

Present: Ralph Caruso, Supervisor
Timothy Arone, Robert Hunter and Frank Palermo, Councilpersons
Absent: Marilyn Prestia, Councilwoman
Also Present: Joseph McKay, Attorney for the Town; Sandra Capriglione, Village Zoning Board

1. Discussion – Amendment to Chapter 16 of the Town Code “Beautification Commission” at the request of the Beautification Commission Chairperson/Secretary:

Clerk Potvin explained the proposed changes to the law which included the creation of term limits, attendance requirements and the Commission choosing its Chairperson instead of the Town Board. Councilman Palermo stated the proposed amendment says that the members serve at the pleasure of the Town Board but then there are term limits imposed, which contradicts. Attorney McKay agreed it should be one or the other. Councilman Palermo then stated if there are term limits how can an attendance requirement be imposed. Attorney McKay stated in recent years it has become more common to have removal clauses for lack of attendance. He does not feel it is contradictory and is more towards the trend. Attorney McKay stated he would review the proposed law in further detail and prepare the necessary SEQRA documents. Councilman Arone asked how it would be decided which member would be appointed to which term and Supervisor Caruso suggested it be done randomly by pulling names from a hat. Supervisor Caruso stated this issue will be discussed further at the April 16 meeting.

2. Discussion – “Work Order Service Request” form at the request of Councilman Hunter:

Councilman Hunter stated he is annoyed that a new policy/procedure was imposed on the Department Heads prior to being discussed/approved by the Town Board. Supervisor Caruso stated this was a form he created as part of his management projects. He feels this system will help the Building/Grounds Department (B&G) by documenting all work requested and help prioritize the work requested to be done. It is also a tool to help track budget expenses. He stressed it is not hindering any work from being done. Councilman Hunter stated he spoke to a few people and has been told that it is hindering work from getting done. He stressed again that this policy should have been discussed by the Board prior to implementation. Supervisor Caruso stated he is the Supervisor and is responsible for managing the town and the facilities as such. The work orders are used to track the progress of the work being done and to keep track of work being requested to be done. Councilman Hunter stated he feels that it is not a valid policy since the Board did not discuss or vote on it. Councilman Palermo stated he feels the problem is that a policy is being started without the Boards input and that the Board should be informed when a new policy is enacted. He agrees that it is a good idea but does not feel that the Supervisor’s should have a say whether the work done should be approved, denied or postponed - it should be up to the B&G Superintendent to do so. Also, he feels the Department Heads have a right to spend the money that was approved when the budget was adopted. Supervisor Caruso stressed that the money approved is taxpayer’s funds and as Chief Fiscal Officer it is his responsibility to see that it is spent appropriately. Councilman Palermo stated again that the Board should have had input on this policy prior to be enacting. Supervisor Caruso stated the policy was discussed at a Department Head meeting and is a “work in progress” that can be amended as needed. It is an administrative policy and does not need to be voted upon. Councilman Palermo stated the Board manages and oversees the Town, not the Supervisor solely. Supervisor Caruso stated he does not agree, noting that as Supervisor he has a lot of responsibility – one of which is to make sure the town runs efficiently. Councilman Arone stated he can see a lot of benefits by using the form from a budget standpoint. He asked if the work being requested is under the procurement policy does a form need to be filled out. Supervisor Caruso stated the work order request form has nothing to do with the procurement policy. Superintendent Weyant stated he feels this form is more of an internal tool for the B&G Department as they have a lot

of demand on their time. Clerk Potvin added that, in her opinion, the form has streamlined work that is requested of the B&G Department on a daily basis. Councilman Hunter stated the work is being hindered since the Supervisor is requiring his approval prior to it being done. Supervisor Caruso stated no work has been denied. Councilman Arone confirmed that the B&G Department is prioritizing the work that needs to be done when they receive a completed form and Supervisor Caruso stated that was one of the purposes of the form. Superintendent Weyant suggested the Board speak to the B&G Department to see what their opinion of the form is. Councilman Palermo stated again that it is a good tool but feels the Board should have been made aware of the policy. Supervisor Caruso noted that an accident/incident report form has also been enacted that covers incidents not only relating to employees but also public ones as well.

Public Comment:

Sandra Capriglione stated there are a number of sections in the Town Code that have been nullified since the creation of the Village yet they have never been removed. She feels that it causes confusion to the public when there are duplicated laws. She asked if the Board has considered updating the Code. Clerk Potvin stated several years ago she obtained a quote of \$20,000 to have the Town Code completely reviewed and updated to remove the laws that no longer apply. Each year at budget time she would suggest the work be done but was denied due to cost. She has not requested it be done over the past two years but did mention it again to Supervisor Caruso in January. With regards to the attendance requirement of the Beautification Commission, Mrs. Capriglione suggested the same terminology that currently exists in Chapter 3-1 of the Town Code *“this Board finds that attendance at regular meetings is a condition of the appointment of each board or commission member”* be used in this section as well. With regards to the communication between Board members, she feels that the Supervisor should keep the Town Board informed. Unlike a Mayor that can act autonomously, the Supervisor cannot and suggested Supervisor Caruso consult State statute. Supervisor Caruso stated there are many tasks that a Supervisor and Mayor do that are similar. He then thanked Mrs. Capriglione for her comments.

Justin Hunter stated that Supervisor Caruso needs to “grow up” and treat the Town Board members with more respect. Supervisor Caruso thanked him for his comments.

John Smith asked if the proposed law discussed this evening should have a procedure for filling vacancies. Supervisor Caruso stated it would be the same as it is with the other appointments made by the Town Board.

8:05PM - Executive Session:

Motion was offered by Supervisor Caruso, seconded by Councilman Palermo, to enter into an executive session to discuss the work history for a particular employee.

ADOPTED AYES 4 Caruso, Arone, Hunter, Palermo
 NOES 0

No minutes of the executive session were recorded. Attorney McKay attended the executive session.

Adjournment:

With no further business to discuss, a motion was offered by Councilman Palermo, seconded by Councilman Arone, to end the executive session and adjourn the meeting at 8:42PM.

ADOPTED AYES 4 Caruso, Arone, Hunter, Palermo
 NOES 0

Desiree Potvin, Town Clerk