

JOINT TOWN & VILLAGE OF EGG HARBOR BOARD MEETING MINUTES

Paul J. Bertschinger Community Center

April 27, 2011

APPROVAL PENDING

1. **Call meeting to order with roll call.** The meeting was called to order at 6:05 pm by Village President Nancy Fisher with the following members present:
Town: Paul Peterson, Steve Schopf, Robert Mueller, Myles Dannhausen, Dave Enigl and Clerk-Treasurer Pam Krauel.
Village: Nancy Fisher, Barbara Cammack, Bob Dickson, Bruce Hill, Paula Cashin, Josh Van Lieshout and Clerk-Treasurer Pat Gureski. There were also 6 people in the audience.
Fire Commissioners present: Bill Edwards and Dick Sandretti.
 2. **Adopt the Agenda.** Schopf moved to adopt the agenda, second by Cammack. Motion carried.
Fisher asked to move Item 11 to follow item 5 as Fire Commissioner Bill Edwards had to leave early. Schopf amended his motion to make the change of item 11 to follow item 5, seconded Cammack. Motion passed.
 3. **Open Session.** Myles Dannhausen asked for possible discussion about restoring the gravestones in the old portion of the cemetery and asked if this can be discussed here or at a future meeting.
 4. **Introduction of new Town and Village Board and Fire Commission members.** All members present introduced themselves.
 5. **Approval of January 26, 2011 meeting minutes.** Schopf stated Agenda item 8 was unclear and asked for some correction. Cammack questioned in item three "he noted starting at \$40,000 and currently being \$136,000" is an incomplete sentence and asked for clarification of its meaning. Krauel stated both referenced Clarence Scherer. Dickson moved to table approval of the minutes until they are corrected, seconded Schopf. Motion passed.
- 11 Intergovernmental business management practices.** Fisher stated Bruce Hill has met with Steve Schopf and Dick Sandretti regarding the department management practices and asked Hill to make a presentation on his analysis. Hill stated the Village asked him as an independent consultant over the winter to make the analysis. He then walked those present through his report. Discussion showed that the first responder paid calls are not included in this report, yet have to be accounted for within the budget. Schopf stated that he felt pressured to reduce training this year because of the discussion at the budget meeting on the overages in 2010 on labor costs. Schopf feels that training is the only cost he can control. Hill stated he thinks the Fire Department doesn't have the tools to manage the budget to actual per month because the report shows actual costs against the full year's budget. Hill stated the department should be able to forecast its calls based on the cost of calls derived from a full year's costs divided by the number of calls made in the previous year. The call types can be tracked and the estimate can be made from there. Hill suggested the following changes for better forecasting and budgeting of the Fire Department: 1) introduce a concept of volume into the budget; 2) track the expenses through a software program designed for tracking performance; 3) separate department expenses from ball field and cemetery for budgeting purposes; 4) recommend separate expenses between variable and fixed; and have the department research some management software that will budget accordingly. Hill stated that the tool needed is one to make planning decisions. Schopf stated he had researched a number of other fire department software programs but all seemed to be the same as what he is using. Dickson asked the chief if the call reports that the existing department management software being used helps them make their budgeting decisions. Schopf stated yes they use the reports. Schopf stated the call numbers are increasing due to State mandated carbon monoxide alarms and other alarm systems that the department needs to respond to. Dickson suggested the Joint Board put the responsibility on the Fire Commission to determine the costs variables. Schopf suggested putting some one to the task to find the tools to make the job doable. Further discussion centered on figuring fixed costs and variable costs separately to come to a joint total. Fisher suggests the Village will do some research with regard to possible tools to discuss with the Fire Commission or at a future joint meeting to show that we are at least making some progress. Dick Sandretti suggested applying some quality control analysis methods to work toward that goal.- 6. **Renewal of 2011/2012 Insurance Policy.** A renewal estimate was reviewed by the joint board members. There was question on what makes up the contents at \$20,000 as listed on line four. The policy was reviewed and it was stated to include personal property. Cashin moved to approve the insurance renewal seconded Dannhausen. Cashin amended her motion to approve the renewal and for the joint portion to not exceed \$22,000, seconded Schopf. Motion passed.

7. Report and action concerning vases and adornments left at the cemetery. Mueller stated the Committee has concerns for wreaths and decorations left on the gravesites and would like to see the removable of the winter decorations by a designated date. He would supply a box so that people can come and get their decorations if they so wish and this would happen on a semi-annual basis. Consensus was to put a notice in the paper to notify people of this plan and display signage in the cemetery for this purpose. Mueller also asked about straightening stones in the old section that was requested by some people. This hasn't been budgeted for. Mueller also asked about using some of the unused grave sites in the first addition that have become questionable as to whether there are family members still in the community for which the sites have been purchased. He wants to take inventory of whether the unused sites belong to any families that are known to still exist in the community. Schopf moved to approve providing the notices for May 1 and November 1 that decorations are removed, seconded Fisher. Schopf amended his motion to spend extra money to straighten the stones, seconded Fisher. Motion passed. Mueller reported the new lawnmowers will be purchased within the next month.

8. Review of First Quarter 2011 statement for joint accounts. Questions were asked about various line items that Chief Schopf responded to.

9. Review of 2010 Joint Account Audited Statements. Josh Van Lieshout reported he spoke with the Town's auditor who stated the numbers for each entity was divided by two within the fund reporting.

10. Fire Station No. 1 Rehabilitation Project.

Schopf stated the Committee met with Henry Isaksen who will be preparing the bidding specifications along with Green Bay Blue preparing the prints. This will take approximately four weeks. The Joint board will then need to meet to award the contract based on the bids received. Consensus is that the project will be well within budget including blacktopping, sewer etc... Options are for putting a new façade on the east wall and replacing the lighting in the bays. There might be a rebate available for the lighting refurbishing. Construction could probably start late June to early July.

12. Schedule future meetings. A meeting will be scheduled relevant to awarding the bids. The next regular joint meeting would follow the 2nd quarter accounting and will be set at the special meeting.

13. Adjournment. Hill moved to adjourn, second by Enigl. Motion carried.

Recorded by Patricia C. Gureski
Village Clerk-Treasurer