

## **Chariton Valley Planning and Development Council of Governments**

Meeting Minutes of August 3, 2011; 1:00 PM

Present: Dean Kaster, Dennis Ryan, Bill Alley, John Hamilton, Larry Davis, Nichole Moore, And Julie Pribyl

Guest: Amy Sinclair, Wayne County Supervisor

Absent: None

### ***Approval of Agenda:***

Ryan made motion to approve agenda, Davis seconded. All in favor

The agenda was approved unanimously as presented.

### ***Approval of Minutes:***

Alley made motion to approve the minutes. Hamilton seconded. All in favor.

### ***Review of Financial Reporting:***

Current bank statement was presented with a balance of \$ 18,632.03.

June 30 Bills/Payroll – Ryan made motion to approve bills/payroll/deposits as presented. Total amount for bills was \$ 16,113.99 and a deposit of \$ 1,699.29. Alley seconded. All in favor.

July 18 Bills/Payroll – Alley made motion to approve bills/payroll/deposits as presented. Total for bills/payroll was \$ 6,637.01 and a deposit of \$11,853.06. Davis seconded. All in favor.

Line of Credit(s) Hamilton would like to have a copy of the new note with bank.

The board would like to see what percentage (%) of the budget is spent on a quarterly basis. This is something that can be presented through the QuickBooks program.

### ***Summary of Meeting:***

Other New Business:

A review of questions from the region on local dues that were invoiced out were coming into the office. It was discussed about the formation of a Technical Committee to work with the Policy Board. This would be a committee would have a representative from the community that pays the dues. That representative would assist on work projects, new projects and bring new ideas to the Policy Board for overall growth and outreach for the organization. The community would also receive a discounted rate of charge for technical services. Nichole and Julie will work on getting a letter out to the communities explaining this process.

RPA 17 – CVTPA local match commitment was reviewed and updated for the transportation region. There is still some resistance with the Transit Agencies from our region. Moore and Pribyl will continue to attend when possible the transit meetings.

A review of projects in the region were discussed.

Appanoose Co. – HMGP, writing new grant for Centerville Storm Sewer, Moravia housing rehabilitation, Moulton Sanitary Sewer

Lucas Co. – HMGP, Chariton Housing Rehab, Russell Housing Rehab

Monroe Co. – HMGP

Wayne Co. – HMGP, Finalizing Promise City Sanitary, writing new grants for Seymour Sanitary Sewer, and Storm Sewer, Seymour Housing Rehab.

Signed the approved Employee Handbook. Each board member and employee received a signed copy.

Moore handed out the information that will be needed for the employee reviews. This will be completed at the next meeting.

Moore also reviewed that she and Julie were working on the update of a new newsletter and will be getting this out to the region as soon as they can. Also, working on continued outreach to the communities and the formation of the technical board.

Next meeting was set for Wednesday, September 14, 2011 @ 1:00 p.m. Location will be in Chariton, Lucas County. No specific location set yet.

Ryan made motion to adjourn, Alley seconded. All in favor.