

Board of Trustees
Village of Monticello Minutes

May 18, 2010

7:00pm

Call Meeting to Order

Mayor Jenkins called the meeting to order at 7pm

Pledge to the Flag

Roll Call

Mayor Jenkins-Present Carmen Rue-Present T.C. Hutchins-Present
Victor Marinello-Present James Matthews-Present

Also Present: John Barbarite-Village Manager
 John LiGreci-Deputy Village Manager
 Dominic Cordisco-Village Attorney
 Doug Solomon-Police Chief
 Amy Zamenick-Drake & Loeb
 Robert Tessier-Dykstra Associates
 Helen Budrutt-Sullivan County Renaissance Group
 Glenn Glidalli-Barton & Logudice

Motion to Accept Agenda

A motion was made by Trustee Hutchins to accept the agenda and second by Trustee Matthews. Upon the call of the roll, all were in favor.

Manager's Report

The following personnel changes have occurred since the last board meeting:

Sue Flora is no longer employed by the Village as Code Enforcement Officer.

James Snowden has been provisionally appointed as Code Enforcement Officer effective May 11, 2010.

Talks continue with the Village Attorney, Village Grants Department and the Empire State Development Corporation to move the Restore New York Grant forward.

I have received Union demands for upcoming Labor Contract Negotiations and I am preparing counter proposals

Plans are being finalized for the decorative lighting for the Broadway Project. A meeting was held last week with the NYSEG Corp, Ray Pantel, who is the Electrical Contractor on the Broadway project and Glenn Pontiere and Helen Budrutt of the Renaissance, a few additional details need to be worked out, such as location of electrical meters and minor details as to the light fixtures themselves.

The Dispatchers have agreed to accept the Villages offer for the new contract, as was discussed last meeting. I will need Board approval to sign the contract on behalf of the Village.

John LiGreci will address the Board on Village Cell Phone Plans:

The Deputy Village Manager, John LiGreci stated that there are three things that he would like to address:

1. **The Cell Phone Wireless Report-** I did some investigation as far as administration is concerned and basically what we found was that the cell phone service that we use, which the Village is paying for has to do with three different companies. These companies charge each other when they go from company to company, so in other words, if we had our Highway Superintendent, who uses Verizon, call the Water Department, who uses AT&T there would be a charge back and forth for each call that is made. We have about eight phones out and basically, three are the same and the rest of the phones are different carriers and we are being charged per capita of how many phone calls. When I did the report, it basically added up to about \$1,056.88/month. I cut a tentative deal with Verizon Wireless and if we were to take ten phones, and we need all ten, (because some employees are paid to use their own private phones and we give them a yearly charge), if we were to get the needed ten phones, which is roughly around eight or nine, and leave one phone in reserve to have in case one gets lost, so we wouldn't have to pay a fifty dollar deductible for the lost phone, but instead just to give eleven dollars for the additional phone for the first initial charge or not at all and just re-order another phone for eleven dollars, the monthly charge

for ten phones, first eight, Verizon to Verizon no charge, weekends no charge, after eight or nine o'clock, no charge, walkie-talkie, which is a radio intercom from agency to agency for no charge, and also two computer hook-ups, which the Manager needs as well as our Police Chief needs to do work at home, at \$405.00/month. Basically, we are saving \$652.08/month, which when you do that on a yearly basis, that will give you a savings of \$7,824.96. So, we are in the process of negotiating that and hopefully, that will be one step in the right direction to try to cut the cost of the people that live in the Village.

2. **The Land-Lines-** The current system being used is about 17 or 18 years old. I cannot give you a detailed report due to a lack of information, but from what I can see the monthly savings will be probably \$2000.00 to \$3000.00 dollars, if we were to change over to a full service Verizon or AT&T. They provide a new land-line service which gives you the use of their computers for them to provide all of the service, rather than having a master computer inside to do the deviation of the extensions and everything. As far as what the additional services will be, the additional costs per line, and the cost of the line calling itself, we don't know yet. We will be between \$1,000.00 and \$2,000.00 +/- in savings; I'll have a more detailed report next month.

3. **Workplace Consolidation-** We are trying to achieve more municipal and clerical employees all in one office, so therefore they can share services. If you know on a County Level, Shared Services give incentives, if you share another service with another Town across town amongst the different agencies (ie: Water Dept., Highway Dept. & Sanitation Dept.). As far as someone coming into the Window, instead of having one person answering, you'll have five people answering the individual. If the phone rings, instead of having one or two people responsible for answering, you'll have four or five people sharing that responsibility, and more than likely that phone will be answered every time a call comes into the Municipal Building. The positive part is, if you were to call the main number 794-6130, and you wanted the Water Dept. or Sewer Dept., you'd have to hang up and call another number, if everyone was in the one Building and that phone number came into the main office, then the clerical worker who is responsible for that department can answer right there and you would not have to hang up and call another number and also have that number picked up and used. If one person was doing a tax bill and someone came in for a water bill, they would wait at that window until that person was done. If that is being shared amongst worker's, then if one person is busy doing a tax bill, someone else can get up and do a water bill and keep rotating around, where the service at the window will go from a 1 to 10 efficiency to an 8 or 9 than where it is right now. We are also looking into a

Consolidation of Services where if we were to share services as a municipality and we are, if not one of the largest villages in Sullivan County, we also host the Government Center here, and we need to at least look into sharing some services. We can share services as far as I'm concerned with Code Enforcement with the Town, possibility of Tax Collection, even a remote possibility of a Metro Police Force and having the Town and Village be one Police Force that can be shared, which is all a considerable amount of funding and it will bring the cost down of doing one individual service and having it shared with someone and getting double the coverage for less price. Basically, we are looking into all of these things, but I would venture to say that with all of the initiatives, we should at least make the Village of Monticello more efficient and drop the cost of operations significantly.

Trustee Rue questioned the sharing of the Police. She stated that we only have the Sheriff and the Police Department and that the whole County. Why do you want to share? The Deputy Manager responded by stating that also the Town of Thompson has talked about possibly having their own Police Force, so if the Town of Thompson or any other adjoining agency was looking to share services and have the two towns combined, have the Village combine with the Town preferably, then it would be a great possibility to get double the Personnel, share the one cost fee's of radio's and stuff, and you would drop the cost. So the whole thing would be if you were to do this, is to drop the cost, if it would be greater, then you would not do this, but rest assured because of the incentives and the way the State is looking to push this, the cost is significantly less and this is another avenue that you the Trustee's and Managers would want to look in to bring the cost down. Trustee Rue stated that you are talking about saving, I've never heard that the Town is going to have their own Police Department, they always had the Sheriff Department, so you are saying that we are going to consider consolidating services with the Police Department, so we have to eliminate our Police Department. The Deputy Manager corrected Trustee Rue by stating that we are absolutely not looking to eliminate any services here, we are looking to enhance it, make it more of a wide-spread, but for a less cost and the way we can do that is by sharing services. Under no pretense is anything I mentioned is to eliminate one agency here, if anything it's to enhance it and bring the cost of the people down and if there's a way of doing that, it's absolutely worth the initiative to look into it and if it's not feasible, we wouldn't do it. Trustee Rue also questioned the Water & Sewer stating that if all of the employees were brought together, one man will have to be available from the Sewer Department to answer the radio, one will be in one room and the other will be in another room to answer? The Deputy Manager stated that everyone will be in one room and will provide one phone call coming in which will be extensions, and every person will still

specialize in what they are doing, such as the Water Department will deal with water issues, but if the Water Department has one water issue, that they are dealing with, it would then go to the next available person to help. No more in this Village in my opinion, and pretty much the entire Board agrees with me, no one in the Village as far as if you are a municipal clerical worker, which the union designates as doing municipal clerical work, should specialize in just one thing. I believe that if we have five people here, they should learn everyone's job and share the responsibility to make it more effective to the people and give them better representation for less money and that's what I'm looking to do. Trustee Matthews questioned that at the window there will be several people taking the money in, you are going to have five or six different people, which he felt might cause a problem down the road. The Deputy Village Manager stated that that problem has already been addressed by, everyone having his or her own locked box. Right now, the Clerk and Deputy co-share picking up different monies, and it gets a little confusing. I know when I was the Clerk, we used to share my box inside the one drawer, which if there was something missing, then the blame went back and forth, but Reverend everyone will have their own individual box to collect their own money and at the end of the day, proof out. Trustee Rue wanted to know who has this been discussed with, because this is the first time she's heard about it. The Deputy Village Manager stated that he discussed it with the feasibilities of the different agencies such as Verizon Wireless, and other services. Trustee Rue stated that she thought that he was referring to the Board in regards to these discussions. The Deputy Village Manager stated that he went to the various different agencies in order to bring back an adequate report to show that the cost will go down and that's what I did. Trustee Hutchins thanked Mr. LiGreci for his report and commented that as far as the Police Department, he felt it is important to develop some kind of relationship with the Sheriff's Department in that Monticello is in the County and the Sheriff's should share some of the responsibility in the Village. We may be able to use one of their Deputy's to work in our courthouse in sharing monies and replacing a citizen over there as the Court Officer. So, I encourage these talks and if you just speed it up a little bit more and we can have something in place because we are now doing our budget and if we can crunch those numbers and look to saving the citizens and taxpayers their money, it would be great. In regards to phones, does that mean that we are going to get rid of the Cornerstone, will it just be straight Verizon to do the whole Village? The Deputy Village Manager answered that it would be straight Verizon as far as the wireless, as far as the land-lines, we're looking into three different options to give us the best price, AT&T, Verizon, we just don't know what the best price is, it's too premature right now. I will absolutely bring this to the Board for discussion when we can find the best prices, but I know for a fact because our system right now is old, there is a

considerable amount of savings to throw it all in line with one company because they provide the computer technology rather than us having to do it in house.

Trustee Hutchins questioned the Village Manager as to the Dispatcher's salaries, are we looking at giving them the same thing that we did with the uniform officer's? The Village Manager answered yes and that it was discussed at the last Board Meeting. Trustee Hutchins asked were there any talks as to their salaries as to, they are going to get the same rate? The Village manager answered that the only difference in the PBA settlement was that in Year 1 of their contract, because the contract expired July 31st of last year, so they have been working without a contract since, they salary increase that they would get for that year would not be rolled in and become part of the base pay. It would be paid as a separate check and not rolled in, so the second year contract would not compound onto that which would reduce the value of the percentage increases thereafter. Trustee Rue stated that they would like to know about any contract negotiations in regards to the salaries before it came into a resolution for a vote, because as the Board, we have to vote for any salary, increases and contracts so, I didn't know anything contracts in the past, the Village Manger has always discussed this in a closed session about contracts, but I did not hear anything about a contract. Trustee Hutchins asked Trustee Rue if a work session should be developed. Trustee Rue answered no, not a work session, but the Manager has an obligation to communicate with the Board about contracts in order for us the Board. It doesn't have to come in front of the Public because negotiations are inside. Trustee Hutchins asked Trustee Rue when would you like to meet if you don't do it in a work session, when would you like the Manager to tell all of us, because I think it's very important that he just doesn't tell one person. Trustee Rue stated that she doesn't know anything about the contract. Trustee Hutchins replied that you want information about the contract before it comes to the Board, what I'm saying to you and the Board, do we want to establish some kind of date for a workshop to discuss what we went over with the Police contract, what's going to be proposed? Trustee Rue answered that we can discuss in a work session an open meeting, we can set up a meeting to go in an executive session to discuss a contract. The Village Attorney interjected that it can be an executive session to discuss a collective bargaining unit. Trustee Hutchins referred back to what he was previously asking that if we want to set a date to sit down. Trustee Rue stated that we could set up a day, just maybe take an hour or half hour to do or we can do it after the meeting. Trustee Hutchins asked the Village Manager when would he have the information, so that this date can be set? The Village Manager stated that he would like to take the proposals presented by the unions and put a dollar amount on them so I can tell you that if that contract were granted how much it

would cost. Then I would ask this Board to offer a counter cost that the Village would be willing to assume and then see where the horse-trading goes to bring it within your financial projection, because it's pointless to say that we are only going to give them x amount of a percentage when there's other areas of fringe benefits that have dollar amounts to them too. To trade back & forth, it would be better for the Board to say this is the dollar amount we're willing to spend and let's see where the horse-trading takes place.

Mayor Jenkin's thanked the Deputy Village Manager for his time and work in revamping and getting control of the spending in the Village. Mayor Jenkin's also stated that I was just at a meeting in Albany and one of their main pushes is shared services and they are really pushing it to try to put a cap on spending and taxes in the Villages. As far as the land-lines and all those things, it's great that you guys are digging deep into this Village and seeing where our spending is and where it's going, and saving. That's what everyone here wants to hear about taxes not going up and really looking at every avenue to save a dollar, so I appreciate you digging deep like that.

Trustee Hutchins commented that in speaking looking into money discovery, when we first started, I had spoke about investigation, I spoke with the Attorney, where are we at with investigating who owes the Village money and how the monies are going to be paid back to the Village with some of these outstanding loans that were given out? The Village manger stated that we are still looking into that because we haven't identified how many people we cannot collect from, and there are a number of them and we are still going through the details of some of the monies that were paid out, to see if they got all the monies that were claimed. We have a few invoices that we can't reconcile yet, we've written to some of the people and asked them for back-up documentation and haven't received it yet. But once we get all of those numbers together, then we'll have an idea about how much money we are talking about and which individuals are in a position to pay and how we can set that up. The Deputy Village Manager commented that there are monies out there to be collected; we just don't have that report to give you to know exactly how much and who. Trustee Hutchins asked would we have that report before the budget so that maybe we can bank on a little bit of that money coming in. The Village Manger answered that if we get that money back, we can only use it for the purpose that it was originally authorized and that's to re-loan it back out again. We can't add it into the General Fund. Trustee Hutchins stated that's better for the Community if we can offer a little bit more loans. Robert Tessier from Dykstra stated that his firm has been working on closing out the receipts, to close out that grant, but they can have a report submitted to the Board, but they are still trying to close it

out, but they are tracing a paper trail. We have to document all money that came from the State, so we don't want to leave any gaps in closing it out, so we have to go into the Treasurer's office and take a look. But we've got it narrowed down to administrative cost, we have to document that and have made initial contacts, so if you give us a few weeks, we can have a report to submit to the Board. Trustee Hutchins suggested that an update be presented to the Board at every meeting as to where we are with the rezoning that Dykstra was hired to do as well as Fred also. Fred is working in the capacity of the Grants Department and we should be getting some type of update. Robert Tessier stated that, that can be done and a report was done on the grants in general and a more detailed one can be provided to Mr. Barbarite as well as all of the Board Members. Trustee Hutchins also commented that we would like to be done with the rezoning in the time frame of three to four months that was given by Dykstra and not to have this prolonged longer than that time period. Mr. Tessier agreed and stated that he will give an update to the Board; he also stated that he is becoming more and more familiar with the zones and ordinance issues by attending the Zoning & Planning Board Meetings. Robert also stated that he is in the process of getting actual application packets & procedures together to give to out for the Planning & Zoning Board. Helen Budrutt commented that the Sullivan Renaissance Group is offering a Board Training Series in regards Shared Services this Thursday, May 20th and then again on June 3rd, 2010. They will also be discussing the State Grant Program, examples of other communities that have done projects to save money, so if anyone from the Village Board and or staff is interested can attend. You are welcomed, it's free and there are folks coming down from Albany to explain the whole Shared Services Concept. Trustee Marinello stated that consolidating services is a good thing and it was done before with the Rec & Grants Department and we saved a ton of money by doing that, that was done many years ago, but I do want to say with the consolidation of services with the Sheriff's Department and the Police Department, I think it's a great idea, but I also think it's important for everybody to remember that we do have a good report with the State Police whose helped us out many times during the summer as well as the Sheriff's Department has help out, so, we do have some type of good relationship with both parties already. In leading up to another part of that and question in reference to that, are they going to continue to provide the same services and help that they did in the last couple of years, are we able to afford that? Chief Solomon responded by stating that we do not have any grant money right now, but we are doing joint patrols with the State PD several days a week.

Approval of Minutes from the May 4, 2010 Board Meeting

A motion was made by Trustee Hutchins and second by Trustee Matthews. Trustee Rue stated that she had some corrections in the minutes; she stated that she spoke with the Village Clerk prior and she wanted address the Village Attorney in reference to the roll call and the illegality of the Board Members not being listed. The Village Attorney, Dominic Cordisco replied that it's not illegal, but it is recommended that the minutes identify who was present at the meeting. Trustee Rue stated that this is important because if in the future and someone is reading the minutes they know who was there and who was absent. She also stated that she would like to see the minutes done the way they were before, not so formal, just listed the names and not their titles. The Village Attorney agreed and stated that the minutes should be a little more formal. The Clerk stated that she has no problem doing what the Board wants.

Upon the call of the roll, all were in favor.

Attorney-Client Consultation

Trustee Hutchins asked that if the Board at this time could go into an Attorney-Client Consultation. The Village Attorney stated that a motion should be made to do that, it is listed later in the agenda, but you would have to amend the agenda and have a motion and if it passes, we can go into the Attorney-Client Consultation at this point if you have legal issues to discuss.

A motion was made by Trustee Hutchins and second by Trustee Matthews.

Upon the call of the roll, Trustee Rue questioned who were the clients, the Board? The Village Attorney responded that the Board is his clients. All were in favor.

Mayor Jenkins announced that a break was going to be taken to go into Executive Session at 7:30pm.

At 8:55pm a motion was made by the Mayor to continue the Board meeting and was second by Trustee Marinello.

Upon the call of the roll, all were in favor.

Resolution for the Budget Transfers & Amendments: Fiscal Year Ending 7-31-2010

Resolved, that the Board of the Trustees of the Village of Monticello does hereby authorize Budget Transfers & Amendments.

A motion was made by Trustee Marinello and second by Trustee Rue, **upon the call of the roll, all were in favor.**

Resolution: Board of Trustee of the Village of Monticello-Trustees Interaction with the Village Employees and Use of Village Hall

Tabled by the Mayor

Resolution Awarding the Annual Bids for Various Materials used by the Highway and Sanitation Department for the Fiscal Year 2010/2011 this includes, Propane, No Lead Gasoline, Heating Oil, Bituminous Materials, Stone, Grease and Oils

Resolved, that the Board of the Trustees of the Village of Monticello does hereby authorize the Awarding of the Annual Bids for Various Materials used by the Highway and Sanitation Department for the Fiscal Year 2010/2011 this includes, Propane, No Lead Gasoline, Heating Oil, Bituminous Materials, Stone, Grease and Oils

A motion was made by Trustee Rue and second by Trustee Hutchins, **upon the call of the roll, all were in favor.**

Resolution for a Purchase Order in the Amount of \$11,679.00 for the purchase of 18 Point Blank ballistic vests from Rosen's Uniforms a state bid price. \$5,592.00 will be collected from individual officers for optional upgrades. A grant application will be filed with the Office of Justice Programs Bulletproof Vest Partnership, which will reimburse the Village for up to 50% of the total cost. Final expense to the Village will be approximately \$248.00.

Chief Solomon made a correction stating that the numbers were changed to \$11,790.00 and \$5,703.00. He stated that the Village is responsible for the purchase of vests for officers who have expired vests, we're obligated to fund a basic vest that is ballistically safe and the cost of that vest is \$336.00. A lot of the Officers want to upgrade to more comfortable thinner vests, without the carriers and that kind of thing, so that will be brought out of their own pocket, however once the grant application is submitted, the Village will be reimbursed for half of the total package. Trustee Marinello asked if the \$5,703.00 is what we would get back? Chief Solomon responded stating no, that's the amount that will be collected from the Officer's who are in need of an upgrade; so just subtract that from the cost. The Bulletproof Vest Partnership will reimburse us up to 50%, I can't predict what exactly that level of funding will be, but it will done. Trustee Hutchins questioned the number of Officer's needing vest replaced being 18? Chief Solomon answered yes and stated that it

was in the vests clause of the contract, but it was taken out when the last contract was done. During that time those expenses was absorbed. Trustee Hutchins asked how often do the vest have to be replaced? Chief Solomon replied that the manufacturer guarantees the vests for five years, but from the last contract when the Officers decided when to replace them was totally up to them, but now it's back in the contract? Chief Solomon stated that the grant application covers them for initial four or five Officers that will expire over the next two years.

Resolved, that the Board of the Trustees of the Village of Monticello does hereby authorize a Purchase Order in the Amount of \$11,790.00 for the purchase of 18 Point Blank ballistic vests from Rosen's Uniforms at state bid price. \$5,703.00 will be collected from individual officers for optional upgrades. A grant application will be filed with the Office of Justice Programs Bulletproof Vest Partnership, which will reimburse the Village for up to 50% of the total cost. Final expense to the Village will be approximately \$248.00.

A motion was made by Trustee Marinello and second by Trustee Rue, **upon the call of the roll, all were in favor.**

John Barbarite, the Village Manager, asked for a motion to pay the Staples credit card bill in the amount of \$744.06 which is negotiated approximately \$200.00 less than they were billing us, but it has to be paid immediately to get that discount.

A motion was made by Trustee Marinello and second by Trustee Rue. Trustee Hutchins stated that the Board and maybe the Public wants to know why the Staples bill wasn't listed on the last bills to be paid in the previous month. The Village Manager responded that there was no knowledge of it last month. The Village Attorney also stated that this relates to a Personnel issue which is not full resolved at this point and I think the Board and Public is entitled to report once the Personnel issue is resolved. Trustee Rue stated that we might be able to seek restitution.

Upon the call of the roll, all were in favor.

Trustee Hutchins stated that before the Public Comment is made he would like to make a motion that the Village Attorney to be involved in the Sewer & Water Project. The motion was second by Trustee Matthews.

Upon the call of the roll, all were in favor.

Adjournment

The meeting was adjourned at 9:10pm by Mayor Jenkins.

Submitted by:

A handwritten signature in cursive script that reads "Janine Gandy".

Janine Gandy, Village Clerk