

**OPERATIONS MEETING, VILLAGE BOARD OF TRUSTEES
MONDAY, AUGUST 3, 2015
5:00 P.M.**

PRESENT: Mayor Marty Hubbard, Trustees Marc Angelillo, Sue Dove, and Jim Lanning, Clerk to the Boards Dennis Dundon, *CEO John Crompton

Part-time Police Clerk – Mayor Hubbard said that Chief Perkins' last day is Friday, August 14 and recognition of his accomplishments as Chief will be acknowledged at the Regular Village Board Meeting of August 13. This Operations Meeting was scheduled to discuss the part-time Police Clerk position that was advertised. Mayor Hubbard said that he, Trustee Angelillo, Clerk to the Boards Dundon, and Clerk-Treasurer Couch recently interviewed the four Village residents who applied. Mayor Hubbard suggested that if there is concurrence and resolution tonight, the part-time Police Clerk could commence employment on Monday, August 17. Mayor Hubbard said that during the interviews, it was explained that the Village wants someone in the Police Department office 20 hours a week with consistent hours each weekday. One of the applicants, Mary Ellen Botsford mentioned that she job-shared with another Onondaga County employee – an idea that we hadn't before considered. Another applicant, Karen Lengyel said the idea appealed to her as well. Both were enthusiastic as each wants to be in the workforce, but with the flexibility to vacation with family and attend to other commitments. Trustee Angelillo said it was clearly verbalized that we want to improve communication and team work between the Police Department and Village Office. Subsequent to the initial interviews, Clerk to the Boards Dundon and Clerk-Treasurer Couch interviewed Mary Ellen and Karen together. Clerk-Treasurer Couch reiterated that both applicants are enthusiastic about the position, job-sharing, and both indicated they'd be perfectly willing to help out in the Village Office whenever possible. Clerk to the Boards Dundon noted Mary Ellen's experience with police matters through her work at 911 and Karen's Human Resources experience when she worked in Ohio. Mary Ellen previously worked for the Village as a part-time Dispatcher. Each brings proficiencies to the position. Clerk-Treasurer Couch said the two clerks will work out their own schedule and arrange vacations so that the Police Department Office will be open as advertised. Initially, they will work together to figure out what needs to be done. Clerk to the Boards Dundon said he thinks they should report to Clerk-Treasurer Couch as that will afford the opportunity to assign work in the Village Office when needed. **Resolution #2015-162:** On the motion of Trustee Angelillo, seconded by Trustee Dove, it was resolved and unanimously carried (4-0 in favor) to authorize hiring Maryellen Botsford and Karen Lengyel to fill the part-time Police Clerk position in the form of a job-share, each at \$16.83 per hour.

Deputy Clerk/Treasurer – Mayor Hubbard said Deputy Clerk/Treasurer Danielle Cerimeli submitted her two-week notice this past Friday, July 31, so her last day will be Friday, August 14. **Resolution #2015-163:** On the motion of Trustee Angelillo, seconded by Trustee Lanning, it was resolved and unanimously carried (4-0 in favor) to authorize advertising the position in the Skaneateles Journal and Skaneateles PRESS for two weeks.

*CEO Crompton arrived.

Police Department – Trustee Angelillo advised that he received a call from Chief Perkins who reported that Police Officer Dave Wawro passed the Sergeant's test with the highest score. Chief Perkins asked that Officer Wawro be appointed Sergeant before he leaves Village employment. However, Trustee Angelillo and Mayor Hubbard agreed that a decision like that ought to be up to the new Chief. Mayor Hubbard said a letter of interest and resume were received today for the Chief's position and it will be copied and distributed tomorrow. Relative to the Chief position, Mayor Hubbard said at this point in time we don't know how, when, or who will fill that spot.

Vacation Rentals – Trustee Dove read aloud a statement as follows:

"I appreciate all the time and effort everyone has put forth on the vacation rental issue. The letter we sent to all Village residents was a great first step in advising everyone of this 30 day law that has been on the books since 2002, but little known by most.

I may be too late, but for the record, I don't think our next step in this process should be a cease and desist letter. I believe the next step should be a personalized letter to those homeowners who had a

OPERATIONS MEETING, BOARD OF TRUSTEES, AUGUST 3, 2015

specific complaint filed against them. It should state that we have received a complaint about their residence, and state if we get another justified complaint, then we will be sending a cease and desist letter.

I believe this will put that homeowner on notice, and show our resident that made the complaint we are continuing to be vigilant in dealing with the situation.

I believe this will help John from getting inundated with other complaints, and give all homeowners the time to get an application for variance in if they desire to do so.”

CEO Crompton reported that only two people have come in for information on how to apply. If we don't act, there is still a law on the books. He said he thinks more people are sitting back waiting for the Village to do something. Trustee Lanning said according to an attorney he talked to, we may not be at liberty to disclose who filed a complaint. Discussion followed and the Board concluded that they'd again appreciate clarification from Atty. Byrne. Clerk to the Boards Dundon advised that Richard Charles has an active change of use application in process – a Special Use in Downtown D.

*Clerk/Treasurer Couch left the meeting

Salary Adjustment – Mayor Hubbard broached the subject of a salary adjustment for Clerk/Treasurer Couch, reminding the Board of their review and adjustment in October 2014. While a salary change was made at that time, Clerk/Treasurer Couch's salary is still \$7,000 below what former Clerk/Treasurer Sheehan would have been making had she not retired in 2010. Mayor Hubbard suggested making three \$2,500 annual adjustments. Trustee Angelillo said he'd prefer not to encumber another Board with a decision made by this Board. Trustee Lanning wanted to know how much former Clerk/Treasurer Sheehan was earning when she left and the percentage of increase Clerk/Treasurer Couch received last October. Trustees Dove and Angelillo agreed that Clerk/Treasurer Couch is deserving of the increase as she is a hard worker, does whatever is asked of her, and is doing the work with fewer people. **Resolution #2015-164:** On the motion of Trustee Angelillo, seconded by Trustee Dove, it was resolved and carried (3-1 with Trustee Lanning voting no as this is just being brought up and he has not had time to think about it) to increase Village Admin./Clerk-Treasurer Couch's salary \$3,500.00 now with the intention of considering the same increase at the Annual Meeting in April, 2016 to be effective and budgeted for in the next fiscal year (FYE '17) .

Adjournment –Resolution #2015-165: On the motion of Trustee Angelillo, seconded by Trustee Dove, the Operations Meeting adjourned at 6:12 p.m.



Patty Couch
Village Admin./Clerk-Treasurer