

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING AGENDA
7:00 PM February 4, 2014

Pledge of Allegiance

Letter of Appreciation from American Legion

Committee Reports

Parks

Stormwater and Sewer

Staff Reports

Mayor's Report

Altamont Fire Dept

Public Works

Police Department

Archives & Museum

Treasurer

Public Comment

1. Consider authorizing Mayor Gaughan to sign a 2-year telephone agreement with Verizon in the amount of \$333.99/month for phone service. This agreement includes all the same phone numbers, one unlimited long distance and local phone line, nine unlimited local phone lines, ten phone lines with features such as Caller ID and Call Waiting, High Speed Internet and Cloud Storage. The agreement would result in a net savings of \$200 per month compared to current telephone agreements.
2. Consider approval of Fireman's Service Credits listing.
3. Consider holding Budget Workshops on March 6th, March 20th and March 27th (if needed) at 6pm.
4. Consider a request to dispose of the following records according to the Record Retention and Disposition Schedule MU-1 as recommended by Patty Blackwood, Village Clerk:

Per Schedule MU-1, page 64 – Claims and Warrants – 1.[275] Claims for payment (approved or disallowed), including claim, vendor's voucher and bill: Retention 6 years.

Vouchers Dating: June 1, 2005 through May 31, 2006

June 1, 2006 through May 31, 2007

Per Schedule MU-1, page 66 – General Accounting and Miscellaneous – 17.[282] Receipt (received) or copy of receipt (issued) other than for payment of taxes: Retention 6 years.

Water and Sewer payment receipts April 2003 through October 2007

Per Schedule MU-1, page 173 – Tax Collection – 1.[595] Tax Collection Records – a. Tax collection data file, returned copy of tax bill, copy of receipt issued taxpayer, collector's daily accounts, receiving office tapes, records of overpayment, rebate or refund, record or notice of payment of post-due taxes, report on tax monies collected, request for extension of time to collect taxes, and similar records: Retention: 6 years

Village Tax Receipts – 2003, 2004, 2005, 2006, 2007

Copies of Village Tax Bills – 2003, 2004, 2005, 2006, 2007

Per Schedule MU-1, page 65 – General Accounting and Miscellaneous – 3.[247] Journal recording chronological entries of all fiscal transactions: Retention: 6 years

Accounting General Fund Journal FY 2003 through 2007

Water Fund Journal FY 2003 through 2007

Sewer Fund Journal FY 2003 through 2007

Water and Sewer Journal April 2003 through April 2007

Per Schedule MU-1, page 61-62 – Fiscal, Banking, and Investment – 2.[264] Canceled check (including payroll check) – Retention – 6 years.

T&A Account Check Stubs 12/26/2002 to 05/25/2006

General Account Check Stubs 05/14/2003 to 05/25/2006

5. Consider approval of Board Minutes for January 7, 2014.
6. Consider motion to adjourn.

Next scheduled meeting: Tuesday, March 4, 2014 – 7:00 p.m. – Regular Board Meeting.
Thursday, March 6, 2014 – 6:00 p.m. – Budget Workshop
Thursday, March 20, 2014 – 6:00 p.m. – Budget Workshop
Thursday, March 27, 2014 – 6:00 p.m. – Budget Workshop (if needed)