

MEETING MINUTES
Meeting of Eastville Town Council
November 4, 2013

Council Members Present: Todd Simpson, Eleanor Gordon, Nancy Mulligan, John Crockett, Ben Fox and Mayor Jim Sturgis

Council Members Absent: Edgar Sturgis

Town Employees Present: Sgt. David Eder: Police Chief, Linda Zeiger: Bookkeeper, Jack Wescoat: Town Counsel, Jonny Stevenson: Town Clerk

Special Guest: William Drinnon, Auditor with Leatherbury-Broache

At 7:00pm Mayor Jim Sturgis called the meeting to order. The mayor called for a motion to accept the minutes from the October Council meeting. **Councilwoman Gordon moved to accept the minutes. Councilman Fox seconded. The motion passed unanimously.**

FINANCIAL REPORT: Linda Zeiger, Bookkeeper deferred to William Drinnon, the accountant from Leatherbury-Broache performing the audit for the Town.

Mr. Drinnon provided a quick recap of the past year since the town requested Leatherbury-Broache do an audit for the Town of Eastville. He remarked it had been 10 years since the Town had its last audit. Mr. Drinnon stated that during this past year he had worked closely with Linda familiarizing himself with the financial procedures in place to better understand how to approach this large task. During this timeframe, he had participated in additional training by Edmunds & Associates for town employees, Linda and Jonny, and Council members Nancy and Eleanor. After seeing how the software worked, he worked with both Linda and Edmunds to fine tune the Charter of Accounts to better fit the needs of the Town. With these combined efforts he reported that Linda is now able to reconcile the bank statements with the Edmunds software. He also stated the Town has established a separate bank account for the water funds which enables the Council to better track the utility finances. Mr. Drinnon stated the audit is considered a "Cash Audit". The Town investment accounts are not included in our bookkeeping procedures. He presented a copy of the preliminary audit which he requested the Council review and contact Leatherbury-Broache of its acceptance. Mr. Drinnon then took questions from the Council.

POLICE REPORT: Sgt. Eder presented the police reports for the month to the Council. He also gave an account of the ticket revenue.

OLD BUSINESS

- 1. AUDIT: Councilman Simpson moved to accept the draft document of the audit, as presented and authorized Councilwoman Mulligan to sign on the Town Council's behalf with no change in the numbers. Councilman Fox seconded. The motion passed unanimously.** The Town Bookkeeper then presented the bill for the audit which was \$7677.70, not inclusive of the additional hours Mr. Drinnon has spent in the office. She also stated that the financial reports would reflect monthly amounts as the Edmunds software is not able to do more than one month at a time. The Council again agreed to exonerate any tax bill under \$2.00. The Council agreed to discuss at the January meeting whether to raise the tax rates on real estate and personal property so that the town doesn't

lose revenue with the lower tax assessments. Councilwoman Mulligan suggested the Council should consider taking on-line payments. She agreed to look into what that would involve and report back.

2. **DRAPER ADEN:** Councilman Simpson was concerned with the time that has elapsed with the request for the new water permit withdrawal process with DEQ. Mayor Sturgis reported that Draper Aden was now waiting on DEQ and they would contact the Town when they heard from them.
3. **TOWN LOT ELECTRICITY:** Councilman Simpson reported the new poles had been installed on the Town Park lot and that ANEC had done an excellent job. The electrical stand had also been installed by Doug Williams, contractor. The Council was concerned it appeared incomplete as two sides of the structure had not been built as specified. Councilwoman Mulligan agreed to follow-up with Mr. Williams and have it enclosed.
4. **TOWN COMPUTER:** Jonny Stevenson, Town Clerk, reported that the town computer was now back in service. Mike Sullivan replaced the hard drive on the computer and reinstalled the programs. He also worked with Carbonite and almost all of the information was able to be restored. Jonny stated that Carbonite was wonderful and she was uncertain what the town would have done had they not been able to restore the data.
5. **OLD JAILS:** Councilwoman Mulligan reported that she had met with two contractors about doing basic structure work on the old jails. She requested quotes be presented to the Council. Ms. Mulligan stated she would follow-up with additional contractors and report back to the Council with their comments and quotes. The Council was pleased to be moving forward with the lease requirements.

NEW BUSINESS

1. **FLOOD INSURANCE:** Mayor Sturgis reported the changes in flood insurance required the Town to respond to the government so that citizens can be eligible for flood insurance. Councilwoman Gordon agreed to contact ANPDC to make certain the Town was within compliance, as necessary.
2. **SPECIAL USE PERMITS:** Mayor Sturgis stated that a situation had arisen in town and there was some confusion as to whether the special use permitting within the town went with the land or the owner. It was determined that special use permits transferred with the property. Mayor Sturgis then requested a consensus be taken as to whether this was the Council's wishes. **The consensus was that the special use permits would transfer with the property.** The Council then wondered if they needed to revisit special use permitting in town. It was the decision of the Council to leave it "as-is" and review each permit individually. **Town Attorney, Jack Wescoat, advised to leave everything "as-is".**
3. **WATER LEAK:** Mayor Sturgis reported that on Oct. 30, 2013 there was a water leak at the Laundromat. During this leak, it was discovered that the commercial meter was located inside the utility room which causes access problems. Much discussion followed and the Council decided to research all possible actions to alleviate the situation before deciding how to correct the problem.

The Mayor reminded everyone of the upcoming Town –Wide Yard Sale was Saturday, November 9, 2013 and also that the Christmas Tree Lighting ceremony was scheduled for December 1, 2013 at 5:30pm. As that is a Town Council meeting night, the Council will meet at 7pm at the Town Hall to conduct its regular meeting.

At 9:30pm Councilman Simpson moved to adjourn. Councilman Fox seconded. It was unanimous.

Respectfully submitted,

Jonny Stevenson, Town Clerk