

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
DRAFT MINUTES
May 29, 2019 6 PM

PRESENT: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Kate Kran

Call to Order: Called to order by NS at 6:00 p.m.

- A. Changes to Agenda / Additions or Deletions
 - a. JBC motioned to add discussions related to a Facility Request & Team Viewer Software, CS seconded. Unanimous approval.
- B. Meeting Minutes May 13 and May 20, 2019
 - a. JBC motioned to approve the May 13, 2019 and May 20, 2019 special meeting minutes with amendment below, CS seconded. Unanimous approval.
 - i. May 13, 2019 Meeting Minutes add “Staff will provide Trustees with a list of 60 days past due accounts and Trustees will review for tax sale referral to Delinquent Tax Collector” in Property Purchasing of delinquencies.
- C. Privilege of the Floor
 - a. None
- D. Old Business
 - a. Audit Documents/Approvals
 - i. NS motioned to approve Management Response Letter, JBC seconded. Unanimous approval.
 - b. Water / Sewer Account Collection Policy
 - i. Further discussion of accounts 60 days past due to give to Trustees for referral to Delinquent Tax Collector
- E. New Business
 - a. Consider executing Quit Claim Deed for Community National Bank – 54 Municipal Lane
 - i. CS motioned to approve and execute the Quit Claim Deed for 54 Municipal Lane and to authorize Nate Sicard to execute as the authorized agent, JBC seconded. Unanimous approval.
 - b. Consider Sewer Abatement for 54 Municipal Lane
 - i. JBC motioned to authorize staff to review and possibly reverse sewer charges for 54 Municipal Lane related to broken pipes, CS seconded. Unanimous approval.
- F. Other
 - a. Approval of Bills, Warrants, and previous Warrants signed.
 - i. JBC motioned to approve bills, warrants, and previous warrants signed, CS seconded. Unanimous approval.
 - b. Trustee Mail
 - i. None

- c. Office / Facilities
 - i. Electric Department Operations, Hiring for Meter Reader position
 - 1. Kate will lead the hiring of the Meter Reader/Utility Worker position with Steve, Julie, and Andy.
 - ii. Business Manager Job Description
 - a. Discussed edits
 - iii. Door for Memorial Hall
 - 1. Discussion of how to move forward with new door for Memorial Hall
- G. Executive Session:
 - a. Personnel / Contracts
 - i. JBC motioned to enter Executive Session with Kate Kran at 6:50 p.m. to discuss personnel items, CS seconded. Unanimous approval.
 - ii. CS motioned to exit Executive Session at 9:27 p.m., JBC seconded. Unanimous approval.
 - iii. JBC motioned to authorize Kate to hire Utility Worker (Meter Reader) position, CS seconded. Unanimous approval.
 - iv. JBC motioned to authorize a 10% salary increase for the HR Administrator / Lead Accountant as the position is converted to Business Manager effective May 27, 2019, CS seconded. Unanimous approval.
- H. Adjourn: JBC motioned to adjourn at 9:33 p.m., CS seconded. Unanimous approval.

Date of Next Meetings: June 10, 2019

Submitted by Tin (Justin) Barton-Caplin | Board Clerk

Attested by Shelia Martin | Village Clerk