

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON AUGUST 18, 2020 BY TELECONFERENCE

A. CALL TO ORDER

Chairman Maier called the meeting to order at 6:00 p.m.

B. ROLL CALL

Upon a call of the roll, the following were:

Present: Chairman Maier and Trustees Brennan and Towne

Absent: None

Chairman Maier declared a quorum on the call.

Also, on the call: Village Administrator, Bob Irvin; Village Clerk, Sandy Gallo; Village Treasurer Carol Armstrong; Financial Consultant Dorothy O'Mary

C. APPROVAL OF THE MINUTES FOR JULY

Chairman Maier requested a motion to approve the July 21, 2020 meeting minutes. It was moved by Trustee Towne and seconded by Trustee Brennan that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Chairman Maier said the invoices to be paid can be found on pages 11-13 of the Treasurer's Report.

Member Brennan asked why the Canopy Tree Specialists invoice was not listed to be paid. Financial Consultants O'Mary indicated she received the invoice today and the work was indeed completed in August. Village Administrator Irvin indicated Canopy has not completed their work. Member Towne agreed, he saw them working today as well.

Chairman Maier questioned the two amounts listed for Clarke's Environmental expenses. Village Administrator Irvin added the expenses include 3 treatments of larva management and the other amount is for the phoenix aero truck treatment.

Trustee Towne questioned the Forest Builders charge in the amount of \$1,808.92 listed as excavation. The question is, is the listed amount the Chainski property work. Trustee Brennan agreed the work was not done properly. Village Administrator Irvin said he received an update from Village Engineer Scott Anderson, an inspection was done to this culvert. JACO is recommending a replacement of the culvert. Trustee Brennan recommended no payment be made until the issue has been resolved and the work has been done professional. Trustee Towne added erosion control also needs to be completed at this location.

Chairman Maier stated the new approved invoice amount to be paid is \$128,647.71.

E. REVIEW OF THE TREASURER'S REPORT FOR JULY 2020

Chairman Maier mentioned the telecommunication taxes appeared to be increasing. Village Administrator Irvin added the Tollway Oasis has experienced lower traffic. In addition, 3 or 4 business have not reopened including, Starbucks. Trustee Towne confirmed the traffic is very sparse at the tollway.

F. DISCUSS THE FY2019-2020 AUDIT

Chairman Maier said a conference call was held with the auditors and the audit is in the wrap-up state. A few follow-up items were directed to the Trustees. The audit is on schedule to be completed. Sikich will be providing a pre-recorded video to present the audit results. The video will be provided to the Trustees prior to next month's meeting.

G. UPDATE ON THE 2020 TAX REBATE PROGRAM

Village Treasurer Carol Armstrong said 79 tax rebate applications have been received. Village Treasurer experienced issues with three residents not having received her confirmation email of their tax rebate having been processed. Trustee Brennan said this issue is not a Village issue yet the resident's email provider. Village Administrator Irvin added a communication will be sent to the resident's in the Friday's communication to have residents check their spam folders for Village communications. Trustee Towne asked what was last year's rebate count. Village Treasurer Armstrong replied 149 was the final count.

H. ANY OTHER ITEMS THAT MAY APPEAR TO THE COMMITTEE FOR CONSIDERATION, AND IF APPROVED, BE RECOMMENDED FOR APPROVAL TO THE BOARD OF TRUSTEES

Trustee Towne question the receipt of the Village fraud forms from the auditors. Chairman Maier said the auditors will reach out to the Trustees to ensure the form is being done.

I. ADJOURNMENT

With no further business to conduct, it was moved by Trustee Brennan and seconded by Trustee Towne that the meeting be adjourned at 6:30 p.m.

Sandy Gallo, Village Clerk