

TOWN OF WILTON

22 TRAVER ROAD

WILTON, NEW YORK

PHONE: 518-587-1939

FAX: 518-587-2837

Susan Baldwin, Town Clerk

sbaldwin@townofwilton.com

REGULAR TOWN BOARD MEETING-July 7, 2016

Supervisor Johnson called the Regular Town Board meeting to order at 7:00 p.m.

Pledge of Allegiance

Supervisor Johnson led the board and the audience in reciting the Pledge of Allegiance to the Flag.

Roll Call

Roll Call by the Town Clerk showed all board members present.

Arthur Johnson-Supervisor

Steve Streicher-Deputy Supervisor

Joanne Klepetar-Councilwoman

John Lant-Councilman

John McEachron-Councilman

Also present was Director of Planning and Engineering, Ryan Riper, P. E., Jeff Reale, Comptroller and Town Counsel, Mark Schachner.

Public Comment Session

Nancy Gatland, 28 Timbira Drive said she visited the splash park and it looks terrific. All of the kids were having such a good time. Thank you for bringing this to completion.

Tony Mangini, 7 Cobble Hill Drive said he has been a resident of Cobble Hill Drive since 1990. The pavement on Cobble Hill Drive is in very poor shape. Something should be done about it. There are pictures for the board. It is in disrepair. There are barrels along the street over the storm drains, which has been routine for the past few years. Along the edges, the street seems to be deteriorating. From what has been told, it is caused from poor drainage. The wing curbs, which are higher than the pavement, cause a little ledge. Water gets under the pavement and it deteriorates. It gets worse and worse every year and we have not been paved in 26 years. It is not scheduled to be done this year or next year. Newer neighborhoods, such as Glenburnie and Sheffield have already been done this year. This is an appeal for the board to look into this and have something done. **Supervisor Johnson** said the

town has an intern from Cornell assessing various roads. The pictures will be forwarded to the highway superintendent and hopefully the road will be on the schedule soon.

Approve Pending Minutes

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #119

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the June 7, 2016 meeting, as typed.

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, all in favor. The motion passed 4-0 with Deputy Supervisor Streicher abstaining.

Personnel Policy Update

Supervisor Johnson said the personnel policy has been updated with Councilman Lant as chair. The only change is the recommendation from Attorney Mark Schachner's Office. On page 800-10, regarding the non-CDL drug testing, the section should be deleted.

Councilwoman Klepetar said on page 100-1, it talks about specific questions about employee matters should be addressed by the department head. In conflict, on page 100-7, it states any questions regarding any topic covered in this handbook should be directed to the personnel department. Which is right? **Deputy Supervisor Streicher** said an employee should go to the department head first and then to the personnel department.

Councilwoman Klepetar said in Section 203, Examinations and Promotions, it talks about the competitive class. Is there a non-competitive class and what does it mean? **Supervisor Johnson** said there are competitive and non-competitive classes. Competitive class requires a civil service exam for hiring and promotion. Non-Competitive is exempt from civil service. **Mr. Reale** said those are positions appointed by the board.

Councilwoman Klepetar said on page 300-4 in the employee comment section, all employees written comments will be included with the performance appraisal report. Is this an appraisal that is done every year? **Supervisor Johnson** said yes and they are due in November. The supervisor is supposed to go over the evaluation with the employee. The employee can comment on the appraisal. **Councilwoman Klepetar** asked if the comments are filed with the appraisal from the department head. **Supervisor Johnson** said it is all in the employee's file.

Councilwoman Klepetar said on page 300-5 it talks about the policy statement, corrective action when an employee has demonstrated performance deficiencies. Should the town board be noted as a participant or is it strictly taken care of in house? **Supervisor Johnson** said if there is a deficiency the direct supervisor would have a counseling session with a memo. **Councilman McEachron** said the employee would be given an opportunity for corrective action. **Councilman Lant** said the town board has the final say as to what happens to an employee. **Supervisor Johnson** said any kind of formal disciplinary action would come from the town board. **Attorney Schachner** said that is generally true.

Councilwoman Klepetar said on page 300-6, the bullet starts with falsification or alteration of any records or reports including but not limited to employment application, time records and so on. Can *"Any employee found covering up or impeding an investigation can be disciplined"* be added. **Supervisor Johnson** said it could be. **Councilwoman Klepetar** said it is not stated, could it be inserted? **Supervisor Johnson** said it is prohibited conduct so it would be covered. **Councilman McEachron** said the board can take action on prohibited conduct. **Deputy Supervisor Streicher** asked how "covering up" would be worded. **Attorney Schachner** said "Hinder or Impede". **Supervisor Johnson** asked Councilwoman Klepetar where she would like the statement put in. **Councilwoman Klepetar** said she would like it under the bullet "Falsification or alteration of any records". **Deputy Supervisor** asked if it should have its own bullet. **Supervisor Johnson** said the board could add another bullet "Hinder or impede an investigation into employee misconduct". **Councilman McEachron** said it could be added at the end of the paragraph.

Councilwoman Klepetar said on page 400-1, refusal to work additional hours, she said she didn't understand it. When would it occur, what it's about and does it happen very often? Why would someone be asked and would refuse additional hours. **Deputy Supervisor Streicher** said it could be an emergency situation like a storm. **Councilman Lant** said it could be the paving getting completed. **Supervisor Johnson** said it would most likely be Gavin Park or the Highway Department.

Councilwoman Klepetar said on the same page "Arriving at work before or leaving after scheduled work hours". Every employee has specific work hours. Is that posted anywhere? **Mr. Reale** said it was up to the department head discretion as far as employees work hours as long as the department is covered.

Supervisor Johnson said there is one amendment from counsel's office regarding the non-CDL drug and alcohol policy and the one suggested amendment regarding "hindering or impeding".

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #120

NOW, THEREFORE, BE IT RESOLVED, to approve the personnel policy update with amendments.

The adoption of the resolution was seconded by Councilwoman Klepetar, duly put to a vote, all in favor. The motion passed 5-0.

107 Old Gick Road

Mark Mykins, Code Enforcement Officer stated 107 Old Gick Road is a property that has had code violations since 2013. It is in major disrepair. In 2013, it was deemed unfit for human occupancy. In 2015, it was posted condemned. The structure is continuing to deteriorate. There have been reports of vagrancy. There have been two fires over the past two months. The property is littered with household garbage, mattresses and other debris all over the property. The deck is falling apart and the addition is starting to fall off the building. The owner of the property has been contacted and he has no intention of doing anything to correct the violations on the property. **Mr. Mykins** said he would like the board to

set a public hearing for August 4, 2016 to give the owner a chance to speak with the board and to take corrective actions if he wants to. If no corrective measures are taken, immediate removal of the structure is suggested. The Town Board received correspondence from the homeowner. There is a letter that has to be posted on the property and mailed to the owner. Next month, the board can make the decision to remove the home and charge the demolition back to the property taxes. **Councilman McEachron** asked if there is any corrective action other than removal. **Mr. Mykins** said there is none other than removal. **Supervisor Johnson** said the board will have a public hearing to give the homeowner an opportunity to appear and explain what he intends to do. **Mr. Mykins** said if he doesn't show up or nothing is done, the board can make a decision. If the homeowner does show up, the board can give the homeowner additional time to clean up the property. **Councilman McEachron** asked if it required a court order for the removal of the property. **Mr. Mykins** said it does not. It is a public health and safety issue. **Supervisor Johnson** said the cost of the demolition and removal is added to the county tax bill.

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #121

NOW, THEREFORE, BE IT RESOLVED, schedule a public hearing for August 4, 2016 at 7:00 pm. to deem 107 Old Gick Road as an unsafe property and authorize structure removal pursuant to Town Law §130 and Wilton Town Code.

The adoption of the resolution was seconded by Councilman McEachron, duly put to a vote, all in favor. The motion passed 5-0.

Appointment-Ethics Advisory Board

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #122

NOW, THEREFORE, BE IT RESOLVED, to reappoint Charles Hodgson to the Ethics Advisory Board for the term 6/05/2016-6/4/2018.

The adoption of the resolution was seconded by Councilwoman Klepetar, duly

put to a vote, all in favor. The motion passed 5-0.

Traffic Study Update

Supervisor Johnson said for traffic mitigation purposes, the town had a traffic study update by Peter Faith of Greenman-Pedersen, Inc. Part of the study identifies certain intersections that could become problematic and need to be addressed for safety in the future. Mr. Faith was asked for an in depth study of two of those intersections.

Peter Faith, Greenman –Pederson, Inc. said the work is a follow up to the town wide update presented at last July's meeting. In that study it was recommended to take a further look at the two intersections that carry the most traffic, Carr Road and Northern Pines and Carr Road and Jones Road. As part of that, how the town could plan for non-motorized transportation along Carr Road consistent with the Gavin Park path feasibility study that was completed several years ago. There was a fourth task regarding Gurn Springs Road and Dimmick Road intersection. There is a letter attached to the report about a signing improvement.

Mr. Faith said they found there are moderate to long delays on Carr Road. It is mainly a peak hour problem with the left turn from Carr Road onto Northern Pines Road. The crash history at the intersection is above the statewide average. The site distance was limited by some overgrown trees. That was addressed by the town. There are several ways a traffic signal can be warranted and typically it's volume and accident history. We found the volumes are not there and there are not enough correctable accidents at the intersection that would be resolved by a traffic signal. The signs were not up to NTBC standards but they are now. The requirements changed and the signs now have a right angle as opposed to the round turns as you approach the intersection.

Mr. Faith said there are similar findings at Jones and Carr Road. The delays at Carr and Jones Road are a little bit longer than Carr and Northern Pines Road. Crash history is above statewide average. A traffic signal is not warranted and the signs were not up to current NTBC standards but they are now. One of the key items looked at is if the signing and site distance changes don't address the crash history and we don't warrant a traffic signal, is it feasible or desirable to install a roundabout at the two intersections. It is important to talk about roundabouts and what they are. A lot of people have strong opinions about them, for and against, but they are gaining more acceptance as more come into use in the area. People are becoming more familiar with negotiating around them safely. Traffic speeds are slower at roundabouts. They reduce delays and cues. It reduces crash severity, mainly because traffic is moving slower in a roundabout.

Mr. Faith said on the approach to Carr Road, there is a triangular area called a splitter island (indicating). It splits the traffic up and provides a buffer from the circular roadway and the approach. The inside diameter has a truck apron and the center has the raised island in the middle. The idea is as larger vehicles negotiate around the roundabout, the rear wheels would come up on the truck apron to get around without having to drive straight across. The size of the roundabout is determined by inscribed diameter, the outside edge on the pavement on one side to the outside edge of the pavement on the other side. The roundabout shown has a 100' inscribed diameter. That 100' size is the minimum size that can accommodate a standard tractor trailer. Anything less than that, something special has to be done to get a tractor trailer in and out. The first task was to lay out the roundabout and drop it down onto the intersection to see if it would fit. It does but additional right of way would be required to construct the roundabout at that location. A ten foot path was extended outside of the travel lane and identified that as the land necessary to provide shoulders, utilities or sidewalks. Small corners of right of way around the intersection would be required for it to fit. That is not usually when dealing with transportation improvement projects. A smaller radius, an 80' inscribed radius. It would fit without any

right of way impacts. The downside is traffic trailers would have to find an alternate route to get to their destination or the center would need to be flush so a tractor trailer could drive right through it. The town would not have the opportunity to have a raised island with plantings in the middle of the roundabout. The traffic study update found, on average, one tractor trailer a day came through the area.

Mr. Faith said it was a similar exercise with the intersection of Carr and Jones Road. The first slide (indicating) is a 100' roundabout. It was moved to try to lessen the right of way impacts but two properties would be affected. An 80' roundabout seemed to fit without right of way impacts on the adjacent properties. **Supervisor Johnson** asked if school buses would be able to get through the roundabout. **Mr. Faith** said school buses and firetrucks are able to get around either size roundabout.

Mr. Faith said the top table (indicating) is Northern Pines and Carr Road with an 80' compact roundabout with no right of way impacts with only one utility relocation required but you can't get a WB50 tractor trailer through it. If you go to a 100' roundabout, you can but you need three properties and one utility relocation. Jones and Carr Road intersection is similar. The right of way impacts with a 100' roundabout with the same utility relocations. It's a tradeoff and both are feasible. One is a little more hard to fit than the other.

Mr. Faith said the other task was planning for some kind of non-motorized transportation on Carr Road. In 2008, the Gavin Park Feasibility Study was done. There was a vision established for how we would improve non-motorized transportation in this portion of the town. It was concluded the concept was to construct an off road path on the south side of Northern Pines Road starting at Carefree Lane, connecting down to the east side of Carr Road to the north side of Jones Road and turn at Jodi Lane. It would give a circular path around the entire community and ultimately, connections to the other residential developments off of Carr Road and Northern Pines Road to get to the path and Gavin Park and to the school. It would be a loop for exercise, bike riding and walking. There were utility conflicts, road crossings and right of way impacts by building a pathway on the east side of Carr Road. Ultimately, that is what held the project up. There were too many impacts that couldn't be resolved. As part of this review, we looked at three options. 1a and 1b are to build a trail on one side of Carr Road or the other and actually shift the center line of the road to avoid the right of way impacts. Option 2 is to upgrade shoulders on both sides of Carr Road so they can be designated as 5' bike lanes. The top graphic (indicating) is a cross section of the existing pavement on Carr Road. There is 26' of pavement with two 11' lanes and two 2' shoulders. Option 1a would be to build a path on the west side of Carr Road. If we shift the center line to one side, we can fit all of it in the right of way. It would require major reconstruction to shift the road to one side and put the path on the other side with a 5' grass strip between the shoulder and the multiuse path. Option 1b is a mirror image of that. Everything would be shifted and put on the other side with a similar cross section. Option 2 is to add shoulders. The travel lanes would be reduced from 11' to 10' and added a bike lane shoulder. Reducing the lane width to 10' does a couple of things. It slows traffic down a little bit. It reduces the width of the entire roadway and reducing the cost. It also lets the town avoid some utility impacts by shrinking it 1' on each side. Summarizing each of the three options compared to the existing conditions and its functionality for following the path identified in the feasibility study. The existing condition is poor because there is not functionality. Option 1a, trail on the west side of Carr Road is fair. People on bikes cross Carr Road twice to get to the path on the other side. Option 1b, trail on the east side has good functionality because it is pretty much what the feasibility study had rolled out. Option 2 with the shoulders is rated fair because, although there are two road crossings, only southbound users need to cross. Northbound users stay on the shoulder and do not have to cross the road.

Deputy Supervisor Streicher asked how the roundabouts will affect the path. **Mr. Faith** said a path can go around the roundabout. More right of way may be required. The path could be transitioned to crosswalks at the roundabout. It was addressed in the traffic study. It will add cost to the project.

Mr. Faith said option 2 has less utility impacts, less easements and one less tree is impacted at a much lower cost. There are budget cost estimates. They are estimates because we don't have a design and don't know all of the issues. The estimates give the board some feel for the level of investment required to build each of the features. The Carr Road and Northern Pines Road, both roundabouts with a 100' diameter would be about \$1,000,000 each. An 80' diameter roundabout would be about \$750,000 each. There is a wide range of costs for roundabouts. In New York State, roundabouts are more expensive than any other state. There are cost saving measures like the type of curb used or other amenities such as sidewalks. The Gavin Park Path construction with the shift of the center line, on either side of the road, is a major undertaking. The cost is approximately \$1,600,000. The building of shoulders, including allowances for utilities and right of way, the cost is about \$600,000. There may be some easements that have to be purchased. **Councilman Lant** asked if Saratoga County would pay for a portion of the roundabout at Northern Pines and Carr Road since it is a county road. **Mr. Faith** said the county has not been approached yet. We have worked with the county on other projects and they have their own requirements. If the town wants to build something on a county road that the county doesn't allow, they will ask the town to take over ownership of that portion of the road.

Mr. Faith said the project can be funded by bonding, traffic mitigation fees and other methods like New York State Department of Transportation funds and federal funds. Transportation Alternatives Program, Safe Routes to School and on occasion Capital District Transportation Committee, the organization that controls federal transportation dollars, offers solicitations every few years for new projects to put on the TIP, Transportation Improvement Program. In the past year, there were several projects added to the TIP based on communities previous planning and support for certain projects. There is a grant application and a meeting in Albany. Some projects get added to the list. It's another way of funding some of these major transportation improvements.

Mr. Faith said no major recommendations have been made to the board. There are issues regarding budgets, vision and community support. We have concluded constructing roundabouts is feasible. It can fit. Smaller roundabouts fit without right of way impacts, larger roundabouts with some minor right of way impacts. The second conclusion is providing upgraded shoulders on Carr Road seems like a viable, lower cost option to advancing the goals of the Gavin Park Path without major expenses to the town.

Mr. Faith said the next steps are up to the town and the town board depending on what the vision is, what the town board and community's acceptance is for roundabouts, whether the board agrees with the planning and engineering analysis that was presented and how much money the town is willing to spend to address the transportation improvements. It is also the community acceptance of the current conditions. Currently, there are some delays on Carr Road, how bad they are and if they warrant the level of improvements and the cost of improvements discussed is something for the town to consider.

Mr. Faith said none of the grant programs happen without documentation of support for the improvements being proposed. If the town board takes no action and three years from now there is a solicitation for new projects to be put on the TIP, if there is no community support and no resolution reflecting the vision the town wants, the town will never get the funds. If this is what the town wants at some point in the future, there needs to be some acceptance from the town board.

Supervisor Johnson said he agreed that the study should be accepted, in principle. It's not a commitment to do any of the projects on any particular time table. We recognize the improvements and at some point may want to do them. In order to get the funding, it is a matter of accepting the study. **Deputy Supervisor Streicher** said if the board agreed with one or two of the projects, accepting the study would be beneficial. **Mr. Faith** said no recommendations have been made so the board would not be committing to anything by accepting the study. **Councilman Lant** said everyone knows, at some point in the future, something will have to be done at both ends of Carr Road. **Supervisor Johnson**

agreed. There are different funding mechanisms but need a resolution or support for the study is necessary.

Councilwoman Klepetar said separated multi-use paths are preferred and that comes with a cost. As far as utilities, does that mean just moving poles or are there underground utilities? **Mr. Faith** said the main utilities identified were poles. **Councilwoman Klepetar** said the utility cost relocation was \$50,000, how many poles is that? **Councilman McEachron** asked what is \$50,000 on a \$1,200,000 road. **Councilwoman Klepetar** agreed and said it is like nothing. She said she thought it would be more expensive to move a pole. **Mr. Faith** said the other cost is often obtaining the easement for the land to put the pole in. If the pole is located outside the right of way and on private property, there is an easement required and there is a cost to that. **Councilwoman Klepetar** said she has been on paths where the pole is right in the middle. It is not an ideal situation but it has been done. **Deputy Supervisor Streicher** asked if there are underground water or sewer lines. **Mr. Faith** said he did not think there were any that had to be relocated. Typically, they are far enough underground. **Councilman McEachron** asked if the estimates were high. **Mr. Faith** said he is hoping they are. **Councilman McEachron** said there is a 25% contingency for increased costs.

Mr. Riper thanked the Highway Department for taking care of all of signage and site distance issues immediately.

Supervisor Johnson said the study was paid for with traffic mitigation fees. Any of the improvements the board decides to go forward with would qualify to be paid for with mitigation fees.

John Helenek said it seems ironic that the study is on one of the busiest roads in the town, worried about a roundabout but then you want to put a path somewhere in there and you're worried about that also. It seems strange we would worry about a path on one of the busiest roads in the town. Do we really need a path on that road or can that path be someplace else. Where is the traffic coming from? The traffic is coming from the developments and impacting those roads yet we don't want to put a path in the development where the people are impacting Carr and Jones Road. We don't want to put a path in there and impact that, for whatever reason, where they should be going slower to begin with. If you did go from Cobble Hill to Jodi Lane and impact the school, where there is already a path on the opposite side of Jones Road, is that a viable option. He said he would put the path in the development. **Mr. Faith** said you don't need a path inside a residential development. People can walk and bike safely on residential streets. The path, which was borne out of the feasibility study, is to provide a more direct connection to Gavin Park path for people who don't have a safe path to get there by either biking or walking. **Mr. Helenek** said if there is safety in the development, it is safer to come out at Jodi Lane than it is to go all the way around Carr Road and coming down. **Mr. Faith** said it is for those that can get to Jodi Lane. Not everyone can get to Jodi Lane through their residential development. **Supervisor Johnson** said the intent was to create an entire loop. **Mr. Faith** said paths are built on busy roads all of the time. A path is currently being designed for Geyser Road in the City of Saratoga Springs because that is where the people are. **Mr. Helenek** said the bike path that goes through Queensbury is more what he thinks of as a bike path. **Mr. Faith** said that path is an old railroad line. **Supervisor Johnson** said these are all conceptual items. The only thing the board can do is accept the study. **Deputy Supervisor Streicher** said he agrees with some items in the study and disagrees with some others.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #123

NOW, THEREFORE, BE IT RESOLVED, to
accept Traffic Study prepared by
Greenman-Pedersen, Inc.

The adoption of the resolution was seconded by Councilman McEachron, duly put to a vote, all in favor. The motion passed 5-0.

Amendment to Resolution #8 of 2016

RESOLUTION #124

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

NOW, THEREFORE, BE IT RESOLVED, to amend Resolution #8 of 2016 to accurately reflect reporting to the New York State and Local Employees Retirement System (see attached).

The adoption of the resolution was seconded by Councilwoman Klepetar, duly put to a vote, all in favor except Councilman Lant and Deputy Supervisor Streicher, who both recused. The motion passed 3-0.

Bicentennial Resolution

Supervisor Johnson said 2018 is the bicentennial year for the Town of Wilton. There is a resolution drafted for the bicentennial kickoff.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #125

Whereas, on the 20th day of April, 1818 this Kayaderosera Patent community, bordered by the Palmertown range of the Adirondack Mountains, began its existence, separating from the Town of Northumberland.

Whereas, a name had to be chosen for this new town; after some dispute among the petitioners, Wilton was chosen on the suggestion of a member of the Assembly from Saratoga County, by taking the name of his old home in New Hampshire.

Whereas, on Tuesday, March 2, 1819, the first town board meeting was held at the home of Lyndes Emerson and Dudley Emerson was duly elected as Supervisor.

Whereas, the Town Board of Wilton, New York, Saratoga County, United States of America, declare 2018 as the year of our Bicentennial Celebration.

Whereas, the Town of Wilton continues its commitment to enhancing the quality of life of its residents and guests, ensuring abundant recreational, business and educational opportunities.

NOW THEREFORE, BE IT RESOLVED, that the Town of Wilton will encourage state, county and local officials, as well as civic, social and educational organization to join us in 2018 for this year-long celebration by participating in ceremonies and programs with us as we reaffirm our commitment as residents of this town.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, all in favor. The motion passed 5-0.

Supervisor Johnson introduced Fran Dingeman of Network Saratoga. The town has contracted with Ms. Dingeman to be the bicentennial event coordinator and developer. She has a lot of experience and has worked with Saratoga Springs and NYRA. Susan Gavin Lant will be the chairwoman of the committee. The following have agreed to participate on the committee; Larry Gordon, former Town Council, Linda Baker, WWPP Chairwoman, Jeannine Woutersz, Town Historian, Gayle Gavin, wife of former Supervisor Bob Gavin, Bob Barrett, Zoning Board of Appeals and Comprehensive Plan Committee, Marti LaDue, Board of Assessment Review, Joanne Klepetar, Councilwoman and Resident and John Lant, Councilman. There will be other committee members. The chairwoman will have some ideas as well as other committee members. We look forward to working towards 2018.

Committee Reports

Supervisor Johnson said the 10th annual Parkfest will be held on Saturday, July 9, 2016. Everyone is welcome to come and enjoy this great event.

Supervisor Johnson said there has been a dust issue at the park with the dry weather and thanked Highway Superintendent Woodcock and his crew for taking care of it.

Comptroller's Report**1.) May 2016 Cash Disbursements**

General Fund	\$315,042
<u>Highway Fund</u>	<u>120,435</u>
Total	\$435,477

2.) 2016 Budget Transfer

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #126

NOW, THEREFORE, BE IT RESOLVED, to approve the 2016 budget transfer requested for and listed in the Comptroller's 7/7/2016 report (attached) to the Town Board.

The adoption of the resolution was seconded by Councilman McEachron, duly put to a vote, all in favor. The motion passed 5-0.

3.) Internal Reviews

Mr. Reale said, as required by Town Law, Section 123, the annual accounting of all departments that handle cash has been completed with no findings of issues or discrepancies. The audit is on file in the comptroller's office.

4.) Personnel

a. On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #127

NOW, THEREFORE, BE IT RESOLVED, to ratify the decision to send Nicole Monroe to the New York State Assessors Association class held in Cornell, NY from July 11-July15, 2016.

The adoption of the resolution was seconded by Councilman McEachron, duly put to a vote, all in favor. The motion passed 5-0.

Councilwoman Klepetar asked when there is an agenda item that is Okayed before a town board meeting and then ratified at the meeting, is there any problem doing this by email or phone without any public input. **Attorney Schachner** said the problem is not because of lack of public input, the problem is the board is not allowed to meet by telephone or email. Typically, the board makes the decisions in advance but if they can't, the board can ratify it later.

Mr. Reale said the next two items were referred to in an email sent yesterday from Nancy Riely to all town board members. The first item is a request from Kathy Austin to create the position of "Valuation Assistant" and to move Nicole Monroe into this position effective July 8, 2016. This new position will be placed in the Grade 4 Category, and placing Nicole at Step 5 (\$20.92/hr.). **Councilman McEachron** said he would like 30 days to review the request. The board shouldn't be making decisions on items brought to the board as of yesterday like creating new positions. **Supervisor Johnson** said it is not a new position. Nicole works in the Assessor's Office and she was a senior clerk and working out of title for some time. She filled out a job description questionnaire and sent it to the Saratoga County Personnel Department. They agreed her title should be upgraded and they don't use the Assistant Assessor title anymore. The county calls it a Valuation Assistant. That was a recommendation from the County Civil Service Department based on a questionnaire. It went from a grade 4 to a grade 5, which amounts to about \$1 per hour pay increase. That is the history behind it; it is not a new position. **Councilman Lant** asked if Ms. Monroe's current position will have to be filled in a month or two. **Supervisor Johnson** said no, it is not a new position. Ms. Monroe is staying in the department, only her title is changing with a slight pay increase. There is no new position. **Councilwoman Klepetar** said she was in agreement with Councilman McEachron, why was this information received yesterday. She said she read the information for the first time the night before. **Supervisor Johnson** said it was discussed at last year's budget meetings. **Councilwoman Klepetar** said she was not there, she was away. **Supervisor Johnson** said it was discussed at that time because it was recognized that work in the Assessor's Office is not a Senior Clerk's position, it is more comprehensive. **Councilman McEachron** said it is really only changing the name of the position. **Supervisor Johnson** said it is also changing the grade on the salary schedule. The policy is when a person is promoted; they go to the next grade. **Kathy Austin, Assessor** said Ms. Monroe had been working out of title. She sent a list of her job duties to the county and they came back with the Valuation Assistant title. The county no longer has the titles of Assistant to the Assessor or Assistant Assessor. **Supervisor Johnson** said this is similar to what was done with Kim Brock's title at Gavin Park. **Ms. Austin** said it was being worked on last year at budget time. It has taken all of this time to move forward with this process. **Councilwoman Klepetar** asked if there is any additional testing for the salary raise. **Deputy Supervisor Streicher** noted the continuing educational courses are building upon this. **Ms. Austin** said Ms. Monroe is working towards her certification, which is admirable, and she encourages it. **Councilwoman Klepetar** asked why Ms. Monroe would be working towards her certification. In order for an Assessor to become certified, they have to be hired by a town, correct? **Ms. Austin** said the Department of State can issue a letter stating a person has finished all required training and are qualified to be an Assessor. **Councilwoman Klepetar** asked if Ms. Weber is certified. **Ms. Austin** said she is not but she had been working and wasn't certain how far she was in the process. **Ms. Weber** stated she has all of her classes. She said this is the first she has heard of this and was told Ms. Monroe was doing valuation for cross training purposes only. She would do it for one more year and then get it back next year. This is all new. **Supervisor Johnson** said it really doesn't affect Ms.

Weber, it affects Ms. Monroe. **Ms. Weber** said if affects the department and it is a communication issue. **Councilwoman Klepetar** said the town invested in HR Consulting for several reasons. One was for that office to communicate with one another. Is that money we spent well or just wasted. If Ms. Weber is hearing about this for the first time today, and I don't think she's lying, why is this office, with three individuals, not communicating with each other and I would like an answer to that. **Ms. Austin** said it was a management issue, not something everyone needs to know. It is a confidential, employee concern. It is not something everyone in the whole building needs to know. **Councilwoman Klepetar** said she wasn't talking about the whole building, she was talking about the small office. **Ms. Austin** said it doesn't affect Ms. Weber, it doesn't change her position. **Ms. Weber** said it does if Ms. Monroe is keeping the valuation and not giving them back. **Ms. Austin** said this is not the forum for this conversation. **Supervisor Johnson** agreed. This is about an individual working out of title that was recommended to change her title. If communication needs to be worked out in that office, it should be done. **Councilman McEachron** said he agreed with Councilman Lant, as long as the position is not going to be filled with another person. **Supervisor Johnson** said we are recognizing someone who is working towards bettering herself and completing the education. **Ms. Weber** asked if Ms. Austin is helping Ms. Monroe get her certification, why hasn't it been offered to her. **Supervisor Johnson** said that is not what it is. This is based on her duties. Hopefully both of you get certified and the board will support that. **Ms. Austin** said Ms. Weber has the same opportunities. **Ms. Weber** said she thought things were going well until she walked in and saw this. **Supervisor Johnson** said it doesn't affect you. **Ms. Weber** said it does, the whole communication. **Supervisor Johnson** said Ms. Monroe's title change does not affect you, your work or your responsibilities. They are going to continue. Ms. Austin will address that. With both employees on equal footing, cross training is great. **Supervisor Johnson** said Ms. Weber is an assistant assessor but the county does not use the title more. **Ms. Weber** said that title is not given out any more because of the descriptions. She said she was the last test that was taken to be certified by the civil service. **Councilman McEachron** said the board is not changing that title. **Ms. Weber** said you can't change her title. **Councilwoman Klepetar** asked why this was sent out yesterday. **Supervisor Johnson** said it is a personnel item and it has been discussed before. **Ms. Austin** said she mentioned it to Deputy Supervisor Streicher and Councilman Lant. We were waiting for the county to come back with the correct title. **Deputy Supervisor Streicher** said he remembered talking about improving staff and building their education. **Deputy Supervisor Streicher** said he wanted to put forth the motion to change Ms. Monroe's title. There was no second, the motion failed. **Councilman Lant** said he would like 30 days to think about it. **Councilman McEachron** said he didn't see any harm in waiting. This would set a precedent for someone else to come to him next month, two days before the meeting. He said he has a lot of people that try that by coming to see him at his place of employment to get this shot in. **Deputy Supervisor Streicher** said this is rewarding her hard work and not something that is brand new. **Councilman McEachron** asked if this has been going on for a year, why is he just finding out. **Supervisor Johnson** said it was discussed at budget time and it was mainly because Ms. Monroe was working out of title. **Councilman McEachron** asked if the town will get in trouble for her working out of title. **Supervisor Johnson** said he didn't think so. With no second, the item is table till next month.

Supervisor Johnson said the next item is moot because without Ms. Monroe's move, item c cannot happen. The reason for that is there would be too many clerk position. **Councilman Lant** said he would like both items tabled for 30 days. **Supervisor Johnson** said if Ms. Monroe stays in the clerk position, we can't create another clerk position.

Executive Session

Supervisor Johnson said there will be an Executive Session.

Councilman McEachron made a motion to adjourn at 8:30 p.m. for Executive Session for negotiations of land purchase and employment of a particular person. The motion was seconded by Deputy Supervisor Stretcher with all board members in favor. The motion carried 5-0.

Deputy Supervisor Streicher made a motion to reconvene at 8:55 p.m. The motion was seconded by Councilwoman Klepetar with all board members in favor. The motion carried 5-0.

Supervisor Johnson said no action was taken.

Adjournment

On a motion introduced by Councilman Lant and seconded by Councilman McEachron with all board members in favor, the meeting was adjourned at 8:56 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

Supervisor, Arthur Johnson

Deputy Supervisor Streciher

Councilman, John Lant

Councilman, John McEachron

Councilwoman Joanne Klepetar