

Village of Cambridge Board Meeting

August 7, 2013
Agenda #2

Community Events:

- Eagle Scout project to plant a flower and shrub garden on the Main Street side of the Library or around the Gazebo
 - Sheppard Gordon is willing to plant the garden in order to earn his Eagle Scout rank
 - He will obtain donations for the plantings
 - The work will be supervised by the Boy Scout Troup
 - The Library Board has approved with the question of maintenance
 - William Reagan has volunteered to maintain the garden, other volunteers will be needed.
 - Motion to approve.

Report on Past Events and Other Community Activities:

- Concerts in the Park – August 4th – Great music

Public Comment – the public is welcome to comment on any issue they may have and/or any agenda item.

Review of the Financial Abstract –review of the Financial Abstracts

- Need to approve financial abstracts from June and July
- Motion to approve abstract of vouchers

Mayor's Office Schedule for August

- August 22nd – 2 pm to 4 pm
- August 27th - 8:00 am to 11:30 am
- The public is welcome to stop in during those office hours to speak to me.

Focus on Finances:

- Financial Plan
 - Proposal to hire Les Losaw as Treasurer
 - Motion made at the July meeting to hire Mr. Losaw half time through a shared services agreement with the Town of Thurman.
 - During the negotiations it was determined it would be better to hire Mr. Losaw as a part time salaried employee; paying half his salary directly and paying half his health insurance costs to the Town of Thurman.
 - Total Salary \$6632.75 paid bi-weekly
 - Total Health insurance \$2557.08, paid monthly
 - Vacation time of two days to be included.

- Motion to hire Mr. Losaw as a part time salaried employee per his service agreement, attached, with two days vacation time, starting 8/7/2013.
- Proposal for Financial Record Keeping accepted at the July 17, 2013 Board meeting - attached
- Schedule for pay day
 - The end of the pay period is officially Tuesday PM and the current personnel manual states payday is Friday.
 - Mr. Losaw will be preparing payroll. In order to allow him adequate time pay day should follow the personnel manual. Village employees should be notified of the change this week.
- Board Pay Dates
 - Proposal – to eliminate confusion – the Board should be paid quarterly, with the last pay period in the quarter, based on the Village’s fiscal year.
 - March, April, May – paid in May
 - June, July, August – paid in August
 - September, October, November – paid in November
 - December, January, February – paid in February
 - The Board was paid in June (which was for March, April, May) and again at the end of July (which should have been at the end of August for June, July and August), therefore the Board will not be paid again until November.
 - Motion to set the Board’s pay schedule.
- Auditing of Vouchers – Review auditors – Trustee Lucey and Trustee Kelly
- Board Reports - routine financial reports that the Board needs to perform their financial responsibilities are needed on a monthly basis. These reports should come from the Village’s accounting software, Enhanced Business System.
 - Operating Statement which should include year-to-date expenditures compared to the budget;
 - Balance Sheet which should indicate the Village’s cash level, with due to accounts, due from accounts and fund balance;
 - Payroll report which should include a trial balance for each payroll.
 - Treasurer’s report which should give the Board the fund balance amount
 - Timeframe to produce reports?

Internal Controls Proposal:

- Internal Controls proposal reviewed at the July 17, 2013 Board meeting.
- Revised/Final Internal Control Policy, attached
- Motion to adopt, effective immediately.
- Need to work with Glens Falls National Bank to complete the necessary signature cards as soon as possible.

Letter from the IRS – significant reduction in payroll withholding, letter attached

- IRS sent the Village a letter with a form to be completed asking the reason that the payroll withholdings have significantly gone down. No explanation is currently available

- Bethany to prepare a report of the last 12 months on the amounts sent to the IRS each quarter/each pay period.
- Asking Les Losaw to make the response to this letter a priority as he begins his work for the Village
- The Mayor called the IRS and put a note in the record that we are changing personnel and will respond to their letter as soon as possible.

Approval of Minutes:

- June 5, 2013 – any corrections, motion to approve
- July 3, 2013
- July 17, 2013 – hold, need to add review of the Financial Record Keeping proposal and review of internal controls with assignments

2012-2013 Fiscal Year Budget – ON HOLD until report can be produced from the Village accounting system (Enhanced Business Systems)

- At the end of each fiscal year the Board needs to review the year-to-date expenditures and make budget adjustments where necessary. By law the Village cannot spend over the line item amounts published in the annual budget. Any unused funds will be allocated to the unappropriated fund balance, a capital reserve, or account designated by the Board.
- Board review of year-to-date expenditures to make budget adjustments, as necessary, to be schedule as soon as a report is ready to be reviewed.

Amendment Request to the Municipal Agreement – Police Agreement with Greenwich

- Email from Insurance Agent requesting amendment – attached
- Village attorney, Tony Jordan, not able to represent the Village in this matter because his firm also represents the Village of Greenwich
- Attorney John Patterson has agreed to work with the Village on this amendment for the fee of \$250. Standard hourly rate is \$175. Email attached
- Motion to retain Mr. Patterson for the purpose of amending the police shared services agreement.

Risk Control Recommendations (attached)

- In June HCC (our insurance carrier) conducted a risk control visit and made a number of recommendations. “A” priorities need to be completed within 120 days from June 13, 2013; “B” priorities need to be completed when time, funds and personnel become available.
 - General
 - “A” priority – review driving records of all new hires and review all employees driver’s records annually
 - “B” priority – consider performing criminal background checks on new hires
 - DPW
 - “B” priority – post warning signage around areas of the DPW building informing the public of areas that are off limits;
 - “B” priority – provide a NFPA approved flammable storage cabinet for the storage of flammable materials when not in use;

- “B” priority – install an emergency shut off switch in the general area of fuel pumps.
- Police
 - “A” priority – develop and implement an Off Duty employment policy;
 - “B” priority – provide personnel with emergency vehicle operator training;
 - “B” priority – replace vehicles with over 100,000 miles;
 - “B” priority – ensure all training records are maintained separately from personnel files.
- Need Board member to follow-up on each of these recommendations – volunteers please?

Department Reports:

- Police
 - Activities for the past month
 - report highlights
- DPW
 - Activities for the past month
 - Tire Pickup
 - Paving of Route 22 and 372 – DOT will notify the office on the Monday before the paving is to begin; Bethany to put a press release in the paper to notify the community
 - Remediation of flooding at 6 Avenue A - status
- Main Street Pedestrian Project
 - Progress report on submitting the final grant paperwork
- Fire Department
 - Report
- Attorney
 - Report
 - Ackley Building – Progress on court proceeding – Two letters attached
 - Need to get estimates for stabilization or demolition as soon as possible – process?
- Clerk
 - Clerk’s report
 - Transfer of funds from Board Salaries to Parks and Rec, as per Alan Dupuis’ request
 - Approval to carryover comp time
 - Village office voice mail message – need technical assistance
- Youth
 - Report highlights
 - Youth Commission expenditures – correction of Village accounting, accept the repayment plan
 - Motion to accept the repayment plan as presented
 - walking program proposal
 - Board member to follow-up and work with Meghan
- Assessor

- Report highlights
- Historian
 - Report highlights
- Zoning Enforcement
 - Report highlights
 - Sign Zoning – non-conforming signs have a sunset date in 2014
 - Still need to rewrite the sign portion of the zoning – anyone want to lead that project?
 - Review of fee schedule for an interpretation of the Zoning Law – currently \$100
- Library
 - Report highlights
- Zoning Board of Appeals
 - Report highlights
 - Historic Building Ordinance - Alan
- Planning Board
 - Report highlights

Projects:

- Proposed changes to the Zoning Law - Cambridge Guest Home:
 - Continue discussion of approach the Board wants to take to change the zoning law
- Economic Development
 - Developers presentation of a proposed use for the old Hospital property – email attached
- Personnel Manual – good to look over the current personnel manual to become familiar with what it says and does not say.
- LARAC concert series
 - Thank you to Sara Kelly for making this concert series happen
- 204 HUD funding for home repair – need Board member to follow-up
- National Grid tree replacement project – 10,000 Trees
 - Scott Lucey has gathered material

Correspondence

- In packet – highlights

Old Business

- Three old grants that need to finalized
 - Fire Department Grant – Bethany
 - Skate Park – Bethany, and Naomi
 - Street Signs – Bethany, Rick and Sarah Ashton
- Jerome Drive
 - follow up to previous request for assistance
- Girl Scouts Sidewalk Project
 - Need Board member to follow-up
- Monolith Solar
- Historic Hudson-Hoosic Partnership
- Lakes to Locks
 - Transfer of funds from Board salaries (Alan Dupuis) to Lakes to Locks
 - Placement of kiosk – email attached

- New York State Department of Environmental Conservation
 - Solar Energy Development at Closed Landfills - EPA offering free feasibility studies to municipalities who have landfill sites that have the potential to support renewable energy systems, responded yes to the feasibility study.
 - Board member needed to follow-up on feasibility study