

# RECORD OF PROCEEDINGS

Village of Harveysburg – Finance Committee

FEBRUARY 25, 2019

CALL TO ORDER: Fiscal Officer Faulkner (FO) called the meeting to order at 6:12 pm.

ROLL CALL: (x) Mayor Verga, (x) John Faulkner, (x) Bill Combs, (x) Steve Cochran, (x) Pat Bennett, ( ) Chief Pottenger.

Mr. Cochran moved, Mr. Bennett 2<sup>nd</sup>. to excuse Chief Pottenger from tonight's meeting. All members present voted aye, motion approved

APPROVAL OF MINUTES: Mr. Cochran moved to approve the minutes from January 28, 2019, Mr. Bennett 2<sup>nd</sup>. A voice vote followed: All members present voted aye. Motion approved.

## UNFINISHED BUSINESS:

- (1) Up-dated report on the Federal grant award for a police vehicle. The Police Department received notice the grant was finally approved during the 4<sup>th</sup> qtr-2018 as a reimbursement type grant. The F O will need to have an appropriation adjustment in order to have moneys available to pay for the vehicle. The Police Chief has advised the vehicle in Van Wert, Ohio has been sold. The Chief has located another unit in Memphis, TN. The Chief should be present for the Council meeting to bring everyone up to date on the vehicle hunt situation. The Finance Committee agreed to forward the purchase approval on to the Council.
- (2) The 2016-17 bi-annual audit by Millhuff-Stang, CPA's has been finalized and emailed to the Mayor & F O. The audit report and management letter has been copied and distributed to all members of the Finance Committee and Council members.
- (3) The air-handler replacement equipment has not been received. Payne Heat & Air LLC advises the equipment is on order.
- (4) The fire safe 4-drawer file cabinet for the F O was revisited, approved by the Finance Committee and will be forwarded to Council.
- (5) The F O revisited the switch to electronic funds transfer / direct deposit. Finance Committee and Council has previously approved the change from manual warrants to ETF/direct deposit. Following the instructions outlining the procedure, Council needs to approve one of two electronic operating procedures. To be forwarded to Council.

## NEW BUSINESS:

- (1) The audit contract with Millhuff-Stang, CPA's has expired. Our next audit will be conducted by the Auditor of State-Ohio.

FISCAL OFFICER'S REPORT:

(1) The FO covered his report in the old & new business. No additional items to report.

ADJOURNMENT: Having completed the business at hand, Mr. Faulkner set March 25, 2019 at 6:00 pm for the next finance committee meeting. Mayor Verga moved, Mr. Cochran 2<sup>nd</sup> to adjourn. All members voted aye. Time 6:50 pm.

Respectfully submitted,

John Faulkner