

BOARD OF FINANCE  
REGULAR MEETING  
JANUARY 28, 2008

The Board of Finance held their regular meeting on Monday, January 28, 2008, in Conference Room B of the Parsons Complex. Chairman Skudlarek called the meeting to order at 6:32 p.m.

Board Members Present

J. Fitzpatrick  
B. Lema  
S. Skudlarek

Also Present

Walter Hug, City Accountant  
Jean Lasczak, Mgr. of Info. Systems  
Bruce Kolwicz, Director of Public Works

Not Present

S. Bergami

Consideration of Minutes

Mr. Lema and Mr. Fitzpatrick made and seconded a motion to approve the minutes of the regular meeting of 11/26/07 as presented. Motion carried unanimously.

Correspondence – A copy of the BlumShapiro Management Letter for the year ended June 30, 2007, which was addressed to the Board of Aldermen, was handed out to all Board members present.

Old Business – none

New Business

- A. Mr. Lema and Mr. Fitzpatrick made and seconded a motion to approve Budget Memo Transfer #9, Fund 10, in the amount of \$12,800 from accounts listed into contingency. Motion carried unanimously.

Chairman Skudlarek asked if there were any questions. There were none.

- B. Mr. Lema and Mr. Fitzpatrick made and seconded a motion to approve Budget Memo Transfer #10, Fund 10, in the amount of \$14,440 from contingency into accounts listed.

Chairman Skudlarek asked if there was any discussion. Mr. Fitzpatrick asked about the Management Information System's \$10,000 transfer from the Miscellaneous Professional Fees & Services account into the Software Maintenance account. Ms. Lasczak explained that when the Board of Aldermen cut MIS's budget for this current fiscal year from \$127,500 to \$115,000, it left her short to pay for all of the City's software licenses. She said that this money pays for all the maintenance accounts for the software that runs the City. This software includes financial, human resources, general ledger and tax assessing software.

Ms. Lasczak went on to explain that her wage account was in excess last fiscal year so some of the money was moved into the Miscellaneous Professional Fees & Services account to be encumbered for this fiscal year. She now has a little bit of leeway in that account to move back into the Software Maintenance account to cover bills.

Mr. Fitzpatrick asked if this money would cover the bills until the end of the fiscal year. Ms. Lasczak replied that she has a fixed number of bills and that this money would cover them.

Mr. Lema asked if Ms. Lasczak could determine the software charges well in advance. Ms. Lasczak replied that she could. He asked if the number in the budget was a fixed, contractual sum. She said that it is.

Chairman Skudlarek asked if there were any other questions. Mr. Fitzpatrick asked about the travel and conference request from Bruce Kolwicz in Public Works. He wanted to know if Mr. Kolwicz was attending the conference by himself. Mr. Kolwicz said that his wife is going with him, but that he had already paid for her part of the trip. He was presenting to the Board only his portion of the trip.

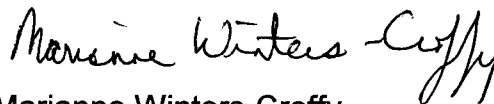
Mr. Kolwicz then explained that the trip was to attend a conference at which he was receiving a prestigious award from the Asphalt Reclaiming Association. This award is a national award given to a public official. The conference is really three conferences going on in one place at the same time – Asphalt Recycling, Slurry Surfacing (crack repair) and Full Depth Reclamation and Emulsion. Mr. Fitzpatrick asked where the conference was to be held and for how many days. Mr. Kolwicz replied that it was being held in Los Cabos, Mexico this year for a period of six days. The Board of Finance members then congratulated Mr. Kolwicz for his recognition.

Motion carried unanimously.

Staff Report – None

Being no further business to discuss, the meeting adjourned at 6:42 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marianne Winters-Croffy".

Marianne Winters-Croffy  
Recording Secretary