



# PPF Meeting

March 25, 2015  
8:00 PM to 9:00 PM  
Police Station

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**Facilitator:** Tony Lindeman      **Note taker:** Tony Lindeman  
**Timekeeper:** Tony Lindeman

**Attendees:** Terry Lindeman, Tony Lindeman, DeWayne Stout, Courtney Dannemiller, Kristen Robison

## ----- Agenda Topics -----

<u>Topic</u>	<u>Speaker</u>	<u>Minutes</u>
2015 Budget	Tony Lindeman	15
2016 Budget	Tony Lindeman	5
Change payroll to 15 <sup>th</sup> and 30 <sup>th</sup> of the month	Tony Lindeman	15
Credit Card Use Policy	Tony/Kristen	10
Township Companies withholding income tax	Tony Lindeman	15
Uniforms	Tony Lindeman	5

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**Special notes:**

NO MEETING HELD ON  
FEBRUARY 25, 2015

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**----- Agenda Topics -----**

2015 Budget

Tony

15 min

Committee reviewed the past budget numbers and there were no additional comments. The Village income tax collection and the Local Government Fund are the biggest changes to the revenue.

Action items:

None

Person responsible:

Deadline:

2016 Budget

Tony Lindeman

5 Min

Planning for the 2016 the Committee wants to get an earlier start on preparing the budget. The PPF Committee

<u>Will provide guidance on the budget.</u>		
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Action items:	Person responsible:	Deadline:
Begin preparing the budget	Tony	4-1-2015
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<b>Change Payroll to 15<sup>th</sup> and 30<sup>th</sup></b>		
<b>Tony Lindeman</b>		
<b>15 min</b>		
<u>Discussion was held again on the 27<sup>th</sup> payment every 11 years. The article in the Beacon Journal was correct</u>		
<u>county governments are required by law to have 26 pays per year therefore they can't change to bi-monthly payments.</u>		
<u>Village's are not mentioned in the ORC for number of payments. The Committee was asked to get more numbers</u>		
<u>On making a change to bi-monthly pays</u>		
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Action items:	Person responsible:	Deadline:
Kristen will forward to Tony communities using bi-monthly pay and Tony will call communities to learn more.	Kristen-Tony	Next PPF
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<b>Credit Card Use Policy</b>		
<b>Tony/Kristen</b>		
<b>10 min</b>		
<u>Committee approved sending the Credit Card Policy to the Council for vote. It will be an emergency ordinance</u>		
<u>Since the village already has credit cards.</u>		
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Action items:	Person responsible:	Deadline:
Email council member before meeting. Bring to vote at council meeting	Tony	4-1-2015
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<b>Township companies withholding Village income tax</b>		
<b>Tony/Kristen</b>		
<b>15 min</b>		
<u>The Committee agreed to follow the Solicitor's interpretation of the Village Income Tax law by handing incorrect</u>		
<u>Payments with the Companies rather than individual employees. (Problem was companies incorrectly withholding</u>		
<u>Village income tax).</u>		
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Action items:	Person responsible:	Deadline:
Inform companies on error and explain how to correct error	Kristen	4-30-2015
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Credit Card Payments on-line Update			Tony	5 min
No update.				
Action items:		Person responsible:	Deadline:	
None				
Uniforms			Tony	5 min
More discussion was held on the uniform policy. Tony will write a very simple uniform policy and email it to the PPF Committee for review.				
Action items:		Person Responsible:	Deadline:	
Write policy send out to group. Set a uniform allowance for departments		Tony	Next PPF	
Council Benefits				
Council is part-time and not offered benefits				
Action items:		Person responsible:	Deadline:	
Notify Wayne County		Tony	3/27/2015	

### Other Topics

Kristen informed council the codified ordinances are complete.