

Village of Germantown Hills
Finance Committee Meeting Minutes

March 5, 2019 6:00 p.m.

1. **Call to Order/Roll Call/Minutes Approval**-Chairperson Amy Pace called the meeting to order at 6:23 pm, and roll call was taken.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7
Amy Pace-Chair	Present	Y	Y	Y				
Mike Hinrichsen – Village President	Present	Y	Y	Y				
Todd Rice	Present	Y	Y	Y				
Marty Clinch	Present	Y	Y	Y				
Dick Hartman	Present	Y	Y	Y				

Also, Present:

Rich Brecklin, Superintendent of Public Works

Jim O'Laughlin, Village Trustee

Julia Miller, Village Trustee

- a. **November 15, 2018 Meeting Minutes**-A motion was made by Mike Hinrichsen to approve the November 15, 2018 finance committee meeting minutes. The motion was seconded by Todd Rice. **Motion passed #1.**

2. **Approval of Journal Entries and Interfund Transfers**-Ann Sasso explained the journal entries since the last finance meeting. They included the normal monthly garbage transfers, a transfer between the invoice cloud account and operating funds and a transfer between equipment maintenance and the vehicle maintenance accounts to correct a posting error.

A motion was made by Todd Rice to approve the journal entries. The motion was seconded by Dick Hartman. **Motion passed #2.**

3. **Discussion and update on the budget for FY 18-19**

Amy Pace explained the expenditures that were approved that have been paid during the current fiscal year. There are still approximately \$53,000 engineering fees to be paid out of the general fund.

Ann Sasso noted so far approximately \$180,000 out of the \$200,000 reserve amount has been used but we will still have February, March and April expenses and revenues.

4. **Discussion on the budget for FY 19-20**

Amy Pace noted Ann and Rich had put in some preliminary numbers for the FY 19-20 budget. She stated the committees should be thinking about anything that would need to be considered for the new year's budget.

Ann Sasso noted the sewer loan and grinder pump transfers will be done before the end of the fiscal year as discussed in the sewer committee meeting as these funds are no longer required to be set aside.

Jim O’Laughlin brought up making sure we are doing our due diligence in looking at professional service costs, which was discussed.

Mike Hinrichsen noted in talking about the Village’s reserves we may want to put together a policy as the board has discussed keeping at least 6 months of expenses in reserves. Mike will put something together for discussion.

Mike Hinrichsen also questioned the committee on their feelings on whether or not the budget should be balanced or not. The general feeling was to have a balanced budget.

Mike Hinrichsen stated the need for the finance committee to make a recommendation to the Village Board on employee compensation.

Todd Rice questioned if the personnel committee had made a recommendation on the employee reviews, which is the normal process of going through personnel with a recommendation to the Village Board. Todd Rice proposed an increase of pay for all of the employees in order to remain competitive in the area.

Mike explained some of the numbers and recommended 60 cents an hour increase per employee as a starting point for discussion. He stated it is the finance committee’s responsibility to make a recommendation to the board.

Julia Miller had to leave at 7:21 p.m.

A motion was made by Todd Rice to give Zach Hecht \$1.15 an hour increase with his additional responsibilities, the new employees, Rich and Ann \$1.00 an hour and Cassandra \$.50 an hour with prorated sick and personal time. There was no second to the motion.

The committee discussed the review process.

Rich Brecklin indicated the sewer fund pays for three employees and already has a 3% raise built into the budget and has for years.

Jim O’Laughlin stated the \$1.00 per hour raise previously was to catch up some of the employees they felt were being underpaid from previous years.

Marty Clinch noted he has talked to several Mayors in the area and knows there’s a lot of competition with many communities losing employees to retirement so there are a lot of holes trying to be filled.

Amy Pace felt there was a need for personnel to discuss some of the issues that have been raised. The topic was tabled for now.

5. Old Business/New Business-None

- 6. Adjournment-**A motion was made by Marty Clinch to adjourn the meeting at 7:43 p.m. The motion was seconded by Todd Rice. **Motion passed #3.**

Ann Sasso, Village Clerk