

Recap of Town Hall Renovation Concerns

February 7, 2013

1. \$11,600.00

Laura Penninger, Project Manager, worked exclusively on the Town Hall Project. When co-signing her first pay check, I inquired what line item the salary was applied against. Staff told me it was 52200 Administrative. I raised the issue at the time, stating my opinion was that her salary should be applied against the Town Hall Project. After checking individual ledgers, I noticed the first 5,600.00 of her salary was applied against 60100 Public Works and the next \$6,000.00 applied to Administrative. My opinion was that, since she worked exclusively on the Town Hall Project, it should have been applied accordingly.

Manager Maxbauer's response was that Laura's salary was applied to Administrative due to the increased amount of invoices as a result of the Town Hall project. It was a judgment call.

2. \$800.31

Lowe's bill on 11/2/12 had charges for various large tarps, masonry saw blades, and a few other items charged to Public Works. My opinion was that they were purchased and used at the Town Hall Project and should have been applied accordingly.

Manager Maxbauer stated it was a grey area.

3. \$1,031.00

Digital Consulting installation of phone data lines throughout the building was applied to 52800 Computer Software. My opinion was that it was a Town Hall Project expense.

Manager Maxbauer agreed and said it would be moved to the Town Hall Project.

4. \$400.00

First load of parking lot gravel from Bruce Spain. Since the budget for the Town Hall Project included \$14,000.00 for Parking and Landscaping, my opinion was that it should have been applied accordingly, not against Public Works.

Manager Maxbauer agreed and stated it would be corrected.

5. \$3,500.00 (approx.)

Salaries for labor on the Town Hall Project during the last two weeks in January applied against 60100 Public Works salaries. Since they worked on the Town Hall Project, my opinion is they should be applied accordingly. Manager Maxbauer responded that it was a judgment call, since three of the workers were going to be employed later for Public Works duties and considered it as a recruiting expense.

6. ?

Not discussed, but I am assuming Town Hall labor for week beginning 2/4/13 will be applied against Public Works.

7. \$2,500.00

Partial Lowes bill that was applied to 54000 General Fund Other led me to believe there had to be Town Hall expenses involved. Manager Maxbauer and Heidi were working to correct that and it looked as if about \$8-900.00 was a Town Hall expense.

8. I was under an earlier impression that the Grant for the Renovation Project had been denied.

Manager Maxbauer assured me it was still under consideration.

Manager Maxbauer also stated the \$76000 Fema balance from Hurricane Irene was still in the processing stage. It was also mentioned that he might come across additional receipts that can be submitted.

Recap of Other Concerns
February 7, 2013

A few weeks ago, I co-signed a First Citizens Credit Card check that did not have the receipts attached. The reason was to get the check mailed to avoid a late payment fee, which we have accrued twice this year. I have not yet seen the receipts.

The new F150 will be turned over to Public Works on February 11 when the three additional employees start.

Terry Croom's salary of \$200.00 per week, which was supposed to end in September, 2012, will continue into March.

The vegetative debris program, for which we budgeted \$4,000.00, has not yet happened. Manager Maxbauer assured me it would be at the top of his list on February 11, 2013.

The company that maintains our water tanks has not yet inspected the broken valve on our 25,000 gallon tank. I believe the valve broke the night of January 23 when our Public Works crew struggled with a break in one of our water main lines.

I raised a potential problem with the last load of gravel for the parking lot. It's described as #67, a mix of ½ inch to ¾ inch. I don't believe it's in compliance with our GMO.