

**BOARD OF CONTROL MEETING MINUTES**  
**October 18, 2004**

TIME: 6:30 p.m. in the Safety/Administration Building, Council Chambers

PRESENT: Joseph Kernan, Mayor  
Claude Collins, Administrative Officer  
Jeanne Zerga, Director of Finance  
John Conklin, President of Council  
Brenda Hlas, Vice-President of Council

The Board of Control convened for a meeting at 6:34 p.m. on October 18, 2004 in the City Safety/Administration Building-Council Chambers. Mayor Kernan called the meeting to order.

**CONSIDERATION OF MINUTES:**

Mayor Kernan presented the Board of Control meeting minutes of August 23, 2004, as written.

Mr. Collins motioned to accept the minutes as presented, Mr. Conklin seconded.

ROLL CALL            YEA VOTES:            Mr. Collins, Mr. Conklin, Mrs. Hlas, Mayor Kernan

NAY VOTES:            None

ABSTAIN:              Mrs. Zerga

The Board of Control meeting minutes of August 23, 2004 passed with a vote of 4-0.

**NEW BUSINESS:**

**Discussion on Item #1 on Agenda:**            *Consideration to purchase payroll processing and record keeping software from Software Solutions, Inc., at a cost not to exceed \$12,000.*

Mrs. Zerga stated that the payroll processing and record keeping software currently used in her office is an outdated DOS version. There is money appropriated in this year's budget for upgrading the payroll system and the financial management system. She is recommending upgrading the record keeping software only; the payroll program is currently compatible with the financial management software. Of the amount requested, \$10,476 is for the licensing, installation, the actual software, and six (6) hours of in-house training. Another \$1,240 will upgrade two employees' computers to be compatible with this new software for an expected total of \$11,716. Training is expected to occur in January 2005 during which her office will be closed for 2 hours a day over three separate weeks.

Mr. Conklin motioned to accept the proposal from Software Solutions, Inc., which was seconded by Mr. Collins.

ROLL CALL YEA VOTES: Mr. Conklin, Mr. Collins, Mrs. Zerga, Mrs. Hlas,  
Mayor Kernan

NAY VOTES: None

The motion passed with a vote of 5-0.

**Discussion on Item #2 on Agenda:** *Consideration to enter into an agreement with the State Auditor's office to provide services for the 2004 CAFR at a cost not to exceed \$16,000.*

Mrs. Zerga stated that after contacting the State Auditors Office, she was informed that there is a local Government Service Department that is able to compile the City's CAFR for a price of \$14,171 versus Zupka's asking price of \$19,000. Mrs. Zerga then stated that she has received three (3) separate quotes from local printing agencies to print 50 of the CAFR booklets at a considerable savings to Zupka's charge of \$1,000. It was noted that we are entering the 2<sup>nd</sup> year of a three (3) year contract for Zupka to perform the City's annual audits.

Mr. Conklin motioned to accept the agreement from the State Auditor's Office-Local Government Service Department, to compile the 2004 CAFR, which was seconded by Mr. Collins.

ROLL CALL YEA VOTES: Mr. Conklin, Mr. Collins, Mrs. Zerga, Mrs. Hlas,  
Mayor Kernan

NAY VOTES: None

The motion passed with a vote of 5-0.

**Discussion on Item #3 on Agenda:** *Consideration to pay legal services to Roetzel & Andress for the Gardner Blvd. Phase I Project at a cost not to exceed \$6,000.*

Mrs. Zerga stated that when we started the process for the Gardner Blvd. Phase I special assessment project, Roetzel & Andress estimated a price of \$8,800 for their services, which was encumbered in anticipation of the cost of the project. The current bill received from Roetzel & Andress requests \$6,000 of this \$8,800. Mrs. Zerga stated that the remaining \$2,800 shall remain encumbered for expected additional fees in the finalization of costs for Phase I of the Gardner Blvd. project.

Mr. Collins motioned to approve the consideration to pay for legal services provided by Roetzel & Andress for the Gardner Blvd. Phase I Project which was seconded by Mrs. Hlas

ROLL CALL YEA VOTES: Mr. Collins, Mrs. Hlas, Mrs. Zerga, Mr. Conklin,  
Mayor Kernan

NAY VOTES: None

The motion passed with a vote of 5-0.

**Discussion on Item #4 on Agenda:** *Report from the Director of Finance- the institution of the investments of the City, per Charter - Section 5.03(c).*

Mrs. Zerga stated that this agenda item is in adherence to the guidelines set forth in Section 5.03(c) of the City Charter, stating "The Board of Control shall direct the Director of Finance on the institution of the investments of the City." Mrs. Zerga reported favorably on the investments of the City and provided statements of these investments located herein the documentation for this meeting. It was agreed that this review will be provided to the Board of Control twice a year, to be reported in January and June. No vote is required on this agenda item.

**Discussion on Item #5 on Agenda:** *Consideration to finalize payment to Osborn Engineering Company for inspection services performed on the Gardner Blvd Phase I project at an overage amount of \$1,026.26 (BOC 4/12/04 approved \$6,000)*

Mr. Collins stated that the actual costs incurred for inspections on the Gardner Blvd Phase I Project were slightly higher than the original estimated cost of \$6,000 approved by the Board of Control of April 12, 2004. The extra costs were incurred from the amount of time the inspector spent settling the abundance of criticisms from the residents on the project. Mr. Collins stated that this overage will be deducted from Wartko's total bid amount.

Mr. Conklin motioned to accept the overage of \$1,026.26 from the approved April 12, 2004 Board of Control approved \$6,000, an amount totaling \$7,026.26, to be paid to Osborn Engineering Company for inspection services performed on the Gardner Blvd Phase I Project, which was seconded by Mrs. Hlas.

ROLL CALL YEA VOTES: Mr. Conklin, Mrs. Hlas, Mr. Collins, Mrs. Zerga,  
Mayor Kernan

NAY VOTES: None

The motion passed with a vote of 5-0.

**OLD BUSINESS: None**

**NEW BUSINESS: None**

There being no further business, the meeting was adjourned at 6:55 p.m.

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Joseph M. Kernan, Mayor

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Jeanne Zerga, Director of Finance

cc: Board Members  
Council Members  
Clerk of Council  
file