

12/5/2016 Finance Committee meeting 7PM

Present: Elisha Chamberlain, Phil Ryan, Gary Huff, Mayor Mattone, Kathy Zembrodt, Chris Carle, Alex Mattingly arrive later

DRAFT

Discussions: Paying off building debt by 3/17, Procurement policy, Budget for PW and OT and setting hours.

Started with talking about Dan's time and the need to set hours to better keep in budget and avoid OT. Suggested 8-5 or 9-6 as City clerk's hours. OT is established for snow removal days.

Hiring someone to oversee projects, Elisha said possible Part time Mgr. or contract person to do so. An administrator PT would be for 20 hours should only cost the city approx. 30,000, some could be taken from the PT budget for PW of 12000.

Huff said a seasonal landscaper could be hired for Grass and Park maintenance, all thought good idea.

Huff also suggested having Dan's duties defined and having the ADD district to it to better distinguish.

Elisha also asked that Mayor be approving any OT and needs to be brought to Mayor by PW to approve time and job prior to doing.

Was discussed to review the City Clerk's Job and hours also, With the FLSA, we need to make sure all are in line.

Discussed the Ft. Wright policy and procedures for procurement to use as our own in Park hills with the exception of overview from the Ft. Mitchel Payment Procedures and add C which states "if product or

service can be obtained only from one source, unless required by state Statute.”

An Inventory list is recommended to have for the Procurement policy to refer to the inventory list.

It was mentioned that there is a conflict of interest disclosure form, we need to check if it needs done. This can be obtained from the ADD distr.

It was brought up about Chief Stanley signing with Mayor to meet the auditor’s recommendations and if He is in place now.

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It was recommended to postpone the pay off on the loan payment on the building of approx. 120000 until we have an update on Budgeting and the bills from the Berling Project all come together.

Mayor said Dec. 1 Open Gov rolled out on line.

Elisha suggested classes that may be available for Dan to better him in his job.

8:10 pm adjourn