

**VILLAGE BOARD OF TRUSTEES
NOVEMBER 19, 2018 MINUTES**

Deputy Mayor Robert Cochran presiding

MEMBERS: Dennis Lutes, Al Holbrook

EXCUSED: Mike Catalano

OTHERS: Vince Luce, Becki Paternosh, Andrew Thompson, Ed LeBarron, Rob Genthner, Laura Landers, Tim Meegan, Bill Christ, Judy Einach

MAYOR/BOARD

FINANCIAL STATEMENTS/LAURA LANDERS

Laura Landers presented the 2017-2018 Financial Statements which were approved on a motion made by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

AUDITOR ANNUAL REPORT

Auditor Laura Landers gave a presentation of the Financial Statements for the Village for the fiscal year ending May 31, 2018. The General Fund ended the fiscal year with an unassigned fund balance of \$340,000, down from \$598,000 in the prior year. The unassigned fund balance as compared to current year expenditures is 13%. The General Fund ended the year with a \$193,000 deficit. The General Fund has \$461,000 in Capital Reserves. The fund has no long-term debt and the only liabilities are compensated absences, other post-employment benefits, and the Village's share of net pension liabilities. The General Fund has had two years of operational deficits which has reduced the unassigned fund balance from \$625,000 at May 31, 2016 to \$340,000 at May 31, 2018. The fund continues in a stable financial position with an unassigned fund balance and capital reserves; however, there is a budgeted use of fund balance for May 31, 2019 of \$85,000. If this holds true, the percentage of unassigned fund balance vs. expenditures would drop below 10%.

The Water Fund ended the year with an operating surplus of \$221,000. The change in net position was an increase of \$185,000. Total increase in cash position was over \$3 million but this included a bond anticipation note for the water projects. There is \$2.8 million in restricted cash in the water fund related to those BAN proceeds. The Water Fund has long term debt in the amount of \$517,000. The Water Fund ended the year with a positive unrestricted net position of over a \$100,000. Current ratio is 1.0.

The Sewer Fund ended the year with a \$230,000 operating deficit and the net position was a decrease of \$117,000. Net cash used by operating activities was \$451,000. There was a decrease in cash of \$1.5 million. The majority of that was related to the construction of capital assets. Outstanding debt is just over \$1,000,000. EFC short term funding is \$6.6 million and will be converted to long term financing in the current

year. The current ratio is 6.8 after eliminating federal receivables and BAN proceeds for the sewer project.

The Electric Fund ended the year with a \$144,000 operating surplus and an increase in the net position of \$109,000. Net cash provided by operating activities was \$311,000 and there was a decrease in cash of \$1.1 million due to acquisitions of capital assets. Cash position was strong at \$5.2 million, which includes depreciation reserves of \$4.3 million. These depreciation reserves allow the Village to provide upgrades to the system in future years without issuing debt. There is no outstanding debt in the Electric Fund. Current ratio is 8.6, excluding the depreciation reserve.

Overall, the Village is in a good financial position. Laura recommends keeping an eye on the General Fund and keeping the fund balance in mind going into the 2019-20 budget process. There were no material weaknesses or significant deficiencies to report.

MINUTES

The board made a motion to approve the minutes of October 15, 2018 by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

FSC QUOTATION FOR SURVEILLANCE SYSTEM AT FIRE HALL

Discussion regarding the above was tabled at this time.

MOOSE HAYRIDE

The Women of the Moose requested permission to have a hayride to go village wide for Christmas Caroling which was approved by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

UNION CONTRACT COMMITTEE

The board approved the formation of a *Union Contract Committee* to consist of Trustee Lutes, Mayor VandeVelde, the Supervisors and the Union Steward on a motion made by Trustee Holbrook seconded by Trustee Lutes and was carried unanimously.

POLICE DEPARTMENT

MONTHLY OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 51 hrs. by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

REQUEST FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUE

FIRE DEPARTMENT

MONTHLY REPORT

The board made a motion to approve the Fire Department Monthly Report by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

**RECREATION DEPARTMENT
MONTHLY REPORT**

The board made a motion to approve the Program Report by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

RECREATION SPECIALIST

The board made a motion to approve Joshua McCord as a temporary Recreation Specialist until June 1st 2019 by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

CODE ENFORCEMENT OFFICE

No Report.

HISTORIAN

MONTHLY REPORT

The board approved the final Monthly Report submitted by outgoing Historian, Marybelle Beigh by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

Trustee Holbrook thanked Marybelle on behalf of the Mayor and Board for her service.

PUBLIC WORKS

MONTHLY/OVERTIME REPORT

The board made a motion to approve the Monthly Report and the Overtime Report of 1.0 hr. by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

VACATION DAYS CARRYOVER

The board made a motion to approve Ed LeBarron's request to carry over 21.5 vacation days by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

LEAF SEASON

Ed noted that the leaf season will continue to at least the 7th of December, weather permitting. The machine will not pick up the leaves if there is snow on them.

WATER & SEWER DEPARTMENT

MONTHLY AND OVERTIME REPORT

The board made a motion to approve the Water Monthly Report and Overtime Report of 49.9 hours by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

The board made a motion to approve the WPCF Monthly Report and Overtime Report of 7 hours by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

**ELECTRIC DEPARTMENT
MONTHLY OVERTIME REPORT**

The board made a motion to approve the Monthly Report and Overtime Report of 43.4 hours by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

**TREASURER
MONTHLY AND OVERTIME REPORT**

No overtime was used.

UNPAID TAXES

The board made a motion to approve the unpaid taxes to the County by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

APPROVAL OF FINANCIALS

The board made a motion to approve the May, June, July, August and September financials by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

APPROVAL OF REVENUE & EXPENSE REPORTS

The board made a motion to approve the Revenue & Expense Reports by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

Trustee Holbrook commended Treasurer Becki Paternosh on the successful audit.

**CLERK
MONTHLY AND OVERTIME REPORT**

No overtime was taken.

WARRANTS

The following warrants were approved on a motion made by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

General	W#25	\$113,417.64
Electric	W#27	249,914.81
Water	W#29	8,081.07
Sewer	W#29	27,847.19
Capt'l. Park Lot	W#26	7,430.23
WPCF Upgrade	W#27	14,391.71
Water Project	W#30	23,477.71
Elec. Dist. Dep.	W#28	1,647.40
General	W#27	49,860.86
Electric	W#30	74,295.22
Water	W#32	11,276.27
Sewer	W#31	19,928.03

Capt'l Youth Rec.

W#28

3,199.00

APPROVAL OF THE NEW CLOCK UPGRADE

The board made a motion to approve the Village Clock upgrade by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

VISITORS

William Christ acknowledged the Fire Department for the Korean Memorial that was given and special thanks also to Al Holbrook, and Lyle and Marsha Holland.

TREE TRIMMING

A question was raised as to entering onto private property to trim ornamental trees and voiced his concern for this process.

EXECUTIVE SESSION

The board made a motion to enter into Executive Session to discuss Personnel by Trustee Lutes, seconded by Trustee Holbrook and was carried unanimously.

Following Executive Session, the board made a motion to return to regular session by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

ACTION

Action taken as a result of the Executive Session is as follows:

The board made a motion to approve for Kim Stahley, and Kyle Sunday to assist with Data Entry at the Police Department by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.

There being no further business to come before the board, the meeting was adjourned on a motion made by Trustee Holbrook, seconded by Trustee Lutes and was carried unanimously.