**VILLAGE OF STANFORD**

**100 W. BOUNDARY**

**STANFORD, IL 61774**

*PRESIDENT AND BOARD OF TRUSTEES*

*Monday August 20, 2012*

*SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES*

Minutes of the Special Board Meeting of the Acting President and Board of Trustees for the Village of Stanford, held at the Village Hall at 7:00pm.

# ROLL CALL:

Present: 5 – Acting President John Owen, Trustees Jim Bridgewater, Jeremiah Pitcher, Nydra Owen, and Homer Smith.

Absent: 0

Also present: Treasurer Brenda Lazoen

# NEW BUSINESS:

 Acting President John Owen moved, seconded by Trustee Bridgewater to adopt Resolution 06-12 authorizing an advisory referendum to be submitted to the votes of the Village of Stanford on the question of refuse and recycling collection.

On the roll call the vote was:

AYES: 5 Acting President John Owen, Trustees Pitcher, N. Owen, Bridgewater and Smith.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

Acting President John Owen moved, seconded by Trustee Bridgewater to accept the resignation of Treasurer Lazoen.

On the roll call the vote was:

AYES: 5 Acting President John Owen, Trustees Bridgewater, N. Owen, Pitcher and Smith.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

 Acting President John Owen moved, seconded by Trustee Bridgewater to appoint Scott Eidenmiller as Treasurer for the remainder of Brenda Lazoen’s term expiring April 30, 2013.

On the roll call the vote was:

AYES: 5 Acting President John Owen, Trustees Pitcher, N. Owen, Smith and Bridgewater.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

 Treasurer Eidenmiller discussed with the Board of Trustees the updates that need to be made for QuickBooks. Treasurer Eidenmiller suggests that we upgrade to the QuickBooks Pro 2012 with the enhanced payroll. QuickBooks Pro 12 currently costs $500.00 a year.

 Acting President John Owen moved, seconded by Trustee Pitcher to allow the purchase of QuickBooks Pro 2012 with the enhanced payroll not to exceed $500.00 for a one (1) year subscription.

On the roll call the vote was:

AYES: 5 Acting President John Owen, Trustees Bridgewater, Pitcher, N. Owen, and Smith.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

 Acting President John Owen discussed with the Board of Trustees the additional training the Clerk Phillips will need to take more of Collector duties. Treasurer Eidenmiller agreed to help train Clerk/Collector Phillips. Acting President John Owen recommends that Clerk/Collector Phillips also takes a class at Heartland Community College, either physically at the Heartland Campus or online to further her QuickBooks training.

Acting President John Owen moved, seconded by Trustee Pitcher to approve training of Clerk/Collector Phillips with Treasurer Eidenmiller.

On the roll call the vote was:

AYES: 5 Acting President John Owen, Trustees Pitcher, Smith, N. Owen and Bridgewater.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

 Acting president John Owen discussed with the Board of Trustees the Village Bank accounts, credit card and Wright Express credit card. With the current resignation of Treasurer Lazoen the account signatures and contact information needs to be updated for these accounts. Clerk/Collector Phillips and Treasurer Eidenmiller need to be added to the accounts, while Trustee Pitcher and Treasurer Lazoen needs to be removed. Acting President John Owen will stay on the accounts. The Village credit card along with the Wright Express card needs to be placed in Clerk/Collector Phillips name.

 Acting President John Owen moved, seconded by Trustee Bridgewater for authorization to change signatures on bank accounts, credit card and wright express card.

On the roll call the vote was:

AYES: 5 Acting President John Owen, Trustees Pitcher, Smith, N. Owen and Bridgewater.

NAYS: 0

ABSENT: 0

There being 5 affirmative votes, the motion carried.

# III: MOTION TO ADJOURN @ 8:10PM:

There being no further business to discuss, Acting President John Owen moved, seconded by Trustee Pitcher, to adjourn.

All in favor. AYE.

Prepared by: Megan Phillips, Clerk/Collector