

FINANCE MEETING MINUTES

December 8th, 2011

Call to Order- 6:30 P.M.

Roll Call: Linda Clark, Ben Prescott, Roger Hawkins

Others: Clerk-Treasurer Jenny August

Citizens: None attending

Minutes:

- No discussion

Motion to approve the Nov. 7th minutes by Linda seconded by Ben. All ayes on vote.

Financial Reports:

- Jenny gave the financial reports. She is concerned about the Water Fund balance at the end of the year. General fund will get low, but won't go into the red. The fund status at the end of November was \$491,809. Revenues for November were \$118,843. Expenses were \$116,801. There were no adjustments on the cash summary report. The Water & Sewer billing program and the UAN balanced. The Income Tax reports matched. The bank reconciliation shows an adjusting factor of over \$10,000 due to the OPERS & OP&F payments on line. The OP&F was never withdrawn from our account, and the OPERS was withdrawn at the first of December, yet we deducted it the last of November. It just crossed, but still has to be accounted for.
- Motion to approve the Financial Reports by Ben, seconded by Roger. All ayes on vote.

Bills of Resolution:

- Jenny explained the payment to the Scouts. It was the Pumpkin Roll revenue from 2010 that Council approved to go to the scouts.
- Linda explained about line 45 being a site plan review fee being returned to Rick Frato because it wasn't necessary to have one.
- Linda said we will still be getting a bill from Allen Drain and Reco Equipment for the addendum list.
- Ben asked if the Service Dept bought back all of their missing tools. Jenny said the drill hammer and two chain saws were bought back.
- Jenny discussed the Park Lodge. There were complaints about the broken stove and people using the lodge are saying it is dirty. We are going to lose customers. Ben asked who cleans it. Jenny said nobody. Linda said Marty used to do it, and while he is on medical league, the Service guys are supposed to do it, and Linda Schilling said she would, but so far, nobody is doing it. Jenny said we put it out for bids to have it deep cleaned a few times a year, but the Mayor was going to have volunteers do it, but that must not have happened. Linda said it was filthy when she was putting up the Christmas tree. Ben said we should get someone in to really clean it. Linda said she has volunteers lined up to come in after the first and clean it.

Motion to move the bills of Resolution to Council by Linda Clark, seconded by Ben. All ayes on vote.

Legislation:

Linda reviewed the legislation that will be presented at the next Council meeting.

- **2011-50** Ben said we need to leave it tabled.
- **2011-58** The house is down now, so we can un-table this and vote it down.
- **2011-76** This has been amended and is ready for the final reading.
- **2011-84** 2012 Council meeting calendar. We should suspend the rules & pass this.
- **2011-86** Authorizing increase in appropriations for Sewer Operating. We have plenty of money but need to appropriate more in order to do the monthly transfers. Not enough was appropriated since we were splitting the payments with the old Sewer CI, which we no longer are doing.

Motion to recommend legislation to Council by Linda, seconded by Ben. All ayes on vote.

Other Discussion:

Overtime according to the Handbook during holiday weeks.

Linda said according to the handbook, a holiday is not considered worked time, so it is not considered when computing overtime. Linda passed out a spreadsheet showing how the guys were paid compared to how the time cards were filled out. Linda said Harry & Anthony were given a Council directive that there was to be no scheduled overtime. This has never happened with the Service Department. Tom usually works the weekend in addition to his regular weekly schedule. He has earned over \$4,000 in scheduled overtime. Jenny said the Police Department has followed this. If they have a meeting, Linda leaves early so she doesn't have overtime.

Flextime:

The Service Department will be rotating schedules so the part time person will be working the midnight shift to reduce overtime. Linda said Anthony has work for him to do when he is not plowing. We have another part time person that may work some evenings.

Water-Sewer customers getting estimated bills.

Linda said there are a lot of customers that are getting estimated bills due to a variety of reasons. Some have inaccessible meters, broken remote readers. Ben said we need to do away with estimated readings and make sure somehow the meters are read when they are supposed to be read. There have been a total of 192 estimated readings in the last year.

New or Other Business:

Ben said we need to have an energy audit done, and have our VFD's looked at again. How the electricity is functioning can affect our VFD's.

Linda wanted to discuss the CD she brought in for a Utility Billing program. Roger said he looked at it and it would be very helpful for the Service Department. He said most Managers don't like a program like this in the beginning, and after 6 months they love it. It manages maintenance and billing along with lots of other stuff. Ben would like to take a look at it. Linda thought Mike Zamecnik might be able to pull the data off the old program and load it into this program if we think we want to buy it. Linda said last year this software cost \$700.00.

Motion to adjourn at 7:25 P.M. by Linda, seconded by Ben. All ayes on vote.

Linda Clark, Chair of Finance Committee

Jenny August, Clerk-Treasurer