

Finance Committee Minutes

Village Hall

January 6th, 2016

Members present: Pat Hawkey, Todd Klahn and Committee Chair Russell Cazier. Also present Village Clerk Carol Strause.

Meeting was called to order at 5:30 PM.

- A motion was made by P. Hawkey and seconded by Chair R. Cazier to move approval of committee minutes of December 9th, 2015. T. Klahn abstained. Motion was carried.
- An update on the e-mail archiving system was presented by Chair Cazier. Cazier had spoken to Donna at Computer Magic on a price quote but was informed that the owner (Glen) may have provided the price quote. Cazier stated that as of this date he was still waiting back to hear from the owner (Glen).
- A discussion on the Fire/EMS District Contract was discussed. Chair Cazier wanted a confirmation that the Fire/EMS District was considered a corporation. Clerk Strause stated that indeed this was the case. Cazier asked if there were any historical financial records available in regards to the Fire/EMS budgets and payroll records. Cazier believed that due to the Fire/EMS Districts incorporation a record retention process should be in place for five to seven years. T. Klahn believed that Fire/EMS should be having audits as well due to their incorporation. Clerk Strause stated that they should have some record retention and that she did not believe that there was an internal audit in place. Cazier requested that P. Hawkey try to gather any records available for further review. Cazier asked P. Hawkey if there were any records that have been retained since the Fire/EMS has become incorporated. P. Hawkey stated that by what she knows there is no record retention. R. Cazier requested that all budgetary, employment, and other pertinent information be provided to the board so that the board could have a thorough understanding of how the Fire/EMS district is operating. P. Hawkey stated that she would try to provide all the information that she could obtain from the Fire/EMS district. Cazier requested that it be posted from now on that there would be a possible quorum of the Village of Brooklyn Finance Committee or of the Village of Brooklyn Board at the Fire/EMS district board meeting.
- Discussion was made in regards to the Website Upgrade. Clerk Strause recommended that we stick with TownWeb for the upgrade. It is \$379 for the upgrade and then an annual fee of \$400 and \$125 .gov renew. The total would be a total of \$904 dollars with a budgeted amount of \$1,000. P. Hawkey made a motion to do the upgrade for \$400 to TownWeb, pay our annual fee of \$400, and pay the .gov renewal not to exceed \$900. T. Klahn seconded with unanimous approval of the board. Motion carried.
- It was discussed that Clerk Strause would be going on Medical leave. Straus will be leaving February 18th for surgery and was hoping to be back in 4 weeks. A motion was made from P Hawkey that Clerk Strause be paid for her phone time with the Deputy Clerk while she is out on sick leave because she will be helping the deputy via phone. The motion was placed on hold and will be discussed at a later meeting.
- P. Hawkey made a motion to approve the updated job description for Clerk/Treasurer position (approved by the Personnel Committee in 2015). The motion was seconded by T Klahn and was unanimously approved. Motion Carried.
- It was discussed about the hiring process for the Clerk/Treasurer position. It was determined that we would further discuss this with the Village attorney to see the legality of internal promotion or have if the Village needed to post the position externally. R. Cazier made a motion to have this checked with the attorney and T Klahn seconded the motion. There was a unanimous vote and the motion was carried.

- It was discussed to change the clerk's hours to 4-10 hour days. P. Hawkey made a motion to recommend to the Village Board that the clerk's hours be changed to 4-10 hour days. R Cazier seconded the motion and there was a unanimous vote. Motion Carried.
- The monthly financial balance sheets, the 2015 Budget review, summary of attorney and engineering fees, payroll overtime, and invoice worksheets were reviewed.

A motion was then made by P. Hawkey to adjourn and was seconded by T. Klahn. Motion to adjourn was carried.