

Department Heads/Special Meeting August 5, 2011 8:00 a.m.

Present: Supervisor S. Reiter; Councilmen M. Marra & R. Winkley, Budget Officer M. Johnson; Accountant K. Farnham; Tax Receiver J. Stephens; Senior Dir. J. Collesano; Police Chief C. Salada; Ad./Op. J. Ritter; Bldg. Inspector T. Masters; Fire Bureau Clerk K. Kifer and Town Clerk C. Brandon.

Supervisor Reiter opened the meeting at 8:05 a.m. and stated that the draft report from the NYS Comptroller's Office has been received.

M. Johnson stated that the procurement policy should be reviewed and that under \$5000 three oral bids maybe accepted. Also, that the State Bids are not always the lowest bid. The vendors may not be listed but we should get 3 quotes.

Budget worksheets for 2011 were passed out to department heads. Year end benefits (i.e. sick days) should be included in budget figures. A meeting will be set up with each department.

Questions were asked about Power Authority money and its uses, especially for Joseph David State Park. A discussion took place.

A letter was received from Assessor L. Johnson asking that Molly Penale be appointed Assessor's Clerk.

Winkley MOVED that Molly Penale be appointed to the position of Assessors' Clerk on a provisional basis pending the passing of the civil service test. Hourly rate to be \$15.00. Seconded by Marra and carried 3-0.

Meeting adjourned at 9:20 a.m.

Respectfully Submitted and Transcribed by:

Carol J. Brandon
Town Clerk