

**TOWN OF FORESTPORT
SPECIAL TOWN BOARD MEETING MINUTES
FORESTPORT TOWN HALL
AUGUST 14, 2012 @ 1:00PM**

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MEMBERS PRESENT

Councilman Robert Seager
Councilwoman Nancy Kardash
Councilwoman Joanne Kwasniewski
Councilman William Karn
Supervisor William Hasenauer

MEMBERS ABSENT

Deputy Supervisor John Isley

Town Clerk Shelley Entwistle

CALL TO ORDER:

The meeting was called to order at 1:01 pm by Supervisor William Hasenauer. The Pledge of Allegiance was recited. Supervisor Hasenauer reminded the gallery that no voting would take place at this meeting.

Oneida County Department of Personnel:

Kathy Snider and John Talerico from Oneida County Department of Personnel were present at this meeting to answer questions from the board in regards to the assessor's office. Supervisor Hasenauer asked Kathy if the board can have two appointments in the same office, such as, assessor and assessor's aide and be the same person. John Talerico did not think that one person could be appointed to two positions in the same office, but stated he would check and report back to the board. Councilman William Karn believes that the assessor would be able to carry both workloads of the assessor and assessor aide; therefore an assessor aide position would not be needed. Councilman Robert Seager stated that when he was codes officer and assessor he had a clerk that worked part time in codes and part time in the assessor's office. Discussion took place regarding who can actually help out the assessor in time of need. Kathy stated that the person assisting the assessor should be an assessor's aide, not the clerk. Planning and Codes secretary Kim Kratzenberg asked the county members if it was possible for the planning and codes office to help out the assessor when needed. John replied that he would have to look at the job specs for codes enforcement officer and go from there. Kathy

asked the current assessors aide Tonya Brown if she was the one leaving. Tonya responded that she didn't know anything about it. Discussion took place regarding the town to hire a floating clerk. The floating clerk would help out in all departments and allow for workers to take personnel vacation. Kathy stated that the qualifications for a full time clerk are high school diploma or must have two years experience as a full time clerk. Kathy also said a town full time clerk position is competitive so the town would have to hire off the list. Bookkeeper to the supervisor, Dawn Campbell does not think the town needs a full time floater clerk. Discussion followed regarding full time verses a part time floater clerk. Codes officer Brad Smith stated that summer is a very busy time for him and he feels that he cannot get everything done as his position is only part time. Discussion took place regarding making the codes officers position full time in the summer and part time in the winter. Kathy thought it would be a good idea for Brad to take the Oneida County codes enforcement officer full time exam. Harold Siver from the gallery asked what other towns do in the same situation. Supervisor Hasenauer answered by saying that he doesn't care what other towns are doing; he wants to do everything the right and legal way. Councilman William Karn also answered by saying that Forestport is different from other towns because the town offices are open five days a week.

Councilman Karn asked if an employee would have to take the civil service exam if they wanted to go from a part time position to a full time position. John answered that the town employee would not have to take the civil service exam.

Supervisor Hasenauer stated that it is nice to see the planning and codes and assessor's office working together on various matters, but feels the assessor's office should be doing their own measurements and not relying on photos and plans from the planning and codes office. Assessor aid Tonya Brown stated that she feels comfortable going to most areas of the town by herself and would only ask for assistance to a couple spots deep in the woods. Tonya agreed that the two offices work together nicely and help each other out when necessary.

Supervisor Hasenauer thanked the county representatives for coming to the meeting.

Equalization Rate:

Supervisor Hasenauer stated that there is some debate within the town regarding the equalization rate. Supervisor Hasenauer asked Town Assessor Dean Burth to give some background on the town's current equalization rate. Dean reported that last year's equalization rate was 93.3% and the current rate for this year is 85%. Discussion followed regarding how our current equalization rate affects our sales tax and exemptions. In conclusion, Dean stated that the town

doesn't gain that much by having a higher equalization rate and only gets hurt a little in regards to exemptions with a lower equalization rate.

TOWN EMPLOYEE HEALTHCARE:

Councilwoman Nancy Kardash started conversation by stating that if the town changes their insurance company, town employees would receive the same coverage and the town would pay less money. One of the highlights of the proposed insurance plan is the single plus one benefit, which would save the town about \$400 per month. An example of single plus one would be town employee plus spouse or town employee plus child. This savings would result from the town not having to pay for family coverage. Discussion took place. Councilwoman Nancy Kardash stated that changing the insurance provider to Excellus Blue Cross would save the town about \$30,000 per year. Supervisor Hasenauer asked Bookkeeper to the Supervisor, Dawn Campbell to make a copy of the current insurance plan and coverage rates and give one to each board member so they can compare the two plans. Supervisor Hasenauer does not think there is enough time for the board to make a decision on this matter before the deadline of September 2012. Supervisor Hasenauer ended discussion by stating that he does not want the burden of health insurance to be on the employee.

JOB DESCRIPTIONS:

The town board members reviewed the different town job descriptions. Supervisor Hasenauer stated that the standard workweek for full time employees is thirty-five hours and seventeen and a half for part time employees. Discussion took place regarding civil service positions and the number of hours current part time and full time employees of the town are working. Planning and Codes secretary, Kim Kratzenberg said she is working twenty- five hours a week in the summer. Supervisor Hasenauer replied that he knows this is an issue and that's why the board is going over job descriptions. Bookkeeper to the Supervisor, Dawn Campbell, reminded the board that they set town employees work hours at the organizational meeting in January. The following changes were added to the town job descriptions:

CLERK: Direct supervisor is town supervisor

BUILDING AND MAINTENANCE WORKER: Must have valid driver's license

WATER AND SEWER WORKER: Must have valid driver's license

WATER TREATMENT PLANT OPERATOR: Must obtain certification within six months of hire date

ASSESSORS AID: Must complete civil service exam

Councilman William Karn asked Gerry Ritter if she knew of any certification the dog control officer should obtain. Gerry stated she would find out and report back to the board. Councilman Robert Seager stated that the town job descriptions are a guideline to evaluate the performance of that person. Supervisor Hasenauer stated that the board needs to review and revise all of the summer recreation positions. Hasenauer stated that the revised town job descriptions will be on the next regular town board meeting agenda for approval.

ADJOURNMENT:

A motion was made by Councilman Robert Seager and seconded by Councilman William Karn to adjourn the meeting. Roll call vote:

Councilman Robert Seager- yes
Councilwoman Nancy Kardash - yes
Councilwoman Joanne Kwasniewski - yes
Councilman William Karn - yes
Supervisor William Hasenauer – yes

There being no further business, the meeting was adjourned at 2:56 pm by Supervisor William Hasenauer.

Respectfully submitted,

Shelley T. Entwistle
Forestport Town Clerk