Roll Call

Chairman Mark Holden, present
Chris Besescheck, present
Judson Crawford, present
Faith Hack, present
Charlotte Madar, present
John Zikaras, present

Other Persons Present

Gene Sullivan, Purchasing Agent
Alderman Jack Finn
Richard Schultz, P&Z Administrator

Call to Order/Pledge of Allegiance

The meeting was called to order at 7:00 p.m. in Room 104 on Thursday, May 26, 2011 by Chairman Mark Holden with the Pledge of Allegiance.

Agenda Changes

CHARLOTTE MADAR MOTIONS TO CHANGE THE FOLLOWING AGENDA ITEMS:
- Addition of an Intradepartmental Transfer Request from Highways & Bridges
- Deletion of an Intradepartmental Transfer Request from Administration (Health Insurance account to Pension Account)

CHRISS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).
Approval of the Minutes

JUDSON CRAWFORD MOTIONS TO ACCEPT THE MINUTES OF THE REGULAR MEETING OF APRIL 28, 2011. CHARLOTTE MADAR SECONDS. MOTION PASSES (6-0).

Reports

Chairman Holden briefly commented on the Chairman’s Report, Contingency Report and the Transfer Report which had been distributed to all board members.

Old Business

No Old Business.

New Business

Chairman Holden indicated that he would take the intra-departmental transfers out of sequence to accommodate individuals present in the audience first.

Intra-Departmental Transfers

A) Request from Purchasing for transfer of $8,000 from Municipal Gas to Telephone; and $7,000 from Equipment Purchase to Office Supplies

Gene Sullivan provided justification for the $7,000 transfer for toners, developers and ink jet cartridges by explaining the anticipated savings by using non-OEM products.

CHRIS BESESCHECK MOTIONS TO TRANSFER $7,000 FROM EQUIPMENT PURCHASE ACCOUNT #001-5500-412.60-24 TO OFFICE SUPPLIES ACCOUNT #001-5500-412.40-04. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

For the $8,000 transfer to Telephone Account, Gene Sullivan explained the phone service breakdown and coverage plans and the justification for transferring from Municipal Gas Account.

CHARLOTTE MADAR MOTIONS TO TRANSFER $8,000 FROM MUNICIPAL GAS ACCOUNT #001-4600-716.35-06 TO ACCOUNT #001-4600-716.35-07. CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

B) Request from Registrar of Voters for various transfers from Canvassers, Election Equipment, Miscellaneous Services, Dues & Subscriptions and State Inspections to Part Time Employees

Alderman Finn explained that the reason for the transfer request was to cover NCOA. He indicated that they have been doing some of the processing in house to reduce the overall costs.
CHARLOTTE MADAR MOTIONS TO TRANSFER:

$1,668 FROM CANVASSERS ACCOUNT #001-0500-413.10-06 TO PART TIME EMPLOYEE ACCOUNT #001-0500-413.10-02

$2,483 FROM ELECTION EQUIPMENT ACCOUNT #001-0500-413.60-27 TO PART TIME EMPLOYEES ACCOUNT #001-0500-413.10-02

$476 FROM MISC. SERVICES ACCOUNT #001-0500-413.80-03 TO PART TIME EMPLOYEES ACCOUNT #001-0500-413.10-02

$256 FROM DUES & SUBSCRIPTIONS ACCOUNT #001-0500-413.50-04 TO PART TIME EMPLOYEES ACCOUNT #001-0500-413.10-02

$225 FROM STATE INSPECTION ACCOUNT #001-0500-413.50-05 TO ACCOUNT #001-0500-413.10-02

CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0)

C) Request from Planning & Zoning to Transfer $6,500 from Printing & Advertising to Professional Services

Rick Schultz indicated that this transfer is required due to increased P&Z applications in the last quarter and requirements to update P&Z regulations.

CHRIS BESESCHECK MOTIONS TO TRANSFER $6,500.00 FROM PRINTING & ADVERTISING ACCOUNT #001-0900-414.30-07 TO PROFESSIONAL SERVICES ACCOUNT #001-0900-414.30-01. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

D) Request from Fire Marshal for Transfer of $400 from Regular Payroll to Clothing Supplies

CHRIS BESESCHECK MOTIONS TO TRANSFER $400.00 FROM REGULAR PAYROLL ACCOUNT #001-2200-512.10-01 TO CLOTHING SUPPLIES ACCOUNT #001-2200-512.40-11. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

E) Request from Accounting for Transfer of $11,000 from Part Time to Other Outside Services

CHRIS BESESCHECK MOTIONS TO TRANSFER $11,000.00 FROM PART TIME ACCOUNT #001-5700-412.10-02 TO OTHER OUTSIDE SERVICES ACCOUNT #001-5700-412.30-23. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES.
F) Request from Probate Court for Transfer of $250 from Professional Services to Office Supplies

CHARLOTTE MADAR MOTIONS TO TRANSFER $250.00 FROM PROFESSIONAL SERVICES ACCOUNT #001-1100-419.30-01 TO OFFICE SUPPLIES ACCOUNT #001-1100-419.40-04. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

G) Request from Administration to transfer $2,800.00 from Public Communications to Lease Rental Payment. Request to transfer $6,000 from Unemployment Compensation City to Part Time Employees. Request to transfer $3,800 from Public Communications to Part Time Employees. Request to transfer $3,000 from Public Communications to Meeting, Travel & Conference.

CHRIS BESESHECK MOTIONS TO TRANSFER:
$2,800.00 FROM PUBLIC COMMUNICATIONS ACCOUNT #001-0100-411.60-39 TO LEASE RENTAL PAYMENT #001-0100-411.80-91

$6,000.00 FROM UNEMPLOYMENT COMPENSATION CITY ACCOUNT #001-0200-411.80-53 TO PART TIME EMPLOYEE ACCOUNT #001-0200-411.10-02.

$3,800.00 FROM PUBLIC COMMUNICATIONS ACCOUNT #001-0100-411.60-39 TO PART TIME EMPLOYEES ACCOUNT #001-0100-411.10-02

$3,000 FROM PUBLIC COMMUNICATIONS ACCOUNT #001-0100-411.60-39 TO MEETING, TRAVEL & CONFERENCE ACCOUNT #001-0100-411.11-05 FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

H) Request from Highways & Bridges to transfer $8,000 from Payroll to Rental Contract Services.

CHRIS BESESHECK MOTIONS TO TRANSFER $8,000.00 FROM REGULAR PAYROLL ACCOUNT #001-3200-712.10-01 TO RENTAL CONTRACT SERVICES ACCOUNT #001-3200-712.30-27. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

I) Request from Highways & Bridges to transfer $7,000 from Parts Recycling Equipment to Parts Account; transfer from Regular Payroll to Maint/Major Repairs

CHARLOTTE MADAR MOTIONS TO TRANSFER:
$7,000 FROM HIGHWAYS PARTS RECYCLING EQUIPMENT ACCOUNT #001-3200-712.40-34 TO HIGHWAYS PARTS ACCOUNT #001-3200-712.40-36
$6,000 FROM REGULAR PAYROLL ACCOUNT #001-3200-712.10-01 TO
MAINT/MAJOR REPAIRS ACCOUNT #001-3200-712.40-32
FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

J) Authorize Chairman Holden to make transfers during the month of June 2011.

CHRIS BESESCHECK MOTIONS TO AUTHORIZE CHAIRMAN HOLDEN TO MAKE
TRANSFERS DURING THE MONTH OF JUNE 2011. CHARLOTTE MADAR
SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

Finance Committee Report

Adjournment

Chairman Mark Holden provided a summary of the Finance Committee Meeting held at
7:45 p.m. and stated to adjourn the meeting due to no further business on the agenda at

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation
Tape (1) on File with the City Town Clerk’s Office