

Village of Pecatonica Finance Committee Meeting
Tuesday, July 9, 2024, at 6:00 p.m.
Village Hall 405 Main Street. Pecatonica, Illinois

1. **Call to Order** - Village Trustee Bill Determan called the meeting to order at 6:00 p.m. on Tuesday, July 9, 2024, at Village Hall.
2. **The Pledge of Allegiance to the American Flag.**
3. **Roll call** -. Trustees Bill Determan & Cheryl Bean were present. Trustee Gerald Howard was absent Others Present: Village Treasurer Sherry Bessert performing the roll of Village Clerk in place of Darla Stram, Interim Clerk, Village President Tom Heister, Police Chief Matt Summers.
4. **Additions or Corrections:** None
5. **Approve the Agenda as Presented.** – Village President, Tom Heister, asked to have “Temporary Position in the Village Hall Office” added to the agenda as item #10. A motion was made by Trustee Determan and seconded by Trustee Bean to approve the agenda with the addition added above. All Trustees voted aye. Motion approved 2-0-A.
6. **Call to the Public** – None.
7. **Approve June 11, 2024, Finance Committee Meeting minutes** – A motion was made by Trustee Determan and seconded by Trustee Bean to approve the minutes as presented. Approved 2-0-A

Agenda Items

8. **Discussion of Peddler Permit Ordinance** – Chief Summers suggested we include a photo of the peddler with the permit card so that residents can easily verify they are who they say they are. Chief Summers explained that with peddlers coming in from other states, it is very difficult to do a background check without doing fingerprints. He would like to have it required for out of the area peddlers applying for a permit. Changes to include possible fingerprinting, if necessary (non-local), permit required to be always displayed, increases in permit fees per company and per company representative, and renewal were all discussed. The necessity of needing the not-for-profit groups to get a peddler permit was discussed. It was requested that if a peddler approaches a door with a “no solicitor” sign on it, they could lose their permit. No final decisions were made at this time. Bill volunteered to add the changes to the ordinance and get it to the attorney.
9. **Review Employee Handbook** – A review of questions throughout the entire handbook was done. Random drug testing, annual MVR reports, part time paid time off requirements, bereavement requirement, and discipline policy were all items that were touched on. Bill will put all the recommendations into the draft handbook and forward it Tom who will forward it to Stephanie at the insurance company to review prior to sending it to the attorney for final review before presenting it to the full board.
10. **Temporary Position in Office-** VP Heister notified Finance committee that he did contact Hughes Resources regarding a temporary office staffer. He also interviewed a local applicant. A decision on who will fill the temporary position will be made soon and he hopes to have them in the office on Monday, July 15, 2024.
11. **Treasurer Report**
 - a. **Update on Audit-** the audit is on hold due to Locis having to look into a trial balance/fund condition situation in the software that is creating a problem for the auditors when they input our figures into their software. This is currently in Locis’s hands and once it gets resolved, the auditors will continue to work on the audit. We were able to get them most of what they asked for when they were here in June.
 - b. **Phone System** – Working on getting numbers ported and phones should be arriving soon.
 - c. **Budget and Appropriation Ordinance-**Once the ordinance is approved, the Treasurer will get the numbers in the system, and they will start showing on the financial reports.
 - d. **New Website** – Trustee Bean asked for an update on how it is going. VP Heister stated it is being worked on but wasn’t sure exactly what has been completed. Darla is the go-to for this.

A motion was made by Trustee Bean and seconded by Trustee Determan to adjourn. All Trustees voted aye. Motion approved 2-0-A. The meeting was adjourned at 7:17 p.m.