



**Village Of Lawrence**  
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**Administrative Committee  
Meeting Minutes**

November 21, 2017

Meeting Opened at 6:01

Present: Babcock, Nower, Faulkner & Alburtus

Absent: Utter

Guest: Quick

Babcock motioned to approve the meeting minutes from the September meeting, Faulkner seconded all were in favor.

Old Business

1. CJ finalized the file structure; the office can now start populating the files. Once it is done we will start using the new structure. He is actively working on remote access. Server is also being backed up to the cloud.

New Business

1. Bank Reconciliations Status - October are done.
2. Treasurer Report - Taxes Collected \$181,138.22 to be collected \$34,696.34
3. Verizon Wireless Update- Dan discussed issues with the antenna, this is pushed to planning.
4. Minutes on website - these have been updated.
5. Chemical Bank Sewer CD renewal, it was discussed and was renewed for another 6 months.
6. Health Insurance for Adam, this was discussed as a part of the police contract, Dan needs to get numbers and new contract for council meeting.

Discuss topics/concerns/ suggestions from each of the committee members.

Field Questions and/or concerns from the public.

Motion to adjourn by Nower and seconded by Babcock. Motion passed.

Meeting adjourned at 6:49 p.m.