

BARTON VILLAGE INC.  
MEETING OF THE TRUSTEES  
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