

FINANCE & BUDGET COMMITTEE MINUTES
Biron Municipal Center
December 3rd, 2025 7:30am

MEMBERS: Patty Gapen, Chairperson; Tammy Steward, Jamie Biegel

1. **Call to Order:** Chairperson Patty Gapen called the meeting to order at 7:34am, Steward was excused. Clerk/Treasurer Samantha Daugherty and DPW Kayla Lumaye were also present.
2. **Review all bills, non-lapsing accounts and journal entries for Utility accounts and General accounts.** reviewed all bills paid by Utility checking and General Checking in September. Utility bills were paid for checks 5400-5411 and General account bills were paid for checks 26890-26935. The committee also reviewed the non-lapsing accounts and savings accounts for both utility and general accounts. Motion Gapen Second Biegel to approve and pay the bills. Motion carried.
3. **Review Time Sheets for full-time staff.** Reviewed the timecards for full time and board members for November
4. **Set next meeting date:** Wednesday January 7th, 2026, at 7:30am

Motion to Adjourn: Gapen **Second:** Biegel **Time:** 8:20am

Minutes by: Samantha Daugherty