

Minutes
Special Meeting of the Village Board of Trustees
Wednesday, December 27, 2018

Present: Mayor James Dunham

Trustees: Richard Phillips
Dale Leiser
Robert Baumeister
David Flaherty

Also attending: Sigrid Gray; Emelia Teasdale; Michael Allan and Stan Gresens.

Mayor Dunham called the Special meeting to order at 7:30 pm.

REVIEW OF VILLAGE POLICIES

Trustee Phillips and Village Clerk-Treasurer Heeder attended NYCOM training in the Town of Colonie. The training was on Policies and Procedures to Manage Your Local Government and training on how the Board Audits the Chief Fiscal Officer. They taught Policies guide decision-making and Procedures drive actions.

Policies-The village is in the process of updating current policies and adopting any new required policies and procedures. The following policies are policies the village will be addressing: Workplace Violence; Sexual Harassment; Computer Policy, Drug & Alcohol and Personnel; Mileage Reimbursement for the Use of Personal Vehicle; Vehicle maintenance. Along with adopting policies every village employee and volunteer of all departments are required to attend sexual harassment training. The village will inquire if the village's insurance company (NYMIR) will provide training.

Procedures on supporting the policies will also be addressed. Example: Mileage reimbursement for personal use is required to have a google map attached as a supporting document to the voucher submitted for reimbursement. An employee who uses their personal vehicle (CEO/ZEO) will need to submit a form with his reimbursement noting where, why and his findings for each of his daily mileage he requested reimbursement for.

Auditing-NYCOM trained on how to conduct an audit using General Record Keeping Guidelines provided by the NYS Comptroller and Fraud Prevention and Detection. They gave examples on what to look for during an audit. They also reviewed Code of Ethics.

SOIL PROBLEM AT MILLS PARK

Village resident, Sigrid Gray noticed the soil sunk near the slope at Mills Park and notified the village. Village resident, Michael Allen noticed the difference in the soil approximately a month prior. The village believes there may be a water leak causing the soil problem. New York Rural Water was called to assist in finding a possible water leak. They will be at the site tomorrow morning. A soil engineer from Greeman Pedersen, The engineers working on the Albany Electric Trail will also look at the area as the trail will be near the area.

AHET-SITE FOR NATIONAL GRID OFFICE AND YARD

National Grid was requesting a site area to store poles during the trail project. At this time Valatie has a better site near the sewer plant for National Grid.

NYSDOT ROUTE 9/9H YARD SEWER CONNECTION

The state would like to reopen their maintenance yard on the Southwest Quadrant on Rt. 9 near the exit from 9H to Rt. 9. Mayor Dunham met with Diane Argle, Village of Valatie Mayor and

Paul their sewer plant operator to discuss the additional connection to the sewer line. Valatie will provide the water but the Village of Kinderhook owns the sewer line going through that area. Mayor Dunham will send a letter to DOT explaining the need of a grinder pump.

SISTER CITY SIGN-EDC Director, Renee Shur requested to have a sign (Buren, NL) placed above the directional sign in the village square. Mayor Dunham will request an estimate form Michael Shaw.

TIME OFF

Mayor Dunham previously received approval from the Village Board to allow the village employees to have December 24, 2018 off. Trustee Phillips suggested allowing only a few hours. A motion made by Mayor Dunham to allow the four employees of the village to have Monday, December 24, 2018 off; seconded by Trustee Leiser. All voted "aye". Trustee Phillips noted the employees have Sick, Vacation and Personal time and it is a nice gesture to give the employees the day off but the Village Board needs to consider their fiduciary responsibility to the public.

EXECUTIVE SESSION

A motion made by Trustee Phillips to adjourn the Special meeting and enter into executive session at 8:04pm to discuss the damages done at Rothermel Park; seconded by Trustee Flaherty. All voted "aye".

The Village Board unanimously agreed to press charges to whoever damaged the grounds at Rothermel Park.

A motion made by Trustee Flaherty to adjourn executive session at 8:11pm; seconded by Trustee Leiser. All voted "aye".

Respectfully submitted,

Nicole H. Heeder
Village Clerk