**SSA 48 Old Town – Regular Commission Meeting
Near North Library Branch (310 W. Division Street)
Wednesday, April 11, 2018
5:30 p.m.**

**Minutes**

Commissioners and Staff present: Ian Tobin, Mary McMahon, Dino Lubbat, Peter O’Brien, Mark Proesel, Judy Erwin, Don Klugman, and David Stone

Commissioners Absent: Caroline Schoenberger

Call to Order and Approval of Minutes

The meeting was called to order at 5:41pm by Peter O’Brien.

Roll Call

Quorum

Introduction of Guests

Joy Coombs, Alex Christenson, Matt Ebbin, and Bob Friedman

Review of DRAFT MINUTES from SSA 48 Commission Meeting on 1/10/2018

* 1. **MOTION TO APPROVE 01/10/18 SSA 48 Commission Meeting Minutes. Ms. Judy Erwin. Seconded by Mr. Lubbat. The motion carries.**

Financial Report

Mr. Proesel reported on SSA #48 Old Town’s Financials as of April 31, 2018.

Present Account Balance: $152,086.04; Income to date: $94,974.98

Expenses:

Operational and Administrative Support: $432.00

Public Way Maintenance: $16,389.24

Park/Transit/Accessibility: $2,851.20

Safety Programs: $9,437.06

District Planning: $8,125.00

Total Expenses: $37,234.50

Net Income: $57,740.48

Committee Reports

Executive Committee – Mr. Peter O’Brien, Chairman

1. Discussion of 2017 Audit: Presentation by Joy Coombes, Eilts & Associates
	1. Ms. Coombes reviewed the report that was created for 2017. There was a clean opinion of the report with disclosure of the previous auditor. She noted that there was over $80,000 in carryover for 2018. Reviewed the end of the year totals and the levy for 2017. There was a increase in carryover from the last year. She reviewed the method of accounting for SSA auditing. She noted that they capped the allowance at 4%. She reviewed the budget versus actual and noted there were items that some items that were budgeted were not spent. There is a carry over of 33% from the annual budget. She gave some recommendations on the finance/accounting and IT policies.
		1. Mr. Lubbat asked about restricted. Ms. Coombes clarified that it is tax payer funds.
		2. Mr. O’Brien asked how the 4% compared with other SSA’s. Ms. Coombes noted that ours was on the higher end, but average is 1-5%, but older ones like this SSA 4% is normal.
		3. Ms. Erwin asked about the pre-payment of property taxes. Ms. Coombes noted that this does not affect us.
		4. Mr. O’Brien asked for questions about sole service provider/related party. Ms. Coombes clarified that it is an auditing term.
		5. Mr. Lubbat asked about carry over versus expenditures. Ms. Coombes clarified that it shows that we ate into the carry over. She clarified that the one finding was that there was expense for economic development, but it was not budgeted for.
		6. Mr. O’Brien asked if that the document can be approved at this meeting. Ms. Coombes noted that this is true. The approval only covers the numbers.
		7. Mr. O’Brien asked her to the numbers that go to OTMRA on page 6. He notes that he would like to disclose these numbers.
		8. Mr. Lubbat notes that he would like to leave it the same for transparency. Mr. Klugman agrees.
		9. Mr. O’Brien asks if we can add the word “fees” to this section.
		10. Mr. Lubbat asked a question about the bracket/formatting on a statement to be changed. Ms. Coombes said she’d change this.
	2. **MOTION TO APPROVE 2017 Audit. Ms. Erwin. Seconded by Mr. Klugman. The motion carries.**
	3. Ms. Coombes gave a brief introduction of herself and her experience with auditing and managing financials for SSA’s.
2. Discussion of 2018 1st Half Administrative Fees to Sole Service Provider (OTMRA)
	1. **MOTION TO APPROVE payment of $15,000 in SSA Non-Service Personnel (7.01). Mr. Klugman. Seconded by Mr. Proesel. The motion carries.**
	2. **MOTION TO APPROVE payment of $375 to OTMRA for office equipment leasing and maintenance (6.07). Ms. Erwin. Seconded by Mr. Stone. The motion carries.**
	3. **MOTION TO APPROVE payment of $250 to OTMRA for office printing (6.08). Ms. Erwin. Seconded by Mr. Proesel. The motion carries.**
3. Discussion on SSA Reconstitution Process
	1. Mr. O’Brien reviewed the current state of the reconstitution process. He gave the dates for the upcoming meetings and noted that a postcard was sent out with details. The committee has met four times to discuss the process, and Mr. O’Brien reviewed the meeting format. Mr. Tobin reviewed what the budget will possibly be for the upcoming year and gave a brief analysis. Mr. O’Brien commented on the area that is affected by the TIF program. Mr. O’Brien thanked everyone involved with the reconstitution process.
	2. Mr. Proesel made a comment about establishing procedure with facilitating the signatures. Mr. Friedman noted that there has been challenges to get people together in his building.

Public Way Committee – Mr. Dino Lubbat, Committee Chair

1. Discussion on snow removal service for 2018: Presentation by Matt Ebbin, TSI Snow Plowing
	1. Mr. Ebbin introduced himself and gave an overview of the service provided for the most recent winter. He noted that part of Piper’s Alley was not addressed, and that it was quickly amended.
		1. Mr. Lubbat noted the zero-tolerance policy. He also noted that TSI did a good job through the rest of the season.
		2. Mr. Tobin noted there was a complaint on Christmas Eve and the Piper’s Alley issue.
		3. Mr. O’Brien asked what the mistake was. Mr. Ebbin noted that it was a staffing issue.
		4. Mr. Ebbin noted that they would help assist if there is snow after the 15th for no charge. He noted that they also provide powerwashing.

Residential Committee – Mr. Mark Proesel, Committee Chair

1. Discussion of Security service for 2018
	1. Mr. Proesel discussed the contract with AGB and their services to the neighborhood. He also noted the off-duty officers for the weekend. They come to two of our meetings to report updates. They started on March 16 and will go to January 1.
		1. Mr. O’Brien asked if they wear cameras. Mr. Proesel noted that that is a new feature and they have continuous training for their service.
2. Mr. Stone left the meeting at 6:35pm.

Communications Committee – Mr. Don Klugman, Committee Chair

1. Discussion of SSA 48 Reconstitution print information materials
	1. **MOTION TO APPROVE payment of $817.00 to Minuteman Press for the printing and postage of postcards to all taxpayers in the proposed SSA boundaries to give official notice of the SSA Reconstitution community meetings (1.07). Ms. Erwin. Seconded by Mr. Lubbat. The motion carries.**

New Business

Mr. O’Brien thanked Alex for his patience for waiting to get on the committee.

Mr. Tobin reminded everyone to fulfill their ethics statements requirement.

Adjournment

Ms. Erwin made a motion to adjourn and was seconded by Mr. Klugman. The motion carries and the meeting was adjourned at 6:38pm.