

Village Board of Trustees  
Special Meeting  
November 20, 2023

A special meeting of the Village of Liverpool Board of Trustees was held on November 20, 2023 at 3:30 PM. at 310 Sycamore Street, Liverpool NY.

Present:	Stacy Finney	Mayor
	Melissa Cassidy	Trustee
	Rachel Ciotti	Trustee
	Mary Ellen Sims	Village Clerk
	Michael LaMontagne	Deputy Mayor (in at 4:03 pm)

Absent: Matt Devendorf Trustee

Also present was Gregg Evans, CEO Bonadio & Co. LLP, Ashley Westover, Bonadio & Co. LLP and Gary White.

Mayor Finney called the meeting to order at 3:40 PM.

The purpose of this special meeting is to recap the Annual Review of the Village of Liverpool Financials, recap the annual review of the Court Department and the Transition review of books from the previous administration as it related to the Mayor's transactions and the Clerk's office transactions.

Gregg Evans stated that these reports are annual overviews, not Audits. In the independent accountant's review report, it is noted under Basis for Qualified Conclusion that the Village does not report a liability for other postemployment benefit obligations in the governmental activities and has not recorded an expenditure for the current period change in that liability. In order to make these entries, the Village would need to hire an Actuary, which is approximately \$10,000.

Gregg Evans proceeded to the financial analysis of the Village as a whole, comparing financials for 2022 and 2023. The total net position decreased by \$252,434 as a result of this year's operations. The general fund reported an increase in fund balance in 2023 of \$30,782.00.

The Village's Sewer fund net position was \$631,061, an increase of \$51, 374. The sewer rent charge of \$130.00 is the same as last year and is sufficient to cover sewer rent.

The Village has an unassigned fund balance of \$670,483, which is approximately 22% of the total budget. Gregg Evans stated that this is a good range to be in. He stated that the Village should not go over the 30% range and no lower than the 15% range. The Village needs to obligate its ARPA funds by no later than December 2024.

**Court Review**

Unified Justice Court Act Section 2019-a requires a yearly review of the financial transactions of Village Justice LaValle for the year ended May 31, 2023.

The procedures and findings are noted in the report. Gregg Evans noted that there were some minor differences that are of no concern.

The Village board acknowledged that the Village Justice provided them with their court records and dockets for fiscal year ending May 31, 2023 and that the records were reviewed and examined by the Village's auditing firm of Bonadio & Co, LLP. The Village Board of Trustees thereby resolves that the required examination was conducted.

**Transition Review of Financials**

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This review was requested by former Mayor Gary White and the Board of Trustees for the previous administration and the smooth transition to the new administration. Financial transactions for the Mayor and Clerk's office were reviewed. A sample of 15 transactions starting with any non-payroll expenditures over \$25,000 for the period of May 2023 through June 2023 and supporting documentation were reviewed with no findings.

Auditor inspected all payroll transactions and expense reimbursements for the Mayor and Clerk's office for the period of May 2023 through June 2023 and supporting documentation were reviewed with no findings.

Auditor obtained cash receipt reports with a haphazard sample of 15 transactions for the period of May 2023 through June 2023 and traced documentation with no findings.

The recapping of the annual reviews was complete.

Mayor Finney asked if there were any questions from the Board.

Trustee Ciotti stated that this Board should try to stay within the 22% range for unassigned fund balance,

Trustee Cassidy stated that this board should be careful of excess spending. She commented that perhaps the Board could push the approval of Lexipol to April. Mayor Finney commented that perhaps the expenditure for Lexipol and the Wellness program could come from the uncommitted ARPA funds.

Mayor Finney stated that she does not have a solid cost from EDR for the Comprehensive Plan.

Hearing no more comments, Mayor Finney stated that the meeting will now be adjourned.

**Adjournment**

Motion was made by Mayor Finney, seconded by Trustee Ciotti, to adjourn the meeting at 4:25 pm.  
Motion Passed.

Respectfully submitted,

Mary Ellen Sims  
Village Clerk