

**Village of Hamilton
Board of Trustees
Special Meeting of February 5, 2018
3:00pm
Village Office**

APPROVED MINUTES

Present: Mayor RuthAnn Loveless; Trustees: Russ Lura, Jen Servedio and Sean Nevison;
Administrator Sean Graham

Absent: Trustee Joe Eakin

Public Present: None

Mayor Loveless called the meeting to order at 3:00 p.m.

Public Comment:

NEW BUSINESS

Executive Session: A **motion** was made by Trustee Servedio to enter into an executive session at 3:04pm to discuss employee qualifications. The **motion** was seconded by Trustee Nevison and unanimously carried. A **motion** was made by Trustee Servedio to exit the executive session at 4:10pm, seconded by Trustee Lura and unanimously carried.

**Resolution No. 6-2018
RESOLUTION CREATING THE TEMPORARY
POSITION OF PART TIME OFFICE ASSISTANT**

WHEREAS, there currently exists the position of part time office clerk, currently held by Ms. Theresa Joerger, and

WHEREAS, Ms. Joerger has indicated her intention to retire from employment with the Village on or about April 1, 2018, and

WHEREAS, in accordance with the recommendation of the Village Administrator, the Board of Trustees deems it prudent to hire a new part time office assistant to overlap with Ms. Joerger's remaining tenure so that Ms. Joerger's knowledge and experience may be more effectively relayed to the remaining office staff.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Trustees of the Village of Hamilton does hereby approve, create and establish a new temporary part-time office assistant position for the Village office, with that position to be classified for purposes of NYS civil service as Part Time, and as such the number of hours which may be worked under this position shall be limited to 1040 hours per year. Work hours shall be as determined and assigned by the Village Administrator, and it is hereby further

RESOLVED, that the starting rate of pay for this position shall be between \$11.00 and \$12.00 per hour, depending on experience, and that the position shall not have any other non-salary benefits. The Village Administrator and Village Clerk are hereby authorized to advertise for candidates to fill this position.

Motion: Trustee Servedio

Seconded: Trustee Nevison

Carried: unanimously

Resolution No. 7-2018

RESOLUTION APPROVING A CONTRACT FOR PAYROLL SERVICES WITH PAYCHEX INC.

WHEREAS, Ms. Theresa Joerger, currently responsible for preparing the Village's payroll and associated duties, has indicated her intention to retire from employment with the Village on or about April 1, 2018, and

WHEREAS, in accordance with the recommendation of the Village Administrator, Village Treasurer and Village Attorney, the Board of Trustees deems it prudent to contract with Paychex Inc. to assist the Village and its office staff in the preparation of its payroll and associated obligations going forward.

NOW THEREFORE BE IT RESOLVED that the Village of Hamilton Board of Trustees hereby approves the January 18, 2018 proposal from Paychex for the "Enterprise Package" of payroll services to the Village of Hamilton at a cost not to exceed \$9,362.25 per year, and it is hereby further

RESOLVED that the Mayor be, and hereby is authorized to execute a contract with Paychex Inc. for said services, subject to review and approval of the form and content of said contract by the Village Administrator, Village Treasurer and Village Attorney.

Motion: Trustee Servedio

Seconded: Trustee Lura

Carried: unanimously

Adjournment

There being no further business to come before the Board, Trustee Lura made a **motion** to adjourn. The **motion** was seconded by Trustee Nevison and carried. The meeting adjourned at 4:15p.m.

Respectfully submitted,
Kim Taranto