

Finance Committee Meeting
December 12, 2024, Village Hall, 10:00 a.m.

Present: Chairman Berger, Council Member Galicki, Fiscal Officer Romanowski

Meeting called to order at 10:28 a.m.

The committee discussed project funds that will be encumbered to 2025 which include the park restroom. Berger noted that even if these items had been paid for in 2024, the Village's cash balances would only be down about \$250,000 from the beginning of the year. Galicki added that given this situation, things may not be as rosy as they appear, and for Council members who think there may be money to spend, this may not be the case. Berger agreed and said from a committee standpoint, there is acknowledgement about why the Village is where it is at and that there was a plan to reduce the cash balances, but this would be happening in 2025 instead. Galicki raised the issue with having to wait for information for the proposed salt structure. Although there was a concept, there were no good quotes. Berger said that the suggestion is to ask Council to approve going out to bid at the first Council meeting of the year. The Engineer has tried to get quotes, but there is a reluctance to provide hard numbers by the vendors. The Fiscal Officer explained that the fear is that if they give a quote, competitors will know what they would bid on the project. Berger felt it was best to go to bid and if none of the bids are acceptable, the Village can redo the specs and bid it again. Galicki concurred. Berger continued that with this information, the Village would then have a better ballpark figure to clarify what money is available to do other things that are currently on hold. Berger further explained that the Public Utilities Committee discussed the salt structure matter because there was discussion about putting solar panels on it. This might involve turning the building 90 degrees in order to have the solar panels face south. The conclusion was that the salt structure should be built to be most effective as a salt structure and solar panels can be considered later. Galicki added that this would provide the opportunity to see the value added by the Police Department solar panels. Berger further explained that Porter was supportive of waiting a year to see the efficacy of this project.

The Fiscal Officer explained that regarding the potential quote for a new insurance carrier, the Administrative Assistant reached out to a number of the references provided and the insurance they had with this vendor is for Volunteer Fire Departments. However, the Mayor still planned to make his calls. She reached out to the insurance agent to convey the Village's time constraints, and the agent agreed to get back in touch after the holidays and said perhaps they can be considered for 2026. Galicki noted that when he reviewed the list of references, he saw that most were small fire departments. The Fiscal Officer noted the advantages of the Village's current insurance, PEP, but advised it is good to get information.

Regarding financial software, the Fiscal Officer reported that her software will be faded out in December of 2025, and the best option would be to go with the state software, UAN. The state created the software, and the state conducts the audits, so it makes sense. She will have the

Solicitor review the agreement and get more information about how the transition would take place. She anticipates a lot of work to get it set up and for the first couple of years of reporting, but ultimately contemplates it will be a beneficial change and save time.

Galicki asked if there were any unresolved issues for the 2025 Budget. The Fiscal Officer thought everything that needed to be done had been completed. Galicki mentioned that there may be an unbudgeted project from the Police Department.

From a budgeting standpoint, there was discussion of the Fiscal Officer attending more of the committee meetings. Berger said he will inform Council of this in January and stated that in the event the Fiscal Officer is not at the meeting, the committee should make an effort to alert her the status of budgeted and unbudgeted projects. The Fiscal Officer explained that this is beneficial not only from a financial perspective, but also from a legal perspective given the need for legislation to be generated, agreements to be reviewed, etc.

ADP services were reviewed. The Fiscal Officer noted the benefit of having ADP handle the systems with the ever-increasing threats. No new computer needs are anticipated for 2025. Galicki offered that the Chief worries about the priority the police will receive for trouble calls if they switch to ADP. Berger thought there needed to be conversations with the Chief, who internally has handled the Village's IT issues. At some point he will leave the Village, and it would be good to have an idea of what the next iteration should look like. Galicki thought there were options available to the Village and that it did not have to be someone in-house. As a Safety Committee member, he would initiate these conversations with the Chief. The committee further discussed succession plans for the Fiscal Officer. The Fiscal Officer explained that the Village is statutory, which means state law is followed. There is a manual that explains how to do everything, and the state has travelling clerks or finance people who would come in to help. This is also another advantage to having UAN; it's the state's software. Berger cautioned, however, that even with state help, there is no one the Village could immediately plug into the Fiscal Officer's position. She is the only person who knows the system. The police have a transition plan, and this is something that should be considered and addressed for the fiscal office.

The Fiscal Officer advised that she had received no responses about the Reserve Study. Berger said that the Properties Committee will start with it in January as the top priority. The Fiscal Officer shared that Russell Township cautioned that it would take a few years to really understand it.

Berger adjourned at 10:55 a.m.