

Finance Committee
June 7, 2019 – 8:00 a.m. at Village Hall

Present: Nairn, Porter, Romanowski

The Committee reviewed the legislation on the agenda for the July 10, 2019 Council meeting including: Advance of Taxes, Housekeeping transfers, Appropriation amendments.

Amendments to the appropriations included increasing the budget for Solicitor fees as the Village has spent the budget for the year as of the end of May. Discussion ensued about Village officials requesting information from the Solicitor and perhaps they should do some research on their own prior to going to the Solicitor and incurring charges. Fiscal Officer stated the Village has been doing a lot in the way of grants, legislation and policy changes and updates, as well as possible structure changes regarding the Building Department - these things require legal input and advice from the Solicitor. Porter stated the Village is on its way to possibly spending \$100,000 in legal fees this year. The Committee did agree that the new Solicitor is doing a fantastic job and is very thorough.

Porter questioned whether the Village had an up-to-date contract with Inspection Solutions, (Dave Hocevar), to the end of the year. Fiscal Officer said she didn't have any current/updated contract on file.

Regarding the rental house, as of this meeting date, the May rent had not yet been received.

Fiscal Officer reminded the Committee members that the Village Tax Budget Hearing is July 8th at 7:25 p.m. The County Tax Budget hearing is Monday, August 19th @ 11:40 a.m. The Tax Budget must be adopted at the July 8th Council meeting & filed with County by July 20th. Fiscal Officer says she intends to compute the Tax Budget two ways – one reflecting a regular size road program budget of \$350,000 and then a larger road program. She plans to also submit a narrative report with the Tax Budget to explain pending and upcoming projects and the impact those will have on the Village's cash balances going forward.

Fiscal Officer reported that the State Auditors are off site. They did question the Village's Credit Card policy and stated it did not specifically list the Officers or positions authorized to use the credit card. Solicitor Matheney reviewed the policy and feels it is fine and lawful. She said if Council wants to limit users to Department Heads and their designees, then the Village should list the names and positions in the policy. The Committee agreed to leave the policy as is in order to not be required to continually update the policy as employees come and go in their employment with the Village.

Fiscal Officer explained that the Village has bonds on the Mayor (\$1,000), Fiscal Officer and Fiscal Auditor (\$50,000/each). New legislation, HB – 291, authorizes the use of an insurance policy in lieu of bonds. Fiscal Officer will contact the Village's Property/Casualty Insurance provider and get their input on this type of insurance and find out if the Village is covered under

the current policy or find out if it would require a separate policy. This topic will be discussed at the next committee meeting.

There was a discussion about audio recording all committee meetings and what that would mean. Nairn said she brought up this issue in a recent Council meeting in an attempt to have transparency and accuracy. Porter explained if Council takes action and requires the audio recording of all meetings and then forgets by mistake, the committee will not be compliant. He said it should be the responsibility of the Committee Chair to ensure that there were minutes of the meeting and that the Chair should decide whether the meeting be audio recorded as well.

The Fiscal Officer reported that the distribution request paperwork was sent to NOPEC for the \$15,217 NEC Energy grant. The Village received confirmation from NOPEC that the paperwork was received and it will take 6 to 8 weeks for the Village to get the money.

Nairn expressed concern over the cost of seed and fertilizer that was recently purchased for the cemetery. She wants to make sure the Village shopped for prices prior to making the purchase.

Meeting adjourned at 8:43 a.m.


Cindy Nairn, Chair of Finance Committee

Prepared by: Danielle Romanowski