

## **Village of Allegany Board of Trustees Meeting**

**Monday, December 1, 2014 at 4:30 PM in the Village Hall**

The meeting was opened at 4:30 PM. Trustee Davis was not in attendance.

The minutes of the November 17, 2014 meeting were accepted and approved by Trustee Nazemetz and seconded by Trustee Cummins. All-ayes, Nay-none.

The payment of bills was approved. Trustee Cummins inquired if the National Grid bill was being paid late. The Clerk agreed to look at the billing and previous payment dates. The billing for the HACH Company was not approved until an explanation could be offered regarding the items being paid. All the other bills were approved for payment. Trustee Nazemetz made a motion to accept the bills with the exception of the HACH Company bill. Lance Jobe arrived and explained that the billing for HACH was for ampoules used for water. Trustee Cummins requested that all bills be paid and Trustee Gleason seconded. All-ayes, Nay-none.

The longevity schedule was presented to the board. Trustee Nazemetz resolved to accept the schedule and the resolution was seconded by Trustee Gleason (Resolution 2014 – 166). All-ayes, Nay-none.

The Clerk presented an update to the Employee Manual that stated time off without pay could be requested by full and part -time employees. The Department Head and the Board must approve of the time off. The resolution (Resolution 2014 – 167) was established by Trustee Nazemetz and seconded by Trustee Gleason. All-ayes, Nay-none.

A resident expressed concern over a pipe that had burst outside of his home. Lance Jobe is to speak to the resident since the resident did not know exactly when the pipe had burst. The bill for that home will be reviewed with the next readings in December.

The Clerk is to call the Town to determine if they would be interested in training on some systems together.

The Board approved via Resolution 2014-168 for Lance Jobe to attend an Annual Training to attain his required 24 hours per year of certification. The Board did request that Mr. Jobe ask the Town of Carrollton if they would be willing to share in the cost of the trip. Trustee Nazemetz issued the resolution, seconded by Trustee Gleason. All-ayes, Nay-none.

### **Public Session**

No one present

## **New Business**

Attorney Fodor looked at establishing an updated Sexual Harassment Policy. She reviewed two styles that seemed to cover all of the points necessary. She indicated that modifications could be used. She asked the Board to study the examples she had copied for them and be prepared to offer changes within the next two weeks. She asked that ideas for updates or changes be submitted to her by the 12<sup>th</sup> of December. Attorney Fodor did note that neither policy addresses the use of social media or the use of personal cell phones for work related business. The policies focused on the village point of contact responsibilities only. Trustee Cummins agreed to share the Allegany EMS policy. Chief Papasergi mentioned that need to go to authorized village cell phones will increase the cost to the village. The mention by Chief Papasergi directed a discussion on concerns for the security of the village when personal cell phones are used. The Chief felt it would be unfortunate for the citizens if personal cell phones could not be used as part of the technology of the SCADA system. He mentioned that no one has been called out to answer a sewer issue in three years. Attorney Fodor explained that with proprietary use of personal cell phones and professional use of cell phones there is a point of contact limitation and those are difficult lines to draw. Trustee Cummins mentioned that the EMS policy has built in limitations due to HIPAA. Limitations must be reviewed and restricted.

Resolution 2014-169 was introduced by Trustee Nazemetz, seconded by Trustee Gleason to hire a two month replacement Court Clerk while searching for a permanent replacement. All-ayes, Nay-none. Susan Talbott, an experienced Court Clerk, agreed to assist for two months. The Clerk agreed to review previous resumes for clerical positions and work with Trustee Nazemetz to discuss any possible hires for the clerical position. Resumes for the part-time position are being accepted until December 5<sup>th</sup>.

## **DPW**

Trustee Cummins asked about a report he had requested at the last meeting from Lance Jobe, Code Enforcement Officer. The report should list the Certificates of Occupancy that have been completed and any that must be done. Lance responded that he has to review the payment book and will submit a report at the next meeting.

Trustee Cummins also asked about the investigation into the loss of water several weeks ago. Superintendent Papasergi stated that there was not a response to the alarm and the crew was unaware of the alarm due to radio loss. Trustee Cummins asked if there was a backup to the alarm on the village phones. The Superintendent stated that you can get the phone or a computer notification. Lance Jobe reported that he checks the SCADA system on Monday an Friday.

Attorney Fodor asked about the use of private cell phones in controlling the SCADA. She expressed concern for the security of having access on phones that are frequently lost or misplaced. The Superintendent stated that there is a security access code and Attorney Fodor again expressed concern for the safety of the system.

## **Police**

Chief Papasergi requested that payment be held on the new 2015 police car until the lights are done. Trustee Cummins asked about the purchase of an SUV for the police department. As the Chief recalled, the price was \$39,000 with all but the radio. The Chief will look into the reserve account to determine the amount in that account.

The Mayor recalled that the amount being held for police uniforms needed to be cleared. The last audit indicated that account could not have a balance.

Justice Lance Brennan came into the meeting and asked to speak as part of the Public Session. He stated that he agreed with Susan Talbott filling in as the Court Clerk until a permanent replacement could be established. He indicated that he would like to speak to all interested parties and would like to have one person to contact rather than several since it can take months to get up to speed and there is a need to be registered with the state. He also stated that he felt there was a need to hire a part-time patrolman for vehicle and traffic work. He thanked the board for agreeing to have the village prosecutor. The Justice felt the process works well now.

## **Other Items**

The Mayor stated that Eric Wohlers informed him that Dale Walker wrote Olean's policies. Mr. Walker, with the City of Olean, is willing to help write our policies and procedures. Mr. Walker will contact the Mayor to discuss how he can help Lance Jobe to complete the SCADA policies and procedures. Lance Jobe stated that the Health Department keeps making changes to the structure of the policies and procedures. Superintendent Papasergi wants the chemical lists and expressed his frustration that the SCADA is not running. Valve coordination will belong to Lance Jobe. Lance Jobe stated that Chris Crawford wants an SOP and a GOP and that everyone involved with SCADA wants to operate differently. Attorney Fodor stated that getting started with the SOP to get the SCADA system working prevents everyone from doing something different and if others do not buy in to the use and processes, it fails. It was stated that more people everyday are getting their licenses to operate systems. If the process is in writing and one operator does not follow the process, detecting the offending party would be possible. Lance Jobe stated that numbers 1 and 3 have passed testing with the County, but # 2 has not passed. If needed, the Mayor offered to bring in Eric Wohlers to bring the Board up to speed. Lance Jobe agreed and stated that he may need help.

There was discussion on the KVS contract and if the contract can be voided since they do not appear to be interested in showing the product that we purchased to the Clerk and Trustee Cummins. There may be a penalty according to Attorney Fodor.

## **Correspondence**

1. An anonymous letter was received by Lance Jobe and shown to the Board. Lance is to look at the details of the letter and check on what can be done.
2. The Workers Compensation Board Notice was held for Executive Session

### **Old Business**

1. The Mayor will call Mr. Braccio regarding the union contract
2. SCADA - was discussed previously
3. A computer system is being reviewed by the Clerk and Trustee Cummins on December 11
4. The Code of Ethics - names are needed to be approved to the three person board
5. Job duties review and approval
6. Fee Schedule for office and water and sewer use - was sent to the Planning Board and their meeting was delayed until the first of the year per Lance Jobe. The Clerk contacted three municipalities to obtain their information and will submit that information to the Planning Board for their use
7. Trustee Cummins to research the First Aid box and the purchase of an AED since the Board felt it was a good idea to have an AED in a public location. There was a suggestion to look for a grant for the purchase of an AED and training to use the system.

A motion was made by Trustee Cummins, seconded by Trustee Gleason at 5:55 pm to go into Executive Session to discuss a personnel matter. All-eyes, Nay-none.

Executive Session ended at 6:27 PM with a motion to end by Trustee Nazemetz, seconded by Trustee Davis. All-eyes, Nay-none.

Trustee Cummins made a motion to adjourn the meeting, seconded by Trustee Davis at 6:30 PM. All-eyes, Nay-none.

Respectfully Submitted,

Lorrie B. Fisher

Village of Allegany Clerk/Treasurer