

Finance Committee Minutes
Village Hall
September 9, 2015

Present: Todd Klahn, Pat Hawkey, Village Clerk/Treasurer Carol Strause.
Russell Cazier arrived at 7:20pm

Meeting was called to order by the Village Clerk/Treasurer Carol Strause at 6:30pm

Klahn moved, Hawkey seconded to appoint Hawkey temporary chairman. Motion carried.

Klahn moved, Hawkey seconded to postpone approval of committee minutes until Cazier arrived.

Time/Date for future committee meetings was discuss and changed to the Monday before the Village Board meeting at 5:30pm.

Archiving of emails was postponed until Cazier arrived.

Budgets were discussed. The 2015 budget is on target for current year expenditures. The Clerk Treasurer presented her budget and all other budgets that have been returned to her. Hawkey asked to have the request for a part-time employee moved to the water/sewer budget and become a utility clerk position because of the increased workload due to changes in state law. An additional amount of \$400.00 was added to the clerk/treasurer budget for online access to ordinances from MuniCode.

Klahn moved, Hawkey seconded to recommend to the Village Board the Village Clerk-Treasurer set Village Clerk office hours until a replacement has been hired for the vacant deputy clerk/treasurer position. Motion carried. The Village clerk/treasurer is currently working 50 hours per week and the previous deputy clerk/treasurer is still assisting with payroll, billing and water/sewer on a limited time basis.

Hawkey moved, Klahn seconded to recommend to the Village Board to adopt the policy to comply with Act 274 regarding Utility Billing. Motion Carried.

2016 Health Insurance for employees was discussed. Complete information is not available and when received by the Clerk/Treasurer it will be available to the committee and the Village Board.

Committee members reviewed the following:

Monthly financial balance sheets and collateralization

Summary of attorney and engineering fees

Monthly payroll overtime

Monthly invoice worksheet

Monthly bill to be presented at the September 14, 2015 Board meeting

Cazier arrived at 7:20pm to discuss the archiving of Village emails. He presented a couple of options. Hawkey suggested finding out how much storage space and cost associated with continuing with outlook. Cazier will find more information and bring back to the committee.

Klahn moved, Hawkey seconded to adjourn the meeting. Motion carried 7:30pm