

VILLAGE OF EARLVILLE

Regular Monthly Meeting
Village Hall

December 14, 2010
7:00 PM

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NOTICE: Pursuant to Article 7 of the Public Officers Law § 104-1, notice of this meeting was given to the media at least seven days in advance and the same posted on the 16th day of November, 2010.

Tonight's meeting minute notes: All votes by the Village of Earlville Board of Trustees (herein "Board" or "Village Board") 4-0 are to be read as "aye" votes from Village of Earlville Board of Trustees members Excell, Hayes, Moore and Taylor. The "Village Office" is the Village of Earlville Municipal Office located at 8 North Main Street. The "Planning Board" means the Village of Earlville Planning Board.

Village Mayor Mark Doeberl called the meeting to order at 7:04 p.m. Board members present were Trustees William Excell, Gerald Hayes, Henry Moore and Tom Taylor. Also present were Village Clerk-Treasurer Christian Vischi, Town of Sherburne Councilman Ed Meyers, Matthew Thomas of Barton & Loguidice and four members of the public.

Abstract 621, as presented for Board approval, included Vouchers #6572-6575, 6577-6599 totaling \$14,952.31 to be tentatively split \$13,481.96 from the General Fund and \$1,329.00 from the Water Fund. On a motion by Trustee Excell, seconded by Trustee Moore and approved 4-0, Abstract 621 was approved for payment. Of the \$14,952.31, \$3,842.99 had been paid prior to tonight's Board meeting. The attached abstract of vouchers has two errors: Gall's, An Aramark Co. should be removed from the abstract (it was previously paid) and New York State & Local Retirement (Voucher 6588) is inadvertently left off the list as a previously paid in the amount of \$216.32.

Abstract 622, as presented for Board approval, included Vouchers #PO576-578, 580 totaling \$1,811.68 to be taken from the General Fund. On a motion by Trustee Taylor, seconded by Trustee Moore and approved 4-0 with Trustee Excell abstaining, Abstract 622 was approved for payment with the following changes: PO576 for \$968.00 will be withheld from payment until the next meeting. Trustee Moore will discuss with Fire Chief Bob Tracy what happened to the siren requiring \$968 in repairs from the same company that installed it; why did it happen; what is in place to keep from the same issue reoccurring in the future; and if the damage is covered by insurance.

The Capital Project Abstract 623, which included Voucher #CP14 and the Water Project Construction Payment Vouchers, was presented for Board approval in the amount of \$44,332.02 for CP14 and for \$367,506.67 for the Construction Payment to be taken from the Water Project Capital Reserve Fund. On a motion by Trustee Moore, seconded by Trustee Taylor and carried 5-0, the Capital Project Abstract 623 was approved for payment.

Trustee Moore made a motion to accept the November 9, 2010 regular Board meeting minutes. The motion was seconded by Trustee Excell and approved 5-0.

Town of Sherburne Councilman Meyers reported that the water district formation is progressing as the component towns' attorneys have met to discuss the process. The Town of Sherburne's Local Laws 2 and 3 for 2010 have been adopted and filed with the state, one on dog licensing and one as a road restriction law to protection the town's roads from potential traffic

damage of heavy vehicles. The dog licensing will affect the Town of Sherburne residents in the Village. Trustee Excell requested a copy of the dog licensing local law.

Under trustee reports, Trustee Moore said one FOIL request has been addressed in accordance with New York State Public Officers Law. The Earlville Fire Department's Semi-Annual Pancake Breakfast went well, and Trustee Moore thanked the EFD in advance for their participation and cooperation with Earlville's annual *Winterfest* celebration. Though all the new fire hydrants are serviceable, the flow rate will not increase until the entire water system is fully rehabilitated. It is recommended that the dry hydrants continue to be used.

Trustee Excell read aloud the Code Enforcement Officer's report, detailing code-related questions he has addressed, a complaint about rats on North Main Street and the new codes that went into effect today (Dec. 14).

The Planning Board will be judging the house decorating contest this week. Trustee Taylor also relayed that *Winterfest* went well. Planning Board member Brad Phillips has resigned from that Board and a new member will be sought for his replacement. The Village Board discussed Taylor's concern from DPW that residents are parking on-street overnight, making plowing difficult.

Trustee Hayes spoke with Chenango SPCA Executive Director Carol Hedlund about the Village's 2011 contract. One item of concern was contract stipulation #10: "CSPCA will attempt to collect all municipality fees from identified dog owners who are redeeming their dog. CSPCA will keep all municipality fees collected as part of CSPCA's \$75.00 fee and will bill the remainder of that fee to the municipality should any difference in amount exist." Hayes said Hedlund clarified that point to say that the Village is charged \$75 for every dog the CSPCA takes in. If the owner claims the dog, any payment the owner makes to the CSPCA is credited against the \$75.00 fee the Village owes the CSPCA and the remaining balance is charged to the Village. Hayes said the CSPCA was not willing to alter the agreement and that every municipality that has a contract with the CSPCA has this same contract in place. Hayes said he had an additional concern with contract stipulation #13: "The Municipality and DCO [Dog Control Officer] agree that any dog requiring immediate, humane, life-sustaining treatment shall be delivered by the DCO to a veterinarian. If the need for treatment is in question the decision to treat will be at the discretion of the CSPCA. The Municipality shall be solely responsible for the expenses incurred in the provision of such treatment." Hayes said he would like to have input in that decision-making process and Mayor Doeberl recommended a meeting with the CSPCA Board of Directors to address concerns with the contract. So that the Village's DCO still has a location to take dogs-at-large, Trustee Excell made the motion to adopt Resolution 30-47 "Agreement to Enter into Contract with CSPCA". The resolution was seconded by Trustee Moore and approved 4-1, with Trustee Taylor voting nay. A resident recommended increasing the fine for a dog-at-large to recover more of the \$75.00 CSPCA fee.

In August 2008, Prime Time Services, Inc. of Shortsville performed a Tank Tightness Test as a requirement of the Village receiving a NYSDEC Petroleum Bulk Storage Certificate. During that test, Prime Time Services, Inc. recommended that the steel single-wall in-ground 3,000 gallon fuel oil tank at the Municipal Building be replaced before the next inspection due date of March 2013. Trustee Taylor asked if a 3,000 gallon capacity tank was needed, or if a smaller tank could suffice. Mayor Doeberl will contact the NYSDEC to find out what the guidelines and requirements are for a new tank installation.

The clerk-treasurer will contact the Village's attorney about the required resolution for extending the Board terms from two-year to four-year.

Trustee Taylor will meet with the DPW to identify where the Village's salt reserve is and how many tons of salt are required in an average winter.

Barton & Loguidice's Thomas updated the Board on the water project to date:

- Over 50 percent of the pipe has been installed;

- Approximately 25 percent of services have been transferred to the new mains;
- With several comments from residents of air in the line on Fayette Street, the DPW ran a hydrant for 45 minutes to flush the line – no concerns have been received since that date;
- The well site is just about complete except for the generator;
- All roads are restored except for a couple of temporary sections kept as such to give easy return access in the spring to the new lines beneath; and

On a motion by Trustee Taylor, seconded by Trustee Excell and carried 4-0, the Board adopted Resolution 30-48 “Authorization for Mayor and Clerk-Treasurer to Sign Documents and Contracts”, authorizing and directing the Mayor and Clerk-Treasurer to proceed with executing the required documents, contracts and memorandum for and between the Village of Earlville, Barton & Loguidice, P.C., USDA Rural Development, Vacri Construction Corp. and Diekow Electric Inc. in relation to the Village’s Water Improvement Project.

Resolution 30-49 was adopted 4-0 on a motion by Trustee Moore, seconded by Trustee Hayes, for the “Adoption of Village Election 2011 Polling Place and Hours.” The Village of Earlville Elections are set for March 15, 2011, with the polls to be open from noon until 9:00 p.m. and the polling place will be the Village Hall, located at 8 North Main Street, Earlville, New York. On a motion by Trustee Moore, seconded by Trustee Taylor and carried 4-0, the Board adopted Resolution 30-50 “Madison County Board of Elections to Choose Elections Inspectors” giving the Madison County Board of Elections the authority to choose the election inspectors for the March 15, 2011 election from among those that are certified inspectors.

On a motion by Trustee Excell, seconded by Trustee Taylor and carried 4-0, the Board approved the advertising of the clerk-treasurer position with the job description that is attached to these minutes. The advertisements will appear in The Evening Sun, the Norwich Pennysaver, The Mid-York Weekly, the Madison County Courier and the Oneida Daily Dispatch, along with the Village’s website. The deadline for application materials by potential candidates is Jan. 6, 2011.

The new clerk-treasurer does not need to be a village resident. On a motion by Trustee Moore, seconded by Trustee Hayes and carried 4-0, the Board approved Resolution 30-51 “Waive Residency Requirement for Clerk-Treasurer Position.” The successful candidate for the position must be a resident of Madison or Chenango County at the start of their employment with the Village.

After a brief continued discussion of the DPW’s on-street overnight parking concern as mentioned above, Trustee Hayes will contact the Madison County Sheriff’s Department to see what can be done with those individuals that continue to break the ordinance.

During public comment a resident read a prepared statement. Mayor Doeberl read aloud letters received on the sidewalk replacement project completed this fall and a rates increase letter received from Time Warner.

On a motion by Trustee Excell, seconded by Trustee Moore and carried 4-0 at 8:21 p.m., the Board entered executive session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. With no action taken in executive session, the Board reentered public session at 8:33 p.m. on a motion by Trustee Moore, seconded by Trustee Hayes and carried 4-0.

The meeting was adjourned at 8:33 p.m. on a motion by Trustee Moore, with a second from Trustee Excell and a vote 4-0.

**JOB DESCRIPTION: CLERK-TREASURER
VILLAGE OF EARLVILLE**

JOB TITLE

Clerk-Treasurer

DEPARTMENT

Administration

DESCRIPTION OF WORK

General Statement of Duties:

Performs administrative work conducting the daily business activities of the village, including financial management and statutory clerk functions. Prepares budgets and implements village policies. Keeps records of all Board proceedings; handles correspondence on behalf of the village; prepares agendas and executes any assignments given by the Board of Trustees; and has official responsibility for accounting for all receipts and disbursements in regard to village funds. Prepares a variety of financial records, and is responsible for payroll and investments.

Supervision Received:

Works under the general supervision of the Mayor and Board of Trustees.

DETAILED DUTIES PERFORMED

The following listing - which may not include all duties performed by the person in this position – is a detailed summary of the role of the clerk-treasurer. Duties may vary from time to time and are at the discretion of the Mayor and Board of Trustees. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

- Perform payroll, monthly IRS941 and NYS-45 reports, and year-end W-2s;
- Produce annual general fund, water fund and fire department budgets;
- Perform reports as statutorily required (quarterly water reporting to Susquehanna River Basin, quarterly financial statements to the Board, AUD annually to Comptroller, permits to DMV)
- Preparation, distribution and collection of taxes and water billing;
- Registrar of Vital Statistics, including creation of birth and death certificates, appropriate filing and organization thereof;
- Perform financial accounting functions: writing of vouchers & checks, bank accounting & reconciliations, transfers, disbursements and receivables, investments, petty cash, monitor cash flow;
- Maintaining and ordering supplies and equipment when needed;
- Perform tax preparation to counties, prepare and mail tax bills, receive and record tax payments, prepare statement of unpaid taxes, relevy unpaids to the counties;
- Attends regular and special Board meetings and public hearings; records Board actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, resolutions and local laws;
- Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and local laws;
- Conducts the necessary research and provides support materials to aid the Board in making informed decisions, and carries out assignments or directives of the Board;
- Compiles information for Board meetings (vouchers, monthly payroll, mileage reports, fire department vouchers, monthly financial reports for Board, agenda, correspondence to be read aloud)

- Maintains accurate records, arranges and publishes notices of meetings and public hearings as required by law, and responds to FOIL requests at the bequest of the FOIL Officer
- Administrative office duties: answering phones, returning messages, posting notices, checking mail, daily bank deposits, point of contact for community, purchases supplies and equipment as needed.
- Dissemination of information: press release creation for important village issues, upcoming meetings notification and resolutions in effect; posting of notices around the village, maintaining the village website

KNOWLEDGE, SKILLS & ABILITIES

The preferred candidate will have considerable:

- Knowledge of municipal financial management, including investment of funds, accounting, payroll and billing practices and financial record keeping.
- Knowledge of village local laws, resolutions and policies.
- Knowledge of state laws, rules and regulations affecting village government.
- Ability to perform mathematical calculations and maintain accurate and complete records and files.
- Ability to communicate effectively both orally and in writing with village employees, state and county officials, elected officials and the public.
- Ability at self-supervision to prioritize work, research and solve problems.
- Ability to prepare a variety of financial reports and to prepare and oversee administration of the village budget.
- Ability to represent the village in a professional, courteous, and efficient manner; and the ability to handle public contact with friendliness, responsiveness, and tact.
- Skill in operating office equipment, including superior computer competency with Microsoft Office products and the ability to learn financial and water billing software.
- Ability to account for and handle money.
- Ability to compose correspondence, minutes, reports and other written materials.
- Ability to prioritize village needs and to coordinate operations and services.
- Attention to detail, and be adaptable, flexible and a quick learner.

POSITION REQUIREMENTS

Education: Applicants must have at least an associate's degree in accounting, finance, or a related field, although a technical degree combined with additional experience may qualify. Priority will be given to candidates with a bachelor's degree in accounting, financial management, public administration or public relations; and experience in municipal government or working in a related field. Course work in computer systems and software applications is a plus.

Experience: Minimum of three years of progressively responsible financial management experience. Must possess an ability to communicate effectively both orally, and in writing. Experience in office organization and prior supervisory experience desirable. Experience with and knowledge of managing municipal or public funds, payroll and record keeping, knowledge of village and state laws, policies and procedures, strong mathematical ability, excellent communication skills, and experience preparing financial and research reports are a plus.

Office Equipment: Must have experience in the operation of fax, copy machine, printer, scanner, telephone and calculator. Candidates must also possess a strong knowledge of computers, including Microsoft Office products – especially Excel and Word – and the ability to learn specialty accounting and water billing software.

POSITION BENEFITS

The salary range is \$22,880-\$25,480 commensurate with experience. Excellent benefits package including medical, retirement, paid holidays, vacation and personal time. At least one night each month and a few weekends are required at the overtime rate.

SUBMISSION

Submit your resume, cover letter and three professional references to: Village of Earlville, PO Box 88, Earlville, NY 13332-0088 or send them via e-mail to villageofearlville@gmail.com. The deadline for applications is Jan. 15, 2011. This institution is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202) 720-6382 (TDD).