

**Village of Richmond  
5600 Hunter Drive  
Finance Committee  
Regular Meeting Minutes**

**AUGUST 19, 2014**

The meeting was called to order by Chairman Dennis Bardy at 7:00 PM.

**Members Present:**

Trustees: Dennis Bardy, Charlotte Hollenbach and Craig Kunz.

**Members Absent:**

None

**Others Present:**

Karla Thomas, Village Clerk/Collector; Karla Tabaka, Village Treasurer; Peter Koenig, Village President, Scott Drabant and Ramsin Wardanian, Trustees; Gary and Debbie Tiritilli, Residents.

**Approval of Minutes:**

Trustee Bardy asked Trustee Drabant to authorize that the July 15, 2014 Finance Committee draft minutes were accurate, as he had drafted them and Chairman Bardy was absent at that meeting. Trustee Drabant stated that they were accurate as written. The committee reviewed the draft July 15, 2014 as presented.

*Trustee Bardy moved, seconded by Trustee Kunz to approve the July 15, 2014 Finance minutes as presented. The motion was approved by unanimous voice vote.*

The committee then reviewed the August 5, 2014 Finance Committee draft minutes.

*Trustee Bardy moved, seconded by Trustee Kunz to approve the August 5, 2014 Finance minutes as presented. The motion was approved by unanimous voice vote.*

**Review and recommendation of bills:**

The committee members reviewed and signed off on invoices submitted for payment.

**Unfinished Business:**

None

**Public Comments:**

None

**New Business:**

The committee reviewed the two proposals for the outsourcing of payroll. After a brief discussion it was determined that it was not economically feasible to outsource payroll duties. It was determined that training on payroll only should be provided, including maintenance of tax tables, W-2's, and 1099's.

*Trustee Kunz moved, seconded by Trustee Bardy not to pursue outsourcing of payroll and instead provide payroll training only for the Finance Clerk. The motion was approved by unanimous voice vote.*

The committee discussed the purchase of vinyl photo ID's for all Village Officials, Administrative Staff, Public Works Staff, and Police Staff. It was determined that Elected Village Officials ID's would expire at the end of their elected terms and all Village Staff ID's would expire annually. The Village Clerk reported that Fire Chief Rick Gallas will make them at a price of \$3.00 each. The Clerk noted that ID's were not budgeted for and Chairman Bardy suggested that the Elected Officials ID's be paid out of Board Expense and each Village Department pay for them out of Office Supplies.

*Trustee Kunz moved, seconded by Trustee Bardy to authorize the make of and purchase of ID's for all Elected Officials and Village Staff at a cost of \$3.00 each. The motion was approved by unanimous voice vote.*

The committee discussed the changing of the Finance meeting time. Several options were discussed.

*Trustee Bardy moved, seconded by Trustee Hollenbach to permanently convene the Regular Finance Committee meeting at 7:00 PM; however, during the Budget Process February through April meetings will convene at 5:00 PM. The motion was approved by unanimous voice vote.*

**Adjournment:**

*There being no further business to discuss, Trustee Kunz moved, seconded by Trustee Hollenbach to adjourn the Regular Finance Committee meeting. The motion was approved by voice vote.*

Meeting adjourned at 8:12 PM.

Respectfully submitted by,

Karla L. Thomas, Village Clerk/Collector