

# FINANCE COMMITTEE MINUTES

## VILLAGE OF DEERFIELD

Monday, May 11, 2020 AT 6:50 p.m.

Due to the COVID-19 Pandemic, Including Federal, State and County Emergency orders limiting crowds, the meeting is being held via teleconference. Village Board members will attend by electronic device. Members of the Village Board and public may attend by:

Phone in 1-978-990-5087 Access code: 4962217

Or by logging into [www.freeconferencecall.com](http://www.freeconferencecall.com) – drop down Online meetings, Join meeting, code mccredie

### CALL TO ORDER – NOTING OF ROLL BY CLERK

The meeting was called to order at 6:50pm President Frutiger. Roll call: Wilkinson, Tebon and Frutiger.

### CONSENT AGENDA

Motion by Wilkinson and seconded by Tebon to approve the May 11, 2020 agenda as posted. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

#### A. APPROVAL OF MINUTES FROM MARCH 9, 2020 AND APRIL 27, 2020

Motion by Frutiger and seconded by Tebon to approve the minutes from March 9, 2020 as written. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

Motion by Wilkinson and seconded by Tebon to approve the minutes from April 27, 2020 as written. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

#### B. APPROVAL OF VOUCHERS

The committee reviewed the list of invoices submitted for payment.

Motion by Wilkinson and seconded by Tebon to approve and recommend to the Village Board payment of check #55306 to #55346 totaling \$56,239.75. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

### NEW BUSINESS

#### A. RESOLUTIONS

##### 1. RESOLUTION R2020-06 TO CARRY OVER FUNDS FROM 2019 TO 2020

McCredie informed the committee that the carry overs came from unspent funds in the or parks, election, and street accounts plus the cell tower and TID #2 funds. During the 2019 audit the auditors informed McCredie that amounts in the cell tower and TID 2 funds also needed to be included in this resolution if we plan on using them in the future.

Motion by Tebon and seconded by Wilkinson to recommend to the Village Board approval of Resolution R2020-06 to carry over funds from 2019 to 2020. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

#### B. LICENSES & PERMITS

##### 1. CONSIDER A REQUEST FOR AN OPERATOR'S LICENSE FOR THE PERIOD OF MAY 12, 2020 TO JUNE 30, 2020 FOR MORGEN S KELLER

The committee reviewed the Operator's license application from Morgen Keller and found no reason for denial. The police had given their approval and her background check came back was clean.

Motion by Tebon and seconded by Wilkinson to approve and recommend to the Village Board issuance of an Operator's license to Morgen S Keller for the period of May 12, 2020 to June 30, 2020. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

#### C. REVIEW & ACTION

##### 1. DISCUSS/CONSIDER NOTARY REQUIREMENTS FOR OPERATOR'S LICENSE APPLICATION

At the last Finance meeting McCredie reported that there was a new notary requirement for Operator's license applications. A revised version of the form was presented to the committee for review. The revision allows applicants to either 1) have their signature verified by a notary, 2) show their photo ID to Village Office staff or 3) provide a copy of their photo ID with their application.

Motion by Tebon and seconded by Wilkinson to approve and recommend to the Village Board using the revised Operator's License application as presented. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

### COMMUNICATIONS

### STAFF REPORTS

### ADJOURN

Motion by Wilkinson and seconded by Tebon to adjourn at 7:01 pm. Roll call: Wilkinson aye, Tebon aye and Frutiger aye, motion carried.

/S/ Elizabeth McCredie  
Village Administrator/Clerk/Treasurer