TOWN OF HADLEY
SELECT BOARD
February 12, 2014
Meeting Minutes
Meeting convened at 6:30 pm, Room 203, Hadley Town Hall
Present: Chair Daniel Dudkiewicz, Joyce Chunglo, Guilford Mooring, John Waskiewicz, Brian West
Absent: None
Also in Attendance: David Nixon (Town Administrator); Peg Jekanowski, (Admin. Assistant); Richard Trueswell, (TV-5); Frank Aquadro, Howard Koski, Linda Sanderson, Terry Yusko (Finance Committee); Molly Keegan (School Committee), Daniel Zdonek Jr. (Assessor's), Susan Glowatsky (Collector), Constance Mieczkowski, Joan Zuzgo(Treasurer's Office), Wilfred Danylieko (Electrical Inspector); David Moskin, Dan Crowley (Daily Hampshire Gazette)

## Approval of Minutes: 01/22/2014, 01/29/2014: Motion: Chunglo Second: West Vote: 5-0-0

## Approval of Warrants: Payroll \#65: Motion: Chunglo Second: Mooring Vote: 5-0-0

Chair Dudkiewicz asked for a moment of silence in memory of Dennis Hukowicz, the Chief of Police for the Town of Hadley who recently passed away.

After the moment of silence Ms. Chunglo thanked all those who participated in funeral preparation and services to honor the chief, including neighboring town Police Departments, the UMass police and the Massachusetts State Police, along with the Hadley Mothers Club, Hadley Fire Department and all the parties who contributed. Chief Hukowicz will be greatly missed.

Appointments: 6:30 pm: (School Committee and Finance Committee joining) An estimate of Free Cash was presented by Town Administrator David Nixon. He stressed that all numbers are estimates, and the total estimated Free Cash for FY 2015 is $\$ 967,582.00$. Discussion ensued regarding the use of Free Cash to balance the budget, and whether revenue projections are too conservative. Members of the Finance Committee objected to the use of Free Cash to balance the budget, and stated that the budget should be built on historical data of revenue sources. Mr. Mooring stated that estimated revenue numbers should be adjusted up in the budget while Free Cash is reduced, and any necessary adjustments could be made in the fall. Mr. Nixon offered to redo the summary numbers with new information received since the time the budget was originally produced. The Boards also wanted to see the actuals with the new report. The Boards scheduled the next Tri-Board meeting for March 5 ${ }^{\text {th }}$ at 7:00 PM.

7:15 pm: Liquor License Application: Transfer of License Attorney Nicholas Parsenios was before the Board to present a Transfer of License application for AZPCO of Hadley, Inc. to Phoenix Restaurant Concepts LLC dba Arizona Pizza at 367 Russell Street, Hadley. Mr. William Stevens is the Managing Member of Phoenix Restaurant Concepts and has experience in running restaurants, and owns an Arizona Pizza in Lenox, MA. It was noted that Acting Chief Damion Shanley has no objection to the transfer. Motion to approve the Transfer of License application for AZPCO of Hadley, Inc. to Phoenix Restaurant Concepts LLC dba Arizona Pizza at 367 Russell Street, Hadley: Chunglo Second: Mooring Vote: 5-0-0.

7:30 pm: Helping Hearts for Hadley Schools: 5K-Event: Stacey Mushenski and Dana Whitney were before the Board regarding their upcoming road race/walk event to be held on April 6, 2014 at 10:30 AM starting from the Hadley Elementary School. They have been in touch with the Police and Fire Chiefs about the event and will cooperate with whatever is deemed necessary for safety. Motion to support the Helping Hearts for Hadley Schools: 5K-Event subject to the Police and Fire conditions: West Second: Chunglo Vote: 5-0-0

Motion to allow apple logo to be painted on race route, subject to conditions of DPW director and Police/Fire: Dudkiewicz Second: Chunglo Vote: 5-0-0

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## Old Business: \#1 FY2015 Budget:

Building Inspector and Inspection Services - Building Inspector Tim Neyhart presented his budget, asking for increased hours for the purpose of incorporating plumbing permits in the Inspection Service Office. To accomplish this he asked for additional administrative hours (increase from 20 hours per week to 25 hours per week.) The department has been found deficient in this area in the past, and it was also stated that incorporating the plumbing inspection services/permits will help decrease insurance rates. The goal is to bring all inspectors under one budget. The Board supported this and will seek to bring it forward in the budget.

The Town Administrator, Assessor, Collector, Select Board, Treasurer and TV-5 budgets were also presented. There was also discussion to move the Select Board toward more electronic documents to save on time and material with items such as meeting books. This can be piloted with one member and then implemented with other members once any issues are worked out.

Old Business: \#2 Town Buildings: The Board reviewed the following mission statement for the building committee:
The Building Committee works to develop and present to the Select Board a viable plan to restore and preserve one or more municipal buildings or to recommend construction of new buildings. The plan shall consist of the following deliverables:

1. Wording for a ballot question concerning the disposition of the buildings, due to the Select Board in advance of the February 26, 2014 deadline for filing with the Town Clerk.
2. An RFP for an "Owner's Project Manager" as required under MGL Chapter 149, Section 44A1/2 (if the construction / restoration project exceeds $\$ 1.5$ million).
3. An RFP for an architect under the "Designer Selection Process" as required under MGL Chapter 7, Sections 38A1/2 - O.
4. An IFB for the procurement of property (if needed) or the sale of the property (if needed) as required by MGL Chapter 30B, Section 16.
5. Work with the architect and owners project manager to design restoration and construction work and prepare bid documents.
6. Work with the architect and owners project manager to oversee the restoration and construction.

Composition
The Building Committee shall be comprised of seven (7) members to be appointed by the Select Board. The members shall consist of individuals who by training, education, or experience have knowledge of and experience with large scale construction projects.

## Reporting Requirements

The Building Committee reports to the Select Board.

## Duration

The Building Committee shall serve as an ad hoc committee, and shall be reappointed annually so long as the building construction project(s) are in process.

Discussion ensued regarding how many members to appoint to committee, and it was decided to appoint all seven of the individuals who have sent letters of interest. The Board asked any other community members who have interest in serving on the Building Committee to get in touch with the Select Board. Motion to appoint Gary Berg, Wilfred Danylieko, Andrew Klepacki, Tim Neyhart, Dan Regish, David Tudryn, and David Waskiewicz as members of the Building Committee: Chunglo Second: West Vote: 5-0-0.

Appointment Slips will be sent out and all members must be sworn in by the Town Clerk. Mr. Nixon will contact members to set up an initial meeting and cover open meeting law, public record information, conflict of interest and other items the Committee will need to know.

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Old Business \#3: Union Contracts - Sign Agreements (Police \& Dispatch, DPW):
Motion to sign union contracts with Police and Dispatch: West Second: Chunglo
Vote: 5-0-0
Motion to sign union contracts with DPW: West Second: Chunglo Vote: 4-0-1 (Waskiewicz abstaining.)

## New Business: Open Meeting Law Complaint: Town Administrator's Contract Renewal:

The Board reviewed to a complaint received on February 3, 2014 regarding an alleged violation of open meeting law, although no specific date of violation was noted on the complaint. The Board responded to the complaint as follows:

COMPLAINT: "Public did not have opportunity to provide input on the TA's Evaluation."
RESPONSE: The Town Administrator's evaluation process started in August 7, 2013 and was listed on agenda, it was in progress on December $4^{\text {th }}, 2013$, also listed on the agenda, and the evaluation was held on January $8^{\text {th }}, 2014$ and notice was provided on the agenda.

COMPLAINT: "Public was not informed about the Town Administrator's contract renewal."
RESPONSE: Contract negotiations commenced on December 4, 2013 and are subject to Executive Session (MGL Ch. 30A, Section 21.) Contract Negotiations completed on January 8, 2014 after 3 rounds of discussion. Contract changes consist of pay increases in the amount of $2 \%$ for each year and change in language to indemnification section of the contract. Motion to approve the contract between the Town Administrator and the Town occurred on January 8, 2014. Motion to ratify vote taken at January 8, 2014 meeting to renew the contract between the Town and David Nixon as Town Administrator: West Second: Chunglo Vote: 5-0-0.

RE COMPLAINT: The Select Board has not released Executive Session Minutes:
RESPONSE: The Select Board has scheduled this business for their next meeting of January $19^{\text {th }}, 2014$.
The Board discussed ideas for timely release of Executive Session minutes that they would like to implement going forward. Ms. Chunglo stated that the Board did nothing illegal by going into Executive Session for contract negotiations; that the Board goes into Executive Session for all contract negotiations until they are finalized. Mr. Mooring stated that when the Board is going into contract negotiations they need to be specific on the agenda as to who the negotiations are with, other Board members agreed.

OTHER: The Board discussed leaving the flag outside of Town Hall at half-mast for 38 days in honor of Police Chief Hukowicz, one day for each year of service to the Town. Updates to the Town website Police Department page were also discussed.

Adjournment: 9:00 pm Motion to adjourn: West Second: Chunglo Vote 5-0-0
Respectfully submitted,


Margaret J. Jekanowski
Administrative Assistant

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## ATTACHMENT (Department Budgets)

## Budget Series 100: Town Government Mission Statement

The mission of town government is to serve the residents, businesses, and visitors in the Town of Hadley by providing high-quality services that enhance the quality of life by preserving the character of the community, encouraging commerce and prosperity, and providing stewardship to the community's resources.

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| ACCOUNT | DESCRIPTION | FY2012 Voted | FY 2013 <br> Voted | FY 2014 <br> Voted | FY 2015 <br> Request | Admin <br> Add/(Delete) | FY 2015 <br> Admin Rec'd | Change $\$$ | Change \% |



## Select Board (Budget 122) Mission Statement

The members of the Hadley Select Board, in their roles as elected officials and citizens of the town, strive to create and sustain the highest achievable level of quality of life for the residents, employees and visitors in the Town of Hadley.

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| ACCOUNT | DESCRIPTION |  | FY2012 <br> Voted |  | FY 2013 Voted |  | FY 2014 Voted |  | FY 2015 Request | Admin Add/(Delete) |  | $\begin{aligned} & =Y 2015 \\ & \text { min Rec'd } \end{aligned}$ |  | Change \$ | Change \% |
| 122-5101 | Select Board Salaries | \$ | 6,200 | \$ | 6,200 | \$ | 6,200 | \$ | 6,200 | \$ | \$ | 6,200 | \$ | - | 0.00\% |
| 122-5106 | Administrative Assista | \$ | 31,516 | \$ | 33,258 | \$ | 35,088 | \$ | 37,076 | \$ | \$ | 37,076 |  | 1,988 | 5.67\% |
| 122-5120 | Clerical Services | \$ | 8,942 | \$ | 9,261 | \$ | 9,446 | \$ | 9,626 | \$ | \$ | 9,626 | \$ | 180 | 1.91\% |
| 122-5300 | Interpreter | \$ | 700 | \$ | 700 | \$ | 700 | \$ | 850 | \$ | \$ | 850 | \$ | 150 | 21.43\% |
| 122-5320 | Tuition/Meetings | \$ | 500 | \$ | 500 | \$ | 400 | \$ | 400 | \$ | \$ | 400 | \$ | - | 0.00\% |
| 122-5340 | Town Reports | \$ | 2,500 | \$ | 2,700 | \$ | 2,500 | \$ | 2,700 | \$ | \$ | 2,700 | \$ | 200 | 8.00\% |
| 122-5420 | Office Supplies | \$ | 3,500 | \$ | 3,500 | \$ | 3,500 | \$ | 3,500 | \$ | \$ | 3,500 | \$ | - | 0.00\% |
| 122-5650 | PVPC Smart Growth | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | \$ | 1,000 | \$ | - | 0.00\% |
| 122-5690 | HCOG Membership | \$ | 8,500 | \$ | 8,486 | \$ | 8,486 | \$ | 8,486 | \$ | \$ | 8,486 | \$ | - | 0.00\% |
| 122-5710 | Mileage/Meals | \$ | 350 | \$ | 350 | \$ | 200 | \$ | 250 | \$ | \$ | 250 | \$ | 50 | 25.00\% |
| 122-5730 | Dues | \$ | 1,100 | \$ | 1,100 | \$ | 1,100 | \$ | 1,100 | \$ | \$ | 1,100 | \$ | - | 0.00\% |
| 122-5850 | Equipment Purchase | \$ | 1,000 | \$ | 1,000 | \$ | 500 | \$ | 1,000 | \$ | \$ | 1,000 | \$ | 500 | 100.00\% |
| Total Select Board |  |  | 65,808 | \$ | 68,055 | \$ | 69,120 | \$ | 72,188 | \$ | \$ | 72,188 |  | 3,068 | 4.44\% |

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## Town Administrator (Budget 129) Mission Statement

The Town Administrator's office is committed to responsiveness, ethical conduct, and transparency and to providing high quality and effective services to all residents, visitors, and businesses. The Town Administrator is responsible for ensuring that the resources of the Town are utilized in an efficient and effective manner.

The Town Administrator adheres to the principles of the International City/County Managers Association Code of Ethics. The ICMA Code of Ethics can be found at:

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| ACCOUNT | DESCRIPTION |  | FY2012 <br> Voted |  | FY 2013 <br> Voted |  | FY 2014 <br> Voted |  | FY 2015 Request | Admin Add/(Delete) | FY 2015 <br> Admin Rec'd | Change \$ | Change \% |
| 129-5110 | Town Admin Salary | \$ | 76,168 | \$ | 80,434 | \$ | 84,938 | \$ | 86,637 | \$ | \$ 86,637 | \$ 1,699 | 2.00\% |
| 129-5320 | Tuition/Meetings | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | 800 | \$ | \$ 800 | \$ (200) | -20.00\% |
| 129-5710 | Mileage/Meals | \$ | 900 | \$ | 1,000 | \$ | 1,000 | \$ | 1,200 | \$ | \$ 1,200 | \$ 200 | 20.00\% |
| 129-5730 | Dues | \$ | 1,500 | \$ | 1,400 | \$ | 1,200 | \$ | 1,200 | \$ | \$ 1,200 | \$ | 0.00\% |
| Total Town Administrator |  | \$ | 79,568 | \$ | 83,834 | \$ | 88,138 | \$ | 89,837 | \$ | \$ 89,837 | \$ 1,699 | 1.93\% |

## Assessors (Budget 141) Mission Statement:

The Board of Assessors must discover and list all property, maintaining accurate ownership and property information. The department establishes the "full and fair cash value" of each of the Town's approximately 3000 real estate parcels and business personal property accounts. The assessed valuations are the basis of the distribution of the Town's annual property tax levy. The department also administers the motor vehicle and boat excise taxes. The Board of Assessors works to deliver fair and equitable assessments on all real and personal property within the Town.

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| ACCOUNT | DESCRIPTION |  | FY2012 <br> Voted |  | FY 2013 <br> Voted |  | FY 2014 Voted |  | FY 2015 <br> Request | Admin Add/(Delete) | FY 2015 <br> Admin Rec'd | Change \$ | Change \% |
| 141-5101 | Assessors Salary | \$ | 6,962 | \$ | 6,962 | \$ | 6,962 | \$ | 6,962 | \$ | \$ 6,962 | \$ | 0.00\% |
| 141-5106 | Clerical Wages | \$ | 4,473 | \$ | 4,631 | \$ | 4,724 | \$ | 4,816 | \$ | \$ 4,816 | \$ 92 | 1.95\% |
| 141-5110 | Asst. Assessor Sala | \$ | 55,222 | \$ | 56,309 | \$ | 57,436 | \$ | 58,592 | \$ | \$ 58,592 | \$ 1,156 | 2.01\% |
| 141-5200 | Book Binding | \$ | 300 | \$ | 300 | \$ | 300 | \$ | 300 | \$ | \$ 300 | \$ | 0.00\% |
| 141-5243 | Office Equip Maint | \$ | 200 | \$ | 132 | \$ | 132 | \$ | 132 | \$ | \$ 132 | \$ | 0.00\% |
| 141-5250 | Software Maint. | \$ | 4,300 | \$ | 4,300 | \$ | 6,300 | \$ | 6,900 | \$ | \$ 6,900 | \$ 600 | 9.52\% |
| 141-5300 | Reval Expenses | \$ | 600 | \$ | 600 | \$ | 600 | \$ | 600 | \$ | \$ 600 | \$ | 0.00\% |
| 141-5303 | Mapping Services | \$ | 8,700 | \$ | 2,700 | \$ | 2,700 | \$ | 3,000 | \$ | \$ 3,000 | \$ 300 | 11.11\% |
| 141-5320 | Tuition/Meetings |  | 700 | \$ | 700 | \$ | 1,000 | \$ | 700 | \$ | \$ 700 | \$ (300) | -30.00\% |
| 141-5420 | Office Supplies | \$ | 1,200 | \$ | 1,200 | \$ | 1,200 | \$ | 1,200 | \$ | \$ 1,200 | \$ | 0.00\% |
| 141-5421 | Deeds |  | 650 | \$ | 650 | \$ | 650 | \$ | 650 | \$ | \$ 650 | \$ | 0.00\% |
| 141-5710 | Mileage/Meals |  | 750 | \$ | 750 | \$ | 750 | \$ | 750 | \$ | \$ 750 | \$ | 0.00\% |
| 141-5730 | Dues | \$ | 160 | \$ | 160 | \$ | 240 | \$ | 240 | \$ | \$ 240 | \$ | 0.00\% |
| Total Assessors |  |  | 84,217 |  | 79,394 | \$ | 82,994 | \$ | 84,842 | \$ | \$ 84,842 | \$ 1,848 | 2.23\% |

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## Town Treasurer (Budget 145) Mission Statement

Tax Title Administration, Banking \& Investments, Payroll Processing, Benefits Administration.

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| ACCOUNT | DESCRIPTION |  | $\begin{gathered} \text { FY2012 } \\ \text { Voted } \\ \hline \end{gathered}$ |  | FY 2013 Voted |  | FY 2014 Voted |  | FY 2015 Request | Admin Add/(Delete) | FY 2015 <br> Admin Rec'd | Change \$ | Change \% |
| 145-5101 | Town Treasurer salary | \$ | 54,956 | \$ | 56,053 | \$ | 57,149 | \$ | 58,293 | \$ | \$ 58,293 | \$ 1,144 | 2.00\% |
| 145-5113 | Asst.Treasurer Salary | \$ | 30,000 | \$ | 30,600 | \$ | 31,148 |  | 31,771 | \$ | \$ 31,771 | \$ 623 | 2.00\% |
| 145-5230 | Borrowing Fees | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 |  | 1,000 | \$ | \$ 1,000 | \$ | 0.00\% |
| 145-5235 | Bank Agent/Cont Disclose | \$ | 5,500 | \$ | 5,500 | \$ | 5,500 |  | 5,500 | \$ | \$ 5,500 | \$ | 0.00\% |
| 145-5243 | Office Equip Maint | \$ | 300 | \$ | 300 | \$ | 300 | \$ | 300 | \$ | \$ 300 | \$ | 0.00\% |
| 145-5250 | Software Maint. | \$ | 2,100 | \$ | 2,100 | \$ | 2,100 |  | 2,310 | \$ | \$ 2,310 | \$ 210 | 10.00\% |
| 145-5300 | Payroll Service | \$ | 11,000 | \$ | 11,500 | \$ | 12,000 |  | 12,600 | \$ | \$ 12,600 | \$ 600 | 5.00\% |
| 145-5301 | Tax Foreclosure | \$ | 4,500 | \$ | 3,500 | \$ | 3,500 |  | 3,500 | \$ | \$ 3,500 | \$ | 0.00\% |
| 145-5303 | Other Professional Srv | \$ | 2,500 | \$ | 1 | \$ | 901 |  | 4,300 | \$ | \$ 4,300 | \$ 3,399 | 377.25\% |
| 145-5320 | Tuition/Meetings | \$ | 1,095 | \$ | 1,095 | \$ | 1,100 |  | 1,100 | \$ | \$ 1,100 | \$ | 0.00\% |
| 145-5420 | Office Supplies | \$ | 1,000 | \$ | 1,000 | \$ | 1,150 |  | 1,150 | \$ | \$ 1,150 | \$ | 0.00\% |
| 145-5710 | Mileage/Meals | \$ | 150 | \$ | 1,150 | \$ | 1,150 |  | 1,150 | \$ | \$ 1,150 | \$ | 0.00\% |
| 145-5730 | Dues | \$ | 130 | \$ | 150 | \$ | 160 |  | 160 | \$ | \$ 160 | \$ | 0.00\% |
| 145-5747 | Certification Fee | \$ | 100 | \$ | 100 | \$ | 150 |  | 150 | \$ | \$ 150 | \$ | 0.00\% |
| Total Town Treasurer |  | \$ | 114,331 | \$ | 114,049 |  | 117,308 |  | 123,284 | \$ | \$ 123,284 | \$ 5,976 | 5.09\% |

## Collector of Taxes Budget 146) Mission Statement

It is the mission of the Collector's Office to provide the taxpayers and all constituencies with the highest level of professional and courteous service. We continue to persevere to treat all taxpayers equitably, answer inquiries in a timely manner, and are committed to our fiduciary responsibility of collecting all taxes and fees.

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| ACCOUNT | DESCRIPTION |  | FY2012 <br> Voted | FY 2013 <br> Voted |  | FY 2014 <br> Voted |  | FY 2015 <br> Request | Admin Add/(Delete) |  | $\text { FY } 2015$ <br> min Rec'd |  | ange \$ | Change \% |
| 146-5101 | Tax Collector Salary | \$ | 49,549 | \$ 52,308 | \$ | 55,212 | \$ | 58,300 | \$ | \$ | 58,300 | \$ | 3,088 | 5.59\% |
| 146-5120 | Asst. Tax Collector | \$ | 30,475 | \$ 32,174 | \$ | 33,928 | \$ | 35,828 | \$ | \$ | 35,828 | \$ | 1,900 | 5.60\% |
| 146-5200 | Book Binding | \$ | 200 | \$ 200 | \$ | 200 | \$ | 200 | \$ | \$ | 200 | \$ | - | 0.00\% |
| 146-5243 | Office Equip Maint | \$ | 100 | \$ 100 | \$ | 100 | \$ | 125 | \$ | \$ | 125 | \$ | 25 | 25.00\% |
| 146-5250 | Software Maint. | \$ | 5,400 | \$ 7,250 | \$ | 5,700 | \$ | 5,880 | \$ | \$ | 5,880 | \$ | 180 | 3.16\% |
| 146-5303 | Banking Services | \$ | 300 | \$ 300 | \$ | 300 | \$ | 300 | \$ | \$ | 300 | \$ | - | 0.00\% |
| 146-5320 | Tuition/Meetings | \$ | 700 | \$ 800 | \$ | 1,100 | \$ | 1,200 | \$ | \$ | 1,200 | \$ | 100 | 9.09\% |
| 146-5344 | Advertizing | \$ | 700 | \$ 700 | \$ | 700 | \$ | 800 | \$ | \$ | 800 | \$ | 100 | 14.29\% |
| 146-5420 | Office Supplies | \$ | 900 | \$ 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | \$ | 1,000 | \$ | - | 0.00\% |
| 146-5421 | Forms | \$ | 2,000 | \$ 2,000 | \$ | 2,000 | \$ | 2,050 | \$ | \$ | 2,050 | \$ | 50 | 2.50\% |
| 146-5422 | Tax Titles | \$ | 1,000 | \$ 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | \$ | 1,000 | \$ | - | 0.00\% |
| 146-5710 | Mileage/Meals | \$ | 100 | \$ 200 | \$ | 200 | \$ | 225 | \$ | \$ | 225 | \$ | 25 | 12.50\% |
| 146-5730 | Dues | \$ | 150 | \$ 150 | \$ | 150 | \$ | 150 | \$ | \$ | 150 | \$ | - | 0.00\% |
| 146-5744 | Public Officials Bond | \$ | 576 | \$ 576 | \$ | 576 | \$ | 576 | \$ | \$ | 576 | \$ | - | 0.00\% |
| 146-5925 | Real Estate Int. Abate | \$ | 100 | \$ 100 | \$ | 100 | \$ | 100 | \$ | \$ | 100 | \$ | - | 0.00\% |
| Total Tax Collector |  | \$ 92,250 |  | \$ 98,858 | \$ 102,266 |  | \$ 107,734 |  | \$ | \$ | 107,734 | \$ | 5,468 | 5.35\% |

