**Present**: Supervisor David Fuller, Mike Crandall, Roger Reep

Callie Perry, Town Clerk Patty Smith, Bookkeeper

**Attendees:** Crystal McCannon, Kevin McCannon

**Absent:** Garrett Dupree, Pete Majestic

**9:15am:** Called meeting to order.

**Business:** Year End Close

The Bookkeeper was unable to get reconciliations done in time for the meeting.

Any money left over at the end of the year is transferred to savings so at the beginning of 2024, we can refund the budget funds until money starts coming in from tax collections. There is no business for today.

At the first meeting of the year in January, a motion can be made to blanket the accounts so they aren’t at a zero balance.

We received the fourth quarter CHIPS reimbursement which is deposited into the General Savings. The Bookkeeper believes this should be moved to the Highway Savings. CHIPS is deposited into General Savings when it is reimbursed. If money is needed for the Highway, we transfer to the Highway Checking from the General Savings. CHIPS reimburses that money borrowed from the Highway and the remaining CHIPs balance is then transferred to the Highway Savings. Funds can only be transferred from General to Highway, not Highway to General.

The Highway Department’s hours were discussed. They are paid hourly. It was mentioned that the guys sometimes leave early. There can be several reasons for them leaving early and you have to take into consideration PTO, holiday, sick time, personal time, vacations and the union requirements. Their payroll is signed by the Highway Superintendent and submitted to the Bookkeeper. There are union requirements that say that have to be paid by noon on Thursdays and suggesting the Board also review time cards prolongs paying them by the deadline. The Bookkeeper and Superintendent reviewing the time cards is all that is needed at this time.

No other items need attention before adjournment.

**Motion for Adjournment  
Motioned By:** Michael Crandall **2nd by:** Dave Fuller.

**All in favor.**

RESPECTFULLY SUBMITTED: Callie Perry, Lindley Town Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_