

# Village of Lawrence

Administration Committee

September 18, 2018

[www.lawrencemi.org](http://www.lawrencemi.org)



Present: Dan Faulkner, Katie Newton, Pat Alburtus and Cindy Nower

Guest: none

Absent: Janet Utter

Meeting opened at 6:05 PM

Motion by Faulkner supported by Newton to approve August 21, 2018 minutes. Motion carried.

## Old Business

- Receivables – Delinquent water bills were added tax bill; several people were upset. Next tax season account receivables will be added to tax bill
- Tax Capture – Clearing account has \$66,733.81
- Payroll – Direct deposit complete for all employees exempt for one person.
- BS & A security permissions have been updated

## New Business

- BS & A – Tax receipts can have electric signature
- Aflac – reviewed
- Pension report filed with the State of Michigan
- Received certificate on roads – 5 miles major and 3.70 miles local
- Application for water and sewer
- Budget requests
- Master plan

Motion by Newton supported by Alburtus to adjourn meeting.

Meeting adjourned at 7:10 PM

Motion carried

Respectfully submitted:

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Lucinda R Nower, Chairman