

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

LOCATION: MUNICIPAL BUILDING, 4303 MAIN STREET
PORT HENRY, NY 12974

DATE: NOVEMBER 22, 2011

TIME: 3:15 PM

PRESENT: Mayor Guerin, Trustees Brassard, McDonough, Rich and Viestenz and Clerk Daly.

ATTENDANCE: None.

Mayor Guerin called the meeting to order at 3:17 pm, followed by the salute to the flag.

Trustee Brassard informed the Board that the Village has been advised that bids should be obtained from contractors for the Campground Restoration Project. After a discussion regarding the matter, it was decided that Trustee Brassard would contact Greenman – Pedersen, Inc. to ask for their help in preparing the bid advertisement and package pertaining to this project. Trustee Brassard will also ask if it is necessary to wait to put this out to bid until the engineering report has been completed, or if the preliminary report may be utilized for now. A motion was made by Trustee McDonough, seconded by Trustee Viestenz, to advertise for bids for contracting services with regard to the Campground Restoration Project. Yes; Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried.

Trustee Viestenz advised the Board that two Bond Resolutions will be on the December 12, 2011 Board Meeting agenda for proposed adoption. Village council is in the process of preparing both, which will help in eliminating the anticipated cash flow issue; the first pertains to borrowing funds for lost revenue with regard to the campground late opening and early closure as a result of the damages incurred from the spring flood in late April and Hurricane Irene in late August. The second Bond Resolution will pertain to borrowing funds to cover the clean up expenses incurred as a result of both disasters. The Board decided to ask Attorney Bob Hafner to attend the December 12, 2011 meeting to review both resolutions with the Board and the public.

This Special Meeting was called by the Board to discuss Personnel matters with regard to the accrual of benefits. Being that the discussion would involve personnel matters, the Board entered into Executive Session by motion from Trustee Brassard, seconded by Trustee Rich at 3:25 pm. Yes; Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried. The Board confirmed that they did not wish to have the Clerk record the executive session or take minutes, unless the Board takes action while in executive session.

EXECUTIVE SESSION

A motion was made by Trustee Brassard, seconded by Trustee Viestenz to adjourn the executive session at 3:50 pm, at which time the Board will enter back into regular session. Yes; Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried.

REGULAR SESSION

The Board passed a resolution on September 12, 2011 to amend the Village Employee Policy on page 1, paragraph 3, regarding; “Benefits offered by the Village of Port Henry”, to read as follows: All Village employees must work through a six month probationary period before their employment status becomes full time. During that six month probationary period, no benefits are realized by the **non-union** employee, except health insurance”. After further review and discussion on the matter, the Board unanimously decided to rescind the Resolution that was made on September 12, 2011 to

amend the Employee Policy with regard to the six month probationary period for non-union employees. The Board also decided to change the words “full time”, to “permanent” in this paragraph. The motion to rescind the September 12, 2011 resolution regarding the amendment to the Employee Policy, as well as the minor change in wording was made by Trustee Brassard, seconded by Trustee McDonough. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried. The Employee Policy, on page 1, paragraph 3, will now read as follows:

“All Village employees must work through a six month probationary period before their employment status becomes permanent. During that six month probationary period, no benefits are realized by the employee, except health insurance.”

The Board discussed the proposed addendum received from the Teamster’s Union titled “Memorandum of Understanding, between the Village of Port Henry and the Teamster’s Local 294”, with regard to vacation accruals resulting from a grievance filed on June 20, 2011 and an agreement that was made to amend the language in the current Teamster’s Agreement, pertaining to vacation accrual dates, as a result of a meeting held on July 6, 2011 regarding the filed grievance. The Board determined that the language in the understanding received from the union is not what was agreed to at the July 6, 2011 meeting between Mayor Guerin, Trustee McDonough, Union Steward Perry and the employee who filed the grievance. The Board reviewed the revised proposed Memorandum of Understanding and examples of vacation accrual dates that were distributed to the Board at this meeting and unanimously agreed that the revised proposed agreement presented does in fact contain the language to implement what was originally agreed to at the July 6, 2011 meeting. Mayor Guerin indicated that he would meet with the Union Steward to present and review the revised proposed Memorandum of Understanding and examples of vacation accrual dates presented at this meeting, that the Board has agreed to.

A motion was made by Trustee Brassard, seconded by Trustee Rich, to approve the accrual of 40 hours of vacation pay for Pete Towns as a result of this agreement and with regard to his 10 year anniversary date of November 5, 2011. The vacation accrual will take effect once a revised addendum is approved and both the Teamster’s Union representative and the Mayor have executed a revised Memorandum of Understanding to include the proposed language as presented in the Memorandum of Agreement at this meeting. Yes; Mayor Guerin, Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried.

A motion was made by Trustee McDonough, seconded by Trustee Rich, to adjourn the Special Meeting at 4:00 pm. Yes; Trustees Brassard, McDonough, Rich and Viestenz. No; none. All in favor, motion carried.

ADJOURNED

Village Clerk