

**Workshop Meeting**  
**January 27, 2020**  
**91 Church Street, Mellenville, NY 12544**  
**6:00pm**

Attendees:

Clifford Weigelt Supervisor	Stephen Hook Councilman
Katy Cashen Councilwoman	Brian Keeler Councilman
Suzanne Meddoff Bookkeeper	Louis LaMont Superintendent of Highways
William Michael Deputy Town Clerk	George Duntz Councilman – Absent

Shannon Bexevanis of Transco held a presentation updating the powerline replacement progress

Michael Bucci and Lisa Gill of Pattison, Koskey, Howe and Bucci, CPA discussed proper budget procedures according to the law and adjustments that can be made during the 2020 budget. Highway Super LaMont questioned certain line items in the highway budget. M. Bucci explained what they were and possibly adding a new line item that would be more descriptive.

Highway Super LaMont questioned what money was coming out of line item brush and weeds. M. Bucci responded it was administrative costs covering their portion of the bookkeeper. L. LaMont asked if that could be another line item made to reflect that other than brush/weeds. M. Bucci responded yes.

L. LaMont questioned why the summer and winter lines were not correct as far as hours. Both M. Bucci and L. Gill responded that payroll would need to be told when to switch over, otherwise they would not know when to. L. Gill said the proper adjustments have been made to the lines. L. LaMont responded by saying in his fifteen years he has never had to let payroll to switch over. M. Bucci stated the bookkeeper can let payroll know. Bookkeeper Suzanne Meddoff stated she does not do highway department payroll. M. Bucci stated that was the wrong procedure and that the bookkeeper should know what is going into payroll for all Town employees.

L. LaMont stated that with leftover money in his budget he planned on finishing paving on Dunbar Road.

Discussed Having a Town Credit Card

M. Bucci provided the board with a credit card policy guideline from the State Comptroller's Office.

M. Bucci stated the card cannot be used without prior approval.

M. Bucci also stated that sales tax cannot be paid for purchases.

L. LaMont suggested letting the Town's bookkeeper hold the credit card and have her name on it.

M. Bucci said that all the receipts should also be reconciled.

Highway Super LaMont brought up instances where vouchers coming out of highway had items on them purchased without his signature. M. Bucci stated he believed that the proper procedure would be for the highway superintendent or someone from the administration could sign the vouchers.

Discussed the new proposed Town building

Supervisor Weigelt stated tearing down the old Town Hall/ Court building is being looked at. During the process, having the Court moved to the A.B Shaw fire house in Claverack is also being looked into.

Councilwoman Cashen asked if someone with day to day experience on this kind of project could be hired to help oversee the project as far as helping come up with numbers.

Supervisor Weigelt responded the project is in its first phase and he did not see the use of hiring an engineer or someone of the like at this stage.

M. Bucci stated estimates of the cost of the new building and demolition of the old building should be available before demolition of the old building is considered.

Discussed the painting of the Town water tower

M. Bucci stated overall the Town Board has done a very good job managing the Town.

Discussed the possibility of a new AT&T cell tower at the Town water tower location.

Resolution implementing a new sexual harassment form to go along with the Town's sexual harassment policy.

**Motion** by Councilman Hook Second by Councilwoman Cashen, all in favor - carried.

Discussed Magna Five phone service and the possibility of switching to a new company with substantial savings.

Supervisor Weigelt suggested looking into the length of time any contract would be good for and to assure no unexpected increases soon after. He also suggested getting more information for the Board.

Discussed age restrictions for laborers with Highway Superintendent LaMont as far as someone being sixteen years old.

Discussed health insurance buyouts for employees.

Councilman Hook suggested changing payments to any employee that does not health insurance provided by the Town to be paid once a year in December rather than four payments.

Resolution to pay once a year

**Motion** by Councilman Hook Second by Councilwoman Cashen, all in favor - carried.

Discussed Highway employees pay structure.

Supervisor Weigelt stated it should be job specific.

Councilman Keeler stated pay should be competitive.

Councilwoman Cashen stated that pay rates should be looked at in regards to all Town employees and maybe done all at the same time.

Highway Superintendent brought up also looking into provided health insurance after retirement. Supervisor Weigelt stated that was something that would need to be looked into. L. LaMont said it is something that would need to be looked into soon.

Discussed the procedure for new hires.

Councilman Hook, used new highway employees as an example stating that the correct procedure would be to complete new hire paperwork and be drug tested before hire.

Discussed fee increases for sub-divisions and application fees.

Discussed meeting with the economic committee and them requesting \$6500.00 for mailings, etc.

Discussed Town insurance renewal.

Councilwoman Cashen stated she has been in contact with Rich Nesbitt.

Discussed possible increased street lighting on VanWyck Lane.

Councilwoman Cashen stated she would look into it more and contact National Grid.

Discussed the Town Website.

Councilwoman Cashen proposed looking into quotes for someone to oversee the website as far as proper updates especially concerning security.

Discussed updates on the possible use of the old Claverack Library by Pieconic, a bakery currently operating in Chatham.

Councilwoman Cashen stated that the Claverack Church on 9H would provide parking if necessary and that the need for a sidewalk leading from the church to the old library should be looked into if in fact the bakery were able to use the building.

Discussed the first aid cabinet used at the Town Highway garage.

Supervisor Weigelt suggested having the highway clerk research what legally can be kept in the first aid cabinet.

Highway Superintendent LaMont suggested just keeping bandages and nothing else.

Discussed possible future dates to put up new playground equipment in the Town Park.

Discussed receiving payment from Paul Harpis for a fee paid by the Town to an engineer.

**Motion** to adjourn meeting made by Councilman Hook, second by Councilwoman Cashen, all in favor.

Adjourned 8:25pm

Respectfully submitted, William Michael- Deputy Town Clerk