

March 22, 2023 - 7:00 PM

ANGELA EDWARDS, EXECUTIVE DIRECTOR
ANDY ROOSA, CHAIRPERSON
HOLLIE MILLER, VICE CHAIR & TREASURER
PATRICIA FELDMAN, SECRETARY



STEVE SCHNEIDER, VILLAGE COUNCIL PRESIDENT
KRISTA BOOS, BOARD MEMBER
MELISSA SCHNEIDER, BOARD MEMBER

Minutes

March 22, 2023 – 7:00pm

Members Present: S. Schneider, H. Miller, A. Roosa, M. Schneider, P. Feldman

Members Absent: K. Boos

Guests Present: P. Feldman, T. Pewinski, C. Brzozowski

Meeting was held at the Almont Municipal Building

The meeting was called to order at 7:04 pm by A. Roosa, Chairman

Attendance: Roll Call

Present: S. Schneider, H. Miller, A. Roosa, M. Schneider, P. Feldman

Absent: Krista Boos

Additions/Deletions to Agenda:

Landscape Direct Contract added under Finance

Communications: Historical Society Painting- April 24th

Board Member Onboarding/ Orientation

-Will be adding to April agenda to set date and time

Public Comments (Agenda Items): none

Approval of Consent Agenda:

Motion to approve made by S. Schneider and supported by H. Miller

-- 5 ayes, 0, nays, 0 abstain, 1 absent

Approval of Minutes:

A. Approval of February 22, 2023 meeting

S. Schneider noted one correction, he abstained from the vote to request the Village President appoint A. Roosa for an additional term on the DDA board.

S. Schneider asked for clarification on why there was an agenda item crossed out on the minutes. (That item was a deletion from the agenda so it was left on the minutes but crossed out)

S. Schneider asked that it be noted that the DDA had spoken about limiting their involvement with businesses and crowdfunding.

-Motion to approve minutes by S. Schneider and supported by H. Miller
-- 5 ayes, 0, nays, 0 abstain, 1 absent

Approval of Bills Payable:

Date	Vendor	Inv #	Total
2/28/2023	VC3- DDA Laptop	103017	\$980.49
2/28/2023	YSI- Salting & Plowing	1779	\$11,215 (corrected to \$11,170)
3/9/2023	Travel Expense Reimbursement- MDA Workshop		\$282.03
3/16/23	Village Report	March 2023	\$5,477.30
3/20/23	DPW Equip & Labor	23-0001976	\$779.23
Total:			18,734.05 (Corrected to \$18,689.05)

H. Miller noted that amount for YSI was incorrect, the correct amount should be \$11,170- bringing the total of bills payables to \$18,689.05

-Motion to approve bills payables S. Schneider with corrections noted by H. Miller, supported by M. Schneider
- 5 ayes, 0, nays, 0 abstain, 1 absent

Treasurer's Report:

A. February Balance Sheet

-Motion to approve by M. Schneider, support by S. Schneider
-- 5 ayes, 0, nays, 0 abstain, 1 absent

B. February Profit & Loss Budget

-Motion to approve by M. Schneider, support by S. Schneider
-- 5 ayes, 0, nays, 0 abstain, 1 absent

C. February Profit & Loss

-Motion to approve by S. Schneider, support by M. Schneider
-- 5 ayes, 0, nays, 0 abstain, 1 absent

D. February Check Register

-Motion to approve by S. Schneider, support by M. Schneider
-- 5 ayes, 0, nays, 0 abstain, 1 absent

Director's Report:

A. March 2023

New Business:

A. Finance

1. Garbage Cans

Facts: Finance Committee has made two recommendations for garbage cans to be purchased pending board approval.

-Motion to purchase trash cans model MF3399 by S. Schneider, support by H. Miller
-- 5 ayes, 0, nays, 0 abstain, 1 absent

2. UV Film for Historical Society

Facts: Two quotes were received for UV film to be installed on the Historical Society Museum windows. Both are attached.

-Motion to approve quote from Solar Protection Solutions in the amount of \$704 by S. Schneider, support by M. Schneider
-- 5 ayes, 0, nays, 0 abstain, 1 absent

3. Pocket Park & CBD Landscaping

Facts: American Tree has presented bids for the flowers, watering and landscaping for the season.

-Motion to approve the bids as presented for American Tree for the upcoming season by S. Schneider, support by M. Schneider
-- 5 ayes, 0, nays, 0 abstain, 1 absent

Landscape Direct Contract also needed to be renewed-

-Motion made by H. Miller to approve the Landscape Direct Contract and other fountain maintenance, not to exceed \$3,000, support by S. Schneider

-- 5 ayes, 0, nays, 0 abstain, 1 absent

4. Historical Society Painting

Facts: The Board approved the Historical Society to be repainted at the August 2022 meeting. The cost will be \$400 more than approved.

-Motion to approve new painters quote in the amount of \$4,200 by H. Miller, support by S. Schneider

-- 5 ayes, 0, nays, 0 abstain, 1 absent

4. Clock Painting

Discussion to wait on quotes and have them on the agenda in Aprils meeting.

5. Pocket Park Benches

Discussion to wait on quotes for having current benches refurbished as well as speak with Chief Martin regarding the pre cast barricades they had expressed interest in purchasing, as to save costs on shipping by ordering together. Tentative discussion regarding Roots using the pocket park for outdoor seating- more to follow.

B. Events

1. Earth Day Budget

Facts: The Events Committee has put together a budget for supplies and food for Earth Day, not to exceed \$500.

-Motion to approve Earth Day budget as recommended by the Events Committee by M. Schneider, support by H. Miller

-- 5 ayes, 0, nays, 0 abstain, 1 absent

C. Contract

1. Director's Contract

Facts: The Contract Committee has reviewed the Director's Contract provided by our attorney and has made the adjustments they believe are best suited for this position.

- Motion to accept Director's Contract as presented by the Contract Committee by S. Schneider, support by H. Miller

-- 5 ayes, 0, nays, 0 abstain, 1 absent

2. Director's Review & Evaluation

Facts: The Contract Committee is recommending a quarterly review and annual evaluation process be adopted for the Director. Reviews will be conducted by the Contract Committee and the Annual evaluation will be conducted by the entire board.

-2023 Review Months :

July

September

December

2024 and beyond:

March

June

September

December

-Annual evaluation to take place in April

-Motion to accept review and evaluation process/ schedule as recommended by the Contract Committee by H. Miller, support by P. Feldman

-- 5 ayes, 0, nays, 0 abstain, 1 absent

Old Business:

Public Comments (Non Agenda items):

T. Pewinski stated that she was not removed from the bank account as of last Friday when she was at Tri County Bank and inquired the status of her being a signer.

Board Questions and Comments:

Future Agenda Items:

Adjourn- Motion to adjourn @ 8:26 by A. Roosa, Chairman



Patricia Feldman, Secretary