

Finance Committee Meeting
Held via GoToMeeting (Due to the COVID-19 Stay At Home Order)

Present: JULIE O'ROURKE– JEREMY GRAHAM– LORI MORGAN

MS. Morgan left at 5:50 p.m.

Guests: Sally Bennett, Kellie Symonds, Nick Haff

The meeting was called to order at 5:10 p.m.

1. **Disclosure of any Conflict of Interest** – None.
2. **Public Comment** – There was no public comment.
3. **Azavar Government Solutions Update** – Azavar put an ad in the Chicago Tribune, calling out ComEd for owing back taxes to 80 municipalities.
4. **Audit 2019 Discussion** – The audit is finished and ready for review. Jenny Blocker from Benning Group will be presenting at the Board Meeting.
5. **Budget 2020**
 - **Front Office Repairs** – There are damages resulting from the Hail Storm on April 7th, that would be reimbursed through insurance. There are also charges that are related to COVID-19 expenses that may be reimbursed from the CURE Act.
 - **CURE expenses** – Some labor and materials in the front office that have been invoiced to us will need to be paid as soon as possible so that we can ask for reimbursement from the CURE Grant. They will need a temporary line-item assigned, in order to pay and then a Supplemental Appropriation Ordinance will replenish the line items. A Motion was made by MRS. O'ROURKE to pay Pitney Construction \$1800.00, Rockford Tech \$2468.37 and M. Spinello \$273.50. \$2270.93 from line item 01-41-661 (Office Maintenance) and \$2270.94 from 51-44-833 (Contingency), Seconded by MS. MORGAN. Roll Call Vote – all in favor.
6. **Aging/Write-Off Review – IDROP**
 - **Reinstating late fees** – After review and discussion a motion was made by MS. MORGAN, seconded by MRS. O'ROURKE to reinstate late fees on water billing that is due November 15th for the month of October usage. Roll call vote, all in favor.
7. **Bank Reconciliation Review – June 2020** – The June reconciliation was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the September 14th Board Meeting.
8. **Credit Card Review – July** – The billing was not processed at the time of the meeting.
9. **Supplemental Appropriation Ordinance** – Mrs. Bennett provided a list of new revenue that has been received or will be received this year that we cannot spend unless we amend our current Appropriation. We would like to increase the Appropriation to include the full \$127,926 for the CURE Grant, \$1500 for a Police donation, \$56,000 for Insurance payments from Hail damage, at least \$40,000 for roofing permits, \$7094.00 for an IRS payment, and \$11,000 for a check from ComEd. Mrs. Bennett will be finalizing these number to pursue the Ordinance for the October Board Meeting.

- 10. Gill's Disposal Contract** – The Committee did not discuss this.
- 11. Police Donation** - \$1,500 – Add in to Supplemental Appropriation
- 12. First National Bank** – Check Deposit Reader – Mrs. Bennett would like to have a separate check scanner for her desk, instead of sharing with the front office. The cost will be \$420 for two years coverage. This may be reimbursable from the CURE Grant.
- 13. Annual Cash in lieu of Gas Program** – The contact from Nicor hasn't gotten back to Mrs. Bennett regarding the base cost of each Nicor Bill. The locations do not have the same type of service and have different rates associated with them.
- 14. Policy Project** – Nothing new at this time.
- 15. New Business** –There was mention of purchasing a generator for Village Hall at the Public Works meeting. The Committee discussed how to come up with the \$10,500, possibly split between General Admin, Police and O&M, each paying \$3,500. They decided to see where the budget ends up at the end of 2020 and possibly budget for it in 2021.
- 16. Executive Session** - The committee did not go into Executive Session.
- 17. Next Meeting** – The next meeting has not been determined.
- 18. Adjourn** – A motion was made to adjourn at 6:30 p.m. by MRS. O'ROURKE, seconded by MR. GRAHAM, the meeting was then adjourned.

APPROVED: 10-12-2020

Sally Bennett, Treasurer