

Finance Committee
October 9, 2020, 2020 – 8:00 a.m. at Village Hall

Present: Chairman Carroll, Councilman Berger, Fiscal Officer Romanowski

The proposed Petty Cash ordinance introduced at the September 28, 2020 Council meeting was discussed. Given questions and concerns at the Council meeting, Solicitor researched and shared information finding that petty cash could be established as long as Council adopts a policy (or ordinance) that incorporates risk assessment and fraud prevention techniques that will be utilized. It was felt that the proposed petty cash policy did include the necessary elements and the committee would continue to move forward with the current ordinance that was proposed.

Following discussion at the October 1, 2020 Budget Work Session, Fiscal Officer requested information from other municipalities on how they handle their legal counsel and shared this information with the committee. Reviewing the Village's Solicitor cost spreadsheet, the Village is 87% through the budget with two months of invoices remaining. The committee discussed different options including hiring legal counsel on a part-time basis, continue contracting the service, setting up parameters with amounts different elected officials and employees would have budgeted for legal counsel, or setting up an approval process to be taken before someone would be permitted to go to the solicitor for consultation. The committee will consider various options and make a recommendation to Council.

Fiscal Officer shared that she and the Police Chief are working together and researching different website update options. The Village received a quote from the previous vendor for \$8,100 but are also doing research with other website designers as well as an option to get website services through the County. The Fiscal Officer will budget \$8,100 in the 2021 budget as a placeholder, and she and the Chief will continue to do research and make a recommendation to Council prior to taking any action.

Fiscal Officer asked about the 2020 Road Program and an email she received from the Engineer about a resident having an issue with the brick apron of his driveway. The Engineer is inquiring how the Fiscal Officer was going to handle splitting the cost of the apron repair with the homeowner. He asked if she would pay the homeowner directly or if the Engineer put it as a line item in the Road Program project and then Specialized Construction would repay the homeowner. Fiscal Officer said she has never had to address an item such as this and asked for guidance on how she was to proceed. Fiscal Officer said paying the homeowner directly was the way to go for transparency purposes but questioned why this was being done and who had the authority to approve this. She said she was not comfortable moving forward with direction from only the Engineer and wanted to make sure the elected officials were aware of it and okay with this process.

Being a member of the Street Committee, Carroll explained some of the issues with the paving project on Sheerbrook Drive. Many residents are unhappy with the way their driveway aprons have turned out. There was discussion that on with the Snyder Road repaving a couple years back, homeowners' driveway aprons were fixed/replaced with like materials they had prior to the

paving program, (e.g.; concrete was replaced with concrete and asphalt with asphalt). Carroll said the Street Committee was aware of the Sheerbrook issues and agreed that Council should discuss how this issue should be handled. He will bring it up at the October 12th Council meeting.

Fiscal Officer reported that she was notified by the County Auditor's office that the additional \$134,000+ of Cares Act funding would be deposited into the Village's account by the end of day October 9th. This would give the Village a total of approximately \$211,000 in Cares Act funding.

The Committee reviewed the COVID-Cares Act Funding Potential Projects Priority list. Fiscal Officer explained she received quotes on some of the potential projects and was waiting on others. She explained that the quote for hard surface flooring in both Village Hall and the Police Department included offices, but the Cares Act money is to be used to make the property safer with disinfection purposes. Given the offices at both Village Hall and the Police Department are used by only one person, it would be a big stretch to say that replacing the carpet with hard surface would make the building safer for COVID spreading purposes. Therefore, the Fiscal Officer is asking the contractor to breakout the proposal into the areas that would be eligible for funding and the areas that the Village could pay for. The committee members agreed and said it did not make sense to leave the old carpeting in the offices, and only install hard surface in the lobbies and hallways. The committee stated the Cares Act funding should pay for the public spaces, and the Village should cover the costs of the offices.

Reviewing the list, the Fiscal Officer will change the name of "Fit testing for the Fire Department" to "Fit tester for respiratory protection".

The Samsung tablet for the Fire Marshal was added to the list for funding given this would allow the Fire Marshal to work remotely and have less exposure to the office for COVID protection.

There was discussion about replacing the Expedition in the Service Department with a pickup truck with toolboxes. It was reported that the dealer would hold the truck only until October 13th. It was decided to follow the order of the priority list as there are other vendors with vehicles, and the Village should be pressured into moving forward because of a vehicle dealer.

It was agreed to add to the Cares Act project list money for three employees to be out due to COVID for 2 weeks each. Base this off the highest paid employee to include pension, Medicare, etc.

Fiscal Officer explained that there will be legislation in the Council packets for Council to accept approving the Cares Act expenditures. Attached to this legislation will be Assertion of Necessity letters signed by the Department Head and/or Mayor that will explain why the Village was of the mind that these items qualified for the Cares Act funding. She explained she attended a webinar that indicated only these letters were required to be attached to the invoices for auditing purposes, but after talking to the County Prosecutor about items the County was purchasing with the funds, he indicated that Council should pass legislation. Given the conflicting views, Fiscal Officer contacted the Solicitor to get her opinion. While the Solicitor was of the impression that

legislation was not required, she drafted it to be on the safe side. Given not all projects will be ready to move forward on by the Council meeting on October 12th, the Fiscal Officer will prepare as many items as she could for that meeting, and then Council will need to amend the resolution adding more projects as it moves forward. Since the projects or items need to be in hand, complete and paid for by year end, it is important to get started as soon as possible.



Michael Carroll, Chair of Finance Committee

Prepared by Danielle Romanowski