



Town of Wyoming
Budget Workshop
October 29, 2020, 5:00 P.M.
Virtual Meeting

CALL TO ORDER – Mayor Bilbrough called the Meeting to order at 5:11 p.m.

PLEDGE OF ALLEGIANCE – Mayor Bilbrough

MOMENT OF SILENCE – Mayor Bilbrough

ROLL CALL

Council attending: Mayor- Steve Bilbrough; Vice-Mayor, Doug Denison; Treasurer, Kyle Dixon, Secretary, Tracy Johovic: and Council Person, Carlen Kenley

Council absent: None

Staff attending: Office Manager Michael Wooleyhand and Clerk of Council, Audrey Lindale.

Audience attending: None

PUBLIC COMMENTS

- None

ADOPTION OF AGENDA

Mr. Denison moved with a second by Mr. Dixon to approve to agenda as published. Mayor Bilbrough, Mr. Denison, Mr. Dixon, Mrs. Johovic and Mr. Kenley, Aye. None Opposed. Motion carried.

PUBLIC COMMENTS

- None

NEW BUSINESS

Budget Discussion

- Mr. Wooleyhand discussed how payroll was being captured in Quickbooks. Auditors stated it was not being done properly. Mr. Wooleyhand advised council that this has been rectified on how payroll figures were being entered.
- Mr. Kenley questioned if this had been an issue on the previous audits. Mr. Wooleyhand advised that it has been for at least the past 3 years.

- Mr. Wooleyhand presented Income with variances.
- Delinquent taxes, business and landlord license income was discussed.
- Mr. Wooleyhand presented his previous concerns with the salary budget. He states, the misunderstanding was on how salary and benefits were being captured. Once things were reviewed there was no issue found.
- \$3000 of property discounts budgeted were not taken and can be allocated elsewhere.
- Repairs and Maintenance budget shows over due to paving fund received from grants.
- Mr. Denison suggested another category to capture these paving grants specifically.
- Professional fees budget- 72% utilized already and will need to have more funds allocated.
- Mr. Denison advised that the University of Delaware expense was an capital outlay expense.
- Mr. Wooleyhand presented how salaries were previously captured versus how they are supposed to be captured. Advised that July, August and September payroll will need to be fixed in Quickbooks as to not cause problems with the next audit.
- Council was presented with Profit and Losses. Mr. Wooleyhand advised that at this point the budget is fine and will reevaluate for next budget meeting.
- Mayor Bilbrough suggested that we schedule a street sweeping in the next couple of weeks after leaves have dropped.
- Mr. Denison suggested that we also hold DelDOT accountable for their street sweeping of state maintained roads.
- Mr. Wooleyhand advised council that he would feel more comfortable reviewing budget quarterly so that any issue can be caught and corrected immediately.
- Mr. Denison would like to increase professional budget by \$5000 and asked Mr. Wooleyhand where we could pull money from. Mr. Wooleyhand offered a few suggestions and will look further into this.
- Discussion ensued regarding overtime funds and policy for Wyoming Police Department.
- Mr. Denison suggested a \$3000 budget line for overtime that would eventually become self-funded.
- Discussion ensued regarding policy and how funds would be used.

Mr. Dixon lost internet connection and left the meeting.

- Discussion ensued regarding policy parameters and design. Numbers to be tracked to ensure overtime budget line becomes self-funded.

Mr. Dixon rejoined the meeting.

- Discussion ensued how to track tickets wrote vs income to town.
- Mayor Bilbrough and Chief Willey will work on policy and present to council.
- Mr. Kenley asked if council could be notified if an officer is working elsewhere such as firefly, races or other jurisdictions.

PUBLIC COMMENTS

None

COUNCIL COMMENTS

Mayor Bilbrough thanked Mr. Wooleyhand for the work that he has done so far since starting his position in August.

EXECUTIVE SESSION

None

Mr. Denison moved and was seconded by Mr. Dixon to adjourn meeting at 6:15 p.m. Mayor Bilbrough, Mr. Denison, Mrs. Johovic and Mr. Kenley, Aye. None opposed. Motion carried.

The meeting adjourned.

Audrey Lindale
Clerk of Council