

MINUTES OF THE REGULAR MEETING OF THE FINANCE COMMITTEE OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 6:00 P.M. ON SEPTEMBER 20, 2022 AT THE HILTON GARDEN INN IN THE MAPLE ROOM

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 Trustee Towne

Absent: Trustee Armstrong

Chairman Maier declared a quorum.

In Attendance: Village Clerk, Sandy Gallo; Village Administrator, Mandi Florip; Village Treasurer Amy Weiland

C. APPROVAL OF THE REGULAR MEETING MINUTES OF AUGUST

Chairman Maier requested a motion to approve the August 16, 2022 meeting minutes. It was moved by Trustee Towne and seconded by Chairman Maier that the minutes be approved and be placed on file. The motion was carried.

D. REVIEW OF INVOICES PRESENTED FOR PAYMENT

Village Clerk Gallo commented the Hilton Garden Inn invoice is higher this month by \$500. The additional amount is due to August 13th Committee of the Whole meeting. Village Clerk Gallo added the James Anderson monthly invoice was also reduced in the amount of \$6,144.16. She will research the amount against checks received for the 2021 building permit for Lot 18 in Deerpath Farms. Village Clerk Gallo added Lakes Disposal monthly amount will be increasing due to the number of homes being serviced is going from 221 to 223. Lastly, the Forest Builder trail maintenance invoice was received in the amount of \$15,600. The Committee only approved \$15,000 for the project. The invoice payment reflects the Committee's approved amount.

Chairman Maier stated the amount for bills to be paid is \$ 135,926.99

E. REVIEW THE PROFIT AND LOSS STATEMENT

Chairman Maier commented Sikich accounting service is currently working on finalizing the April 30th audit. Once the audit has been finalized, they will provide the backlog of treasurers reports to be reviewed. At this time, an interim statement is being provided.

F. DISCUSS THE REQUEST FROM HOWE SECURITY FOR A CONTRACT RATE INCREASE

Chairman Maier indicated the Committee has received a request from Howe Security for a pay increase effective January 1st. Trustee Towne asked if the increase would be directly applied to Antonio and Rick hourly rate. Village Administrator Florip replied the village does not have control over Howe Security's action. Chairman Maier asked when Howe Security's contract was due to be renewed. Village Clerk Gallo indicated their service contract had no expiration date. Trustee Towne asked if the village was able to reduce the number of hours. Chairman Maier indicated the presented increase is 3%.

G. DISCUSS THE FY2021-2022 AUDIT

Chairman Maier indicated the village is currently working on the punch list items for the audit. A meeting was held to discuss how the auditors would be receiving the requested documents. Chairman Maier added he has also requested that the audit findings be pre-recorded to allow the Finance Committee to hear the outcome prior to the October's meeting.

H. UPDATE ON THE 2022 TAX REBATE PROGRAM

Village Treasurer Amy Weiland indicated she has received 139 tax rebate applications. Of the received applications, 24 of them are being reviewed for qualification. Village Treasurer Amy Weiland asked the Finance Committee on how they would like her to follow-up with the residents who qualify for a rebate but have not submitted their application. Chairman Maier indicated to notify them electronically with read receipt notification. Village Treasurer Amy Weiland indicated she has noted modifications to be made on the application for next year's program.

I. UPDATE ON THE INELIGIBLE RESIDENTS FOR THE TAX REBATE PROGRAM

Village Clerk Gallo provided the Committee a copy of the reminder letter to be sent to two residents regarding their ineligibility due to open balances. Chairman Maier indicated due to the recent change to the tax rebate ordinance, the certification of each applicant is to ensure no outstanding balance is due. Trustee Towne suggested the village should place a lien on the property owner to ensure balances are paid to the village prior to a sale. Village Administrator Florip said she will investigate this matter. Village Administrator Florip indicated resident Magdalena Hirata issued a \$9,000 check for her permit and only has a small area of restoration to be completed. John Koffel case will not be resolved until early November or December. Mr. Koffel currently has two open permits. Village Administrator Florip indicated Stormwater Management Commission has not been very responsive of certifying what action items Mr. Koffel has to complete on his berm. Chairman Maier suggested an agreement be drafted to Mr. Koffel indicating his rebate check will be released upon certification of Stormwater Management Commissioner.

Chairman Maier commented the tax rebate checks will be mailed out after the November Board meeting approval.

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

K. ADJOURNMENT

With no further business to conduct, it was moved by Chairman Maier and seconded by Trustee Towne that the meeting be adjourned at 6:34 p.m. Sandy Gallo, Village Clerk