

Town of Albany Minutes

November 28, 2023

The Town Board met at the Albertson Memorial Library with Abel Schultz, Doug Lawrence, Scott Roth, Grace Spangler, and Shannon Sheflin present. The Pledge of Allegiance was shared. Proof of posting was verified in four places and on the website.

The Board reviewed the expense categories and updated amounts from their last meeting. Scott Roth asked that the Board increase the funding amount that was requested by the Library, especially with the people who attended the last board meeting in support of the funding. The Board increased the funding to the amount requested \$44,000, but will not decide until all numbers are in for revenues and expenses. The Board discussed the Planning Commission wages, it was unclear the amount the Planning Commission members make, Shannon Sheflin will reach out to them to inquire and Shannon Sheflin stated she did not know they were to be paid, and had not written them any checks since she took over in April. Shannon will get the amounts owed to Planning Commission members and get them paid up to date.

Grace mentioned bumping up the amount funded to the Assessment Account so that we would have funds available when the time comes for another revaluation.

Shannon Sheflin asked if we should continue the Dog Licenses as it seemed to cost more than the revenue it provides and the fees and compliance are not enforced by the Township. Year over year the revenue has dropped significantly. Grace Spangler stated that the Dog Licenses are required and the Board stated there isn't anyone that could take on enforcing compliance with Dog Licenses. Grace mentioned that is why she suggested increasing the Dog Licensing Fees.

Town Officer wages were discussed, Shannon Sheflin stated that she wanted to express her concerns to the Board for the second time about the wages and role of the Clerk in the Township. Shannon stated that with the hours being worked, she is making 2.67 per hour because the position is part time salaried and asked the board if that would be enough to support their families. Shannon stated the position of Clerk for the Township should be a full time position to keep continuity and to create policies, procedures, and processes in place. Shannon stated that the position as it stands currently is more of a disservice to the community because as an elected position, it will not allow enough time for a clerk to pursue grants, special funding, and collaboration with other communities on top of work required. Shannon stated that she spoke with the Green County Clerk and that the clerk's responsibilities will only grow over time, not decrease and that the Board could appoint the Clerk position prior to 2025. Shannon stated that if there wasn't anything the Board wanted to do now for her, that the Board consider what she stated for the role in the future. The Board discussed that they could not raise the Town Officers Salary any significant amount, but Scott Roth suggested increasing the total amount of salaries as a whole by \$10,000 for now to see where the numbers fall after all revenues and expenses are in, which would equate to an approximate 5% increase for all Board members.

The Board reviewed revenue categories and input amounts based on last year's budget and YTD numbers. There were several categories that had negative or low amounts showing in the YTD numbers from Town Hall Software that Shannon Sheflin will need to correct. Grace Spangler stated she will email the correct actuals to the Board after the meeting.

The next budget planning meeting will be prior to the Town Board meeting, Tuesday, December 12, 2023 at 5:30pm at the Library.

A motion was made by Abel Schultz and seconded by Scott Roth to adjourn. Motion carried 3-0.

Shannon Sheflin
Clerk, Town of Albany