. The Council may place limits on the authorization of use of a Credit Card Account at such time as a person receives authorization to use a Credit Card or any time thereafter at the Council's discretion and upon notice to the Authorized User. Upon the Council's authorization, the person receiving authorization must sign a copy of the attached Exhibit B, acknowledging they received a copy of this Policy and agreeing to abide by it.

B. **Permitted Uses.** Authorized Users may use a Credit Card Account for Authorized Expenses, as described in Article 1, Section 2 of this Policy, incurred only by the Authorized User. An Authorized User may not transfer the Credit Card or purchase goods on behalf of any other person, regardless of whether the person is an employee of the Village or is purchasing goods or services for the Village.

Authorized Users may unless otherwise prohibited by the Council, use a Credit Card in person or online, over the telephone, by mail, or through fax. All purchases must be evidenced by an itemized receipt. If purchasing goods online, the Authorized User must use reasonable care and judgment regarding the authenticity and security of a website.

C. **Reasonable Care.** Authorized Users must use reasonable care when using a Credit Card.

D. **Notification of Purchase.** Prior to using a credit Card the Authorized User should make a good faith effort to notify the Board, their authorized representative or the Clerk-Treasurer of the intended purchase.

E. Storage. Authorized Users must take measures to ensure Credit Cards, checkbooks, and any other presentation instruments associated with a Credit Card Account are kept in a secure place at all times.

F. Receipts. Original, itemized receipts must be submitted to the Clerk-Treasurer or her/his designee as soon as reasonable possible. (72 hours). The receipt should include the customer copy of the receipt, any invoice from the vendor, the cost of the goods or services purchased and the date of the purchase. The Authorized User should also submit documentation verifying the purchase was made on behalf of the Village, if necessary to describe the purchase.

G. Return of Credit Card to the Village. The Authorized User, upon resignation, termination or change in position within the Village shall return the Credit Card to the Clerk-Treasurer immediately. Additionally, the Credit Card shall be immediately returned if the Village revokes authorization to use the Credit Card or requests the return of the Credit Card. A receipt for said card shall be issued to the returning Authorized User.

If the Clerk-Treasurer retains possession of the Credit Cards, an Authorized User must return a Credit Card to the Fiscal Officer within a reasonable time after use. No Credit Card may remain signed out for a period longer than 72 hours.

**Section 5. Liability.** The Authorized User will be personally liable for reimbursing the Village for any of the following:

A. Upon any official bond the Authorized User has given to the Village to reimburse the Village treasury the amount for which the Authorized User does not provide itemized receipts;

B. Expenses charged to the Credit Card that are not documented and submitted to the Clerk-Treasurer or the Clerk-Treasurer's designee;

C. Expenses that exceed the scope of the authorization allotted by the Council of the Authorized User's use of the Credit Card;

D. Unauthorized expenses;

E. Purchases the Authorized User allowed an unauthorized user to make;

F. Any other purchases made with the Credit Card that are in violation of this Policy, and the amendments and supplements thereto.

The County Prosecutor is authorized and shall recover the amount of any unauthorized expenses incurred by an Authorized User who either uses a Credit Card, or allows another person to use a Credit Card, in an unauthorized manner and fails to immediately and voluntarily make restitution to the Village for the total amount of the unauthorized purchase(s). This section does not limit any other liability of the employee or officer who carried out the unauthorized use.

**Section 6. Misuse.** Using a Credit Card for Unauthorized Expenses, as the same are discussed in Section 3 of this Article I, constitutes misuse. Failing to submit receipts, or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined in Section 2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to and including termination.

**Section 7. Issuing or Re-Issuing a Credit Card.** A Credit Card should be issued or re-issued at the discretion of the Board. Upon the written request of an employee, prior Authorized User, or current Authorized User, the Board may re-issue a Credit Card.

**Section 8. Cancellation and Stolen/Lost Credit Cards.** An individual Credit Card connected to a Credit Card Account should be cancelled upon the determination of the Council. In the event a Credit Card is lost or stolen, or the Authorized User has reason to believe a Credit Card is lost, stolen or used in an unauthorized manner, the Authorized User shall immediately notify the Clerk-Treasurer or the Clerk-Treasurer's designee in person or by phone and in writing. The Clerk-Treasurer or the Clerk-Treasurer's designee must notify the card issuer immediately. The Authorized User must provide all necessary information required by the Village or the card issuer relating to the disappearance of the Credit Card.

**Section 9. Credit Card Account Limits.** The credit limit on each Credit Card Account held by the Village is included on the attached ***Exhibit C*** incorporated herein by reference and should be updated upon any change of limits or additional credit lines.

## **ARTICLE II. RULES FOR VILLAGE CREDIT CARD ACCOUNTS**

**Section 1. Credit Card Account Instruments.** The Village's name shall appear on each presentation instrument related to the Credit Card account, including but not limited to Credit Cards and checks.

**Section 2. Annual Report.** The Clerk-Treasurer or the Clerk-Treasurer's designee annually shall file a report with the Council detailing all rewards received based on the use of the credit Card Accounts.

**Section 3. Payment.** Debt incurred as a result of the legitimate use of a Village credit card shall be paid from moneys appropriated by the Council.

**Section 4. Administrative Duties.** Each month the Clerk-Treasurer shall present a Credit Card transaction detail from the previous month to the Council. The Council shall review the Credit Card Account transaction detail and the President of Council shall sign an attestation stating the Board reviewed the Credit Card Account transaction detail.

**Section 5. Clerk-Treasurer Duties.** The Clerk-Treasurer should use a system to sign out Credit Cards to Authorized Users and should keep records of when an Authorized User signs out and returns a Credit Card.

## EXHIBIT A

### AUTHORIZED USER LIST

<i>Authorized User</i>	<i>Date Board Approved</i>	<i>Authorized Credit Card Account</i>	<i>Date Authorization Terminated</i>
Jason Tubaugh	3 /13/2019	PNC, Lowes, Staples	
Trish Copeland	3/13/2019	PNC, Staples, Lowes	
John McCluskey	3/13/2019	PNC, Staples, Lowes	
Ronald A. Thompson	3/13/2019	PNC, Lowes, Staples	
Janeen Scott	3/13/2019	PNC, Lowes, Staples	

## EXHIBIT C

<i>Credit Card Account</i>	<i>Account Limit</i>
Lowes	\$ 6,000.00
Staples	\$10,000.00
PNC	\$10,000.00



## EXHIBIT B

### Acknowledgement of Village of Scio Credit Card and Policy

I, \_\_\_\_\_, acknowledge that I have received a Village of Scio credit card to carry and use for work-related purchases on behalf of the Village, and am hereby considered an "Authorized User". I have also received and read a copy of the Village Credit Card Policy (the "Policy") and agree to abide by all of the terms contained in the Policy. Further, I will immediately report any lost or stolen cards and return a credit card upon resignation, termination, or the request of the Board.

I understand the credit card may only be used for the purchase of goods and services on behalf of the Village and that I will be held liable for any unauthorized purchases.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# WILSON, PHILLIPS & AGIN, CPA's, INC.

1100 BRANDYWINE BLVD., BUILDING G  
ZANESVILLE, OHIO 43701  
(740) 453-9600  
FAX (740) 453-9763  
www.wwpcpa.com

305 MAIN STREET  
COSHOCOTON, OHIO 43812  
(740) 622-8101  
FAX (740) 622-8171

March 5, 2019

Village of Scio Village Council  
Village of Scio, Harrison County  
309 E. Main Street  
Scio, Ohio 43988

This letter of arrangement between Village of Scio, Harrison County (the Government) and Wilson, Phillips & Agin, CPA's, Inc. sets forth the nature and scope of the services we will provide, the Government's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services achieve the Government's objectives.

## Summary of Services

We propose to perform the procedures described in the attachment. We will perform these procedures for the years ended December 31, 2018 and 2017. We will follow the American Institute of Certified Public Accountants' Attestation Standards for agreed-upon procedures engagements and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*.

The Attestation Standards require you to consent that our planned procedures are sufficient for your needs. These Standards also specify that we are not responsible for determining the sufficiency of the procedures. However, the attached letter describes procedures we have used in similar engagements, designed to help evaluate certain transactions and balances recorded in cash-basis accounting records for the years ended December 31, 2018 and 2017, and certain compliance requirements related to these transactions and balances.

## Our responsibilities

We are responsible for completing the procedures you have agreed to, and for reporting any exceptions. We have no responsibility to perform procedures beyond those to which you have agreed. However, if other matters come to our attention indicating potential, significant errors regarding our report's subject matter, we will describe this matter in our report.

You should be aware that a properly executed agreed-upon procedures engagement may not detect errors or fraud that may have occurred relating to the subject matter of our report. For example, we may limit certain procedures to selective testing of data because it may not be efficient for us to test every transaction. Our engagement will be more limited than would be an audit, the objective of which would be the expression of an opinion on whether the Government's financial statements presented fairly, in all material respects, their respective financial position and changes in financial position. Accordingly, we will not express an opinion on the financial statements or on compliance.

We will describe any exceptions we find as a result of our procedures exceeding \$10.

*You should not rely on our engagement as your primary means of detecting fraud.*

### **Management Representations**

Prior to issuing our report, we will request written representations from you acknowledging, to the best of your knowledge and belief, your responsibility for:

- Recording all transactions in the Government's accounting system.
- Your responsibility for complying with the laws and regulations we have tested as part of our procedures.
- Making all records and documentation related to the accounting records and transactions and balances recorded in those records available to us
- Documentation supporting compliance with laws and regulations we will test as part of our procedures available to us
- Other matters for which we may request written representations.

### **Access to Records**

To help meet our mutual objectives, the Government will provide to us in a timely manner accounting records, schedules and supporting information (an initial list of which we will furnish to you), as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the Government is unable to provide these schedules, information or assistance, the Auditor of State and the Government will mutually revise the fee to reflect additional costs, if any, required to achieve these objectives.

### **Confidential Information:**

You should redact personal information from all documents (paper or electronic) you provide to Wilson, Phillips & Agin, CPA's, Inc. related to our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. Personal information includes social security numbers, dates of birth, drivers' license numbers or personal financial institution account numbers. The Government should redact all personal information from electronic records before you transmit them to Wilson, Phillips & Agin, CPA's, Inc. This information should be fully blacked out in all paper documents prior to sending to Wilson, Phillips & Agin, CPA's, Inc. If you cannot redact personal information from any records or documents you must identify these records to us.

If redacting this personal information compromises our procedures, the Government and Wilson, Phillips & Agin, CPA's, Inc. will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on you in terms of resources, recordkeeping or other issues, the Government and Wilson, Phillips & Agin, CPA's, Inc. may collaborate on alternative methods of providing the Government's data to Wilson, Phillips & Agin, CPA's, Inc. without compromising the personal information of individuals served by the Government. Wilson, Phillips & Agin, CPA's, Inc. is willing to work with you. It is our intent to minimize the amount of personal information we require. It is important that you review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

### **Fee**

Except for any changes in fees which may result from unforeseen circumstances, we do not expect our fees and expenses for the services described above to exceed \$2,100.

If it is determined that additional work is required beyond this estimate, the revisions will be set forth in the form of the attached *Amendment to Letter of Arrangement*.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this agreed upon procedures cost to the general fund or you may allocate the cost among the general fund and other eligible funds in accordance with Auditor of State Bulletin 2009-011.

**Restrictions on using our report**

The Attestation Standards require that our report disclose the following:

This report is intended solely for the information and use of management and those charged with governance and is not intended to be and should not be used by anyone other than these specified parties.

The Attestation Standards require us to include this language due to concerns that other users may not fully understand the purpose of the report, the nature of the procedures we applied, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, our report becomes a public record under Section 149.43, Revised Code, when copies of the report are filed with the officers enumerated in the Revised Code. When copies of the report are filed, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. The Attestation Standards do not affect public access to our reports or working papers.

**Peer Review Report**

We will provide a copy of our most recent external quality control review report (Peer Review) if needed. The report was pass.

**Acceptance of terms**

Signing and returning this letter to us indicates you have read this letter and the attachment, and agree with the terms and with the nature and extent of the procedures attached to this letter

Wilson, Phillips & Agin, CPA's Inc.  
Wilson, Phillips & Agin, CPA's, Inc.

Attachment: Description of procedures

ACCEPTED BY:

Trish Copeland  
Fiscal Officer Clerk-Treas

March 5, 2019  
Date

[Signature]  
Council Village Admin

3/5/19  
Date