

Unapproved Minutes
Langford Board of Trustees
December, 2020

The Langford Board of Trustees met in regular session Wednesday, December 30, 2020 at the Finance Office. President Todd Sell called the meeting to order at 6:00 p.m. with Trustee Jordan Hupke, Trustee Orrie Jesz, Deputy Finance Officer Savannah Person, and Finance Officer Melody Swearingen in attendance, along with Dave Bosmoe.

Hupke motioned (#2020-131) to approve the 2nd reading of AMENDMENT TO 2020 APPROPRIATION ORDINANCE; seconded by Jesz; motion carried: The 2020 Appropriation Ordinance is hereby amended to add funds to the following budget line items:

101 – General Fund / 414.2 – Finance Office	\$20,000.00
101 – General Fund / 419.0 – Govt Property	\$12,000.00
101 – General Fund / 422.0 – Fire Dept	\$ 8,000.00
101 – General Fund / 452.0 – Parks	\$ 200.00
101 – General Fund / 455.0 – Library	\$ 2,500.00

IT IS HEREBY ORDAINED THAT \$20,000.00 will be added to the Finance Office budget, and that \$2,000.00 will be added to the Govt Property budget, and that \$200.00 will be added to the Parks budget, and that \$2,500.00 will be added to the Library budget; which funds, in the total amount of \$24,700.00 will be funded from cash reserves in the Electric Fund. IT IS ALSO HEREBY ORDAINED THAT \$10,000.00 will be added to the Govt Property budget, and will be funded from the \$10,000.00 Capital Outlay that was created in the 2020 Appropriation Ordinance for the purpose of repairs/remodels to the Finance Office/Library building. IT IS ALSO HEREBY ORDAINED THAT \$8,000.00 will be added to the Fire Dept budget, and will be funded from \$14,024.02 in Fire Dept Capital Outlay funds which are collected through Township Capital Outlay charges.

Swearingen presented the final 2019 Audit Report, which shows one finding: material weakness in internal controls noted due to lack of proper segregation of duties that existed for revenue transactions; this comment is a result of the size of the Town of Langford, which precludes staffing at a level sufficient to provide an ideal environment for internal controls; the Trustees will continue to monitor the finance office's revenue process through monthly reports and with the implementation of compensating internal controls whenever and wherever possible. A copy of the 2019 final audit may be viewed in the Finance Office in its entirety.

Bosmoe left the meeting at 7:00 p.m.

Jesz motioned (#2020-132) and Hupke seconded to enter Executive Session at 7:02 p.m. Regular session resumed at 8:30 p.m. Swearingen and Person left the meeting at 7:15.

Jesz motioned (#2020-133) to increase wages to city staff members; seconded by Hupke; motion carried.

The next regular session of the Board of Trustees is scheduled for Tuesday, January 12, 2021 at 6:00 p.m. at the Finance Office. There being no further business, the meeting adjourned at 8:30 p.m.

ATTEST: Todd Sell, Board President; Melody Swearingen, Finance Officer

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