

**MINUTES OF A MEETING**  
**BROOKLYN FINANCE COMMITTEE**

**December 11, 2017**

**6:30 p.m.**

MEMBERS PRESENT: Ron Van Kirk  
Barb Paulitzky

MEMBERS ABSENT: Debbie Tomusko (arrived at 6:52)

Chairman Van Kirk called the meeting to order.

MOTION by Van Kirk, second by Paulitzky to approve the minutes of Nov. 27, 2017. VOTE: Yes: Van Kirk, Paulitzky.

The Committee addressed the following Agenda items and recommended to Council:

-Request from Dir. Verba to authorize agreement with Smith & Oby Service Co. for renewal contract for full maintenance Program (HVAC for city buildings) for 1.1.18 to 12.31.18. The renewal is the same cost as last year, \$47,750. MOTION by Van Kirk, second by Paulitzky to recommend Council approve the contract renewal. VOTE RESULTED: Yes: Van Kirk, Paulitzky.

-Ord. #2017-78, Authorizing inter-fund transfers and advances during 2017. MOTION by Van Kirk, second by Paulitzky to recommend Council ADOPT. VOTE RESULTED: Yes: Van Kirk, Paulitzky.

-Ord. #2017-79, Annual Appropriations for 2018. Dir. Schaeffer said changes were made at the last meeting. Councilwoman Pucci asked if we have any further information on the ambulance. Dir. Schaeffer said no, we are still compiling information, making phone calls, etc. MOTION by Van Kirk, second by Paulitzky to recommend Council ADOPT. VOTE RESULTED: Yes: Van Kirk, Paulitzky.

-Ords. #2017-81, -82, -83, and -84 are all related to various property purchases and are all on 2<sup>nd</sup> READING Councilwoman Pucci asked if due diligence starts when they are adopted; Dir. Butler said that is correct.

-Ord. #2017-86, for a non-resident fee for key fob cards for use with the MySeniorCenter System at the Senior Center. It would be a \$12 annual fee. A question was asked about replacement cost; it's a very low upfront cost, but we will see how it works. 1<sup>st</sup> READING

-Dir. Schaeffer thanked Council for all of their efforts this year. Spoke of an ordinance for Capital Items (example of 2009 Ord), said when a department purchase from the list (which will not exceed the amount on the list) Council will be notified. Other items, like the ambulance, will be by separate legislation. Councilwoman pucci said there have been problems in the past with Council not being notified, and they didn't know of a purchase. She also said to let Council know when the item is going out to bid. –Dir. Schaeffer said that six Councilmembers can make the Dec. 18<sup>th</sup> meeting – and in their Council packet (Thurs or Fri) they will get the updated changes for the appropriations. He hopes to avoid a meeting after Christmas, but he will ask for one if necessary. –There were two RITA distributions this month, and he gave some updates. –He send the final Eclipse payment, the project is closed. We can now apply for the monies from the 2015 grant. –The 2016 health indicators from the Auditor of State will be released tomorrow. – Councilwoman Pucci asked about the VIP conversion. Dir. Schaeffer said they are training, and working on getting it to look how we want it to look.

There being no further business, MOTION by Van Kirk, second by Paulitzky to adjourn. VOTE: Yes: Van Kirk, Paulitzky, Tomusko.

Meeting adjourned.

\_\_\_\_\_ Secretary