

Minutes of the Special Meeting of the Board of Trustees of the Village of Rouses Point, New York held on July 10, 2017 at the Village Office commencing at 4:30 PM

PRESENT: Daniel H. Letourneau, Mayor
Benjamin J. Arno, Trustee
Thomas M. Dart, Trustee
Thomas D. Batha, Trustee
Dale M. Menard, Trustee

CALL MEETING TO ORDER:

Mayor Daniel Letourneau called the meeting to order at 4:26PM and began with the Pledge of Allegiance

REGULAR SESSION:

- 1) The purpose of the meeting is to discuss the creation of the position of Administrative Assistant for the Village.

Mayor Letourneau explained the guidelines for that creation including the following:
Formulation of a list of duties and % of time for each one;
Checking that none of the suggested duties fell within those performed by persons in other Civil Service Job titles;
Once draft of duties is complete, it must be submitted to the Mayor for review and forwarding to Civil Service for final decision.

If the position is approved by Civil Service, an updated competitive list will be provided to begin interviews.

To be determined: if this position is full-time 30 hours per week or 40 hours per week, benefits to be offered, salaried or hourly.


The Board agreed to review the draft document at the 8/7/17 Board meeting.

- 2) Purchase of plants for the Memorial Park:
The Board authorized Trustee Arno to purchase 4 small evergreen bushes to be planted at the park and surrounded by mulch.

ADJOURNMENT:

Motion by Trustee Arno at 5:14PM to adjourn; Seconded by Trustee Dart; AYE CARRIED.

Respectfully Submitted,


Donna J. Boumil
Village Clerk