



TOWN OF KILMARNOCK
Council Committee Notes – Administration and Finance

Date: January 7, 2011 **Time:** 8:30 AM **Location:** Town Hall **Chair:** Vice Mayor William Smith

Attendees: Town Manager Tom Saunders, Asst. TM Susan Cockrell, Treasurer Judy Stevens

Visitors:

Notes on Discussions:

1. The Committee recognized employees with significant service milestones in 2010: PJ Jones (5 yrs), James Seagle (15 yrs).
2. There was a brief discussion on expansion of business hours at Town office. Beginning 01\10\2011, the office will open at 8:00 AM.
3. Updated the committee on the activities in support of KVFD and their roof replacement. T. Saunders will send a letter detailing the actions and next steps.
4. There was a review and discussion of existing policies relating to unscheduled weather-related office closures. No changes are needed at this time.
5. The Committee reviewed the “Management Discussion and Analysis” of FY 09-10 as presented by Mary Earhart, CPA.
6. The Committee reviewed the calendar for FY 2012 budget cycle.
7. Reviewed the preparations for the Financial Work Session on January 15, 2011.
8. Advisory Items (FYI):
 - a. Review of current taxation items with timing and penalties for late payments. Initial review indicates the taxation and penalties are mandated by State Code. More details to be gained at Local Government manager Assn. meeting in February. Will compare with Lancaster County’s processes.
 - b. Status of John Hutt’s delinquent tax collections process. Contract is pending.
 - c. Application of business licenses to non-licensed merchants selling through existing businesses. Item remains open at this time.

Recommendations to Council:

Action item(s):

1. **Recommend TC approve disbursements.**

Recommended for further study: