

## VILLAGE OF FRIENDSHIP HEIGHTS

### VILLAGE COUNCIL

MELANIE ROSE WHITE, *Mayor*

ROBERT PESTRONK, *Chairman*

MARTHA SOLT, *Secretary*

ROY SCHAEFFER, *Treasurer*

CHERYL TYLER

MICHAEL MEZEY

[VACANT], *Parliamentarian*

JULIAN P. MANSFIELD, *Village Manager*

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### Approved Minutes

### Friendship Heights Village Council Finance Committee

Thursday, January 18, 2024

**Council Finance Committee members present:** Roy Schaeffer; Bobby Pestronk; Michael Mezey.

**Others present:** Cheryl Tyler; Martha Solt; Julian Mansfield; Jason Goldstein; Donna Bryant; and one Village resident.

At 3 p.m., Mr. Schaeffer called the meeting of the Friendship Heights Village Council Finance Committee to order.

Mr. Schaeffer presented the following items for discussion:

#### **Updated accounting system**

Donna Bryant reported that she has completed the transfer to QuickBooks accounting software and has set up an online invoice payment system. Staff will be cross trained in payroll procedures with the new system.

#### **Proposed Contracts Policy**

Mr. Schaeffer indicated he would like to develop a Village contract policy to address several issues including the length of term for contracts, termination procedures, attorney review and Council approval. Village attorney Ron Bolt can draft a proposed policy with input from Council members.

#### **CD Investment Ladder**

Mr. Mansfield described how the Village CD ladder account was set up with the financial advisor. Mr. Schaeffer indicated that Council members should be added to the account as authorized signers and that staff should be removed from the account. The financial advisor has sent the form to be completed to add Council members to the account.

#### **Proposed Travel Policy**

Mr. Schaeffer discussed the proposed travel policy he drafted. The Committee discussed whether or not to include language adopting the Montgomery County

ban on travel by County employees to certain states. After further discussion, the Committee voted 2-1 to recommend the policy as drafted to the full Council for approval (Mr. Pestronk opposed).

### **Draft Budget for FY 2025**

Mr. Mansfield reviewed the draft Village budget for FY 2025 and highlighted revenue and expense budget items. Mr. Schaeffer discussed formulating a Capital Improvements Budget and having a set amount to be contributed every year from the Village operating budget. He will prepare a list of projected Capital expenses and forward it to the Committee for further discussion.

Mr. Pestronk requested a new expense line item to be called Contracts with a \$5,000 budget. This would be for community-based organizations to apply for funding from the Village to support their operation.

### **Approval of Minutes**

Mr. Schaeffer moved, Mr. Mezey seconded, to approve the minutes of the Finance Committee meeting of October 17. The motion was approved unanimously.

### **Authorization for Staff to Approve Payments**

Mr. Mansfield requested authority for staff to approve payments up to \$500. (Currently two Council members are required to approve all payments above \$100.) Mr. Pestronk moved, Mr. Schaeffer seconded, to authorize staff to approve payments up to \$500. The motion was approved unanimously.

No other action was taken by the Finance Committee. The meeting was adjourned at 4:57 p.m.

Respectfully Submitted:



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Roy Schaeffer, Finance Committee Chair