

**VILLAGE OF TOBACCOVILLE  
COUNCIL MEETING MINUTES  
Thursday, November 5, 2020**

Due to the threat of spreading the COVID-19 virus, the November Council meeting was conducted in Village Hall and through remote conference call access facilitated by Attorney Amy Lanning. Mayor Mark Baker called the meeting to order at 7 p.m. and turned the meeting over to Attorney Lanning who established protocol for the meeting. Attending via remote conference: Attorney Lanning, Council Members Lee Ault & Lori Shore-Smith. The following elected officials and staff members joined the meeting at Village Hall: Mayor Mark Baker, Mayor Pro Tem Myron Marion, Council Member Boyce Shore, Administrator Dan Corder and Clerk Robin Key. Mayor Pro Tem Marion gave the invocation and led the Pledge of Allegiance. Total attendance: 9

**APPROVAL OF MINUTES**

Council Member Shore-Smith made a motion to approve the October 1, 2020 Council Meeting Minutes. Mayor Pro Tem Marion seconded. The vote was unanimous.

**ADMINISTRATOR'S UPDATE**

Administrator Corder advised the Council that Christmas lights will be installed in the Village on November 23<sup>rd</sup>, weather permitting. He discussed upcoming paving projects in the Village limits and advised the Council that the Regional Trails Grant Committee will meet on November 20th.

**ADDITION TO THE AGENDA**

Mayor Baker added the following item:  
3. Personnel Committee Update

**SEPTEMBER FINANCIAL REPORT**

Administrator Corder reviewed the September financial report. Mayor Pro Tem Marion conducted an internal audit of the records and found no discrepancies. (Attachments)

**PRESENTATION OF AUDIT FOR FISCAL 2019-2020**

Administrator Corder reviewed the Audit for Fiscal 2019-2020 prepared by Gibson & Company, P.A. It was noted that 99.18% of Village residents pay their taxes on time, and the Village received the best opinion possible or a *clean* financial audit report. (Attachments)

**PERSONNEL COMMITTEE UPDATE**

Mayor Baker advised the Council that he, Mayor Pro Tem Marion, and Administrator Corder make up the Personnel Committee within the Council, and they recently met to discuss impending changes in office personnel. There was consensus of the committee to hire a new clerk before Clerk Robin Key retires. The job description and benefits policies are being updated and will be included in the *Village of Tobaccoville Personnel Manual*.

**ADJOURNMENT**

Council Member Shore made a motion to adjourn, and Mayor Pro Tem Marion seconded. The meeting adjourned at 7:30 p.m.

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Robin S. Key, Village Clerk

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Mark Baker, Mayor

SEAL