

**Village Board Minutes**  
**Tuesday, March 14<sup>th</sup> 2013**  
**5:00 p.m.**

Present: Mayor Lee, Trustees Gates, Speer, Bimmler & Fowler  
Village Manager Janet Surridge  
Village Clerk Shari Pearce  
Village Treasurer Maryalice Edwards  
Supt Mike McHenry  
Code Enforcement Officer Mike Lissow

Guests: Russ Zurick, Cody Kelly, Karen Strassner, Debbie Jones, Tom Wright, Keith Brown.

Pledge to the flag and a moment of silence.

The purpose of the meeting was to review the proposed budget for fiscal year 2013-14 and discuss other miscellaneous issues.

**Budget Discussion**

Tax rate: A lengthy discussion took place about the NYS 2% Tax Cap law. It's based on the tax levy, not the amount of increase in the tax rate. The Board realizes that if our tax rate goes up more than 2%, it will be very difficult to explain why to our residents. Under the law, we could raise the tax rate \$.13/per thousand but that would be a 5% increase. The Board decided to set the tax rate at \$2.58, which is a 2% increase or \$.05/1,000.

Further review of the budget took place to balance the budget to this tax rate.

Reserve funds: At the last meeting, the Board was made aware that because the employees had no Workers' Compensation claims, the Village will be receiving another refund for approximately \$32,000. Mrs Surridge recommended that 50% of the refund be placed in the Workers' Comp Reserve Fund, and the remaining 50% be placed in the Long Term Health Insurance Reserve Fund. The Board agreed.

Wage brackets: The management team reviewed the wage brackets that were last approved in April 2010 and the Board reviewed their recommendations. Discussion followed.

**Resolution** to adopt the following new wage brackets for hourly & salaried employees: Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 5-0

Salaried Employees:	<u>From</u>	<u>To</u>
Village Manager	\$60,000	\$88,500
Village Clerk	\$42,000	\$60,000
Village Clerk/Manager	\$60,000	\$88,500

Village Treasurer	\$40,000	\$55,000
Deputy Clerk	\$32,000	\$48,000
Supt of Public Works	\$65,000	\$85,000
Asst Supt of Public Works	\$57,750	\$75,000
Code Enforcement Officer	\$46,000	\$60,000

**Hourly Employees:**

	Starting	After	6 month		Wage
	Pay	3 yrs	increments		Bracket
					up to:
Motor Equipment Operators (class I)	\$ 13.50	\$ 18.00	\$ 0.75		\$ 26.00
Motor Equipment Operators (class II):	\$ 16.50	\$ 23.00	\$ 1.08		\$ 28.00
Parks Laborer	\$ 11.00	\$ 16.00	\$ 0.83		\$ 18.00
Automotive Mechanic	\$ 17.00	\$ 23.00	\$ 1.00		\$ 29.50
Clerk-Typist (receptionist - full time)	\$ 10.00	\$ 13.00	\$ 0.50		\$ 16.00
Clerk III (utility billing & administrative) full time	\$ 12.00	\$ 16.00	\$ 0.67		\$ 18.00
Clerk III (utility billing & administrative) part time	\$ 12.00	n/a	n/a		\$ 14.50
Community Center maintenance part time	\$ 12.00		n/a		\$ 15.00
Community Center custodial maintenance part time	\$ 10.00		n/a		\$ 12.00

**Resolution** to cancel the March 18<sup>th</sup> 2013 budget workshop meeting. Motion was made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0

**Resolution** that a public hearing for the proposed 2013-14 budget will be held on April 2, 2013 at 6:00 pm in the Hilton Community Center. Motion made by Trustee Bimmler, seconded by Trustee Gates. Carried unanimously 5-0

**Resolution** to enter into executive session at 5:40 pm to discuss personnel matters. Motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously.

**Resolution** to exit out of executive session at 6:15 p.m. Motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously 5-0

**Resolution** to authorize the Treasurer to pay Pontillo's \$59.90. Motion was made by Trustee Gates, seconded by Trustee Fowler. Carried unanimously 5-0

**Part time Employment**

The State Comptroller's Office requires municipalities to have internal controls to protect the Village assets, manage risk and have separation of duties. Mrs Surrige submitted a memo that describes weaknesses that will occur within our organizational structure after she retires and a proposal on what needs to happen in the coming year to address this situation. Discussion followed.

**Resolution** that because the Village Clerk and Village Manager positions are being merged on July 1 2013, the Village Board recognizes the need to change our internal controls to provide oversight of the Village Treasurer and also to implement a new cross training program for our

appointed officials to ensure that in the event that either one of them cannot fulfill their duties for any reason, village operations will not be interrupted. Therefore, be it resolved that the Village Board will re-hire Mrs Surridge after her retirement on a part time basis for one year at the rate of \$25.00/hr and her job duties shall be as follows:

1. Reconcile the monthly bank statements
2. Quarterly monitoring of the financial statements
3. Cross train the Village Clerk/Manager for Treasurer duties
4. Assist with cross training the Deputy Clerk for Village Clerk duties
5. Participate with the electric team to make decisions regarding capacity auctions, monthly pricing for the variable rate plan, assist with any unplanned changes that may arise from the NY ISO, Public Service Commission or Energy Services Group.
6. Search for grants that could pay for Community Center upgrades and a natural gas fueling station
7. Be available to assist the Village Clerk/Manager and Village Treasurer with any new job duty that they need help with.
8. Fill in for vacation or sick time when needed.

Motion to approve was made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 5-0

Meeting adjourned at 6:30 p.m.

Janet Surridge  
Village Manager