

The Council for the Village of Monroeville held a work session on Tuesday, August 25, 2020 at 6:05PM at the American Legion.

Present were: Mayor Melissa Fries-Seip, Fiscal Officer Bonnie Beck, Administrator Tom Gray, Solicitor Jim Barney, Council Members Chris Raftery, Sue Rogers, Bob Whitacre, Sam Wiley, Mark Rupp and Craig Franklin.

Also attending were Chief Gary Lyons, and Courtney Miller from RITA.

Courtney Miller did a presentation on the attributes of allowing RITA to maintain the Village's income tax program. RITA is a government agency with a 9-member Board of Trustees. Chris asked if the Trustees were paid, and Courtney said they were not. RITA has a dedicated staff who make themselves available to answer individual and business questions and perform tax return processing. They have the ability to share income tax information for our taxpayers that would include pulling up our accounts to show comments, images, etc. The Mayor asked about the educational process to pre-emptively strike any issues with the transition. Courtney said that letters will be sent to everyone, and we will be asked to put something in the newspaper and on our website, and by any other means to share the knowledge. We will have videos that they will provide to help us through the process, and press releases will be released around the tax due date as reminders.

Courtney stated that our savings would be in the personnel wages and not having the tax program through CMI. She noted that CMI usually charges a fee to extract our records for the conversion. RITA will not charge anything should we choose to re-convert at a later date.

Courtney reiterated that we can access any of our accounts at any time. We will receive monthly reports, as well as two deposits to us per month for tax monies they have collected. All of the reports are real time. She also noted that most munis have a Resolution to assign a delegate and alternate to the R.I.T.A. Board. Jim noted that this was in the contract/agreement. We should continue with income tax registration when someone new signs up for utilities, then send those forms to RITA. She emphasized that this will be a joint partnership. Bob asked if there will be any initial fees to get the ball rolling, and Courtney said those would only be for CMI. RITA will withhold 3% of the distributions, which are netted out with a true-up at the end of the year. Mark asked how we can be sure that our information is safe. Courtney said no one had ever asked her that, but anyone is welcome to visit their facilities. She recommended sending everything to them via certified mail, but they do have online security with password enforcement. Mark commented that many people are sensitive that their personal information could be hacked.

Courtney stated that accurate data entry is important for the transition. They will convert three years of documentation and will keep them from that point on. Their records retention will be similar to ours. After some brief questions and answers, Courtney left the meeting at 7:12PM.

Tom referred to his written report, which noted the annual lab certification, and provided updates on the progress of the MMC.

Bonnie reported that the bid opening was done today for the water meter replacement project. Poggemeyer will be making their recommendation after reviewing the bid.

Bonnie asked if Council would consider forming an ad hoc committee to aid in making determinations for the disbursement of CARES Act funds. Chris, Sam and Sue offered to be on the committee, and an initial committee date was set for September 15th at 6PM. Gary stated that Officer Meyer waited two months to get his back surgery because of the restrictions on elective surgeries due to COVID. He asked if the CARES Act funds would cover that period of time. Bonnie said she would have to look into this.

The request for a GATSO fine reimbursement was discussed. Jim Barney said he would not recommend refunding the fine, as technically the injunction was in place, and she had paid her fine before the most recent lawsuit was filed. He will write a letter to the requester to explain our position. Discussion about the most recent lawsuit, dates, administrative hearings, loss of LGF monies, etc.

Gary said that football season is ready to go. No on site tickets will be sold, the school will have their people at the games to enforce mask wearing, the PD will still have 2 officers there in their customary roles, and there will be no marching band. There has been talk about tailgating across the road from the football field. Gary informed Council of the vandalism that has occurred recently. The paperwork has been submitted for one of the juveniles, a 12-year old who spearheaded the vandalism and who has a lack of supervision and financial ability to pay any fines.

There being no further matters to discuss, the work session adjourned at 7:40PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bonnie Beck".

Bonnie Beck, MMC
Fiscal Officer