

FINANCE MEETING MINUTES

March 18, 2013

Call to Order: 6:30 P.M.

Roll Call: Ben Prescott, Bill Zoller, Paul Janson

Others: Clerk-Treasurer Jenny August, Mayor Linda Clark,

Citizens: None

Approve Minutes-

- Motion to approve the minutes by Ben Prescott, seconded by Bill Zoller. Paul abstained due to absence at the February meeting. Jenny mentioned that Auditor of State David Yost will be here on April 10th for a presentation to the Village relating to how we handled getting out of fiscal watch. He likes the way we did things.

Financial Reports:

- Jenny summarized the financial reports. All funds are in the black. Jenny is concerned that after paying bills this week, and with payroll hitting this week that the sewer fund may go into the red. Lisa has billed the County, so that may help. Total revenues for February were \$154,035. Total expenses for February were \$97,346. There were no adjustments on the Fund Summary (old cash summary) report. Jenny is not going to use this report anymore because it doesn't show up advances, transfers or fund adjustments. There was an adjustment this month because the CD amount deposited in General Fund from the Parks CD should have gone in Park Operating. The Revenue Summary shows that we are at about 17% of our anticipated revenues. Since we need to average 8.3% per month, this means we are slightly over. The Appropriation Summary report shows that we are being conservative. The Income tax programs and the Water-Sewer programs both matched the UAN. The bank reconciliation went well with no adjusting factors. Checks 39912 through 39968 were approved by Council.
- Ben moved to forward the financial reports to Council. Bill seconded. All ayes on vote.

Resolution:

- Linda Clark noticed that Jimmy Kotkowski increased his fees for burials. Paul asked if our costs are covered.
- Linda Clark mentioned that the Auditor was afraid that we are falling into our old bad habits. He suggested that we have an ordinance or motion stating no overtime and emergency spending only. He also suggested that all purchase orders must be approved by the Mayor before going to Jenny. The Auditor told Harry that if anyone in the Service Dept works 6 hours or more, they are required to take a half hour lunch. This is from the Fair Labor Standards Act.
- Bill asked if they were getting salt. It looked low. Jenny said they bought 50 tons at the end of January.

Motion to move the Bills of Resolution to Council by Ben, seconded by Bill. All ayes on vote.

Legislation:

- **2012-28-** Sidewalk grant. Linda said we may have to vote this down and rewrite it.
- **2013-03** Closing funds that are no longer used. 3rd reading.
- **2013-05** Second reading on duties performed by Assistant Clerk.
- **2013-07** This is the new version of vacating portions of College St. She and Barky have been communicating about the easement. Linda asked for 20 ft. and Barky was only willing to give 15 ft. She had Harry measure 15 feet out and pull a car in, and it looks like there is enough space. If Barky ever moves the driveway, he would put a three foot buffer so it would protect the residents at the house along the driveway. This would still leave us 12 feet for our driveway, the same size as a

lane on S.R. 44. Barky was fine with everything else, except the 20 feet. Linda said Harry was concerned about a fire truck or a plow truck having to back down a 12 foot wide driveway. Jenny asked Bill how wide a fire truck is. Bill said about 8 feet wide. Bill said he is surprised that they don't plow that back drive with a pick-up anyway. He also thinks they should get a salt spreader for the pick-up.

- **2013-08** Establishing a re-connection fee and inspection fee for reconnecting water service that has been capped off.
- **2013-09** Establishing a re-connection fee and inspection fee for reconnecting sewer service that has been capped off.
- **2013-11** Amending the handbook for Service Dept. employees working certain holidays. This was sent back to Service, and the Service Committee recommended that they amend Section I to say: "Notwithstanding Section C above full time service Department employees excluding the Administrative Assistant."
- **2013-13** New grant funds for the Crestwood Pump Station Grant.
- **2013-14** New grant funds for the Fire Hydrant Grant.
- **2013-15** The Auditor's office didn't like the Capital Reserve fund for the St. Gobain money, and they suggested that we rename the fund. However, Michele was not comfortable with that, so we just created a new fund and called it the Capital Improvement fund. There is a line that must be filled out in the ordinance stating what the project is, so Committee's need to start thinking about this.
- **2013-16** There was a typographical error on the prior wage ordinances regarding Tom's hourly wage, so this ordinance is to correct that. Tom met with the Auditor and acknowledged that he knew what his correct rate was. Linda said she, Michele and Anthony met with the Auditor regarding Anthony's pay. Anthony told them that he was told by Council when he agreed to go to an full time position earning \$35,635 a year for full time, but if he only worked 35 hours, he would still be compensated for 40 hours, and anything over 40 hours would be time and a half. Linda doesn't remember that conversation. Ben did. The Auditor said to do a pay scale ordinance to correct this and also Tom's pay. Ben asked if there is a contract with Anthony for Full time. Linda said no. Jenny said there is nothing in the minutes because it was all discussed in Executive Session. Ben said that is how salary works. When you get your work done, you're done. Paul said if he is getting time and a half over 40 hours, then he should be putting in 40 hours. Ben said we need to discuss it with Anthony first. Paul agreed.

New or Other Business:

- Linda said that according to our handbook, Jenny is the final person to determine what is acceptable for a timecard. Harry is working on a new timecard that all employees in all departments will use. Jenny explained that the timecards are being filled out by Lisa, and not signed by the employees each time. Bill said Jenny should be getting the punched time cards. Linda said the Auditor agreed. One employee has even refused to punch in and out. Linda said she plans to discuss it with Council tomorrow. Paul said he thinks the timecards that Harry is creating will suffice and we may not need the time clock. Ben said the EPA is going to mandate that the Operator of Records punch a time clock so they can verify with the EPA that they are working the minimum requirements.

Other Discussion:

- **St. Gobain Money**
This is the fund that we just set up. Ben said we might consider using some of that money to help pay for those meters. Jenny said that Michele thought that if we set aside \$1,000 per month to put in that fund, we would have the entire amount within the ten year limit. Linda wanted to discuss the new water meters. She thought that if we use the \$4,000 per year in Water Capital from the quarterly fee, and now we have two guys taking two day a month reading meters at \$13 an hour, and

if it takes only one person 2-4 hours to drive through town, it may end up as a savings that we could put toward these meters as a payment. Linda said if we get a loan with the lowest payment as possible, then in 2017 after the loan is paid off, we could go ahead and pay it off early. Another alternative would be to try the CDBG grant and see if we could apply for \$50-60 thousand grant. We have TA hours with Regional Planning to help us apply for a grant. CDBG grant is due April 8th. OPWC is due in May. Linda said at some point we may have to address the Northeast Quadrant project.

- **Stamm Property**

Ellie Stamm contacted Linda Clark about when the driveway was separated years ago. There is this little piece of property down there, .178 acre that somehow was not vacated when Furon sold the property. She would like to give it to us without a lot of publicity. Michele can do a quick claim deed. Linda will ask Council for a motion to have Michele do a quick claim deed.

- **Budget**

Ben asked that Jenny do a budget so Council can have options. Linda said according to the Village Officers handbook, the Mayor is supposed to do the budget. She doesn't want to do it, but she wants to work with Jenny on it. She is trying to get the information together. Ben said the department heads turn in a wish list. He wants Jenny to have one ready because he knows it will be balanced. Paul asked if we will have a budget workshop. Jenny said she thought we usually do have a public hearing and maybe a workshop. Jenny said we are down to \$50,000 per year in Local Government Funds every year, and it is being discussed to do away with it completely.

- **Dominion**

Paul said looking at the letter from Dominion, he understands it to be that anyone that has Dominion will now be getting Hess Energy. It is something that is split out with Dominion like the electric bills. The Department of Administrative Services is just trying to get people the best deal possible.

Citizens:

No citizens.

Motion to adjourn at 8:03 by Ben Prescott, seconded by Bill Zoller. All ayes on vote.

Paul Janson, Chair Finance Committee

Jenny August, Clerk-Treasurer