

A special meeting of the Geneseo Town Board was held on Tuesday, August 18, 2009 in the conference room of the Geneseo Town Office Facility.

PRESENT: W. Wadsworth, D. Dwyer, M. Tenalio

ABSENT: D. Dimpfl, F. Manapol

ALSO PRESENT: L. Levey-Hwy Supt.

A special meeting of the Town Board was called to order at 2:10 pm to discuss the Highway Clerk position/vacancy.

Board Members asked Hwy Supt Levey if there is a way to get the Hwy Clerk duties done with the existing "in-house staff". Supt Levey responded that it would be difficult. He has shared his current Hwy Clerk with Court and he never knows when she will be needed at Court and when she will be at the Hwy office. He would like more control over the Hwy Clerk's hours.

Hwy Supt Levey added that he does feel he could cut down on the hours. Supervisor Wadsworth suggested starting at a lower number of hours and see how it goes. The number of hours could be increased later.

The suggestion was also made to have the town's water and sewer billing brought back "in-house" and that those billing duties could be performed by the Highway Clerk. However, it was agreed that the clerk's hours should not exceed 20 hours a week and any hours over the 20 could be picked up by the current office staff.

Mr Dwyer suggested that if a Clerk were to be hired for 20 hours a week, Hwy Supt Levey could schedule the specific work hours, such as Mondays thru Thursdays from 8 am until 1 pm.

At 2:20 pm Mr. Dwyer moved and Mr. Tenalio seconded the motion to go into Executive Session. Motion passed with voting as follows: Wadsworth-aye; Dwyer-aye; Tenalio-aye. Nays: None.

At 2:45 pm the Board came out of Executive Session and went back into Regular Session. No action was taken during Executive Session.

An estimate of the number of hours per week for the Highway Clerk to perform the duties is needed. It was agreed Hwy Supt Levey will outline the percentages of each of the duties in the job description and estimate the time needed to do them. The hours needed for water and sewer billing will be estimated and added in. It was suggested that the hours should not exceed 20 hours/week and any hours over the 20 could be picked up by current office staff.

Since the current Hwy Clerk's last day is September 21st, it was agreed the Board will meet again next Tuesday at 2:00 pm prior to Thursday night's regular meeting. The position needs to be advertised and by Tuesday Supt Levey should have an analysis of the number of hours for the duties on the job description.

At 3:00 pm Mr. Dwyer moved and Mr. Tenalio seconded the motion to adjourn the meeting. Motion passed unanimously.

Jean Bennett, Town Clerk