

VILLAGE OF SHERMAN
SPECIAL MEETING OF THE BOARD
Wednesday, March 20th, 2019 at 6pm

The Mayor opened the meeting of the Board at 6pm and lead everyone in the Pledge of Allegiance. Board members Meeder, Gratto, Ayers, Higginbotham, and Reyda, the Clerk-Treasurer, and the DPW Superintendent were in attendance. There was no public present.

The Mayor's Budget Presentation to the Board of Trustees (from 2/6/2019)

The tentative 2019-20 budget is included in the Village of Sherman minutes book. Discussion of the budget included the Mayor's proposed salary increases for the Clerk-Treasurer, DPW Superintendent, and Chief Operator in respect to personal characteristics and job duties:

- Risen to expectations and stepped up leadership roles within each respective position
- Increase in initiative and effectiveness, growing in confidence in their authority to perform
- Continual growth in cooperation between departments, and other governmental entities
- Taken opportunities to collaborate and learn from other professional associations
- Work closely with engineers, regulatory agencies, particularly in Village planning

- Certification/qualification and responsibility for the specific job description(s)
- Short supply and high demand for these positions is driving salaries
- *Many* skilled and certified positions are becoming increasingly difficult to fill
- Length of service compared to similar positions in our region and their starting wages
- Proposed hourly wages for Village employees remain well below average for the region

- Focus is on optimizing the time and skills of employees
 - Saving costs of otherwise hiring contractors at prevailing wage
 - Hiring occasional and PT employees for specific tasks, maximizing the time skilled and certified employees are used in the areas they are most experienced and valued
 - Best use of grant funds by doing work 'in house' when possible
 - Overall productivity of accomplishing overdue projects

www.seethroughny.net - Salary reference resource by individual name or by municipality

Water and Sewer Tax Levy and Re-Levy

- A notice is being mailed regarding EDU (equivalent dwelling unit) charges applied to Residential Vacant *lot* Properties, Commercial Vacant *lot* Properties, and properties listed as Storage Other in accordance with the Water and Sewer Rents Laws. The assessor's contact information is included and any changes made to the Property Tax Class Code need to be provided to the Clerk-Treasurer by April 5th, otherwise they will be levied accordingly.
- A notice is being sent to Village W&S accounts with outstanding balances as of March 20th, as a reminder that under the Water and Sewer Rents Laws, all Village accounts with balances as of April 1st will be re-levied onto the Village Tax Bill.
- A notice has been prepared to be printed on the back of the April W&S bills; it further explains the definition of "base charges" according to equivalent *dwelling* units (EDU's), and that the new rate structure no longer uses 'ready to serve' fees. Base charges are not related to meters, service, size of service lines, or number of service lines. Base charges support the infrastructure, which includes pumps, mains, the reservoir, and sewer plant.

RFP: Request for Proposal - three responses from MDA, Barton & Loguidice, and LaBella were received by the March 15th deadline. The Mayor and DPW Superintendent were pleased with the response and interest after spending time with each engineering firm, all of which have shown an interest in helping the Village achieve our goals with completing the drinking water distribution system and in preparing for stormwater system upgrades.

Points discussed amongst the Selection Committee after review of the proposals:

- All three are qualified and capable of providing the preliminary engineering study
- All three took an interest in the specific needs of the Village
- All three offer assistance with funding sources / grant contacts
- All three were very relatable and would work well with Village employees

- Cost is set by grant at \$52,500
- Application / apportionment of time spent on Drinking Water vs Stormwater
- Locality – “local” engineers to our region

- KEY Challenges – Funding after the study to achieve project goals
 - Multiple projects running concurrently requiring funding from the same sources
 - Managing and keeping track of multiple projects, and multiple open grants

- KEY – Communication with public, alongside Village Board to best inform community
- Note – Stormwater projects will be interconnected w/ Climate Smart Comprehensive Plan
- Note – Opportunity to increase Village staff availability to engineer(s) by coordinating site access on one project while working on another project.
 - This includes both DPW Superintendent *AND* the Clerk–Treasurer
 - Need to maximize the benefits for all Village planning and projects
 - Four project areas – sewer, water, stormwater, and comprehensive plan

The Selection Committee is appreciative of all three engineering firms’ interest and came to consensus on Barton & Loguidice.

RES 2019-03-20.1:

Motion to accept the “Drinking Water and Stormwater Infrastructure Preliminary Engineering Report” proposal from the engineering firm of Barton & Loguidice, for \$52,500.

Moved: Trustee Reyda

Seconded: Trustee Ayers

Ayes: 5

Nays: 0

Carried

RES 2019-03-20.2:

Motion to post the Public Hearing of the 2019-20 Budget of the Village of Sherman, scheduled for Wednesday, April 3rd, 2019 at. (Post ‘Public Hearing *followed by* the Regular Board Meeting’)

Moved: Trustee Higginbotham

Seconded: Trustee Gratto

Ayes: 5

Nays: 0

Carried

Motion to adjourn the special meeting of the board at 7:30 p.m. and convene the meeting of the Financial Committee to continue internal audit of Fiscal Year 2017-18.

Moved: Trustee Gratto

Seconded: Trustee Ayers

Ayes: 5

Nays: 0

Carried

Meeting of the Financial Committee:

Trustees Reyda, Ayers, Gratto, and Higginbotham were in attendance with Clerk–Treasurer Ramm, and Mayor Meeder; no members of the public were present.

The Trustees completed the first audit by the Board. This process will continue and be more in-depth or extensive during future audits. The results of the audit are certified by the Trustees and can be reviewed at the Village Office with the Mayor by request. The activities of the Financial Committee are all a matter of public record. Trustees have continual access to the financial records at their leisure. These practices are performed in accordance with the requirements set by the NY Office of the State Comptroller.

Motion to adjourn the Financial Committee Meeting at 8:45 p.m.

Moved: Trustee Ayers

Seconded: Trustee Higginbotham

Ayes: 5

Nays: 0

Carried

Respectfully submitted,
Jeanette Ramm
Clerk-Treasurer

Notes:

Next regular meeting of the Village Board Wed, April 3rd, 6pm *Public (Budget) Hearing*
Annual re-org and regular meeting Wed, May 1st, 6pm *Adoption of 2019-20 Budget*