

The Village of Northfield

Agenda

Regular Council Meeting

January 27, 2016

Pledge of Allegiance

Call to order; Roll call; Approval of Minutes

Presentation of Petitions, Memorials and Remonstrances

Reports of Municipal Officers:

Jesse J. Nehez, Mayor
Trisha Ingrassia, Finance Director
Richard Wasosky, Engineer
Bradric Bryan, Law Director

Department Heads:

Police Chief Mark Wentz
Fire Chief Jason Buss
Service/Bld.Supt. Jason Walters

Reports of Municipal Boards and Commissions:

Planning Commission, Alan Hipps
Recreation Board,
Cemetery Board, Beatrice Greenlee

Reports of Standing Committees:

Finance, Nick Magistrelli
Roads/Public Works, James Daugherty
Health and Welfare,
Wages and Working Conditions, Gary Vojtush
Fire and Safety, Jenn Domzalski
Buildings and Grounds, Alan Hipps

Legislation:

2016-05 - A Resolution Authorizing Euthenics, Inc. to Complete the Preliminary Design Phase for the Ledge Road Reconstruction Phase 2 Project. - 2nd reading.

2016-09 – An Emergency Ordinance Amending Sections 230.01 and 238.07 and Establishing Section 230.015 of the Codified Ordinances Relating to Monthly financial Statements to Council, the Authority to Purchase, and the Payment of Claims.

2016-10 - An Emergency Resolution Approving the Payment of Bills for the Month of January.

Old Business; New Business; Announcements; Adjournment

**VILLAGE OF NORTHFIELD ORDINANCE NO. 2016-09
AN EMERGENCY ORDINANCE AMENDING SECTIONS 230.01 AND 238.07 AND
ESTABLISHING SECTION 230.015 OF THE CODIFIED ORDINANCES RELATING TO
MONTHLY FINANCIAL STATEMENTS TO COUNCIL, THE AUTHORITY TO
PURCHASE, AND THE PAYMENT OF CLAIMS**

WHEREAS, in order to more clearly establish and streamline the manner in which purchases are approved and authorized to be paid and monthly financial statements are provided to Council, the Finance Director, Mayor, and Council desire to amend Sections 230.01 and 238.07 and establish Section 230.015 of the Codified Ordinances.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

SECTION 1. That Council hereby amends Sections 230.01 and 238.07 and establishes Section 230.015 of the Codified Ordinances as is indicated in the attachment hereto that is incorporated herein.

SECTION 2. That the rest and remainder of the Codified Ordinances of the Village of Northfield shall remain as presently drafted unless inconsistent herewith.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were rendered in an open meeting of this Council and were in compliance with all legal requirements.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it will clarify, simplify, and streamline the process of authorizing and paying bills and permit the Finance Department to operate more efficiently, and that this Ordinance shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ d a y
of _____, 2016.

Nicholas Magistrelli, President Pro-Tem of Council

Jesse J. Nehez, Mayor

Approved as to Legal Form.

Bradric T. Bryan, Director of Law

I, Tricia Ingrassia, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly and regularly passed by

Council at a meeting held on the _____ day of _____, 2016.

Tricia Ingrassia, Clerk of Council

230.01 MONTHLY FINANCIAL STATEMENT TO COUNCIL.

The Mayor is hereby directed to direct the Finance Director to prepare and submit to all Councilmembers once a month a detailed breakdown of the income and general expenses incurred on behalf of the Municipality for that period the previous calendar month.

230.015 AUTHORITY TO PURCHASE.

(a) The Mayor, as chief executive officer of the Municipality, shall have the authority to make purchases for and on behalf of the various departments of the Municipality in an amount not to exceed five thousand dollars (\$5,000) for each purchase as long as the money for such purchase is available in the appropriate budgeted account or fund.

(b) Unless specifically waived by Council or otherwise authorized pursuant to Section 238.07(b), purchases in excess of ten thousand dollars (\$10,000) but less than fifty thousand dollars (\$50,000) shall be authorized by Council.

(c) Unless specifically waived by Council or the contract is for equipment, services, materials, or supplies to be purchased pursuant to O.R.C. 125.04, 713.23(D), or 5513.01; the advertising for bids involving the expenditure of fifty thousand dollars (\$50,000) or more shall be made by a motion or Resolution of Council directing the Clerk to advertise for not less than two weeks on the internet and/or in a newspaper of general circulation in the Municipality. The award of a contract accepting the lowest and best bid that complies with all prescribed requirements may be made by Council directing the Mayor to enter into an appropriate contract. The Municipality reserves the right to waive any informalities in the bids and/or accept or reject any and all bids in whole or in part.

(d) The Mayor, as chief executive officer of the Municipality, shall have the authority to make expenditures and purchases for and on behalf of the various departments of the Municipality in any amount in the event of an emergency in order to preserve and protect the health, safety, and welfare of the Village's residents. In the event that an emergency purchase is necessary, the Mayor shall be required to notify the President Pro-Tem of Council of the need to make such emergency purchase or expenditure.

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238.07 PAYMENT OF CLAIMS.

(a) Each month, the Finance Director is hereby required to submit a report to the Mayor and Council listing all claims submitted to him or her and which he or she desires to pay, indicating the respective funds, the purpose, the check number and the total amount, as well as the person to whom the check will be made payable paid on behalf of the Municipality during the previous calendar month, indicating the person or entity paid, the amount of the payment, and the check or other identifying number of the payment. In addition, each month, the Finance Director shall present to the Council Finance Committee, for its review, copies of all purchase orders, invoices, and check stubs or other payment receipts for all claims paid in the previous calendar month.

~~(b) The Finance Director will make payment on the items referred to in subsection (a) hereof only after the majority of Council have authorized, by motion, said payments. Any exceptions or items indicated by Council not to be paid shall not be paid by the Finance Director. Notwithstanding the above, a~~As long as the funds to make such payments are available; the Finance Director is authorized to pay the Village's payroll and employee benefits, monthly utility bills, employee health insurance and liability insurance invoices, and other regularly scheduled installment payments on contracts and appointments previously authorized by Council ~~prior to the approval of the monthly expenditure resolution.~~

~~(c) The Finance Director will submit the report of claims to be paid in sufficient amount of time for Council to review and authorize payment. The Finance Director will not be limited as to the number of times an item can be included in a report, nor shall the Finance Director be limited as to the number of times per month that such reports will be submitted. Council may consider such reports, and authorization of payments, at any regular or special meeting.~~