

**VILLAGE OF RICHMOND
5600 HUNTER DRIVE
FINANCE COMMITTEE
REGULAR MEETING MINUTES
JANUARY 6, 2015**

The Finance Committee meeting held at the Village Hall, 5600 Hunter Drive was called to order by Trustee Craig Kunz at 7:05 PM.

Committee Members Present: Trustees Charlotte Hollenbach and Craig Kunz.

Committee Member Absent: Chairman/Trustee Dennis Bardy.

Others Present: Village President Peter Koenig (arrived at 7:10 PM), Village Clerk Karla Thomas, Village Treasurer Karla Tabaka and Trustee Scott Drabant.

Approval of Minutes: The committee reviewed the December 16, 2014 Finance Committee minutes.

Trustee Hollenbach moved, seconded by Trustee Kunz to approve the December 16, 2014 Finance Committee minutes as presented. The motion was approved by voice vote.

Review and recommendation of bills: The committee members reviewed and signed off on all invoices submitted for payment.

Bob Nickolson, owner of Subsurface Underground Construction explained the additional invoicing of \$57,242.13 submitted for the work performed for the Route 12 Water main break at the Nippersink Creek. It was noted that the Board approved his quoted proposal for \$39,950.00 as it was the lowest. President Koenig stated that he had given verbal approval to Mr. Nickolson that he could not exceed the quoted price by 10-15%, due to difficulties being experienced on the jobsite, the authorization of overtime to work on one Saturday and authorization to work around the clock on the Tuesday and Wednesday before Thanksgiving, in order to get the job completed. President Koenig stated that he had communicated to Mr. Nickolson that any other costs would have to go to the Board for approval. After further discussion with the committee members, Mr. Nickolson was asked to attend the next Board meeting scheduled for January 8, 2015 at 7:00 PM. Mr. Nickolson stated that he would adjust his schedule to be present.

Unfinished Business: None.

Public Comments: None.

New Business: The Finance Committee was directed at the last Board meeting to draft purchasing guidelines for the Village. Trustee Drabant presented a draft document entitled "Village of Richmond Purchasing and Procurement Ordinance" to the committee. Trustee Hollenbach questioned why the Administrative allowance was reduced from \$500.00 to \$250.00, as the Board had previously set temporary allowances and that the Community Development Community amount of \$1,000.00, Police Department amount of \$2,500.00 and the Public Works Department amount of \$10,000.00 had remained unchanged. Trustee Kunz stated that he felt that \$250.00 was sufficient. The Clerk explained that this would make running the Clerk's Office very difficult. The Clerk pointed out that the Chairman of Finance had requested that she gather other community's policies/guidelines which were included in their packets for consideration. Trustee Kunz stated that the Finance Committee will continue discussion of the proposed draft at its next meeting.

Trustee Kunz distributed the adopted "Finance Committee Guidelines dated June 2014". Trustee Kunz pointed out that item #8 states that the Finance Committee should establish the Cost of Living Adjustment (COLA) in January of each year for the non-union personnel. Trustee Kunz reported that the current industry COLA was at or above 3%; however, since the Public Works Union Contract calls for a 2.5% COLA effective May 1, 2015, he suggests that the same COLA be given to the non-union employees.

The Finance Committee members present agreed and Trustee Kunz stated that he would make the recommendation to the Board at the January 8, 2015 Board meeting.

Adjournment: *With no further business, Trustee Kunz moved, seconded by Trustee Hollenbach, to adjourn the January 6, 2015 Finance Committee meeting. Motion approved by voice vote.*

Meeting adjourned at 9:00 PM.

Respectfully submitted by,

Karla L. Thomas, Village Clerk