

Members Present:

Lung Chiu (*Chairman*)
Elise Ryan (*Vice Chair*)
Bridgette Subramanya (*Committee Member*)
Cheryl Miller (*Committee Member*)

Others Attending:

Councilman Ryan Liang (*Town Councilman - FAAC Liaison*)
Frank Spence, Town Manager
Holly Hugdahl, Finance Director
Cindy Corum, Assistant Town Clerk
Beverly Tew, Code Enforcement Contractor

Members of the Public Attending:

Marge Herzog, LGWCD Supervisor John Ryan, Doreen Baxter, Linda and Sundar Heeraman and Frank Schiola.

1. Opening

Chairman Lung Chiu called the meeting to order at 7:05 pm

2. Roll Call

Roll call was taken by Town Manager Frank Spence and a quorum was met.

3. Approval of Agenda

MOTION: Vice Chair Elise Ryan made a motion to approve the agenda; seconded by Committee Member Cheryl Miller. Motion passed 3-1 with Bridgette Subramanya opposed.

Mrs. Subramanya said she wanted to abstain from any discussion on code enforcement. Mrs. Subramanya said "My reason for abstaining is because these are quasi-judicial matters and beyond the scope of my ability. These are ongoing police investigations and I wish to make no comment as I am not qualified."

Chairman Chiu said that had nothing to do with the agenda and Mrs. Subramanya could abstain from voting when it came to that agenda item.

MOTION: The Motion to approve the agenda was repeated and carried 4-0

4. Approval of 3-28-2011 FAAC Meeting Minutes

MOTION: Motion to approve the 3-28-11 meeting minutes was made by Elise Ryan; seconded by Cheryl Miller.

Discussion followed:

Chairman Chiu asked that the recommended revisions by the Committee for the Accounting Policies & Procedures Manual be listed specifically in the March minutes for the record.

Committee Member Bridgette Subramanya asked for a correction. She said that she did not vote Aye on item 11 (performance evaluation for Town Manager). Assistant Clerk Cindy Corum said Lung Chiu stated on the audio that the motion passed 5-0, but she had since heard from two Committee Members who said that they did not vote 'Aye' on that motion.

Mr. Chiu said he usually considers silence as an Aye vote. Mrs. Subramanya said that she did not vote at all because Chairman Chiu never called for the opposing votes. Mr. Spence asked for Committee Members to clarify for the record how they voted on this item. Former Committee Member Marge Herzog said she would have voted Nay as she felt the Town Manager evaluation should be done in October according to the contract.

Mrs. Herzog also said she was sitting next to Cheryl Miller and Mrs. Miller did not vocalize that she seconded the motion. She said: "Elise said that Cheryl seconded the motion but it could not be heard on the audio." Assistant Clerk Cindy Corum said she listened to the audio three times and no second can be heard on the tape. (Mrs. Miller remained silent on this issue.) It was decided that the minutes would be revised and brought back at the next meeting.

MOTION: Motion to approve the 3-28-11 meeting minutes was withdrawn by Elise Ryan; second was withdrawn by Cheryl Miller.

5. Approval of March 2011 Financial Statements

There were no errors found in the March Financial statements.

MOTION: Motion to approve the March 2011 financial statements was made by Bridgette Subramanya; seconded by Elise Ryan. Motion passed 4-0.

6. Update on Code Enforcement

Chairman Chiu asked about the revisions on the Excel Code Case Log. Mrs. Ryan said she thought we should discuss the scope and said this agenda item was initiated by Mrs. Subramanya. Mrs. Subramanya responded that she wanted to know the expenses divided by the outcome of each program along the lines of Service, Efforts and Accomplishments, but did not want to know the particulars of any code case. She said that for the purposes of the annual budget, I just wanted to look and see if these programs are working.

Beverly Tew, Code Enforcement Contractor to the Town, explained the process involved with certifying fines and placing liens. She said at this point we could go back to the Magistrate and make a motion to certify those fines. She said after that it becomes more of a legal issue and the determination of Management and legal counsel as to whether or not it is worth it to file a lien.

Public Comment:

Resident Marge Herzog questioned how long was the Committee going to continue having code enforcement discussions and asked if Code Contractor, Beverly Tew was being paid to come to the FAAC meetings to answer questions. Mrs. Tew said she was at her second FAAC meeting now and committed to doing it "gratis" but if she was to continue to come every month she would have to charge for her hours.

7. Communication Services Tax Budget

(Discussed Earlier under Agenda Item 5 - March Financials)

8. Administrative Update

Mr. Spence said the Interlocal Agreement with Palm Beach County providing Planning & Zoning services for the Town will be terminated shortly. He said the Town is taking over the Zoning review functions and that is additional work responsibility and cost for my Office which was not originally anticipated. He said what I cannot do, I will refer to Jim Fleischman. Mrs. Hugdahl said this is where the Committee could make a recommendation to Council. She said rather than put this responsibility on Frank, who really isn't a planner and does not do this professionally, you could look at possibly hiring someone on a per diem basis to do these reviews. She said in most cities this is not a function that is done by the Manager.

Public Comment:

Resident Sundar Heeraman said this is the first time I have come to a Finance Meeting. He said Frank Spence is our Town Manager and maybe some of the jobs we are expecting of him are not really in his range. For instance, he is not a planner. He said we should definitely have someone who knows about this and we know there's going to be a cost involved.

9. Addendum Items

None

10. Old Business

a. CPE Training

Mr. Spence said the auditor offers classes in July, August and September and the Committee should give input on when they wanted to go. Lung Chiu said July through September was good for him.

b. FAAC Punch List

Lung Chiu said comments should be added on the punch list for the previous month. Mr. Spence said he had received a letter from PBC Commission on Ethics and classes were now mandatory for all City employees, Council Members and Committee Members. Mr. Chiu also said he thought the Contract Monitoring Spreadsheet should be reviewed by the Finance Committee on a quarterly basis.

11. New Business

None

12. Setting of Next Meeting Time and Date

Next meeting was set for May 23, 2011 at 7pm.

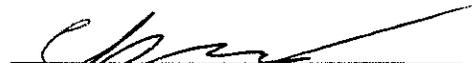
13. Committee and Public Comments

Residents Doreen Baxter, Marge Herzog and Linda Heeraman made public comments.

***MOTION: Motion to adjourn was made by Committee member Ken Johnson; seconded by Cheryl Miller.
Motion passed 4-0. Meeting adjourned at 8:40pm***

ATTEST:


Cindy Lou Corum, Asst. Town Clerk


Lung Chiu, Chairman, FAAC Cmte

7-25-2011
Date Approved by Cmte

9-12-2011
Date Signed