

**OPERATIONS MEETING, VILLAGE BOARD OF TRUSTEES
THURSDAY, JUNE 7, 2012
7:30 P.M.**

PRESENT: Mayor Marty Hubbard, Trustees Marc Angelillo, Sue Jones, Jim Lanning and Mary Sennett, Village Attorney Mike Byrne

OTHERS Carrie Chantler Skaneateles JOURNAL
PRESENT: Dennis Dundon * Clerk to the Boards

Mayor Hubbard commenced the Operations Meeting explaining that with a three week hiatus between Village Board Meetings, this meeting was scheduled to address matters that have come before the Board and are more time sensitive.

Office Staffing – Trustee Sennett reported that she, Trustee Angelillo, Clerk/Treasurer Couch, and Clerk to the Boards Dundon had a good meeting this past Monday (June 4) and discussed filling the position vacated by Audrey Clark with a part-time employee. Discussion included the position’s job duties and amount of work, and timing of hiring another person. Clerk to the Boards Dundon expressed interest in the position but after discussion with his wife that evening and further consideration, concluded that he couldn’t commit to being at the office on a regular part-time basis. He did, however, confirm his commitment to attending and taking minutes of the Municipal Board and Cemetery Board. Trustee Sennett said the group also discussed hiring a seasonal intern this summer to primarily assist with preparation for the move of the Village Office. Trustee Jones said she is in favor of a part-time employee recognizing that we anticipate improved efficiencies with the new billing software. She added that it would be much easier to increase part-time hours to full-time hours than the other way around. Trustee Sennett said they also talked about improving productivity by closing the Village Office from 1:00 to 2:00 p.m. and possibly at 3:00 p.m. for some quiet work time to 4:30 p.m. Trustee Lanning expressed apprehension about closing the office at any time between 8:00 a.m. and 4:30 p.m. because people wouldn’t be aware that they couldn’t do business at the Village Office. Trustee Sennett said we would have to educate the public and heavily publicize the new hours – people would get accustomed to it. Regarding AMR, Trustee Lanning said he hasn’t heard many positive comments from the Municipal Board. Mayor Hubbard said the problem with AMR is twofold – not getting the meters installed and AMR is not totally working yet. Trustee Lanning brought up increasing the employee health insurance contribution for new employees. In response to Trustee Lanning, Trustee Angelillo said we could increase the percent that a new employee contributes for health insurance and make any changes to benefits as long as the new person is not a union member. Mayor Hubbard commented that this topic need not be addressed now as we are discussing a part-time employee who wouldn’t be eligible for benefits. Trustee Lanning said he is in favor of a full-time employee considering the pending Village Office move and the amount of work. Trustee Sennett noted that inasmuch as Clerk to the Board Dundon will take care of the Municipal Board and Cemetery Board meetings and minutes, Account Clerk Shappell does most of the cemetery business, Police Clerk Jacobs will pick-up handling of the parking tickets, and the anticipated efficiency of new billing software, the position’s duties will be primarily accounts payable. We ought to see savings and time with new software. **Resolution #2012-105:** On the motion of Trustee Sennett, seconded by Trustee Angelillo, it was resolved and unanimously carried (5-0 in favor) to authorize publication of an advertisement seeking applicants for a seasonal internship to assist in the Village Office. **Resolution #2012-106:** On the motion of Trustee Angelillo, seconded by Trustee Jones, it was resolved and carried (4-1 in favor with Trustee Lanning casting a nay vote as he believes a full-time employee is needed) to authorize publication of an advertisement seeking applicants for a permanent, part-time employee for the Village Office to fill the vacant Deputy Clerk/Treasurer position. In discussing both resolutions, it was determined that resumes will be due by June 20, 2012. Skaneateles Journal Editorial Assistant Chantler said she will include verbiage of these openings in her coverage of tonight’s meeting. Trustee Jones said she would be in favor of closing the office between 1:00 and 2:00 p.m., but not necessarily at 3:00 p.m.

OPK Amendments – Relative to QPK’s agreement with the Village for architectural services for renovation of the old fire station for a new Village Hall, Mayor Hubbard explained that there are three amendments to consider. Amendment No. 1 is relative to creating electronic plans with a cost range between \$1,500 to \$2,000; Amendment No. 2 is for structural engineering consulting services in an

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amount not-to-exceed \$3,000; Amendment No. 3 incorporates additional services for Mechanical, Plumbing and Electrical (MEP) Engineering Consulting Services to be performed on an hourly basis not-to-exceed \$3,000 with QPK's override of 10% for a total not-to-exceed of \$3,300. QPK chose Sack and Associates to provide the MEP engineering services. In response to Trustee Sennett, Mayor Hubbard confirmed that we will pursue LEED process (for sustainable design recognition). However, this is really DMO Lotkowitz' arena and he doesn't want it to hold up progress so prefers that it not engage the full "Steering Committee" as meeting time is precious. Trustee Lanning reported that he attended the Onondaga County Sustainable Conference today and learned that there are funding opportunities for re-development of old buildings. Trustee Lanning confirmed for Trustee Angelillo that there are funds available for existing buildings that will be renovated. Mayor Hubbard commented that we could get a lot of points for a grant because we are using an old existing structure. He noted that DMO Lotkowitz secured a NYSERDA grant without engaging a grant writer. Trustee Lanning said he met an Environmental Finance Center contact today at the conference and will share the information with DMO Lotkowitz. **Resolution #2012-107:** On the motion of Trustee Lanning, seconded by Trustee Jones, it was resolved and unanimously carried (5-0 in favor) to approve and authorize Mayor Hubbard to execute all three amendments as proposed by QPK. In discussing the motion, Trustee Lanning said the amendments are reasonable requests and not outlandish costs.

Bagging Meters – Trustee Jones said that Vermont Green Mountain Specialty Co. owner Kay Dinardo has expressed frustration with the number of times meters are being bagged in front of her business for the convenience of contractors. The coffee shop's business depends on people being able to pull up in front of the store, briefly park and run in to make a purchase. Trustee Jones said we need to be more mindful of local businesses and suggested that there ought to be criteria for bagging meters. There are times when it is essential to bag meters, but other times it seems to be more for the ease of contractors. Trustee Angelillo said he will discuss this with CEO D'Amico.

* Clerk to the Boards Dundon arrived as the Planning Board Meeting that was held upstairs had ended.

Austin Park Playground – Trustee Angelillo reported that he is in receipt of the warranty for the new Austin Park Playground, but noted that it requires a signature.

BS&K Seminar – Trustee Angelillo said he attended the Bond, Schoeneck & King Labor Employment and Human Resources seminar and reported that it was excellent. Social media is a huge topic and the Village should follow-up on drafting and adopting an Employee Handbook.

Executive Session – **Resolution #2012-108:** At 8:20 p.m., on the motion of Trustee Angelillo, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session to discuss a contractual potential legal matter and a personnel matter. **Resolution #2012-109:** On the motion of Trustee Jones, seconded by Trustee Lanning, it was resolved and unanimously carried (5-0 in favor) to move out of Executive Session at 9:15 p.m.

Ramsgard Architectural Design, P.C., Inc. – **Resolution #2012-109:** On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and carried 3 in favor (Trustees Jones, Lanning and Sennett) - 2 against (Trustee Angelillo and Mayor Hubbard), to authorize paying Ramsgard Architectural Design, P.C., Inc. \$10,000.00 as payment in full for architectural services rendered in connection with the renovation of the old fire station for a new Village Hall. It was further resolved to request that Village Atty. Byrne draft a letter (to be executed by Mayor Hubbard) of appreciation to Ramsgard Architectural Design for services rendered.

Onondaga County Department of Personnel – Mayor Hubbard directed Clerk/Treasurer Couch to contact Onondaga County Department of Personnel's Jennifer Wells to schedule a meeting with Mayor Hubbard, Trustee Angelillo, and Village Atty. Byrne (and perhaps Trustee Sennett if possible) for sometime during the week after next, hopefully on Monday, June 18 at 3:00 p.m. at Ms. Wells' office.

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Clerk to the Boards – **Resolution #2012-110**: On the motion of Trustee Jones, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize increasing Clerk to the Boards Dundon's hourly rate of pay from \$16.83 to \$19.36 in recognition of his commitment to attend meetings and take minutes of the Municipal Board and Cemetery Board in addition to the Planning Board, Zoning Board of Appeals, and the Historical Landmarks Preservation Commission meetings.

Adjournment: The meeting adjourned at 9:53 p.m.



Patty Couch
Village Clerk/Treasurer