

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 arrived at 5:50 p.m.

Guests: Sally Bennett, Nick Haff

The meeting was called to order at 5:35 p.m.

1. **Approve August 6th and September 14 meeting minutes** – A motion was made by MRS. O'ROURKE, seconded by MR. GRAHAM to approve the minutes from the last 2 meetings.
2. **Disclosure of any Conflict of Interest** – None.
3. **Public Comment** – There was no public comment.
4. **Azavar Government Solutions Update** – No update.
5. **Budget 2020**
 - **Front Office Repairs** – The expenses related to COVID have been paid and ready for reimbursement. There have not been any invoices related to the hail damage.
 - **CURE expenses** – Mrs. Bennett is processing the paperwork for the front office COVID-related expenses as well as additional attorney fees. She will research whether Police salaries are reimbursable as well.
 - **Website Design/Upgrade** – We have been talking to our website developer regarding changes and improvements to our website to aid in off-site permit requests, utility payments and other Village business. The development expense may be reimbursed through the CURE Grant.
 - **Meeting with Department Leaders** – Discussion – the departments were asked to limit spending during COVID pandemic... MR. GRAHAM will ask if they have any expense requests, for items that have been on hold, prior to the end of the budget year. The general consensus is to remain status quo with limited spending.
6. **Budget 2021**
 - **Planning** – The Department Leaders will be asked to submit their budgets by 10/28/20. Mrs. Bennett and Mrs. Symonds will not be able to take 5 consecutive vacation days this year, due to a staffing issue.
7. **Aging/Write-Off Review – IDROP** – The report was not submitted.
8. **Bank Reconciliation Review – July** - The July reconciliation was not submitted for review.
9. **Credit Card Review – July & August** – The July & August credit card bill was reviewed and explained by Mrs. Bennett. This will be included in the consent agenda at the October 12th Board Meeting.
10. **Office Staffing** – The Administrative Assistant position is open and the Board will discuss possibly using a temp agency to fill the role with 2 part-time people.
11. **Video Gaming Update** – The Committee did not discuss this.

- 12. Bank Letter of Credit** – A Letter of Credit was received from First National Bank and the Committee discussed the difference between the Letter of Credit and Pledged Collateral as a way to ensure protection from an FDIC gap.
- 13. Annual Cash in Lieu of Gas Program** – No Update.
- 14. Policy Project** – Mrs. Bennett requested that the Finance Committee take a look at the Village Purchasing Policy. There are spending and purchase order limits that are no longer reasonable for the way the Village does business. We are currently using purchase order numbers from a binder and need a system that can be accessed from off-site of Village Hall.
- 15. New Business** –none.
- 16. Executive Session** - The committee did not go into Executive Session.
- 17. Next Meeting** – The next meeting will be November 9th at 5:00 p.m and a Budget Only meeting on November 23rd.
- 18. Adjourn** – A motion was made to adjourn at 6:46 p.m. by MRS. O’ROURKE, seconded by MS. MORGAN, the meeting was then adjourned.

APPROVED 11-09-2020

Sally Bennett, Treasurer