

April 23, 2012

Mayor Skeet opened committee meeting at 7:00 pm.

Members present were Mayor Skeet, Trustees Peterson, Ianni, Lauer and Graham. Also present were Deputy Clerk Denise Beal and Assistant Court Clerk Tom Ingram.

Motion made by Trustee Graham and seconded by Trustee Lauer to approve minutes of 4/9/12 Regular and budget meeting.

The motion was passed on the following vote:

| VOTE | YES | NO | ABSTAIN | ABSENT |
|------------------------|-------------|----|---------|--------|
| Mayor Todd Skeet | X | | | |
| Trustee Al Graham | X | | | |
| Trustee Ralph Peterson | X | | | |
| Trustee Ken Lauer | X | | | |
| Trustee Art Ianni | X | | | |
| VOTE TOTAL | 5 | | | |
| RESULTS | PASS | | | |

Communications:

- 1) Rec'd ck#652 in amt of \$31,115.00 from Judge Alexander for March fines.
- 2) Rec'd ck#149293 in amt of \$9,351.47 from Gen.Co. for 2011-12 delinquent property taxes.
- 3) Rec'd ck#10061 in amt of \$9.33 from Accent Energy for quarterly Utility tax.
- 4) Rec'd ck#2908345 in amt of \$13.84 from Granite Commun for quarterly Utility tax.
- 5) Rec'd ck#3547240 in amt of \$10,668.72 from Time Warner for yearly Utility tax.
- 6) Rec'd ck#7730 in amt of \$763.63 from Denise Beal for Health Ins. Payment.
- 7) Rec'd our ck# 215553 back from Hawley to be voided due to cancellation of conference.
- 8) Rec'd Thank you letter from Steve Stocking at Town of Pembroke for Mike and Jesse help with milling roads.

Clerk presented Board with Sewer Relevy list for Board to review and Affidavit of Collector for Trustees to sign.

Clerk presented Mayor with 3 Journal entries for approval and signature for recording court check deposit and interest to savings, to record April sewer billing to receivables and to record village share of March court revenues.

Board was informed that new filing cabinet system is being installed Tuesday in office.

Clerk requested Board approval for payment of Lawson Products bill for \$136.09 and Lea Nuwer planning board salary of \$90.00.

Motion was made by Trustee Graham and seconded by Trustee Lauer to approve payment of Lawson Products bill for \$136.09 and Lea Nuwer planning board salary of \$90.00.

The motion was passed on the following vote:

| VOTE | YES | NO | ABSTAIN | ABSENT |
|------------------------|-------------|----|---------|--------|
| Mayor Todd Skeet | X | | | |
| Trustee Al Graham | X | | | |
| Trustee Ralph Peterson | X | | | |
| Trustee Ken Lauer | X | | | |
| Trustee Art Ianni | X | | | |
| VOTE TOTAL | 5 | | | |
| RESULTS | PASS | | | |

Mayor Skeet gave a brief Maintenance update. He said the generator is basically done except application of the stickers. Mike and Jesse fabricated the light tower for the generator. They have also been picking up brush and had the first roll-off of the season. Mayor Skeet also said Mike and Jesse got the old marked police car stripped and ready to go in for trade-in on the new police vehicle. He mentioned the cage from it will be going in the unmarked car which did not previously have a cage. The new car is currently in Batavia getting the equipment put in and graphics put on. Mike and Jesse also helped clean out the back office and haul boxes to the loft in preparation for the new file cabinet system.

Mayor Skeet informed the Board that the Police meeting is tentatively scheduled for April 28th. He also further updated the Board that the trade in value received for the old marked car was \$5,000 and explained it was based on calculation of "running" mileage to determine the value. Referring to the prior meeting concerns, he said the car was immediately taken off the road after that meeting. He mentioned we do have two brand new tires for future use and that we got the spare tire back from the traded Impala.

Trustee Lauer mentioned that a few meetings ago he had asked about the possibility of getting cameras installed on the traffic signal at the corner and Sergeant Meier said cameras cannot be used in New York State for issuing traffic tickets. Having heard that Rochester has been utilizing signal cameras to issue tickets Trustee Lauer questioned how they can based on what was previously said. Mayor Skeet said he would check with Sergeant Meier for further clarification.

Trustee Peterson expressed his concern for driver safety due to the detour on Route 77. He mentioned he sees a lot of drivers going south on 77 when they aren't supposed to and feels someone is going to get hurt. Mayor Skeet mentioned that one day officers pulled over about 27 drivers violating the detour and they can be issued triple fines. He also mentioned that the Town had a meeting where several Town residents complained about the detour but that DOT did not put lights where they were supposed to. Mayor Skeet said he thought they are supposed to be done at the end of April.

Trustee Graham updated the Board on the progress with the joint sewer grant. He mentioned Paul Chatfield had a phone conference with Pembroke's engineers Clark Patterson and Mr. Jackson from DEC. At present the Town has been notified that the grant will not cover site inspections per Albany DEC leading to an additional amount the Town would have to contribute. Communications have been going back and forth with DEC representatives. Local representatives of DEC are fighting for the Town and Village as after the original contracts had been signed, Albany DEC changed the terms. Trustee Graham also mentioned another reason the local DEC are fighting for us is that they had heard that the DEC is giving a watershed project in NYC money for pizza and soda, but won't cover inspections for our project. He said they are looking at other avenues but due to the delays the Town may lose Yancy's Fancy to Batavia and it may affect GCEDC's participation.

The question arose that if the town pulls out, do we move forward with the plant upgrades or downsize the plant? Trustee Graham said there is nothing to downsize. The upgrade would be to upgrade to more energy efficient equipment such as pumps and blowers. The opportunity with this grant is to upgrade our 30+ year old plant at \$.15 on the dollar. It was mentioned that they hope to have a meeting with DEC May 1st.

Clerk reminded Board that Wednesday, April 25th is the Planning Board meeting. Letters were sent to Planning Board members that the Mayor will be reappointing terms to the 1 year through 5 year increments and having a reorganizational meeting. It was also mentioned that Lea Nuwer has been sent a return receipt dismissal letter. To date no response has been received.

Trustee Lauer gave the Board an update on the GAM meeting he attended on Thursday at the Town of Pembroke. He said they had speakers on the Mercy Flight contracts and Time Warner. He also said the \$350.00 GAM was requesting for hiring a consultant regarding combined municipal health care was no longer necessary as they got their answers from a speaker from Flex Care at no charge. He informed the group that consolidating for a municipal health care plan is not currently possible with Albany's current regulations.

Trustee Peterson presented the Board with an Employee Performance Evaluation proposal put together for

him at his request by Deputy Clerk Beal. For presentation purposes the proposal was based on the Deputy Clerk job description. Trustee Peterson said he tried to develop a methodology that was objective based on results. He said that how to evaluate results is the sticky part. He used the example that clerical issues have due dates so evaluation could be based on whether reports were completed accurately and in a timely manner.

Considerable discussion took place regarding subjective versus objective, Board knowledge of various department job duties and expectations, variables with each department, Board changeovers, etc. Trustee Graham mentioned that unless Trustees are actively involved in knowing what the various departments are doing, a yearly evaluation would not be objective. Deputy Clerk Beal agreed that the Board needs to know what jobs the employees do before they can make an appraisal on what the employee does. Using the example of the Clerk or clerical position, Trustee Ianni mentioned that when the office is audited that should tell whether or not the Clerks are doing their job efficiently. They are being evaluated by a professional that understands that job. After further discussion majority of the Board felt there were too many variables to develop a specific evaluation form.

Motion was made by Art Ianni and seconded by Al Graham to curtail the development of the Employee Performance Evaluation Procedure.

The motion was passed on the following vote:

| VOTE | YES | NO | ABSTAIN | ABSENT |
|------------------------|-------------|----------|---------|--------|
| Mayor Todd Skeet | X | | | |
| Trustee Al Graham | X | | | |
| Trustee Ralph Peterson | | X | | |
| Trustee Ken Lauer | X | | | |
| Trustee Art Ianni | X | | | |
| VOTE TOTAL | 4 | 1 | | |
| RESULTS | PASS | | | |

The Board thanked Deputy Clerk Beal for the time and effort she put into the Performance Appraisal Evaluation procedure.

The issue of the end of the six-month probation period for Part-time Court Clerk Tom Ingram was brought up.

Motion made by Trustee Graham and seconded by Trustee Lauer to go into executive session at 8:25 pm.

The motion was passed on the following vote:

| VOTE | YES | NO | ABSTAIN | ABSENT |
|------------------------|-------------|----|---------|--------|
| Mayor Todd Skeet | X | | | |
| Trustee Al Graham | X | | | |
| Trustee Ralph Peterson | X | | | |
| Trustee Ken Lauer | X | | | |
| Trustee Art Ianni | X | | | |
| VOTE TOTAL | 5 | | | |
| RESULTS | PASS | | | |

Clerks Thomas, Beal and Ingram left the meeting.

Motion was made by Trustee Ianni and seconded by Trustee Graham to go out of executive session at 8:47 pm and that motion be made to eliminate the Part-time Court Clerk position.

The motion was passed on the following vote:

| VOTE | YES | NO | ABSTAIN | ABSENT |
|------------------|-----|----|---------|--------|
| Mayor Todd Skeet | X | | | |

| | | | | |
|------------------------|-------------|----------|--|--|
| Trustee Al Graham | X | | | |
| Trustee Ralph Peterson | | X | | |
| Trustee Ken Lauer | X | | | |
| Trustee Art Ianni | X | | | |
| VOTE TOTAL | 4 | 1 | | |
| RESULTS | PASS | | | |

Brief discussion took place regarding offering the position of Court Attendant to Tom Ingram and Board agreed.

Motion made by Trustee Graham and seconded by Trustee Ianni to adjourn meeting.

The motion was passed on the following vote:

| VOTE | YES | NO | ABSTAIN | ABSENT |
|------------------------|-------------|-----------|----------------|---------------|
| Mayor Todd Skeet | X | | | |
| Trustee Al Graham | X | | | |
| Trustee Ralph Peterson | X | | | |
| Trustee Ken Lauer | X | | | |
| Trustee Art Ianni | X | | | |
| VOTE TOTAL | 5 | | | |
| RESULTS | PASS | | | |

Meeting was adjourned at 8:48 pm.

Sandra Thomas
Clerk Treasurer