

**TOWN OF URBANA
SPECIAL BOARD MEETING
May 14, 2014**

The Urbana Town Board held a Special Board Meeting, May 14, 2014 at 6:00 p.m. in the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT:	John Webster	Supervisor
	Jim Presley	Councilman
	Edward P. Stull	Councilman
	Tom Chadwick	Councilman
	Christine Kolo	Councilwoman
	Mary Farmer	Town Clerk

OTHERS PRESENT: Anne Green.

Supervisor Webster opened the meeting at 6:20pm with a pledge to the flag.

New Business

Clean Service Contract

The proposal from Steuben Janitorial was reviewed and though it arrived late, the Board decided to accept the proposal.

On motion by Councilwoman Kolo, seconded by Councilman Presley and carried, all voting Aye to approve the cleaning service contract with Steuben Janitorial Service.

Code Enforcement Officer Appointment

On motion by Councilwoman Kolo, seconded by Councilman Stull and carried, all voting Aye to appoint Mike Slowinski as Code Enforcement Officer and Watershed Officer. Mr. Slowinski will train until June 27, 2014 and then will become CEO on June 30, 2014.

May 14, 2014

Terms and Conditions governing the employment of Michael J. Slowinski as the Town of Urbana Code Enforcement Officer and Town of Urbana Watershed Inspector.

1. While Civil Service considers each of these positions to be part time the Town of Urbana considers the two positions together to be a fulltime position. The work week is generally considered to be Monday through Friday from 8 a.m. to 4 p.m. Flexibility is possible and should be discussed with the Supervisor.
2. The probationary period for his employment will be from June 30, 2014 until December 31, 2014.
3. Benefit package
 - a. Health, dental and eye insurance with copay to match that of current full time employees. These insurances are not available until he has satisfactorily completed his probationary period.
 - b. Paid vacation—1 week in 2015, 2 weeks in 2016, 3 weeks in 2018 and 4 weeks in 2020. All are available on January 1st of that year and may be taken by the day or week with the Supervisor's prior approval.
 - c. Mileage reimbursement at the current Town rate for using his personal vehicle for job related functions.
 - d. He will be eligible to join the New York State and Local Retirement System.
4. Salary

- a. During his training period he will be paid \$10 per hour. The training period will be from May 15, 2014 through June 27, 2014. His time sheet will be signed by Terry DeBuck prior to being given to Sally Burleson.
 - b. Effective June 30, 2014, when he becomes the full time CEO, through December 31, 2014 his salary will be \$17,500. His salary for the 2015 year will be \$40,000 if he is CEO certified. If he is not certified the salary will be \$37,000 and the remaining \$3,000 will be added to his salary when he becomes certified.
 - c. Salary payments will be on a biweekly schedule.
5. Training
- a. The Town will pay course costs and mileage for all classes required for Code Enforcement Officer certification.
 - b. The Town will pay costs and mileage for all yearly continuing education classes and or conferences.

Approve Trucks to Auction

On motion by Councilman Stull, seconded by Councilman Chadwick and carried, all voting Aye to declare the 1996 International plow truck and a 2010 For F-350 dump truck as excess equipment and take them to auction. Councilman Presley reminded the Board that a motion had passed a few years ago that stated any excess equipment would first be offered to Urbana residents to purchase.

Depot Architect

On motion by Councilman Stull, seconded by Councilman Chadwick and carried, all voting Aye to approve hiring Chris Todd to develop specs for what needs to be done on the Depot for the bidding process.

Other

Councilman Stull asked about the vacancy appointment for Councilwoman Kolo's seat and told the Board that Scott Sprague had approached him with interest in the position. Councilman Presley stated that three members of the Board already have someone in mind. He said they would like to appoint Connie Cook to the position. Councilman Stull would like further discussion.

With no further business, on a motion by Councilman Stull, seconded by Councilman Chadwick, the meeting was adjourned at 7:03 p.m. Carried unanimously by all present.

Respectfully submitted,
Mary M. Farmer
Town Clerk