

**Village of Walden
Board of Trustees Special Meeting
October 29, 2018**

Mayor Rumbold called the regular meeting of the Village of Walden Board of Trustees to order at 6:00pm.

On roll call the following were:

Present:	Mayor	Sue Rumbold
	Deputy Mayor	Faith Moore
	Trustees	Brian B. Sebring
		Larry Kraus
		John Ramos
		Dan Svarczkopf
		Lynn E. Thompson

Absent:

Also Present:	John Revella, Village Manager
	Marisa Kraus, Deputy Clerk

Discussion regarding Village Clerk Position

Trustee Svarczkopf thanked Mayor Rumbold for giving us a couple months to see if the clerk needed to be full time. Spoke with the Village Treasurer and the Deputy Clerk about going from 4 to 3 people. To try to figure out if we needed 4 people or stay at 3 or hire part time. After talking and the workload was heavy, but not overwhelming. What I recommend is if we want to move one of those 2 ladies into the clerk position, we could and then save money on the back end and hire part time to fill in when needed with the Treasurer and Clerk as needed.

Mayor Rumbold questioned about getting the new software and when it will be integrated into the office.

Treasurer, Kelly A Kelly, said that she has to finish the questionnaire, but hoping for Jan 1st, could be busy during transition.

Trustee Svarczkopf added that may alleviate some work.

Mayor Rumbold said that she recommends to leave it as a full time position. Move someone from office to full time.

Trustee Svarczkopf mentioned to make the clerk part time.

Manager Revella said that it makes sense.

Mayor Rumbold said that if we're going to advertise the position and to get it outside, we will advertise for full time because it has the residency requirement.

Manager Revella added that unless there's candidates that live in the Village. Trustee Thompson asked why there's a residency requirement.

Manager Revella said that it's the NYS law.

Mayor Rumbold asked to give us an overview of the succession of salary from the previous clerk.

Manager Revella said that it was part time and then went to full time. The salary was through those years. Not including fringe benefits.

Trustee Svarczkopf confirmed that she lived outside when she got hired.

Manager Revella said yes and we gave her time.

Mayor Rumbold added that it started with 6 months and she had trouble getting a house to close and we gave her another 6 months.

Manager Revella stated it was close to a year.

Mayor Rumbold asked about advertising the salary.

Manager Revella said sometimes it's a range or commensurate with experience.

Trustee Svarczkopf asked that when looking at the last person, what she's being paid around. If it was based on number of years or experience.

Manager Revella said both.

Trustee Svarczkopf asked if they didn't have experience, is it a little less or is that the number.

Manager Revella said that it depends on who you can entice to come here. It's a different time now than when it was. We want to be a little more competitive.

Trustee Thompson questioned the range from salary survey.

Manager Revella said that we're above from who they compared it to.

Deputy Mayor Moore said to have a discussion ahead of time.

Manager Revella said that most places looking for executives don't put it in. For example, part time is going to be this and full time is going to be that. We can discuss the range out here.

Deputy Mayor Moore said that discussing the possibility of part to full, the dollar range could still be the same.

Mayor Rumbold added that part time is hourly.

Deputy Mayor Moore said that full time hourly as well. The position itself, say it's worth 20 an hour. Is it hourly or converted to salary?

Manager Revella replied; salary. You have the fringes benefits.

Mayor Rumbold said that it's 1040 hours a year. To keep that in mind. Possible with part time.

Trustee Svarczkopf said that would be 20 hours a week.

Manager Revella added that some may be more than others.

Mayor Rumbold said that they will take minutes and come to the meetings, 2 nights a month and sometimes the hours would be longer.

Manager Revella said that we can always flex that time. That's what the former clerk used to do anyway.

Mayor Rumbold questioned the range.

Trustee Svarczkopf said that it was only like \$1500 that we were over.

Manager Revella added that budget wise, to not pay more.

Trustee Svarczkopf asked if we factored in what we paid her for when she left.

Manager Revella said that the budget line was based upon her staying

Mayor Rumbold questioned if there was any other education when she was an employee that would be different.

Manager Revella replied; no. It was normal updated trainings.

Trustee Svarczkopf asked if it would be appropriate if we made it \$45-55k.

Manager Revella said yes.

Deputy Mayor Moore confirmed that is appropriate for full time, what about part time? Would it be broken down to hourly?

Manager Revella said that we thought about \$25 an hour. Range \$23-28 an hour.

Mayor Rumbold said that hourly is just salary, but it doesn't include any fringe.

Trustee Svarczkopf said to think about the previous clerk. She was taking a buyout.

Manager Revella said that it's not in there.

Trustee Svarczkopf stated that it all comes from the same fund.

Manager Revella said it's about 5k.

Trustee Svarczkopf asked if that person has a family.

Manager Revella said that there is no insurance for part time.

Trustee Thompson questioned if all part time is 50% less.

Manager Revella said that it cannot be more than 1040 hours a year. It's not allowed.

Mayor Rumbold asked if you keep track of that.

Manager Revella said that there are certain people in the system that it doesn't apply to. Civil Service wise.

Trustee Svarczkopf said that they'd have to be careful with that at 30 hours a week. The last few weeks we won't have a clerk.

Manager Revella stated that it's an appointed official.

Mayor Rumbold asked if there was any problem if the appointment is filling a vacancy, full time, any problem changing it to part time.

Manager Revella said that full time is not required by law.

Trustee Svarczkopf asked how long to advertise for.

Manager Revella said not less than 3 weeks.

Mayor Rumbold confirmed not going to put range in there.

Deputy Mayor Moore asked about the deadline.

Manager Revella said at least by the last day in November.

Trustee Svarczkopf questioned if the process is, we get all of them in, we look through the applications, before we interview.

Manager Revella said that you can pick 3 or 4. Look through to make sure they have everything you're asking for.

Deputy Mayor Moore added that if you don't follow directions with completeness, you won't be considered.

Trustee Svarczkopf asked who does the actual interviews.

Manager Revella said that it's up to the Mayor.

Mayor Rumbold said that it's been the entire board in the past.

Manager Revella said that we have a draft. Full time, salary, residency, deadline by the Dec 4th meeting.

Mayor Rumbold asked if we can look at them as we get them.

Manager Revella said yes. They'll be in my office. We can scan them to you as well.

Trustee Svarczkopf asked if they could do interviews before the Dec 4th meeting

Manager Revella said that you could meet as a group in executive session and then set interview dates and times. If you have them ahead of time, we can let them know.

Trustee Svarczkopf would like to set the dates before.

Manager Revella stated that it can be put in the ad what the dates are.

Deputy Mayor Moore said that she was good to set dates now.

Manager Revella said it will be in the ad and online. I could have it in tomorrow, if you have it tonight

Trustee Svarczkopf said that 3 weeks from now would be the 20th.

Manager Revella said that's Thanksgiving so I'd say Monday. If our deadline is the 20th you can look at them then.

Trustee Svarczkopf asked if it was possible to make a decision on the 4th.

Manager Revella said if you want to. If you have more than 4 people, you might to have more than one date. If you want to anticipate that.

Deputy Mayor Moore added that there's the whole week after Thanksgiving. Recommended that the 20th should have the applications returned.

Trustee Svarczkopf added to interview sometime between the 20th and the 4th.

Mayor Rumbold said to narrow it down to the 20th.

Trustee Thompson mentioned that she is not here that week. She'll be back the 2nd or 3rd.

Mayor Rumbold asked if she's allowed to listen by phone.

Manager Revella replied; no.

Trustee Svarczkopf asked if they can have the interview to narrow it down and then bring them back for 2nd round.

Manager Revella said that you're allowed.

Mayor Rumbold confirmed that the 20th is when they're coming in and Tuesday night for the interviews to start at 6pm.

Manager Revella added at half hour blocks.

Deputy Mayor Moore mentioned to also leave calendars open for the 3rd for 6pm.

Manager Revella said that if it's full time then duties stay as they are now. Part time, duties would have to be segregated. Have some recommendations, but would have to discuss that if the board goes to part time.

Trustee Thompson asked when the term ends.

Manager Revella said April 2020.

Trustee Thompson questioned training for the software.

Manager Revella said that it goes in stages.

Kelly added that they said 4-6 months. Closer to 4 for full transition.

Deputy Mayor Moore made a motion to place the ad for a Full Time Clerk. Seconded by Trustee Ramos. All Ayes. Motion carried.

Deputy Mayor Moore said that since the other clerk has resigned, the other 4 people in the office have been taking up in doing so. Without any thanks. I wanted to publicly thank them. It's worth having a discussion that also without any compensation for 2 the months. Some sort of stipend. Might just want to throw that out there.

Mayor Rumbold asked if they do a stipend when on maternity.

Trustee Svarczkopf mentioned that we talked when this started there being OT.

Manager Revella said that there has been some. It varies from week to week. They've been good with getting things done. Working twice as hard.

Deputy Mayor Moore said yes. First she is saying thank you. Second was to open that conversation. Was it called a stipend in the past?

Manager Revella said he doesn't remember.

Deputy Mayor Moore asked if there was a way to know what duties the clerk was performing and split between 4 people?

Manager Revella stated that he doesn't want anything and doesn't think Kelly does either.

Deputy Mayor Moore asked if there is a way to determine, to try putting a dollar amount to that work.

Mayor Rumbold questioned if they have been paid OT.

Trustee Svarczkopf added that he wanted to know how much we have saved while Tara was out and how much OT has been paid. Maybe not give 100%, splitting 2 ways.

Manager Revella said that we can get those numbers later.

Deputy Mayor Moore said that wasn't sure if the board was open to it.

Mayor Rumbold said to look at those numbers.

Trustee Svarczkopf added so that we still have savings.

Trustee Thompson mentioned that she doesn't want to sound not appreciative, but in a short term solution. That's why we have a Deputy Clerk-Treasurer. For example, maternity.

Manager Revella said that's for certain situations. Those are minor situations. To help with those duties.

Trustee Thompson said that she pictured it different.

Manager Revella added that normal would be up to a week. Once it gets past that. It's a burden. Beyond that it's abnormal.

Kelly added that she wanted to make it public that the staff has not asked for anything. They're working very hard, have done everything they're asked and with a smile on their face.

Action Items

Payment of Audited Bills

Trustee Ramos made a motion to pay the audited bills. Seconded by Deputy Mayor Moore. All ayes. Motion carried

Public Comment

Becky Pearson, 167 Walnut, the range would be \$45-55k clerk for full time and part time \$23-28 per hour.

Manager Revella only if the clerk lives in the Village.

Becky post ads for interviews, that constitutes a meeting.

Manger Revella said it does.

Mayor Rumbold said even though they may just meet in public to say they are going into exec for personnel.

Becky asked with the position of full time clerk and the people in the office, do they stay the same unless someone transfers out? Part time clerk people from office, then you're hiring someone? Do those people get overtime or compensation for doing other work?

Manager Revella if we hired a part time Clerk, yes, we would consider pay differentials for
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the other people in the office sharing those duties.

Becky part time Clerk would work what hours?

Manager Revella said we would discuss that at that time.

Becky asked, does the board feel that we don't need a full time clerk?

Mayor Rumbold said we haven't had any conversation one way or another that is why we are talking about it now in public.

Becky asked if they feel that there's enough work for full time clerk.

Mayor Rumbold said that's why we asked for a 2 month period to be evaluated. Not sure of the impact once we get the new software.

Becky confirmed the advertisement will be for full time clerk.

Manager Revella said yes, at first.

Becky needed clarification.

Mayor Rumbold said that it will depend on what happens with the clerk position. We are still getting feedback. It may change when we get the new software.

Becky said she spoke with Mickey Millspaugh and he does feel that the Village is responsible for water the water mains.

Mayor Rumbold said that she still hasn't found in it the minutes, but still looking up to 1984-85 and the laterals are the responsibility of the homeowner.

Mary Ellen Matise, 54 Gladstone, the upcoming Town Board budget hearing, they want to put the Parks and Rec at a 300% increase. Why?

Manager Revella said for what it is related to.

Mary Ellen asked why it was in the A fund.

Mayor Rumbold said that they had to put it in their budget. No decision has been made. It's in the A fund assuming that the Village of Walden has said yes. It's a proposal for the Village of Walden to do shared services.

Manager Revella added that it's just the Park side.

Mayor Rumbold said that was the suggestions and don't know how it would work.

Manager Revella said that they take it out of the A fund. Parks is paid from the A fund. The Town of Montgomery is paying. A to D fund.

Mayor Rumbold added that people from our DPW have been paying that fund for
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maintenance on the parks.

Manager Revella said the A fund is paying them.

Mary Ellen said that it effects our village.

Trustee Thompson said that's why we're going to the meeting.

Mayor Rumbold said that her and Trustee Thompson take turns going to every meeting.

Manager Revella said they went through the budget today.

Mary Ellen asked where this idea of the Town involving the Village came from. She questioned the proposal.

Deputy Mayor Moore said that we haven't seen it, yet.

Manager Revella said the idea was discussed with shared services.

Mayor Rumbold said that anyone can approach us. The Manager gets proposals every day.

Trustee Thompson added that she went last Thursday to the preliminary meeting and the budget was presented. The people on the council never seen it before. Bringing it to the Village of Walden to maintain the park. It makes no sense to pay DPW the salary they get. Going to present it, we'll have it before then.

Mary Ellen said that was just last Thursday. How would the taxpayers know about it?

Trustee Thompson said that we haven't had another meeting since then.

Mary Ellen said that he has it in his budget.

Manager Revella commented that he has to put something is his budget.

Mary Ellen asked why it' in the A fund.

Mayor Rumbold said to ask the supervisor.

Mary Ellen question what we're going to pay as tax payers.

Trustee Sebring added that they didn't go into detail last Thursday.

Mary Ellen asked who is going Thursday.

Mayor Rumbold answered; Trustee Sebring, Trustee Thompson and Ginny Neidermeier.

Trustee Sebring said that you can come and can ask the horse's mouth.

Trustee Thompson added that if you don't make, we'll have a disclosure.

Manager Revella said they are building a salt barn, paid out of the A fund. The parks side is used by everyone in the town.

Mary Ellen said they can use our parks.

Manager Revella said that it's a public park.

Executive Session

Trustee Sebring made a motion to enter into executive session to discuss employment history of a particular person. Seconded by Trustee Svarczkopf. All ayes. Motion carried.

Reconvene

Trustee Ramos made a motion to reconvene the regular meeting of the Board of Trustees. Seconded by Trustee Svarczkopf. All ayes. Motion carried.

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Regular Meeting
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Motions & Resolutions**

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