

**MINUTES OF THE
WARRENSBURG VILLAGE BOARD MEETING
Monday, April 1, 2013**

CALL TO ORDER: Mayor Mills called the meeting to order at the Warrensburg Village Hall on Monday, April 1, 2013 at 7:00 p.m. reminding those in attendance the meeting was audio taped.

PLEDGE: The Pledge of Allegiance to the Flag of the United States of America was recited.

ROLL CALL: Present: Mayor Mills, Trustee Ewing, Trustee Fisher, Trustee F. Musick, Trustee K. Musick, Trustee Sliney, Trustee Werren, Danny Hadley, Chief Wheeler, Attorney Jankowicz and Assistant Clerk Esther Rogers.

MAYOR'S COMMENTS: President Mills stated he hoped everyone survived our winter snowstorm as it developed - and grew - with passing hours. He further stated the village actually had no problems except for a few people who were off the roads and those folks were accommodated by Chief Wheeler.

PUBLIC COMMENTS: A village resident, Betty Underwood, stated she was a member of the Administrative Council at the Methodist Church and their council had requested she ask the Village Board three questions.

Those Questions were:

Question #1: Would the Village Board be willing to replace one area of the sidewalk in front of the church? She explained that a portion of the sidewalk sticks up and there's concern someone could be injured.

Mayor Mills advised Betty that he would be glad to take a look at the sidewalk the very next day. And, if the sidewalk is that bad, it could be added to the list of sidewalks the village has plans to repair or replace.

Question #2: Would the Village Board be agreeable to replace that entire sidewalk - down to the corner?

President Mills stated, "Actually, we had part of that in our next plan for sidewalk improvement."

Question #3: If the village, for some reason, cannot do that work in a short period of time, would there be any objections to letting the church take care of the sidewalk?

Mayor Mills then stated that he was not going to tell the church they could not perform the work but it is the village's right of way; and, if someone were to be injured, the village would be liable. He further stated that he'd really prefer that the church not do the work. Mayor Mills further advised that he and Trustee Warren had been looking at sidewalks and there are certain sidewalks the village has already placed on a work list to complete as the weather - and time - permits. The Mayor stated he would see that a barricade is put in place for now.

President Mills then asked if there were any additional public comments.

Mr. Cory Maloney stated he was wondering what happened to the sign that used to be at the corner of Highland drive. President Mills advised the sign had been gone for many years. He further stated he'd been in Warrensburg since 1986 and the sign was not there at that time. Mayor Mills continued by saying the village did not put the sign in place; however, the developer could have done so. More than likely the sign was removed due to deterioration.

NEW BUSINESS: None

(continued)

REVIEW/APPROVAL OF MINUTES: Minutes of the March 18, 2013 open session meeting were presented for review. Trustee F. Musick made a motion to accept the board meeting minutes as read for March 18, 2013 and the motion was seconded by Trustee Werren. Upon voice vote, the motion was approved unanimously.

VILLAGE ADMINISTRATIVE CLERK: **Presentation of the Balance Sheet, Bills, and Transfers:**

Trustee Karen Musick stated that, initially, she had received approval for two users for QuickBooks prior to the time Sherrie came to work for the village. However, as it turned out, the village did not end up purchasing a two-user at that time. She stated this was only discovered when she and Sherrie were trying to figure out why Esther could not get on QuickBooks. In order for Esther to work in QuickBooks, she would be required to go over and use Sherrie's computer. Therefore, one thing being proposed under bills, in the general fund, is the amount of \$399.95 for a two-user QuickBooks for a three year period. This will enable both Sherrie and Esther to work on different QuickBooks' projects at the same time.

A motion was made by F. Musick to accept the balance sheet, bills and transfers as presented. The motion was seconded by T. Warren. Upon roll call vote, the trustees Voted as follows: Yes: D. Fisher, T. Warren, R. Ewing, K. Musick, M. Sliney and F. Musick. The motion was approved unanimously.

Colored Paper:

The next topic K. Musick brought before the Board was the matter of using colored paper for water billing. Karen continued by explaining if the village switched to using colored paper, the water bills would be more noticeable to residents when received in the mail. There are two options to be considered:

Option #1 – to use a different color of paper for water billing each month

Option #2 – to use the same color of paper every month for water bills

In reviewing the expense, colored paper is a little more expensive than white paper...but not by much. The colored paper is between \$3.00 - \$4.00 more per ream. And the colored paper has a different "feel" to it because it is 20# paper. This change in paper weight would also draw attention to residents as a reminder they have received their monthly water bill. Trustee K. Musick recommended using the same color of paper **every month** so as not to confuse the residents. She suggested using the color of **canary yellow** for this purpose. She asked if anyone had a preference and all agreed to use the canary yellow paper for all water bills – each and every month. Attorney Jankowitz advised it would not be necessary to make a motion since there was a general consensus by the Board.

Trustee T. Werren asked what color would now be used for printing the monthly newsletter and Karen replied the newsletter would continue to be printed on white paper.

ENGINEER: (D. Harp) Not present

WATER: (M. Sliney) Nothing

BUILDINGS: (F. Musick) Nothing

FINANCE: (K. Musick) **Engagement Letter:**

Trustee K. Musick advised that she had spoken with May, Cocagne, and King about their engagement letter and she assured them this year's audit would be easier. They agreed their fees would not exceed \$14,000 for a traditional audit. Of course, if the audit should take longer than anticipated, the village would be billed additional fees.

Trustee K. Musick advised the Board she has already made plans to take Wednesday off next week in order to review the General ledger with Sherrie so any corrections in transfers could be completed prior to our next meeting on April 15th.

A motion was made by Trustee K. Musick to accept May, Cocagne and King's engagement letter and the motion was seconded by F. Musick. Upon roll call vote, the Trustees voted as follows: Yes: F. Musick, D. Fisher, T. Werren, R. Ewing, K. Musick and M. Sliney. The motion was approved unanimously.

Website Update:

Trustee K. Musick stated she still needs pictures from Chief Wheeler and Danny Hadley to add to the village's website. She also advised anyone who wanted to have their e-mail address added to the website should let her know. Trustee Werren, Mayor Mills and Trustee M. Sliney stated they did want their e-mail addresses posted on the website.

Internet Banking:

K. Musick advised the Board that Sherrie has requested she be permitted to utilize internet banking for transfers – instead of writing checks. She continued by saying internet banking would be used only to accommodate transfers and would not be used to pay bills. There's no cost involved. Sherrie will be the only one with access to internet banking at this time.

Danny Hadley voiced his concern that by only having one person allowed to use internet banking there might be a problem should something happen to Sherrie (for instance, when Jackie was not able to work). He explained that the village would not have a "backup" person to utilize internet banking to make transfers. Trustee K. Musick assured Mr. Hadley the information would be there and someone would be able to access internet banking should it become necessary.

Chief Wheeler inquired if there was an ordinance that required three individual signatures on all checks. K. Musick stated that Jackie used internet banking when she was employed with the village and the bank waived the three signatures at that time.

The Budget:

Trustee Karen Musick advised the budget is not yet complete. She reviewed the budget information - in depth - identifying discrepancies which required a thorough review with any necessary corrections completed prior to the Board's approval. She pointed out numerous changes and corrections requiring an update in order for the Board to be able to adopt the budget at the next meeting on April 15th. Also, Trustee K. Musick asked Mr. Hadley if he anticipated purchasing a new truck this fiscal year. If so, she stated she would need to have him provide her with a figure next week as to the cost of a new truck. Mr. Hadley responded he would provide that information.

STREETS: (T. Werren) Mr. T. Werren stated he had a couple of things to report. Attorney Jankowicz and he will return to court next Wednesday – at 2:30 p.m. with regard to the continuing Alwood case. He further advised that he has requested that Chief Wheeler please take pictures of the property about 10:30 a.m. on the morning of their scheduled court appearance.

Additionally, Mr. Werren stated - on a new subject - that the village should purchase maintenance manuals so the village would have access to needed parts, wirings, etc. for the two John Deere tractors when repairs were required. He continued

by stating that John Deere does not provide this information online and if the village had access to those manuals, many dollars could be saved over a period of time. The manuals - in question - cost about \$150 each and Mr. Werren stated the village has already spent \$300 trying to get one tractor repaired and the problem is still not resolved. He concluded that maintenance manuals – for both John Deere tractors in the village’s vehicle fleet - are needed at this time.

A motion was made by T. Werren and seconded by Trustee F. Musick to purchase the manuals – with the stipulation that the expense, in total, will not exceed \$400. Upon roll call vote, the Trustees voted as follows: Yes: M. Sliney, F. Musick, D. Fisher, K. Musick, R. Ewing and T. Werren. The motion was approved unanimously.

Trustee T. Werren pointed out that it had been his intention to present one additional topic for discussion to the Board this evening; however, that subject was not added to the agenda. He made a request that the Veteran’s Memorial Park be added to the next meeting’s agenda. Additionally, T. Werren advised the Board that Geri Edwards had already planted flowers at the Memorial this season and expressed the village’s appreciation for Geri’s continued thoughtfulness and dedication in continuing to do volunteer work for the Village of Warrensburg. Also, the village flags were showing some wear and Mayor Mills replaced the worn flags with new American flags. We are very proud of our Veteran’s Memorial Park.

Mr. Werren then inquired as to the status of cars in the village that were without license and Chief Wheeler replied he had a list of several cars. Chief Wheeler continued by stating he would try to resolve the issue of abandoned vehicles by speaking – and working - with the owners before issuing any citations.

POLICE: (D. Fisher) Trustee Fisher advised the Board of a Police Committee Meeting which was conducted recently and he has provided everyone with a copy for their perusal. He continued by stating Trustee Matt Sliney was unable to attend that meeting; however, they were able to speak with Matt – in a phone conversation - prior to the committee meeting.

Trustee Fisher then stated Chief Wheeler’s police patrol vehicle really needs to be replaced and the Police Committee would like to include that vehicle replacement in this budget. It’s a model 2007 Impala with 77,000 plus miles. The radiator is leaking, new brakes are needed, and the village has already replaced one transmission in this vehicle. He further stated they’ve spoken with a Miles Chevrolet representative and were offered a good price on a Tahoe currently on their lot. He further stated the bank states they are willing to extend the loan and are willing to rewrite it. Miles Chevrolet advised Trustee Fisher that General Motors plans to discontinue the manufacture of their Impala series and will now produce the Caprice model once again.

Trustee K. Musick advised Trustee Fisher and Chief Wheeler to compile all of the needed information and place this matter on the agenda for the Board’s April 15th meeting.

Police Continued: Chief Wheeler provided everyone with a copy of the March report, for review, and asked if anyone had questions concerning his report.

Chief Wheeler then advised the Board he was able to utilize the Humvee during the winter storm and that vehicle took him wherever he needed to go – which included taking a couple of people home who became stranded. He advised that he attended a canine demonstration at Tabernacle Baptist Church and the event was well received. Also, he conducted a gun safety class.

SEWER: (R. Ewing) Nothing

VILLAGE ATTORNEY: (J. Jankowicz)

DIR OF PUBLIC WORKS: (D. Hadley) Nothing

E.M.A.: (K. Hackl) Not present

OTHER AND/OR OLD BUSINESS: President Mills advised that the grant, for which he had applied to the Macon County Environmental Agency, was approved and WTW Salvage Company is scheduled to be in Warrensburg on Saturday, May 11, 2013 from 8:00 a.m. until noon for cleanup. WTW Salvage advised they will take old appliances, air conditioners, tire rims (and TV's for a fee). They will not take any garbage, chemicals, furniture, etc. Our employees will get paid for that day and we will be reimbursed up to \$1,000. Also, WTW Salvage advises they will go to residents' homes - that day for pickup - if people are unable to bring their disposable items to them.

President Mills advised that, once again, our scheduled Village Board Meeting did not appear in the Decatur Herald & Review Newspaper. Karen was advised by the newspaper they will no longer post meetings unless they have received a complete schedule of meetings for the year. Sherrie prepared a list today and faxed it to the newspaper office. Hopefully, we will read about our next meeting in the newspaper.

A motion to adjourn the meeting until Monday, April 15, 2013 at 7:00 p.m. was made by Trustee F. Musick and seconded by Ray Ewing. Upon voice vote, the motion was approved unanimously.

Mayor Mills adjourned the meeting at 8:23 p.m.

Respectfully submitted by,

Esther M. Rogers
Assistant Village Administrative Clerk