

City of Harrington
MINUTES
City Council Workshop
May 5, 2014

A workshop with the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on May 5, 2014 and was attended by the following: Mayor Anthony R. Moyer; Vice Mayor Cheryl Lahman; Council Member Duane E. Bivans; Council Member Fonda Coleman; Council Member Amy Minner; Council Member Charles W. Porter; Council Member Kenneth Stubbs; Norman Barlow, Chief of Police; William Pepper, City Solicitor; Teresa Tieman, City Manager; Dean Gary, Accountant; and Kelly Blanchies, Clerk of Council.

Also present: Mike Easton, Horty & Horty; Tom Wilkes, City Engineer, Remington, Vernick, and Beach; Barbara Bullock; LeFeisha D. Cannon; and Mary Williams.

Public Comments

There were no public comments.

Mayor Moyer called the meeting to order at 6:30 p.m.

The Pledge of Allegiance was given.

DFIT presentation

The City Manager stated that the DFIT presentation has been delayed until May 19, 2014 and that the DFIT general meeting will be May 13, 2014.

Impact fee study

The City Manager stated that the impact fee study has been presented before, and the City Engineer is here to answer any questions.

Council Member Minner asked if two hundred twenty-five gallons per day is the correct amount. The City Engineer stated that it will have to be revised to two hundred fifty gallons per day. Council Member Minner asked if that change will make the cost go up or down. The City Engineer replied the impact fee rates will increase.

The City Manager stated that the current impact fees were set by polling other towns for the amounts of their impact fees, and that is an acceptable way to set the rates.

Bank reconciliation training

Mike Easton stated that in prior audits, a recommendation in the management letter suggested that the Mayor and Council be involved in the bank reconciliation. It should be done at least quarterly but can be done monthly. An independent review by Council is a best practice. The bank reconciliation is now done in the Edmunds program. The purpose is to reconcile the bank balance to the book balance, which includes outstanding checks and deposits.

Mr. Easton stated that the Mayor or Council Member that is checking the reconciliation should verify the starting point for the reconciliation is the bank balance, it is done timely, reviewed by management, and the book balance agrees with the trail balance. The Accountant stated that it is important to have the prior month's reconciliation. Mr. Easton stated that unreconciled balances carrying over for several months could indicate a problem. There should only be deposits in transit the last couple days of the month, and they should be in the beginning of the following month. Other items to review include outstanding checks that are months old, why there is any unreconciled balance, ensuring voided checks do not clear the bank, review cancelled checks for signatures, and reviewing manual checks. All review items do not have to be completed every month.

Council Member Minner asked about payroll checks. The Accountant stated that ADP issues payroll checks from their account and debits the entire amount from the City's account.

Mr. Easton stated that the review should also include looking for any unusual ACHs, unusual transfers to other accounts, manual alterations to checks, and gaps in check numbers.

Vice Mayor Lahman asked if there is a time limit on checks being cashed. The Accountant stated that there is not anything stated on the checks about there being a limit and that any outstanding checks are investigated.

Council Member Minner asked who can sign checks. The Accountant stated that the City Manager, Mayor Moyer, Vice Mayor Lahman, and Council Member Porter can sign checks.

Personnel Issues

Part time employee

The City Manager stated that the Code Enforcement Officer is currently working on property maintenance issues. There is money available in the budget to hire a part time temporary employee to help with grass violations.

Council Member Porter asked if the City Manager had someone in mind to hire. The City Manager stated that Brenda Bradley has worked part time in code enforcement for the City previously.

Council Member Stubbs stated that the extra help is needed in the summer. Vice Mayor Lahman stated that she would rather the part time employee be called in on an as needed basis. Mayor Moyer stated that seasonal may be better.

Council Member Bivans stated that hiring a part time employee is unnecessary, because Public Works employees can help with code enforcement. Mayor Moyer asked if the Public Works staff can write violations. The City Manager replied no.

Mayor Moyer stated that violations can be written and entered into the computer in the car to save time. The City Manager stated that property maintenance issues are more complicated than grass violations.

Council Member Coleman stated that she would like to hire someone from Harrington if possible. The City Manager stated that Ms. Bradley has the skill set and experience to do the job. Council Member Coleman stated that the job should be advertised. The City Manager stated that the response when the Code Enforcement Officer position was advertised was not good.

Mayor Moyer stated that he would like a report to justify the cost. Vice Mayor Lahman stated that she hesitates because of the cost.

Mayor Moyer asked if small building permits are inspected by an outside inspector. The City Manager stated that is part of the Code.

Council Member Bivans stated that lots of Code issues are not being addressed. Mayor Moyer stated that he would like the Code Enforcement Officer to work weekends.

Council Member Minner stated that life and safety issues are more important than paint and gutters. Mayor Moyer stated that the outside of a building is indicative of the inside; there are three or four months to get property owners working on houses before winter comes again.

Council Member Minner asked if having someone in the office print and mail violation letters would be more cost effective than having the Code Enforcement Officer do it.

Mayor Moyer stated that this is the time of year for home improvements without permits. The problem with hiring a seasonal employee is that there is no time for training that person.

Employee promotion

The City Manager stated that effective March 27, 2014, Richard Clough has attained his water operator license and certification for hypo chlorination and sampler/tester. Previously, the City of Harrington awarded a one dollar (\$1) per hour pay raise for attaining a water operator license and a fifty cents (\$.50) per hour raise for each certification. A flat monetary raise does not conform with the adopted pay scales. Mr. Clough will be promoted to Public Works Tech III at Grade 13, step 1. The funds are available in the Public Works and Water budgets.

Mayor Moyer stated that as long as there is money in the budget, then it should be up to the City Manager.

City Manager

The City Manager stated that contracts for the City Manager and Chief of Police were delivered to the Mayor and City Council and have been reviewed by the City Solicitor.

Council Member Minner asked for clarification on reimbursements.
Council Member Bivans asked about a cap on reimbursements.

Council Member Minner asked for clarification on termination without cause.

Chief of Police

Discussed along with City Manager contract above.

Public Comments

Barbara Bullock stated that it is good to see the Council concerned about saving money, especially when increased rates are being considered.

There being no further business, the City Council Workshop adjourned at 7:52 p.m.

Respectfully Submitted,

Kelly Blanchies
Clerk of Council

Note: Minutes typed from notes. No recording available for this meeting.