

**MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF THURMAN HELD JULY 23, 2013 AT THE TOWN HALL, 311 ATHOL ROAD, ATHOL NEW YORK, COMMENCING AT 6:00 P.M...**

**PRESENT:      MRS. EVELYN WOOD, SUPERVISOR**  
**MR. CHARLES BILLS, COUNCILMAN**  
**MR. LEON GALUSHA, COUNCILMAN**  
**MR. AL VASAK, COUNCILMAN**  
**MRS. GAIL SEAMAN, COUNCILWOMAN**

Recording secretary: **Cynthia R. Hyde**, Town Clerk

**BOARD MEETING:** The special town board meeting was called to order by **Evelyn Wood, Supervisor.**

**PLEDGE ALLEGIANCE TO THE FLAG**

**ROLL CALL**

**NEW BUSINESS:**

**Supervisor Wood** said that there had been discussion with the new mayor of the Village of Cambridge regarding a shared service agreement. The Village of Cambridge Clerk/Treasurer has been struggling to straighten out the books, which they can't figure out, since an audit some years back. The New Village of Cambridge Mayor learned that the Town of Thurman had also struggled with their books and a supervisor hired a new bookkeeper and the town still had that bookkeeper.

The Village of Cambridge Mayor asked the Town of Thurman if they would entertain sharing the supervisor's bookkeeper. **Supervisor Wood** felt that the Town of Thurman would consider sharing the bookkeeper. After consultations with both the town and village attorneys the Village of Cambridge unanimously

passed a resolution to request a shared service agreement with the Town of Thurman.

The Village of Cambridge proposes using Supervisor Wood's bookkeeper 50% of the time from 08/01/2013 until 12/31/2013. The Village of Cambridge would pay half of the salary and half of the health insurance costs. **Supervisor Wood** felt the proposal was reasonable. The town attorney advised a resolution on the matter. **Supervisor Wood** said that after a brief look, the amount of money we would save would be approximately \$9,189.83. **Supervisor Wood** said that the only negative impact is that her office would need to be closed when she went to county meetings, however the town clerk and deputies are usually available. **Wood** said it won't impact payroll as the pay dates are different. **Supervisor Wood** felt it was a win win situation and wanted to bring it to the board.

**Councilman Bills** asked if we would be paying mileage.

**Supervisor Wood** said that we would not be paying mileage.

**Councilman Galusha** reminded **Supervisor Wood** that during the last budget season he had requested that the bookkeeping position be reduced to part time and that **Supervisor Wood** said she needed a full time bookkeeper.

**Supervisor Wood** stated that with the FEMA closeouts complete she was comfortable with reducing the bookkeeper's hours.

**Councilman Galusha** replied that there was a lot of DEC paperwork (for the salt shed) to handle.

**Supervisor Wood** said that we have gone through the paperwork (DEC) now it is actually the construction.

**Councilman Galusha** added that at the last meeting we passed a resolution stating that the bookkeeper would be doing some of the paperwork.

**Supervisor Wood** said that yes there will be some bookkeeping (DEC) but he'll (the bookkeeper) will be here enough to handle it.

**Councilman Galusha** said that if the bookkeeper is working for The Village of Cambridge 50% of the time he'll be part time for the Town of Thurman and won't be eligible for health insurance.

**Supervisor Wood** stated that he'll (the bookkeeper) remain our full time employee.

**Councilman Galusha** said that he (the bookkeeper) won't be working here full time.

**Supervisor Wood** explained that we are entering into a shared service agreement; it's the same as having a shared service agreement with the highway department. Occasionally highway department employees work with another town but are still our full time employees, we still pay them but we have a shared service agreement.

**Councilman Galusha** stated that he's not sure everyone would agree with that.

**Supervisor Wood** replied that you don't have to agree with it that's how a shared service agreement works.

**Councilman Vasak** asked if this situation would be workable at budget time.

**Councilwoman Seaman** asked for reassurance that this would not affect us and that all of our bases will be covered.

**Supervisor Wood** said that all our bases should be covered, FEMA is pretty much complete, the DEC stuff is all done, we're just waiting for the 30 day referendum requirement to go by and he is still going to be here ½ the time. The supervisor and mayor envision 3 days one week and 2 days the next week, with both municipalities being flexible. **Supervisor Wood** felt this would be doable and she is in favor of trying it.

**Councilwoman Seaman** asked that if this shared service works well is it something that might carry over to next year.

**Supervisor Wood** said that it's been discussed but Cambridge doesn't know where they are fiscally at the moment and their budget cycle is different than

ours. The Village of Cambridge Mayor thought the agreement could be revisited but if Mr. Losaw can train their clerk/treasurer they might not need to pursue it.

**Councilman Vasak** wanted to know how binding this arrangement is and if we could get out of it if we wanted to.

**Supervisor Wood** said that the agreement could be rescinded but that she would talk it over with the Village of Cambridge first.

**Supervisor Wood** stated that the attorney thought the period is short enough that it will give us a feel for having the bookkeeping office staffed part time.

**Councilman Vasak** said that in the beginning the reason the bookkeeper is here is because everything was so screwed up, our taxes were wrong and a lot of things couldn't be proved. The men weren't even getting paid, the IRS had a thing where one guy was having deductions and one guy wasn't having deductions.

**Councilman Vasak** said that he didn't want to go back to that.

**Supervisor Wood** said that we are very caught up, the quarterlies are going out on time and everything is in good shape. **Supervisor Wood** felt that this agreement would be a substantial savings for the town.

**Town Clerk Cynthia Hyde** asked who would be paying the retirement cost, which is a substantial amount, no one brought that point up, it isn't in the resolution and the board had not even mentioned it.

**Councilman Vasak** said that that's a good point.

**Supervisor Wood** stated that she had spoke to the attorney about the retirement and that because Village of Cambridge is paying half of the salary they will pay half of the retirement and that it will have to be prorated, timed for each one.

**Councilman Vasak** said that we could make an addendum.

**Councilman Galusha** stated that it hasn't been passed yet just add it in.

**Supervisor Wood** said that we need to add the retirement to the resolution and then added it.

**Town Clerk Cynthia Hyde** asked if all the other part time employees will now get 50% of their health insurance paid. **Hyde** also asked what 50% of the health insurance would be and said that the public has the right to know that figure since they are the ones that pay for it.

**Supervisor Wood** reiterated that the bookkeeper is still a full time employee and it is a shared service agreement. **Supervisor Wood** said that we are not here to answer the question on the health insurance but agreed it was public information and that the Clerk should have the contract that shows what that figure is.

**Town Clerk Hyde** said that she didn't have the contract and that since no one ever sees the health insurance bills no one really knows that figure.

**Councilman Bills** asked if we have to pay \$50 per week or \$100 per month they are going to pay \$50 dollars.

**Supervisor Wood** said that they will pay half, half is half.

### **RESOLUTION # 38**

#### **RESOLUTION AUTHORIZING SHARED SERVICES**

*WHEREAS the Village of Cambridge is in need of a bookkeeper with governmental accounting experience to assist the Village with its financial operations, and*  
*WHEREAS the Village has resolved on July 17, 2013 to request a shared service arrangement with the Town of Thurman which was unanimously approved by the Village Board, and*  
*WHEREAS the Town's attorney advises that it would be appropriate for the Town to enter into such an arrangement, and*  
*WHEREAS the arrangement would be beneficial to both municipalities, now therefore*  
**BE IT RESOLVED** that the Town of Thurman agrees to the following:

*Beginning August 1, 2013 the Town of Thurman bookkeeper will work 50% of the time for the Town of Thurman and 50% of the time for the Village of Cambridge for a total of 40 hrs per week until December 31, 2013. The Village of Cambridge will pay ½ the cost of the bookkeeper's health insurance and retirement to the Town of Thurman. Each Town will pay 50% of the bookkeeper's salary.*

On a motion by **Councilman Vasak**, seconded by **Councilwoman Seaman**, Resolution # 38 was approved.

**MOTION CARRIED: 3 AYES ~ WOOD, VASAK, SEAMAN**

**2 NAYS ~ GALUSHA, BILLS,**

Special July 23, 2013

**ADJOURNMENT:** On a motion by **Councilman Vasak**, seconded by **Councilwoman Seaman**, the meeting was adjourned at 6:15 pm.

**MOTION CARRIED:** 5 AYES ~ WOOD, GALUSHA, BILLS, VASAK, SEAMAN

**Respectfully Submitted:**

**Cynthia R. Hyde  
Town clerk  
07/30/2013**