

TOWN OF CONSTANTIA
MINUTES– SPECIAL MEETING - TOWN BOARD – March 25, 2010
10:00am – Constantia Town Hall

Present: Charles Gilkey – Supervisor
Richard Colesante, Frank Tomaino – Council Members
Clare Haynes – Town Clerk
Wayne Woolridge – Highway Superintendent

CALL TO ORDER:

At 10:00 am Mr. Gilkey called the meeting to order with the Pledge of Allegiance.

PURPOSE:

The purpose of this special meeting is to discuss Highway Department issues.

PROCUREMENT POLICY:

Mr. Woolridge wanted to make a change to the procurement policy to include use of the internet. It was agreed upon to make 2 changes in Guideline 3 to read **or internet quotes** from vendors. It was decided to make the appropriate changes for council member review and if all agree, accept at the April 20th Town Board Meeting. This policy should be reviewed and accepted at the yearly Organizational Meeting, it will now be put on the agenda.

LOADER:

The town currently owns two 2003 544 John Deere Loaders. They were due to be replaced in 2007, they have 3,200 hours on them and are valued at approximately \$40,000 for a trade in. There are some loaders currently on State Bid, but would like the town to put out our own bid, it will open up the bidding process to include other manufacturers. Mr. Woolridge would like to purchase a loader that is manufactured all by the same company. The loaders that are currently on state bid do not have that, the loader is built by one company and the motor is another, it becomes a problem if there is an issue you have more than one company to deal with. You get a better warranty if all is produced by same company. It was agreed to advertise for one new loader with the bids to be opened at the April Town Board Meeting.

GRADALL:

Looking forward the town's gradall will need to be replaced, it is 20 years old would like to change the capital reserve fund that the highway currently has to be designated to purchase a new one. The capital reserve currently has \$35,000. A new gradall will cost approximately \$230,000. Mr. Woolridge if able will add to the capital reserve at the end of the year.

WOOD BOILER:

The 1991 wood boiler at the highway garage has broken. Have tried to weld it many times the walls are just too thin, it has not been working since February. Mr. Woolridge has been looking at outside wood furnaces, would like approval to put to bid, this will be a general fund purchase as it is for a building. It was questioned as if wood is still the way to go, Mr. Woolridge feels that it is, with the trimming of the trees on the roadside, there will not be a shortage of fuel. This will be put to bid with opening at the April 20th Town Board Meeting.

EMPLOYEE HANDBOOK:

Mr. Woolridge would like to make a few changes to the employee handbook, especially in the area of the new EBLAR account. Mr. Woolridge would like the employees to be able to buy back some of their accrued time. This additional money would come directly out of the EBLAR account. The account is up to date as to the amount that is owed each employee that is currently part of the program. It was questioned if there should be a cap on how much each employee can carry over or how many total hours that they can have in the account. Mr. Woolridge would hate to penalize anyone, it is for the betterment of the town that we offer this, and now that the account is set up, we will not be hit by any one individual that leaves the employment of the town. Mr. Colesante requested that Mr. Woolridge hold a meeting with the employees to see what they think is fair, then have a work session.

PARK/WORKCREWS:

Mr. Colesante wanted to make sure that Mr. Woolridge is not spending Highway money on park maintenance, he does not want the highway to feel like they are being taken advantage of. Mr. Woolridge feels that the town is in this together, and that collectively it is in the best interest of the town to handle most things in house. The park will need to purchase a new lawn mower for next year, please put into the budget.

ADDITIONAL COMMENTS:

Mr. Gilkey covered the NYMIR Letter that was received February 2, 2010, all issues at the highway department have been corrected.

A handout from the State of New York Office of the State Comptroller was received and will be given to all councilmen. The subject is the Accounting for Compensated Absences.

Mr. Gilkey asked if there is going to be any hiring or firing, to please notify the board so all members can be aware of the situation before it happens. Mr. Woolridge will be hiring at least three seasonal personnel this year, maybe more.

ADJOURN:

AT 12:25pm the worksession adjourned.