

Village of Jacksonville Electric Co.  
Meeting Minutes  
April 8, 2025

The Jacksonville Trustees held a regular meeting at 6:00pm in the office of the Village of Jacksonville Electric Co. on Tuesday April 8, 2025.

PRESENT: Howard(Bud)Bemis-Trustee; Ken Bernard-Trustee; John Doty-Trustee; Jenepher Burnell-Trustee/Clerk; James Weber-General Manager

ABSENT: Tyler Colford-President

**Call to Order. Additions or Changes to Agenda**

Jenepher called the meeting to order at 6:02pm.

Two change to the agenda, window quote and tree trimming.

**Review and Approve the Minutes of March 11, 2025**

A motion was made by Ken, seconded by Bud to approve the minutes of March 11 as amended, all in favor.

**Financial Report**

- Treasurer's Report:
  - Statements of Accounts were reviewed – General Checking ending balance of \$100,827.62. Money Market ending balance \$119,474.78. Bud asked about cash flow. James explained our financial report is printed from an early time of the month and that our bank balance is up from what we are currently looking at on this report presented.
  - Statement of Debts were reviewed – Truck loan ending balance \$72,012.49. VPPSA ending balance \$550,392.26.
  - Statements of Aged Receivables Report – This report shows calculated bills, cash received, net receivables comparison to the previous year. The report shows collections off from last year possibly due to bills going out a week late and a short month.
  - Budget status report – James reviewed the budget with Trustees. There are a few line items that are over budget, but the over all budget is in a good place.
- Review and sign Payables: James reviewed the payable report and was signed by the Trustees. The Village Electric Company recently took advantage of a bucket truck rental from one of the linemen at \$75 per hour. The use of the truck was very helpful during a recent incident.
- Review and sign Payroll: James reviewed the payroll and was signed by the Trustees. A motion was made by John and seconded by Bud to approve the Warrants, all in favor.
- Aged Receivables: It was noted the debts are going up, but the number of accounts are going down, 116 delinquent accounts with an ending balance of \$81,998.37.

**Manager's Report**

- Rate Case: No updates
- Auditor: The Auditors will be in the office April 29 & 30. Marylee is now contracted to assist with the audit.
- El Dorado: Net Metering is being billed through El Dorado and no longer contracted through VPPSA.
- AMI: James was not able to attend the training for the smart meter testing. Swanton tested the new meters and signed off on them.
- 3-Phase Relocation: Tree trimming is not finished yet, waiting on contractor to come back. The project should be complete by the summer.

- Fiber Lines: Nothing new to report
- Outages: There was an outage at 249 Sadawga Lake Rd. Green Mountain Power was called in for the repairs.
- Line Extensions – Lone Pine Rd ~ Kentfield Rd ~ Ginny Morse Rd ~ Houghton Rd ~ Gates Pond Rd ~ Brickhouse Rd ~ Cyrus Rd.
- VPPSA Update: Rate cases are taking longer warranting the need for VPPSA to work with a vendor to assist them. A delayed credit will be applied for May 2025 CDA invoices. Consolidated Communications continues to be delinquent with all utility companies. VPPSA will be working with the Department of Public Services to get Consolidated Communications current with their invoices.
- Personal Leave: James is expecting a baby May 10, will be on paternity leave for one week and possibly working from home the next week. The board moved the May meeting to Saturday May 17<sup>th</sup> at 8am.

### **Old Business**

NONE

### **New Business**

- Job Opening discussion and approval: A job description for Office Clerk was reviewed. John motioned to approve the Job description as presented for Office Clerk, Bud seconded, all in favor. There was discussion about James job title. John motioned to change James title from Business Manager to General Manager, Jenepher seconded, all in favor.
- Ethics Training : The State is requiring all Board members and Municipal employees to attend Ethics training. This is a 1.5 hour video with a test at the end to attain the certification.
- Payroll to Asure for approval: James introduced the Trustees to a new payroll service out of Burlington, VT, Asure. The cost for seven employees is \$61.62 per week. The annual investment is \$3,463.69. This will include Payroll Services, Tax Filing, Direct Deposit, Earned Wage Access, Electronic Employment Verification, Compliance Labor Poster and PHMP Referral. John motioned to approve the 12 month contract with Asure payroll services, Jenepher seconded, all in favor.
- Approve James as authorized to initiate ACH payments: With the departure of Marylee, the Board is being asked to approve James as authorized to initiate ACH payments such as those for quarterly taxes, Jenepher motioned to approve James as authorized to initiate ACH payments, John seconded, all in favor.
- Quotes: James received three quotes, two solicited, one not solicited. One quote for windows & door replacement at \$14,500. One quote for flooring replacement/addition at \$13,120. One quote unsolicited for parking lot paving for \$9,380. There was some discussion on priorities. Jenepher noted we could look at the safety issues first and replace the windows and carpet in another year. No action taken.
- Pressure Washer: James pointed out to the Trustees an older model pressure washer stored in the garage that he would like to sell to purchase a smaller one. The Board agreed to the purchase of a smaller unit.
- Added – Tree Trimming Notifications?: James explained we had tagged a tree for cutting that upset a home owner. James would like to add a policy to send notifications via post cards to home owners in the vicinity of tree trimming/cutting. Notifications will be posted on our Facebook page as well.

### **Adjourn**

A motion was made by John and seconded by Jenepher to adjourn the meeting, all in favor. Jenepher adjourned the meeting at 7:52pm.

Respectfully Submitted by,  
Jenepher Burnell-Clerk